Instructions:
1. Arrange course work with the faculty member, determine the appropriate course number (see University Catalog) and course title.
2. Obtain required signatures.
3. Present this completed form to the Office of the Registrar, HLIB 220, Redhawk Service Center, or mail/fax to the address above.
4. The date this completed form is received in the Office of the Registrar is considered the effective date of registration.

Student Legal Name: ____________________________  Seattle U ID: ____________________________

College or School of major: ____________________________  Major or Program ____________________________

Class Level:  □ FR  □ SO  □ JR  □ SR  □ GR  □ Post-Bacc  □ Non-matric

This is a:  □ Independent Study/Directed Study (at level: 4960  5960  6960)  □ Project/Reading (5990)

(circle level)  □ Internship (at level: 4950  5950  6950)  □ SCE Undergrad Research (4990)  □ CRJS (5980  5970)

To be taken: Year/Term (Fill in year): Fall _______ Winter _______ Spring _______ Summer 8-week _______ Intersession _______

Course Subject (e.g. ENGL) ____________________________  Title ____________________________

Must not exceed 30 characters in length including spaces

Number of Credits ____  Name of Sponsoring Faculty (print) ____________________________

Student Signature: ____________________________  Date: ____________________________

□ This course is a late add.* (Replaces the Petition to the Dean)

* Effective Fall Quarter 2011 a $50 Late Add Fee will be charged and reflected on your bill

□ This course puts the student in overload. (Replaces the Petition to the Dean)  Total number of credits: ____  GPA: __________

Dean or Associate Dean of Student’s School/College signature required: ____________________________  Date: ____________________________

□ This is a replacement for a course already added to the student’s schedule. Drop this course: ____________________________

TO BE COMPLETED BY THE SPONSORING FACULTY:

Course Description: Attach a copy of the course description. REQUIRED

This is a study abroad course (outside the U.S.):  □ Yes

Grading Option:  □ Letter  □ CR/F  A COURSE MAY BE GRADED CR/F ONLY WHEN SPECIFIED IN THE CATALOG

Course usage (check all that apply):

□ This course fulfills the following program requirements. Specify course title or number (e.g. American Lit or Historical Theology or HIST 2010):

- Major requirement ____________________________  Major elective ____________________________  Minor requirement ____________________________

□ This course fulfills a CORE requirement. Specify (e.g. Senior Synthesis, Ethics, etc.): ____________________________

- CORE Director signature required ____________________________  Date: ____________________________

I verify that the above named student will meet the appropriate contact hour requirements as described in the Scheduling of Courses policy (79-2).

Sponsoring Faculty Member’s Signature ____________________________  Date: ____________________________

FINAL APPROVAL by DEPARTMENT/SCHOOL OFFERING THE COURSE SECTION:

Chair, Dean, or Associate Dean Signature: ____________________________  Date: ____________________________

Associate Dean for Arts and Sciences or College of Education ONLY: ____________________________  Date: ____________________________