

INDEPENDENT STUDY: PERMISSION TO REGISTER FORM

Name: _____ UO ID: _____

UO Email: _____ Telephone: _____

See reverse side for instructions and guidelines

Course Information:

Course Number & Name: _____ CRN: _____

Credits: _____ Term/Year: _____ Grading Option*: Graded or Pass/No Pass

Course Title: _____

Brief Description of Course Requirements:

Name and Signature of Project Supervisor (if applicable)

Date

Signature of Student

Date

Name and Signature of Instructor of Record

Date

OFFICE USE ONLY:

Clear Student to Register in Banner | Date: _____ Add Instructor of Record in Banner | Date: _____ Archive Form in Student File

Instructions:

- Use this form to request instructor permission to register for independent study courses.
- Find the Course Information below and use the UO Class Schedule for term specific CRN's.

Undergraduate Courses:

- ARH 403 Thesis
- ARH 401 Research

- ARH 404 Internship
- ARH 405 Reading
- ARH 406 Field Studies
- ARH 409 Practicum

Graduate Courses:

- ARH 503 Thesis
- ARH 601 Research
- ARH 603 Dissertation
- ARH 604 Internship*
- ARH 605 Reading
- ARH 606 Field Studies
- ARH 609 Practicum*
- ARH 614 Terminal Project

- Provide a Course Title:
 - Write the course title as you would like it to appear on your transcript.
 - The title must stay within a 17-character limit.
- This form must be completed and signed by the instructor *prior* to registration being authorized.
- Return completed form to the department office and you will be cleared to register within 24 hours.

Important: After you are cleared to register, you must register for the course in DuckWeb!

- Adjust your credits, if needed:
 - When you register for a course that has a variable credit, DuckWeb automatically selects the lowest credit.
 - To change the amount of credits for the course:
DuckWeb > Student Menu > Registration Menu > Change Variable Credit Option
- Hours of Engagement:
 - Graduate students are expected to participate in 40 hours of student engagement over the course of the term for each credit registered for (30 hours per credit for undergraduate students).
 - This includes, but is not limited to, reading, meetings and discussions with instructor, writing, and related activities in support of the agreed-upon focus for the course.

Guidelines:

- If your course (such as Practicum or Internship) has a Project Supervisor outside of the department, you must:
 - ask an art history faculty member, usually your advisor or the DUS/DGS, to serve as instructor of record.
 - have your Project Supervisor sign the Independent Study Course Completion Form and return the form to the department office at the end of the term.

Note: no grade will be recorded without the completion form.

**Practicum and Internship courses are not designed to be research based and can only be taken Pass/No Pass, and therefore do not count toward the ARH degree requirements for graduate students.*