

# 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 (circle one) FY SO JR SR Special</b>
<b>E-MAIL ADDRESS</b>	<b>SPO</b>	<b>PHONE #</b>

**TERM** (circle 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 the back of this form. Disregard for J-term.**

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

**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)		

# REQUEST FOR REGISTRATION OVER 17 CREDIT HOURS

NAME	ID#	DATE
E-MAIL ADDRESS	SPO	PHONE

YEAR IN SCHOOL: (circle one)    Senior    Junior    Soph.    Fresh.    Special

The average annual class load for full-time students is 33 semester hours. This includes courses taken during the fall semester, January term, and spring semester. Only students with a grade point average of 3.00 should consider a class load in excess of 17 hours for a semester.

**Extra hours charges are assessed in the spring semester for each hour of credit attempted in excess of 36 hours for the year (Fall + January + Spring).** Please refer to the Financial Services website at: <https://www.luther.edu/financial-services/student/> for additional information about the extra credit hours calculation.

Applied music lessons, class music or piano lessons, vocal coaching, Intersections 130, the first HP 100 (Wellness), and the first ES 110 skills course are not included in the 36 hours.

TERM FOR WHICH I WISH TO APPLY:

HOURS CURRENTLY ENROLLED:  
(NOT INCLUDING MUSIC LESSONS)

PLUS HOURS IN MUSIC LESSONS:

COURSE(S) THAT I WISH TO ADD TO MY SCHEDULE: \_\_\_\_\_ CR:

\_\_\_\_\_ CR:

REASON(S) FOR TAKING MORE THAN 17 HOURS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Adviser's signature \_\_\_\_\_ Date \_\_\_\_\_

Your application is approved.

Your application has been approved but the course is CLOSED. Please contact your academic advisor.

Your application has not been approved because \_\_\_\_\_.

Registrar Approval \_\_\_\_\_ Date \_\_\_\_\_

Updated 4/19