

SIP Registration Form

All SIP Registration Forms are **due in the Registrar's Office by Friday of week 10 of the previous quarter** of intended enrollment. Summer, summer/fall, fall and fall/winter SIP registration forms are due by 5:00 p.m., Friday of week 10 in the spring. Winter registration forms are due by 5:00 p.m., Friday of week 10 in the fall. For more information see SIP Handbook online at <http://www.kzoo.edu/academic/sip/>

NAME: _____ ID# _____
(Last, First, Middle)

SIP DEPARTMENT _____ Faculty SIP Supervisor _____
(Faculty member issuing final grade)

Tentative Transcript

Title (limit 25 characters): _____

Registration Information

NOTE: Choose your quarter of registration and units carefully. Only students with extraordinary circumstance beyond their control or an unforeseen opportunity to expand their project may be allowed to change their original registration, and a SIP Registration Change Form is required. SIP Registration Change Forms must be received in the Registrar's Office no later than Friday of week one of the quarter of registration. Students are not allowed to change SIP registrations to avoid quarter overloads/underloads or due to poor planning and lack of progress toward completion of the project. Retroactive SIP registration changes (i.e. fall SIP to summer/fall SIP) will not be approved.

Quarter/Unit Information	Registration Deadline
<p>_____ Summer* 1 unit 2 unit <i>Circle one</i> <i>Does not count toward fall credit load.</i></p>	<p>Spring-Friday Week 10</p>
<p>_____ Summer*/Fall. 2 units only. <i>1 unit will be credited in the summer and 1 unit in the fall.</i> <i>Only the fall quarter unit will be used to calculate credit load.</i> <i>Students may not overload in the fall quarter.</i></p>	<p>Spring-Friday Week 10</p>
<p>_____ Fall 1 unit 2 units <i>Circle one</i> <i>Students may not overload in the fall quarter.</i></p>	<p>Spring-Friday Week 10</p>
<p>_____ Fall/Winter 2 units only. <i>1 unit will be credited in the fall and 1 unit in the winter quarter.</i> <i>Students may not overload in either quarter.</i></p>	<p>Spring-Friday Week 10</p>
<p>_____ Winter 1 unit 2 units <i>Circle one</i> <i>Students may not overload in the winter quarter.</i></p>	<p>Fall-Friday Week 10</p>

***Beginning Fall 2008, summer SIP units will not count toward the fall load. Students may not overload in any quarter they are enrolled for a SIP unit.**

Faculty SIP Supervisor's Approval:

Your signature below confirms that you have approved the above SIP project. SIP projects are due from the student no later than week one of the subsequent quarter, and a final grade is due no later than week six of the subsequent quarter.

SIP Due date to supervisor _____/_____/_____ _____ CC Dept. File
(No later than week one of the subsequent quarter) *(please check if department copy is needed)*

FACULTY SIP SUPERVISOR'S SIGNATURE _____ DATE _____

Student Acknowledgement:

I have met with and discussed the requirements of my SIP with my faculty supervisor and am familiar with the deadlines and guidelines required to complete a SIP.

STUDENT'S SIGNATURE _____ DATE _____