Use this form to gain approval from instructor for enrollment in OSE 4912. Email this form and the syllabus from the instructor to mmckee@creol.ucf.edu. **Form must be turned in NO LATER than one week prior to the start of classes.**

General title	Course Number	Credit Hours	Term	Year
☐ Directed Research, graded as S/U ONLY.	4912	☐ 0 ☐ 1		
			Fall, Spring, or Summer A, B, C?	

Student Name: _____   UCFID:_____

Email: _____@ucf.edu   Program: _____

☐ Yes ☐ No   **I am including the syllabus for OSE 4912 or the instructor will send it separately.**

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

☐ Yes ☐ No   **I understand this course is graded as S/U.**

I accept responsibility for all enrollment issues associated with this course. You will be issued a permission number to enroll in the course, and this must be completed prior to the Add/Drop deadline. No late enrollments are permitted.

I accept responsibility for payment of my semester tuition and feeds by the published deadline. I understand that if I fail to pay my tuition and fees by the deadlines (found at http://registrar.ucf.edu and click on Academic Calendar), I will be charged a late fee, my records will be put on hold, my account will be referred to a collection agency, and I may incur other financial consequences. Information about late fees can be found at https://studentaccounts.ucf.edu/late-fees/

_____   _____

Student Signature   Date   Print Instructor's Name

_____   _____

Program Director Signature   Date   Instructor Signature   Date

SEND THIS FORM WITH A COPY OF THE SYLLABUS PREPARED BY THE RESEARCH PROFESSOR.

Directions for Approval of Registration for Directed Research OSE 4912

1. Complete the form, meet with the instructor, and have the instructor sign it.
2. Make sure you understand the expectations for the course.
3. Send this form and course syllabus to mmckee@creol.ucf.edu at least one week prior to the first day of classes. Turning in this form after this time may result in late registration fees or non-enrollment in the course.
4. Once it is approved by COP Advising, you will receive a permission number for the course.
5. Check your schedule prior to the end of the DROP period to insure 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 COP Advising before the end of the DROP deadline for further assistance.

Guidelines for Approval

- OSE 4912 can only be for 1 credit per semester, repeatable for a total of 3 credit hours.
- A syllabus (including assignments, course content, grading guidelines) must be attached. If it is not attached, the request to add the course will be denied.
- 4000 level courses require a minimum 2.8 UCF GPA.

Your To Do's
- ☐ Complete the form with all signatures
- ☐ Attach Syllabus for course showing that course is graded as S/U
- ☐ Email form to mmckee@creol.ucf.edu at least 1 week prior to first day of classes
- ☐ If approved, check my.ucf.edu for accuracy of course, credit hours, section
- ☐ Contact mmckee@creol.ucf.edu if it is not accurate.