

Student/Faculty Contract: Steps to Register For Directed Study

To register for a directed study or other independent course opportunity, stop by 16 Johnston Hall to receive permission for the course you planned out with a faculty evaluator and CLA department. This form should only be used if you are working with a CLA faculty evaluator. If you are working with another college, please contact that college for their specific independent course procedures.

Meet with the faculty evaluator with whom you will work as well as the department staff

- Download the fillinable PDF from <http://z.umn.edu/cladirectedstudy>
- Complete the Student Info section and save it.
- Email the contract to your faculty evaluator so they can prepare for the meeting. If you are ready, start a draft of the Course Info section to share with your faculty evaluator. During the meeting fill out the form together to finalize the details of the Course Info.
- Print off 4 copies of the form at the meeting, after the Course Info section is complete.
- Sign each copy.
- Ask the faculty evaluator to sign each copy.
- Visit the department contact to have them sign each copy.
- Return a completely signed copy to your faculty evaluator and the department contact.

Return the 3rd completed, signed copy at 16 Johnston Hall to receive permission to register for the course.* We will verify that the section you are registering for is correct, give you permission, and explain how to register.

- Use one of the kiosks in our office to register. If you do, we can troubleshoot any problems you may encounter. If you register away from our office and you have any issues, you can call us at 612-625-2020, email us class@umn.edu or stop by 16 Johnston Hall.
- Keep the 4th copy for your records.

Deadlines: If you are an undergraduate CLA student, you have until the end of the 10th week of the semester to visit 16 Johnston Hall and receive your class permission number. After that time, you will need to petition through your advising office to add the course. This requires you to complete an Academic Policy Petition and have it signed by advising office staff. You will have to submit the petition and the Student/Faculty Contract to One Stop and they will register the course for you.

All other students registering with a CLA student/faculty contract have until the end of the 2nd week of the semester to receive a class permission number from 16 Johnston Hall to register. After that time they will need to petition through their college office to add the course. CLA graduate students can submit their petitions online.

* If you are registering for an extra credit section (EXC) or independent study option (IND), please be aware that we will not be able to process your permission while you wait. Be prepared to leave us a phone number and email address so we can contact you after we've completed the process and can explain your next steps to register.

STUDENT/FACULTY CONTRACT

COLLEGE OF LIBERAL ARTS

UNIVERSITY OF MINNESOTA

Contract for:

- ▶ Directed Study/Research
- ▶ Directed Instruction
- ▶ "EXC" Registration
- ▶ "IND" Registration

Signed Copies go to:

- ▶ Department
- ▶ Faculty Evaluator
- ▶ File in 16 Johnston for permission
- ▶ Student

▶ STUDENT INFO

Student's Name _____ I.D. Number _____
Major _____ College _____ Fr So Jr Sr Grad Adult Special

▶ DEPT. INFO

Faculty Evaluator (Name, Title) _____
Department _____ Course No. _____
Semester _____ Year _____ Check One: Directed Study/Research EXC Registration
 Directed Instruction IND Registration
No. of Credits _____ Grading (check one) A/F S/N

▶ COURSE INFO

Project Title (your own): _____
Learning Objectives: _____

Methods and Resources to be used (e.g. books, articles, workshops):

Check if applicable: Internship/Field Learning Study Abroad
Results to be evaluated (e.g. written paper, artwork, presentation):

▶ SIGNATURES

Approved – Faculty Evaluator's Signature *Date* _____
Approved – Dept. Signature *Date*

Student's Signature *Date* _____
Date the Study will be complete