

Special Registration Request:

Updated 09/07/2023

The administrative managers, in consultation with your advisor, the department head, and the proposed course instructor, may grant permission for a student to enroll in a special registration. All requests are to be submitted no later than four weeks before the beginning of the semester. Requests submitted after that date may be subject to late registration fees, may be denied, or postponed until the following semester. For a request to be considered it must be submitted within the open registration window of the semester for which the request is being made. [Example]

- Request for fall can only be submitted between June 1 and July 31.
- Request for spring can only be submitted between Oct 1 and Nov 30.
- Request for summer can only be submitted between Feb. 1 and March 31.

Please note that the course start and end dates must occur within the official start and end dates of the semester.

Global Directed Study:

These are modified Global standard design courses (predominantly asynchronous with some synchronous elements). We believe it is in your best interest to take our courses in a learning community with other students. However, if you are unable to take a course in the semester as shown on our posted schedule, you may fill out the form at the link below to request consideration to take the course as a Global Directed Study which is a modified standard design course (not available for courses offered (only) in the “Online LIVE” course design).

(EXAMPLES) - After talking to my advisor

- The Global Learning and residential campus schedule is not working for me to take the number of credits I want to take in the upcoming semester.
- (or) I need one last course to graduate in my last semester that is not scheduled (or second to last semester).
- **(To make a Global Directed Study request, click this [LINK](#))**

Independent Study:

These are residential campus courses to be done outside of a normal classroom setting. If a Global Directed Study is not available or will not work for you, you are invited to request or be considered for an Independent Study that is based on a real course we have offered on-campus in the past. (Please note, if you intend to register for a course not found in the catalog, but uniquely developed by an Instructor and yourself, you will be requesting or being considered for an Individualized Study)

(EXAMPLES) - After talking to my advisor

- The Global Learning courses will not work for me or they are not scheduled in an upcoming semester. I am not able to take the number of credits I want to take in the upcoming semester.
- (or) I need a course that has residential credit having a residency component.
- **(If you want to do an Independent Study please contact your advisor to be connected with a faculty)**

Individualized Study:

These are courses that you and an instructor have created to be done outside of a normal classroom setting. They are courses designed uniquely by a professor and student for an individual learning experience. These are not based on classes listed in the catalog but have a uniquely approved syllabus. This will require you to work with the instructor to submit a syllabus for approval. If the proposal of the syllabus is approved, you will be registered for an individualized study.

(EXAMPLES) - After talking to my advisor

- I desire to take an individualized/customized course not listed in the Western Seminary catalog.
- (or) I need a course that is individualized but has residential credit having a residency component.
- **(If you want to do an individualized Study please contact your advisor to be connected with a faculty)**