

MISSOURI VALLEY COLLEGE – REGISTRAR’S OFFICE

**ARRANGED CLASS APPROVAL FORM**

NAME: \_\_\_\_\_ STUDENT NUMBER: \_\_\_\_\_

SEMESTER/YEAR: \_\_\_\_\_ CLASS STANDING: \_\_ 1 \_\_ 2 \_\_ 3 \_\_ 4

DATE: \_\_\_\_\_

Which form of arranged class are you signing up for?

- TUTORIAL** - Regular catalog class generally taught face to face, but due to unusual circumstances must be taught on an arranged basis. Students will be charged an additional \$200 fee for this course. *(Course title will have a prefix of TU)*
- INDEPENDENT STUDY** - #376/476 - Individual reading/research project. Students will be charged an additional \$200 fee for this course. *(Course title will have a prefix of IS)*
- ARRANGED ONLY** - Specialized study course for particular majors and the course cycle in the catalog is listed as arranged. There is no additional fee for this course unless a specific fee is listed in the catalog course description. *(Course title will have a prefix of ARR)*
- PARTIAL ARRANGED** – Required courses and/or labs have a partial time conflict and the instructor(s) agrees to meet with the student on an arranged basis to make up missed class time. This option should only be used in rare cases. Courses are forced on the student schedule with the time conflict showing. There is no extra fee required from the student and no extra pay to the faculty. Courses that conflict:  
\_\_\_\_\_

Internships are also considered arranged classes, but do not require the use of this form. Follow the instructions and complete the forms available online: <http://www.moval.edu/academics/internship/>

COURSE NUMBER / TITLE: \_\_\_\_\_

CREDIT HOURS: \_\_\_\_\_ BEGIN DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

JUSTIFICATION FOR TUTORIAL / ARRANGED / INDEPENDENT STUDY:

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Instructor

\_\_\_\_\_  
School Dean

Instructor & student complete form together. Form is sent via email to Division Chair for approval and then to VPAA. Once approved by VPAA, the form is emailed to Registrar's Office and course is added to student schedule.