

FAA Student Forms Submission Workflow/Instructions

Student Action:

- Go to [Fine & Applied Arts Advising Forms](#).

The screenshot shows the website for the College of Fine and Applied Arts. The navigation bar includes links for About, Students, Faculty & Staff, Advising (highlighted), Parents, and Alumni & Friends. A sidebar on the left lists various advising resources, with 'Advising Forms' selected. The main content area displays a table of form types and their descriptions.

| Form Type | Description |
|--------------------------|--|
| Special Course Form | Must be completed when student is registering for individual study, study abroad, technical assistant or thesis/dissertation. *Include Late Drop/Add Form if submitted after drop/add period |
| Independent Study | Students seeking to take a course that is not available in the regular curriculum. *Include Late Drop/Add Form if submitted after drop/add period |
| Individual Study | Students seeking a special provision with the instructor to take a regularly listed course and complete the course on a different time schedule or without attending class regularly. *Include Late Drop/Add Form if submitted after drop/add period |
| Instructional Assistance | Junior/Senior student seeking to earn credits by helping to teach beginning courses they have already completed. *Include Late Drop/Add Form if submitted after drop/add period |
| Research Assistant | Junior/Senior student seeking to earn credits by collaborating on a faculty member's project under the direction of the faculty member. *Include Late Drop/Add Form if submitted after drop/add period |
| Late Drop/Add | Students seeking to add a course after the initial drop/add period Students seeking to drop a linked course (lab or lecture) after the initial drop/add period, switching sections due to an administrative adjustment or switching levels of the same discipline (i.e., dropping ART 2030 to add ART 2130) |

- Download the fillable PDF form you want to submit to the dean's office (Special Course Form; Independent Study Form; Individual Study Form, etc).
- Please be sure you have contacted the instructor overseeing and grading your work in the course you are registering for. The form will be sent to them for their signature and approval along with the chairperson and the associate dean for approvals.
- Fill out the form completely, making sure to include your signature. If you have Adobe Sign and Fill you can apply your signature that way. Otherwise, typing in your name on the signature line will be accepted as your signature.
- Save the completed PDF to your desktop or to an easily accessible folder.
- Go to the Fine & Applied Arts [FAA Student Forms Submission](#), upload and submit your saved PDF form.



The screenshot shows the top portion of a web form titled 'FAA - Student Forms Submission'. Below the title, it specifies 'Undergraduate Students Only'. A note states: 'The name, username and photo associated with your Google account will be recorded when you upload files and submit this form. Not millermh@appstate.edu? [Switch account](#)'. A red asterisk indicates a required field.

- Please allow up to 7 to 10 business days for the course to show on your schedule. Be sure you check the [registrar's calendar](#) and submit your forms in a timely manner that will meet the registration deadlines. You will be contacted if further information is needed to complete the registration.