

# APPLICATION FOR SPECIAL REGISTRATION

To register for a Directed Readings/Study, Independent Study, or Course-by-arrangement; complete the form with signatures, attach the required course documentation (project description/requirements), and submit it to the Registrar's Office for review and registration.

*Note: Internships must be submitted on the Career Center's Internship Registration Form available at the Career Center Office, Dahl Union 205. Special Topic courses (# 39) must be submitted by the instructor of the course, with the approval of the department head.*

<b>NAME</b>	<b>ID #</b>	<b>Class (select one)</b> FY    SO    JR    SR    Special
<b>E-MAIL ADDRESS</b>	<b>SPO</b>	<b>PHONE #</b>

**TERM** (select one):    fall            January            spring            summer I            summer II

**ACAD. YEAR:** 20\_\_\_\_ - \_\_\_\_

(check the one for which you are applying):

<b>285</b>	<b>Directed Study:</b> An opportunity to pursue individualized or experiential learning with a faculty member in the January term, at the sophomore level, either within or outside the major.
<b>295</b>	<b>Directed Study:</b> An opportunity to pursue individualized or experiential learning with a faculty member in the fall, spring or summer term, at the sophomore level, either within or outside the major.
<b>375</b>	<b>Directed Readings.</b> An opportunity to pursue a specialized area of the discipline for which course offerings are limited by following a prescribed reading list under the direction of a faculty member. Prerequisites and requirements vary by department.
<b>389</b>	<b>Directed Research.</b> Involvement in research project under supervision of department faculty. Recommended for students who expect to attend graduate school. Prerequisites and requirements vary by department.
<b>395</b>	<b>Independent Study.</b> Used by the student who wishes to design a course of independent study not otherwise available in the curriculum. Prerequisite of 12 semester hours in the department of study. Requires detailed proposal of study written in consultation with instructor.
<b>##</b>	<b>Course-by-arrangement.</b> Method of taking a regular curricular offering (same course number, description and credits as listed in catalog) by special arrangement or under special conditions outside the typical classroom setting. Note: Course by arrangement does not satisfy the J-term II requirement.

**J-term II requirement** can be completed with a 285, 375, 389, or 395 for 2 or 4 credits ONLY when completed in January. Can be graded CR/NC.

1. DISCIPLINE \_\_\_\_\_ TITLE of "COURSE" \_\_\_\_\_

2. CREDIT HOURS \_\_\_\_\_      3. COURSE GRADED Option (Check One)     Credit/No Credit     A-F

4. PROPOSAL OF STUDY    *Attach a full description of the project, list of intended readings, and requirements.*

**PROPOSED BY** (signature of student) \_\_\_\_\_ Date \_\_\_\_\_

**If over 17 hours for fall or spring, please fill out an Over Hours Request form. Disregard for J-term.**

# of credits currently enrolled in \_\_\_\_\_ + credits with this registration \_\_\_\_\_ = \_\_\_\_\_ Total

Students should send this completed form (using @luther.edu email) to their faculty supervisor, advisor, and the department head of the proposed course discipline, for approval (include Study Abroad Office if traveling overseas). Each recipient should then forward the form and their approval via email to registrar@luther.edu. All pages of the completed form must be received by the Luther College Registrar's Office.

**RECORD OF APPROVAL** (signatures required)

Faculty Supervisor Printed _____ Signature _____	Date _____
Study Abroad Office (if traveling overseas)	Date _____
Academic Department Head	Date _____
Academic Adviser	Date _____
Registrar (Final Approval)	