

SUMMER REGISTRATION FORM
Office of the Registrar

[Submission deadline posted online](#)

Last	First	Middle	ID Number
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Street Address	City	State	Zip	Email
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Phone No.	Birth date
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Course(s) in which you wish to enroll:

1.	_____			
	Dept/No.	Title	Units	Instructor Signature
2.	_____			
	Dept/No.	Title	Units	Instructor Signature
3.	_____			
	Dept/No.	Title	Units	Instructor Signature

To enroll in a summer independent study this form must be accompanied by an Independent Study Contract.

To enroll in a summer internship, please go to the Hameetman Career Center (HCC) for approval. The HCC is located in the AGC, Room 109.

Student Signature	Date
Student Accounts Office Signature	Date
Registrar Signature	Date

INDEPENDENT STUDY CONTRACT

Office of the Registrar

*****This contract must be completed and submitted to the Registrar by the relevant add deadline*****

Last Name	First Name	ID Number	Email
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Semester/Year	Dept./Course #	Title of Project (30 letter max including spaces)
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Number of Independent Study units and Internships completed thus far: ____ **units**

A maximum of 8 units will be applied to your academic record without a petition.

Student class level for the term in which this Independent Study will be taken:

Cumulative **GPA** _____ (A 2.00 or better is required for an Independent Study)

What is your declared major/minor? _____

How many units is this course? _____ For two-unit courses, select grading mode: CR/NC Letter grade

Four unit independent study courses can only be taken within your declared major/minor department, for a letter grade.

How does this course meet the major requirement(s) that cannot be met through regular course offerings?

TERMS OF THE CONTRACT

DO NOT WRITE IN THIS SECTION. Attach detailed explanations on a separate sheet of paper.

The terms attached are to be agreed on by the student and the supervising faculty member and serve as the academic contract and expectations for this independent study.

Requirements:

1. Brief description of the project.
2. Description of work already completed in the field and/or previous experience.
3. Proposed plan/method of research or specific education goals for this project.
4. Detailed reading list. List specific books, articles, films, etc.
5. Schedule of student/faculty meetings as part of this independent study.
6. Detailed list of assignments or projects to be evaluated as part of this independent study.
7. Explanation of how final grade in this independent study will be determined.

APPROVALS

PLEASE NOTE: Independent Study courses graded CR/NC **cannot** be retroactively changed to a letter grade or used to fulfill a major, minor, or Core requirement. As such, by signing this contract you demonstrate your understanding of this policy and accept the final grade of CR/NC as permanent.

If the Student Progress Committee determines a 4-unit Independent Study proposal is not a requirement for the major or can be satisfied through regular course offering it will be denied.

Does this study involve the surveying, interviewing, or filming of human subjects? Yes No

Signatures of those who reviewed and approved the terms of this contract

Student Signature _____ Date _____

Adviser (Print) _____ Signature _____ Date _____

Faculty
Supervisor (Print) _____ Signature _____ Date _____

Department
Chair (Print) _____ Signature _____ Date _____

Required for all 4-unit Independent Study only

<u>ACADEMIC PLANNING COMMITTEE (APC)</u>	Date _____
Approved Denied	
Comments: _____	

<u>REGISTRAR'S OFFICE</u>	
Registrar's Signature: _____	Date: _____
Entered _____	Date Processed _____