Office of the Registrar
UNIVERSITY of ALASKA ANCHORAGE
Phone 786-1209 | 786-4606 | 786-1555 • Fax 786-1537 • uaa_publications@uaa.alaska.edu

For Official Use Only

DIRECTED STUDY FORM

Students must keep a copy of all supporting documents for directed study courses. This form will not be processed unless it is complete with *all* signatures. It is the student's responsibility to ensure that this form is fully completed and submitted to the Office of the Registrar in the University Center, and that registration is completed by the directed study deadline. **Allow three business days for processing.** For dates and deadlines, go to www.uaa.alaska.edu/records/calendar.cfm.

Semester: Fall ☐ Spring ☐ Summer ☐ **Year** _____

Name *(print)* Last _____ First _____ Middle _____

Student ID _____ **Phone** _____

OFFICE USE ONLY
Date _____ Initials _____
Course Reference Number _____

I request permission to register for a directed study course. I understand that if approved I will be automatically registered for this course and assessed appropriate tuition and fees. I understand that if there are holds on my account, my registration will not be processed.

Student Signature _____ **Date** _____

Directed study courses are permanent catalog courses delivered on an individual basis when the course is not offered during a semester. Directed study courses must have the approval of the department concerned, supervision by a regular or term faculty member, and final approval by the dean/director.

(See Chapter 7 of the UAA Catalog for full definition and instructions)

Prefix _____ **Course No.** _____ **Title** _____ **Credits** _____

I certify that the student has met all prerequisites for the above course.

Instructor Printed Name _____ **ID** _____ *(required)*

Instructor Signature _____ **Date** _____

Dean/Designee Signature _____ **Date** _____

Directed study checklist:

1. Determine course — must be a permanent catalog course not being offered during the chosen semester.
2. Obtain instructor (regular or term faculty member only) and dean/designee approval and signatures.
3. Submit directed study form to the Office of the Registrar. **Registration must be completed by the directed study deadline -- allow three business days for processing.** Registration may be verified through UAOnline.

Notes:

1. It is the student's responsibility to ensure all signatures are obtained, that this form is submitted to Office of the Registrar before the directed study deadline, and that all assessed tuition and fees are paid.
2. By submitting directed study form to the Office of the Registrar, student will be registered for and financially responsible for requested course.
3. Retroactive registration is not permitted. Forms received after the directed study deadline will not be processed.