

Undergraduate Registration Agreement

The College of Arts and Humanities

Name _____ PID | _____
(Print- Last) (First)

Major _____ Email: _____ Daytime phone _____
(Print)

Instructions - Faculty:

- Enter the term & year, select the course type, and then specify all information requested (prefix, #, credit and grading scheme).
- Locate the class number (key code) for that particular section on <https://my.ucf.edu>.
- If a section of the course listing you as the professor does not exist, the keycode must be created by your department scheduler **before** providing the form to the student. Once the keycode is built, please complete form and give to the student.
- Specify the credit, and detail all work to be completed, as well as policies regarding grading, consultation and absences.
- Work **must** be completed by the last day of classes unless a due date is specified.

Instructions - Student:

- Be sure you understand exactly what work is being required of you for your grade.
- Enter your name, PID, major, email, and phone, obtain necessary signatures, and provide a copy to each person signing.
- Bring this form to CAHSA, CNH 202 prior to the date specified.

Faculty

Term: _____ **Year:** _____ **File form by:** End of Add/Drop (or by this earlier date) _____

Title	Class #	Prefix	course # (Circle one)			credit	To be Graded as:	
Directed Independent Studies	_____	_____	3905	4906	5907*	_____	S/U <input type="checkbox"/>	Letter <input type="checkbox"/>
Directed Independent Research	_____	_____		4912	5917*	_____	S/U <input type="checkbox"/>	Letter <input type="checkbox"/>
Internship, Practicum, Clinical	_____	_____	3940	4941		_____	S/U <input type="checkbox"/>	Letter <input type="checkbox"/>
Honors Undergrad Thesis **	_____	_____	3970H**	4970H**		_____	S/U <input type="checkbox"/>	Letter <input type="checkbox"/>
Honors Directed Reading **	_____	_____	4903H**	4904H**		_____	S/U <input type="checkbox"/>	Letter <input type="checkbox"/>
Other	_____	_____				_____	S/U <input type="checkbox"/>	Letter <input type="checkbox"/>

*Graduate Courses open to advanced seniors only with the Dean's consent ** Requires approval from the Honors Program Director

Assignments and Expectations:

Assignment 1: _____ Date Due: _____ % of grade _____
(First evaluation should be conducted before withdrawal deadline)

Assignment 2: _____ Date Due: _____ % of grade _____

Assignment 3: _____ Date Due: _____ % of grade _____
(Last day of classes in the term, or the above date)

Consultation Policy: _____

Description of work required: _____

Required Student Signature:

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 deadline, 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: _____ **Date:** _____
(Signature)

Approval Signatures:

Instructor: _____
(Print name) (Signature)

Dept Chair (or designee): _____
(Print name) (Signature)

CAHSA: _____ **Honors Director**** _____