University of Massachusetts Lowell One University Avenue Southwick Hall Room 202 Lowell, Massachusetts 01854 Phone: (978) 934-2469 Toll Free: (800) 480-3190 Fax: (978) 934-3064 http://continuinged.uml.edu



DIVISION OF ONLINE AND CONTINUING EDUCATION

Steps for Directed Study Registration

(Must be completed before add/drop deadline)

- Complete for Request for Directed Study form
- Obtain appropriate signatures (student, supervising faculty)
- ❖ Return form to the Online and Continuing Education office in Southwick 202, North Campus
- ❖Between 2 and 4 days after your submission, contact your instructor to obtain your permission number for the course.
- Log into ISIS Student Self Service and register for your directed study using your permission number. You must do this *before* the end of the drop/add period.

Please be sure to keep a copy of this signed form for your records.

Note: This is a special program and, as such, is not eligible for tuition waiver.

This form must be filed in Continuing Education by the appropriate Add/Drop deadline.

University of Massachusetts Lowell Division of Online and Continuing Education

Request for Directed Study (For students declared in a program)

Date	iSiS	User ID		
Name				
Last	First		Middle	
Address				
Street		City	State	Zip
Daytime Phone #	E	Evening Phone #		
Major				
Course # Cour	rse Name			
Date to be completed by		No. of credits		
Semester of Study (circle one):	Fall	Intersession	Spring	
	Sum	mer I	Summer II	
Name of Instructor				
	Please Print			
I Request Permission for a Direc Student's Signature				
Reason for Request				
Basis for Evaluating Student				
Dates of Faculty/Student Meetings				
Supervising Faculty				
1 0 7		Signat		·
Coordinator/Chairperson				
		Signat	ure	
Dean				
(Day Undergraduate & Graduate S	-	Signat	ure	
Administrative Approval, DOCE _				
		Signat	ure	