NAU
**NORTHERN
ARIZONA
UNIVERSITY**

Office of the Registrar
PO Box 4103, Flagstaff, AZ 86011
Phone: 928-523-5490
Registrar@nau.edu

Out of Career Form

This form will allow you to enroll in a course outside of your academic career for credit*.
Signatures may be submitted via NAU emails.

Name (First, Last): _____   Student ID #: _____

Phone #: (___)_____   Email: _____ @nau.edu

Term: _____   Subject & Catalog#_____   Class #: _____
Ex: BIO 181

Embedded Lab#:_____   Number of Units: _____

☐ I allow permission to be added to the Wait List if the class is full.

Please identify your goal from one of the options below:

☐ I am in an accelerated program, requesting enrollment in a graduate course and I have checked with my advisor to determine whether I am eligible to use this course as dual use (Policy 100309).
Or

☐ I am a graduate student requesting a 400 level course be counted in my graduate career.
Or

☐ I am a senior not in an accelerated program requesting enrollment into a 500 level course.

Student Acknowledgements:

☐ I have checked with my advisor to determine how this course fits into my degree program.
☐ I have checked with my advisor to verify that I am eligible to take this course (Policy 100327).
☐ As an undergraduate student, I have contacted the instructor to discuss the rigor of the course.

Student Signature: _____   **Date:** _____

Pick one option from numbers 1-6 below:

1. Undergraduate senior _not_ enrolled in an accelerated program enrolling into a 500-level course (Policy 100327):

☐ I acknowledge that I have verified that this student has/will attain senior-level status (i.e., at least 90 units) by the term in which the course begins.
☐ I acknowledge that I have verified that, by enrolling in this course, this student will _not_ exceed 6 out-of-career units.
☐ I acknowledge that I have reviewed with the student their interest in taking the course.

Advisor Name (Print):_____Advisor Signature: _____Date: _____

Registrar's Use ONLY

Processed by:_____Date: _____

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2. Undergraduate student enrolled in an accelerated program enrolling into a 500-level course *for dual use (up to 12 units)*:

By signing this form, I acknowledge that I have reviewed with the student their interest in taking the course.

Advisor Name (Print):＿＿＿＿＿＿＿＿ Advisor Signature: ＿＿＿＿＿＿＿＿ Date: ＿＿＿＿＿

3. Undergraduate student enrolled in an accelerated program enrolling into a 500-level course for *non-dual use*:

☐ I acknowledge that I have verified that this student has/will attain senior-level status (i.e., at least 90 units) by the term in which the course begins.

☐ I acknowledge that I have verified that, by enrolling in this course, this student will <u>not</u> exceed 6 non-dual use, out-of-career units.

☐ I acknowledge that I have reviewed with the student their interest in taking the course.

Advisor Name (Print):＿＿＿＿＿＿＿＿ Advisor Signature: ＿＿＿＿＿＿＿＿ Date: ＿＿＿＿＿

4. Undergraduate student in an accelerated program enrolling into a 600-level course *for dual use (Policy 100309)*:

The student's [accelerated program requirements](#) require enrollment in a 600-level course in their undergraduate career; they will be using this course as <u>*dual use*</u>.

☐ I acknowledge that I have reviewed with the student their interest in taking the course; it will be used to fulfill both undergraduate and graduate degree requirements.

Advisor Name (Print):＿＿＿＿＿＿＿＿ Advisor Signature: ＿＿＿＿＿＿＿＿ Date: ＿＿＿＿＿

5. Undergraduate student in an accelerated program enrolling into a 500- or 600-level course requiring a requisite override:

By signing this form, I approve of the student enrolling in this course. I also waive all required prerequisites.

Instructor Name (Print): ＿＿＿＿＿＿＿ Instructor Signature: ＿＿＿＿＿＿＿ Date:＿＿＿＿＿

6. Graduate student enrolling into a 400-level course (Policy 100332):

By signing this form, I acknowledge that I have reviewed with the student their interest in taking the course.

The student will not exceed the 6 allowable units of 400 level coursework.

Faculty Advisor Name (Print): ＿＿＿＿＿＿＿ Faculty Advisor Signature: ＿＿＿＿＿＿＿

Date: ＿＿＿＿＿

*Please Note: 700 level courses are reserved for doctoral students. Undergraduate students are not eligible to enroll in 700 level courses, regardless of participation in an accelerated program.