By Arrangement Request

Student: Make arrangements and obtain approval during the priority registration period.

Routing: Instructor forwards to Department Chair who submits form to Registration office via email.

Registration office: Process form within 10 days, adding course to the student’s registration. Once the course is added, charges are applied to the student’s account. Students may view the new billing statement at banweb.pdx.edu.

If there are registration holds on the student’s account, the course will not be added until the holds have been removed.

Office Use Only:

Initials: __________________ Date: __________________

Term/Year: ____________ Day Phone: ____________ Student ID: ________________

Last Name ___________________________ First ___________________________

Student Signature ___________________________ Date: ____________________

Subject Course Number Registrar’s use only

COURSE TITLE (limited to 20 characters)

Credits Grade Method

- Graded
- Pass/No Pass
- Research (B) 501, 601, 506, 606
- Thesis/Dissertation (C) 503, 603

Instructional Method: □ In-Person □ Fully Online □ Hybrid

Community Based Learning? □ Yes □ No

College/School: __________________________________________

Course Description: __________________________________________

________________________________________________________________

Use for Summer Term:

BEGIN WEEK _______ END WEEK _______

Instructor Signature: ______________________________________

Department Chairperson Signature: ________________________

Dean Signature (when required by school/college): _____________

Instructor ID ____________

Instructor Name (print please) ________________________

COURSE TITLE—This will be the academic record entry.
- Select title abbreviation below.
- Please print, use caps; limit is 20 characters.
- Sample: PRAC: FAMILY THERAPY

PLEASE USE THESE COURSE NUMBERS:

Course Number* Use Official Title
199/299/399 SPST: Special Studies
401/501/601 RES: Research
402/502/602 IS: Independent Study
403/503/603 THESIS: Thesis
404/504/604 COOP ED: Cooperative Ed
or INTERN: Internship
405/505/605 R&C: Reading & Conference
406/506/606 PROJ: Projects
407/507/607 SEM: Seminar
408/508/608 WKSP: Workshop
409/509/609 PRAC: Practicum
410/510/610 TOP: Topics

* Not all course numbers are approved for all departments; see Catalog/Bulletin.