

# Office of the Registrar

## Out of Classroom Request Form

**NOTE:** A course must meet the same requirements as if the student were in the classroom taking the course. The writing components, credits, and general education designations, if applicable, cannot be changed. A copy of the course syllabus must be attached to be considered for approval. **The completed form must be sent to the Office of the Registrar.** If approved, the Office of the Registrar will add the course to the student's schedule.

**This form is used under the following conditions:**

1. A course is not being offered during the current semester and an instructor is willing to work with the student on an independent basis to complete the course.
2. A student is not able to meet during the regularly scheduled class time and the instructor is willing to work with the student on an independent basis to complete work for the course.

**Student**

**Name:** \_\_\_\_\_  
Last First MI ID#

\_\_\_\_\_ Class Year Phone Number Email

### Requested Class

\_\_\_\_\_ - \_\_\_\_\_  
 Department      Course #      Course Title      Credits      Semester/Year  
 If the course **is not offered this semester**, will this be a writing intensive\* section?     Yes     No

*\*Regular course must be approved to be writing intensive in the academic catalog in order to apply.*

**Student**      \_\_\_\_\_  
*Signature* *Date*

**Advisor**      \_\_\_\_\_  
*Signature* *Printed Name* *Date*

**Instructor**      \_\_\_\_\_  
*Signature* *Printed Name* *Date*

**Dept. Chair**      \_\_\_\_\_  
*Signature* *Printed Name* *Date*

**Final Approval** \_\_\_\_\_  
*Office of the Registrar – Recitation Hall First Floor* *Date*

**For Office of the Registrar Use Only**

DEPT \_\_\_\_\_ COURSE # \_\_\_\_\_ SECTION # \_\_\_\_\_

Notify Moodle Technician to link courses     Yes     N/A

Date Processed: \_\_\_\_\_ Processed by: \_\_\_\_\_