

- When to Use this form:
- ❖ Use this form to register for courses requiring specific instructor and dean's approval: independent study, practicums, thesis, special studies, variable credit, etc.
 - ❖ Students registering for Candidate for Degree may obtain call numbers from the department or program.

- How to use this form:
- ❖ Complete one form for each transaction
 - ❖ Complete the student section of this form.
 - ❖ If registration is for an Independent Study or Thesis course, complete the Completion Contract section.
 - ❖ Obtain instructor's signature.
 - ❖ Dean's approval is required for an Independent Study course, Thesis course, or a late add of any Special Processing course. Approval must be obtained from the student's home school/college dean NOT the dean of the school/college offering the course.
 - ❖ Return completed form to the Records/Registration Office

Special Processing Drops: ❖ To Drop a Special Processing Course, complete a Schedule Adjustment form and return to the Records/Registration Office.

<u>School/College</u>	<u>Location/Phone Number</u>
College of Arts & Media	Arts 176; 556-2279
College of Business.....	CU-Denver Building, 2nd Floor; Undergrad - 556-5800; Grad. - 556-5900
School of Education	NC 5012; 556-8451
College of Engineering	NC 3024; Undergrad. and Grad. - 556-2870
College of Architecture and Planning	CU-Denver Building, 3rd Floor; 556-2877
Grad. School of Public Affairs	LW 500; 556-5970
College of Liberal Arts and Sciences	NC 2024; Undergrad. - 556-2555; Grad. - 556-2557