

Enrollment in any of the following Restricted Undergraduate Courses requires the completion of this agreement.

### Restricted Undergraduate Courses

(mark the course you wish to enroll in and then circle the appropriate course number)

<u>General Title</u>	<u>Course Number</u>	
<input type="checkbox"/> Directed Independent Study	3905	4906
<input type="checkbox"/> Directed Research		4912
<input type="checkbox"/> Internships/Practicums	3940	4941

Student's Name: \_\_\_\_\_ PID: \_\_\_\_\_

Email Address: \_\_\_\_\_@knights.ucf.edu Program: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_

### Course Information

Prefix: \_\_\_\_\_ Course Number: \_\_\_\_\_ Section: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Yes  No Are you registered for the same course prefix and number more than once in the same semester? (i.e., taking two sections of independent study) A separate form needs to be completed for each course.

Yes  No Do you have any holds placed on your records? *All holds must be cleared before you can register.*

I accept responsibility for all enrollment issues associated with this course. This includes, but is not limited to, insuring that the CECS Academic Affairs Office enrolled me in the correct class as specified above, paying the course's associated fees, and other issues outlined at: <http://registrar.sdes.ucf.edu/weg/plan Ahead/checklist/>.

I accept responsibility for payment of my semester tuition and fees by the published deadline. I understand that if I fail to pay my tuition and fees by the deadlines (which can be located at: <http://www.registrar.sdes.ucf.edu>, located under the "Academic Calendar" link), I will be charged a \$100 Late Payment Fee, my records will be put on hold, my account will be referred to a collection agency, and I may incur other financial consequences.

\_\_\_\_\_  
Student's Signature Date

\_\_\_\_\_  
Instructor's Signature Date

\_\_\_\_\_  
Department Chair/Program Director Date

\_\_\_\_\_  
**PRINT Instructor's Name & EMPLID**

\_\_\_\_\_  
College Dean Date

<b>OFFICE USE ONLY</b>	
Date Received: _____	<b>Student's Class Number:</b> _____
Date Processed: _____	
Processed By: _____	

## Guidelines for Approval of Registration for Restricted Undergraduate Courses

### REGISTRATION PROCESS:

1. Please meet with your instructor to determine the appropriate class and prefix they will be working with you on during the upcoming semester.
2. Once the form is completed, please have them sign it. Your Department Chair and your signature are also required.
3. Bring the completed form and course's syllabus to Engineering I-107 *at least* one week prior to the first day of classes. Turning in this form after this time, may result in late registration fees.
4. Once the Academic Affairs approves this form, they will override you into your class.
5. Check your schedule prior to the end of the add/drop period to insure that you are registered for the correct class, number of credit hours, and with the correct faculty member. If any of these items are not correct, you **MUST** contact Academic Affairs, **before the end of add/drop week**, for further assistance.

### Additional Guidelines

- Restricted undergraduate courses should preferably be only 1 to 2 credit hours, but no more than 3 hours in one semester
- A syllabus (including assignments, course content, grading guidelines, etc.) **must** be attached; if not, this form **will not be approved**.
- 4XXX level courses require senior standing in the major and a minimum of a 2.8 UCF GPA. 3XXX level courses require junior standing in the major and a minimum of a 2.8 UCF GPA
- Only 4XXX level courses may count as technical elective courses for credit towards degree requirements, and then only with prior approval from their department

**Proper signatures and required paperwork should be obtained  
BEFORE submitting the form into ENG-I 107 for processing.**

**Please verify that your registration is correct by visiting the MyUCF PORTAL  
([www.my.ucf.edu](http://www.my.ucf.edu)) and selecting the "Student Self Service" option.  
Your current class schedule will be displayed.**