



UNDERGRADUATE PRO FORMA COURSE REGISTRATION

(For Directed Studies Courses or Individually Supervised Studies)

UNDERGRADUATE RECORDS UNIVERSITY CENTRE

Name: _____ Date: _____ UVic I.D. Number: _____

Faculty: _____ Year: _____ Student's Signature: _____

COURSE ABBREVIATION COURSE NUMBER COURSE TITLE (as per Calendar) UNIT VALUE

Table with 30 columns for SECTION TOPIC - for topics courses. Abbreviate to 30 characters.

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LOCATION: (If Off Campus) _____

CONTENT: [] As per Calendar OR BRIEF OUTLINE: (For courses listed in Calendar with variable content.)

Blank lines for content entry.

TEXTS / EVALUATION TECHNIQUE (including percentage value for each component):

Blank lines for texts and evaluation techniques.

SUPERVISOR: _____ Date Approved: _____ (PLEASE PRINT)

SUPERVISOR'S SIGNATURE: _____

This course will be given during one of the following times with the understanding that all course work will be completed by the end of the term and grades submitted accordingly.

20____ WINTER SESSION

20____ SUMMER STUDIES

- Checkboxes for Winter Session: Sep-Apr, Sep-Dec, Jan-Apr

- Checkboxes for Summer Studies: May, Jun, Jul, Aug, May-Aug, May-Jun, Jul-Aug

SUPERVISING DIRECTOR/CHAIR: _____ Date Approved: _____

DEAN OF STUDENT'S FACULTY: _____ Date Approved: _____

N.B. Student must be authorized to attend the session in which this course will be completed. A copy of this completed form may be requested, at no charge, from Undergraduate Records.



PRO FORMA CONTROL SHEET

FOR UNDERGRADUATE RECORDS USE ONLY

REGISTRATION

- Receive and date stamp.
- Check for Signatures
- Check for valid course, correct obvious errors, date & initial changes

Pro Forma Course

- Yes No (Mark on top of Pro Forma "Not a P/F required course")

- Mark section on Pro Forma
- If variable units, mark "V" beside units on Pro Forma

BANNER Update

- Not Required Create Section Instructor
- Offer Course Section Title
- Voice Response & Self-Service Available
- Special Approval (ProForma/Permission)

- Is student authorized but not registered in courses? New Student Deposit Paid
 - If no, hold Pro Forma until UVic enrolment status is established on SFAREGS
 - If yes, add Pro Forma course using SFAREGS
- Student is registered - add Pro Forma courses using SFAREGS
- Stamp Pro Forma with I/D and file by student number for session in binders. Store with grading after each session.

Initial: _____

Date: _____