Please submit this form (preferably) at least one week before the registration period of the semester in which the credit is sought.

Student Name: ________________________  Degree:  MS____  PhD____  MFCS-HDFS____
Semester:  Fall____  Spring____  Summer____
Year: ________ Credits: ______

Instructions: This form is to be completed and signed by the student. The student is responsible for obtaining the signatures of their Major Professor and the supervisor for the course. Submit the form by placing it in the Grad Program Mailbox (2312 Palmer). Once the DOGE has signed the form, a registration number will be emailed to the student, and a copy of the signed form will be distributed to the student, major professor/advisor, and the supervisor of the course. Please also attach a syllabi for the course.

**Please note: If the registration deadline on Access Plus has passed, you will need to complete this form and a drop/add form.

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SPECIAL TOPICS (M.S.)  INTERNSHIP/PRACTICUM (M.S.)  ADVANCED TOPICS (Ph.D.)
_____ 590I  HDFS  _____ 591I  HDFS  _____ 690I  HDFS

INTERNSHIP (Ph.D.)
_____ 691A  College Teaching
_____ 691B  Research
_____ 691D  Professional Experience

Brief description of procedures and requirements: (to be completed by the student in conference with the practicum supervisor. Include objectives, activities to be completed, and conferences with the faculty supervisor. Use opposite side and attachments if necessary).

Please have supervisor attach a syllabi for the course.

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Student: __________________________________________  Date: ___________
Major Professor: ________________________________  Date: ___________
Supervisor of course (who will enter grade): ________________________________  Date: ___________

Students are responsible for obtaining the signatures required above, and submitting the form to the HDFS Graduate Program Mailbox in 2312 Palmer for DOGE signature.

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DOGE: __________________________________________  Date: ___________

Updated May 2017