

OFFICE OF THE REGISTRAR

Student's Name: _____ Student's ID Number: _____

Course ID Number: _____
(ex: CHEM _____ 499)

Total credit hours
requested: _____

Check all that apply:
Credits to be posted*: 3 credit hours in Fall _____ (yr) _____
3 credit hours in Spring _____ (yr) _____
6 credit hours in Fall _____ (yr) _____
6 credit hours in Spring _____ (yr) _____

*The Registrar will roll over the enrollment into the second semester if three credit hours in each of two semesters is checked. It is the student's responsibility to make sure that the second half of the Bachelor's Essay appears on his/her transcript and to e-mail the Registrar at registrar@cofc.edu if it does not.

Faculty Supervisor: _____

Project Title: _____

Project Description: (student may attach longer description on a separate sheet) _____

Bachelor's Essay Enrollment Instructions

This form is to be filled out by the student and is to be signed by the student, the faculty member with whom the student is working, and the chair of the department. ***If the student is enrolling in HONS 499, the Honors College Dean must sign the form instead of the department chair.*** After all signatures have been obtained, this form will be taken to the Registrar's Office where a section for the Bachelor's Essay will be created and the student will be enrolled in it. The student should keep a copy of the signed form, give a copy to his/her department, and also bring one to the Honors Center if the student is in the Honors College.

The absolute deadline to submit this form to the Registrar's Office is approximately six weeks after the start of the semester. However, students should have begun a dialogue and have a commitment from the professor or other individual with whom he or she will be working with the semester prior to the one that the Bachelor's Essay work begins. Some departments require that all Bachelor's Essays be approved before the end of the Spring Semester for Bachelor's Essays beginning in the Fall. Students should check with their individual departments about the regulations governing the Bachelor's Essay as these may vary from department to department.

APPROVAL SIGNATURES (ALL SIGNATURES REQUIRED FOR PROCESSING)

Student

Date

Professor/Instructor

Date

Chair of Department or Dean of Honors College

Date