



CREOL, The College of Optics and Photonics

Undergraduate
Restricted Course Approval Form

Use this form to gain approval from instructor for enrollment in a restricted course. Return this form to CREOL 108B. **Form must be turned in NO LATER than one week prior to the start of classes.**

General title	Course Number	Credit Hours	Term	Year
<input type="checkbox"/> Directed Research, graded as S/U ONLY.	4912	0 or 1 <i>Circle One</i>		
			<i>Fall, Spring, or Summer A, B, C?</i>	

Student Name: _____ PID: _____

Email: _____@knights.ucf.edu Program: _____

Phone Number: _____

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 research?) If so, a separate form needs to be completed for each course**

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. This includes, but not limited to, insuring that the COP Academic Affairs Office enrolled me in the correct course as specified above, paying the course's associated fees, and other issues outlined at <http://registrar.ucf.edu> .

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 http://www.studentaccounts.ucf.edu/Late_Payment_Fees.cfm .

Student Signature

Date

Print Instructor's Name

Program Director Signature

Date

Instructor Signature

Date

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. Take the completed form, and a copy of the course syllabus to CREOL 108B 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 Academic Affairs, you will receive an override into 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 Academic Affairs at undergrad@creol.ucf.edu 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.
- Can not be used to satisfy the 3 credit hour minimum OSE restricted elective credit requirement for the program.
- 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 senior standing in the major and a minimum of a 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
- Turn into CREOL 108B at least 1 week prior to first day of classes
- If approved, check my.ucf.edu for accuracy of course, credit hours, section
- Contact undergrad@creol.ucf.edu if it is not accurate.