

PSY 4905: Individual Work Registration Form

Department of Psychology, University of Florida

NOTE: Registration and completion of this form must be completed by the mid-point of the desired semester of enrollment. Students must have registered for at least one credit hour in ANY course before the Drop/Add period begins or they will be assessed a \$100.00 late fee when they are registered. You may be registered manually for PSY 4905 through the Drop/Add period. Once the Drop/Add period has ended, you must register through the Course Schedule Adjustment form.

This course is graded. **Only Department of Psychology Faculty or affiliate members of the Department may serve as Faculty Sponsors for PSY 4905.** Please type or print neatly; if your handwriting can't be read, you will not be registered.

STEP 1: STUDENT & REGISTRATION INFORMATION

Name: _____

UFID: _____ - _____

Email Address: _____

Phone: _____

Semester: _____ Year: _____ Credits: _____
(if summer, indicate A/B/C)

Previous TOTAL # Individual Work credits _____
(include all PSY4911, PCO4911; PSY 3912, CLP 3911, PSY4905, PSY4940, PSY4949, and PSY4970)

Are you submitting more than one Individual Work Course registration form this semester? circle **Yes** or **No**

I understand it is my responsibility to clear all registration holds before submitting this form: your initials

I understand that I will NOT be registered for this course if I have current registration holds: your initials

STEP 2: FACULTY SUPERVISOR INFORMATION

Some uses of PSY4905 including preparation for a thesis proposal or an individual readings course. PSY4905 cannot be used for supervised research that should be taken under PSY 4911. Develop a 1-2 page (double-spaced) proposal in conjunction with your Project Supervisor that describes the project for which you are registering for individual work. A typed copy of this proposal should accompany this registration form. Your proposal must detail the nature of the individual work, how this work differs from supervised research, and the written work that you plan to produce (from which your faculty supervisor can determine an appropriate grade). Furthermore, the amount of work should be representative of the number of credits you sign up for. **1-3** credits may be taken per semester, for a maximum total of **4** credits. You must also sign up for 0 credits of PSY 4911 as well, and turn in a PSY 4911 form along with your PSY4905 form. The signatures below indicate that your supervisor/sponsor have approved the project described in the proposal.

Project Supervisor (Please Print)

Supervisor's Signature

Date

Email Address:

Phone:

Faculty Sponsor, If Different (Please Print)

Sponsor's Signature

Date

STEP 3: DEPARTMENT APPROVAL & REGISTRATION

After completing Steps 1 & 2, **bring this completed form and your proposal to the Psychology Undergraduate Advising Office in Room 135 of the Psychology Building** for departmental approval and to be registered by the advising staff.

Undergraduate Coordinator Signature

Date Processed

PATH: L:\Advising\INDIVIDUAL WORK COURSES\PSY4905\Registration Forms\
PSY4905 Registration Form.NEW.Fall2014

--- For Office Use Only. Do Not Mark! ---

SECTION: _____ REGISTERED BY: _____

If project supervisor = grad student: ADD TO EXCEL: _____

IF AFTER DROP/ADD: CHECK BOX

ADD Dept/Ctl: _____ ADD Comment/Except: _____