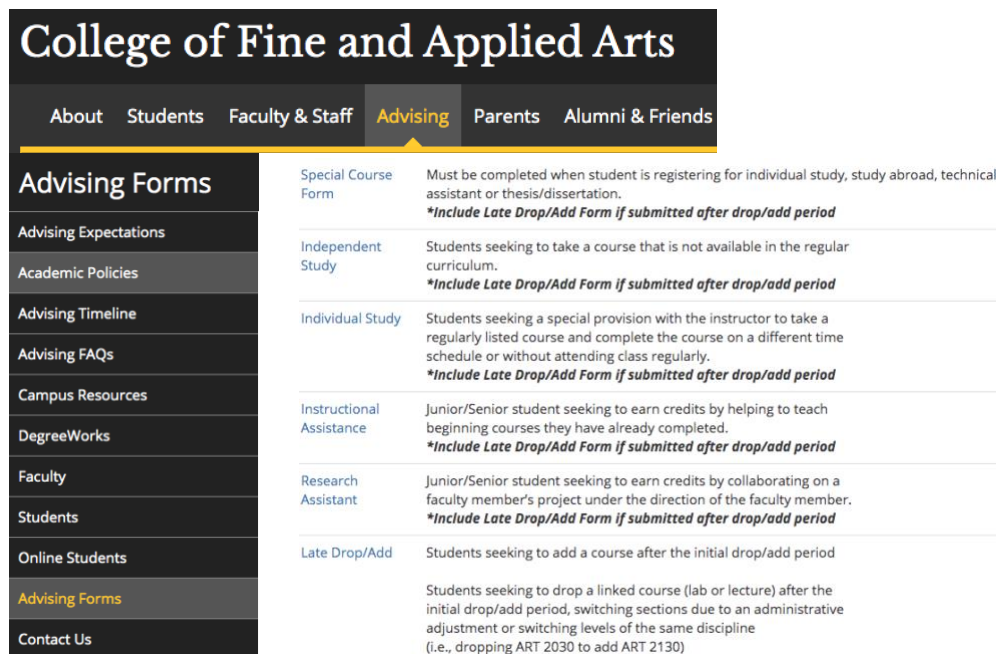


# FAA Student Forms Submission Workflow/Instructions

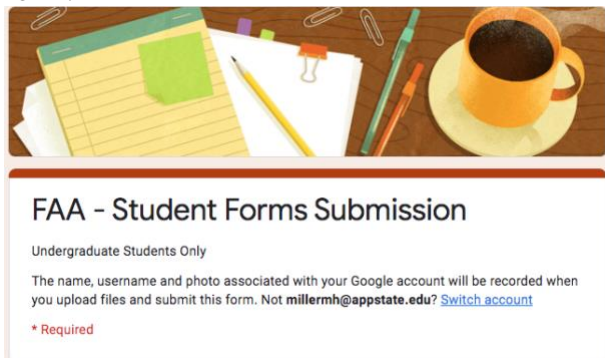
## Student Action:

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



Form Type	Description
Special Course Form	Must be completed when student is registering for individual study, study abroad, technical assistant or thesis/dissertation. <b>*Include Late Drop/Add Form if submitted after drop/add period</b>
Independent Study	Students seeking to take a course that is not available in the regular curriculum. <b>*Include Late Drop/Add Form if submitted after drop/add period</b>
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. <b>*Include Late Drop/Add Form if submitted after drop/add period</b>
Instructional Assistance	Junior/Senior student seeking to earn credits by helping to teach beginning courses they have already completed. <b>*Include Late Drop/Add Form if submitted after drop/add period</b>
Research Assistant	Junior/Senior student seeking to earn credits by collaborating on a faculty member's project under the direction of the faculty member. <b>*Include Late Drop/Add Form if submitted after drop/add period</b>
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 to submit to the dean's office.
- Fill in the form with all requested information (be sure to type the instructor's name on the form).
- Apply your signature using Adobe Fill & Sign, or simply type your name in as your signature.
- Signatures from instructors, chairs, or deans are not needed on the form at this point.**
  - The dean's office will request digital signatures for this portion of the form.
- DO NOT** submit forms that have already been signed and scanned into a PDF.
  - We cannot use them for digital signatures. They will be rejected and sent back.
- 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.



- 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.