

UO DEPARTMENT OF ARCHITECTURE PRE-AUTHORIZATION REQUEST FOR INDIVIDUALIZED STUDY

Complete and email this form to the instructor and/or advisor

This form is for Individualized study coursework and **NOT FOR STUDIO**. This form serves two purposes: a) to provide guidance in developing coursework/requirements (agreement) with the faculty sponsor; and b) to provide documentation to clear the student for registration. Individualized study coursework may be engaged on the basis of an agreement between the student and the faculty sponsor.

I am requesting pre-authorization for the following individualized course(s) and related discussion (if there is one):

Date:

Student LAST Name:

Student First Name:

UO ID Number (mandatory):

Student Email Address (mandatory):

What is your major (Arch, IARC, or Other?):

Student Level (UG or Grad*):

Abbreviated Title for Individual Study Course (i.e., Urban Design, 18 character maximum):
(i.e., Urban Design)

CRN (mandatory):

*CRNs change each term. Find the correct CRN at <http://classes.uoregon.edu/>
Fall CRNs begin with a '1', Winter '2', Spring '3', and Summer '4*

Number of Credits:

Students are responsible for confirming, via the online class schedule, that the course requested does match the credit number option and the type of credits they are requesting (graded versus pass/no pass). By submitting this form, you understand that you are responsible for changing the variable credits in duck web after you add the class.

Course Location (Eugene or PDX):

Term (Fall, winter, spring, summer):
Year:

Instructor Name:

Instructor Email:

Description:

Describe the objectives, general nature of the study (what work will take place), and the final product of the study. Include how this study will be helpful to you now and in the future and any potential for sharing the information. Also include: a) Sources to be used (be as specific as possible, i.e., a partial bibliography); b) how often you will meet with your faculty sponsor; c) the requirements for successful completion of the study.

If applicable, this course has the instructor's approval to substitute for _____ course requirement.

The instructor/advisor needs to forward the pre-authorization request to the Architecture Advisor at archadvisor@uoregon.edu

By submitting this form, you agree that you have read and understand the following:

- CRNs must be included – you will find CRNs on the UO Class Schedule: <http://classes.uoregon.edu/>
- CRNs change every term – do not use ‘old CRNs’ from previous terms or CRNs that are not listed within the Architecture major course scheduling list.
- If the CRN section of the form is blank, the pre-authorization will be held until the correct CRN has been received.
- If you are an undergraduate student, you need to register for undergraduate courses (100 – 400 level). If you are a graduate student, you need to register for graduate level courses (500 level and above).
- *You need to change the variable credits in duck web after you add the course – the pre-authorization process only releases you to register, but it not does control how many credits you register for. You can change the variable credits in duck web after the pre-auth has been processed without sending a new form.
- If the course is full when you attempt to register, notify the Architecture Academic Advisor right away. If we process an override for you for a full class, you need to type in the CRN directly into Duck Web in order to add it.
- Please email your completed pre-authorization form directly to your instructor. Your instructor will forward the pre-authorization email to the Architecture Advisor for processing.
- You will receive an email from the advisor informing you to register for the course(s) after the pre-auth has been processed.
- If you are unable to register after you have received the email releasing you to register, contact archadvisor@uoregon.edu
- **It is the student's responsibility to obtain and complete the form, including identifying the [correct CRN](#). It is very important to choose your CRN carefully, since an incorrect CRN results in an incorrect registration, and related issues later in the term.** Listing the CRN for the course is mandatory. The form cannot be processed if the CRN or UO ID number is missing. Note that the student is responsible for changing the variable credit. If this is not done after adding the class, the credits will default to 1 credit. Some individualized study courses are pass/no pass and some have optional grading. Be sure and know the correct grading option you need for the correct course. You cannot register twice for the same course/CRN.

Non-M.S. students can complete a maximum of 9 credits in Individualized Studies courses to be accrued as a part of the Department Subject Area requirement. Individualized Study courses are considered Subject Area elective coursework in the department.

MISS THE REGISTRATION DEADLINE? After the registration deadline passes, students will have to petition the Academics Review Committee in the UO Registrar's Office (registrar@uoregon.edu) in order to request to add the class past the deadline – which may or may not get approved and for which has a fee attached to it. Below are the petition instructions:

1. Contact the Office of the Registrar: 541-346-2935, registrar@uoregon.edu. The Registrar will email the student a form.
2. The form needs to be filled out by the student, signed by instructor, and approved by the Architecture Academic Advisor with a department stamp). If the form is getting sent to Architecture from the Portland campus, the department is not liable for the delay in submission time to the Registrar's office. Please plan accordingly to get the form to Architecture at least one week prior to the deadline. It is the student's responsibility to confirm that the form gets submitted to the ARC committee.
3. There is an additional UO fee for this process. The fee goes up significantly if the form is submitted after the end of week 4.

The pre-authorization form is due to your instructor one week prior to the last day to add a class. Pre-authorization requests received less than one week prior to the last day to add a class cannot be guaranteed to be processed in time for the add class deadline. It is the student's responsibility to ensure the form is completed correctly and that their instructor **ELECTRONICALLY forwards the pre-auth form to archadvisor@uoregon.edu** for processing in a timely manner. Forms received in a method that is not electronic (faxed, left in mail box, given to faculty member, etc.) are not guaranteed to be received and processed by the registration deadline.

By submitting this form, I release the University of Oregon and its employees, agents, and assigns from any and all liability whatsoever arising out of the use of the pre-authorization form and related processing. I acknowledge that it is my responsibility to follow up with the instructor to check on the status of the submitted pre-authorization form(s), register for the course(s) by the registration deadline and revise the variable credits, as needed, to the number of credits that I intend to register for.