# Course Tutorial Application

A **Tutorial** is used to register a course that ***is not offered in the Catalog***. The Tutorial is different from the Independent Study. With an Independent Study, the student is responsible for proposing the content of the project (which is not in the Catalog) and then works largely independently on the project of their design.

- A Tutorial is used when a professor agrees to provide a student with instruction for a course that is not offered in the Catalog.
- Faculty member is responsible for developing the content of the course.  The student is responsible for the submission of the Course Tutorial Application.
- Faculty member is responsible for attaching a copy of the course syllabus to this form.
- Faculty member works closely with the student to provide instruction on the topic.
- An additional fee is charged and must be paid before the registration of the tutorial can occur.

**Tutorials must be registered during the regular course Add Period** and are assigned a 379 course number. An additional surcharge per credit is assessed for the registration of a tutorial. Full-time undergraduate students whose course load exceeds 18 hours as a result of a tutorial registration are charged the current part-time rate for tuition for those hours in excess of 18.

**TO BE COMPLETED BY THE STUDENT:**

Student ID: _____      Student Name: _____

Academic Year: _____     Term: _____     Instructor: _____

Course Code (e.g. AC 101): _____     Number of Credits: _____

Course Title: _____

Reason for requesting course registration:
    ☐ My major/minor has been impacted by the Academic and Operations Realignment.
    ☐ Other (please explain):

**AFTER** all signatures have been obtained the student is responsible for delivering the form to the Business Office to arrange PAYMENT. The course will NOT be added to the students schedule until payment is arranged.

| | |
|---|---|
| _____ | _____ |
| Student's Signature | Date |
| _____ | _____ |
| Instructor's Signature | Date |
| _____ | _____ |
| Department Chair's Signature | Date |
| _____ | _____ |
| Registrar's Signature | Date |
| _____ | _____ |
| Business Office | Date |