

# Graduate *Pro forma* Registration Questions & Answers

## For what courses should a *Pro forma* registration form be completed?

*Pro forma* registration forms should only be submitted for those courses which indicate in the University Calendar that *Pro forma* registration is required. Not all topics, courses, or even all directed studies courses, require a *Pro forma* registration.

## Why would a course require a *Pro forma* registration?

Typically a department will require a *Pro forma* registration for courses which can be taken more than once for credit, provided the topic is different. Without a *Pro forma* registration, there would be no way of tracking the topic of the courses. Students may prefer a more specific course title on their transcript than “Individual Study” or “Directed Readings”. A *Pro forma* required course shows both the course title and section title on the transcript.

## What if we want to open a regular course to just one or two students?

A *Pro forma* registration is not required. If a regularly scheduled course is not offered in a certain term, an instructor can agree to offer it for one student. A Graduate Course Change Form will open a course to one or two students. The receipt of the Graduate Course Change Form indicates to us that you do not want to open the course to general registration.

## What about Undergraduate *Pro forma* courses?

Rarely, a graduate student will wish to be enrolled in an undergraduate *Pro forma* required course. They should use a graduate *Pro forma* registration form, as we require additional details and permissions. We will arrange for the course to be opened and will register the student.

## What about class *Pro forma* registrations?

Well in advance of the course (preferably before the start of the registration period, and if possible, before the publishing of the registration instructions), a class *Pro forma* registration form should be sent to Graduate Admissions and Records Office. Details of the course may be provided on the form or a copy of the course syllabus must be attached. If this course is jointly offered as an undergraduate and/or non-credit course, the information should clearly explain the differences justifying graduate credit. Details concerning the Evaluation Techniques MUST include dates of tests, examinations and when papers are due. Typically, no more than 60% of the final grade may be assigned to a single evaluation and no more than 10% of the final grade may be assigned to oral work. If exceptions are to be requested, rationale MUST accompany the request. The class can be opened to departmental and/or web registration, or a list of students (with their signatures) can be attached to the *Pro forma* registration form. It is not necessary to complete a separate *Pro forma* registration for each student.

## How do we open GS 500 or 501 courses?

For consistency, we are using *Pro forma* registration forms to gather the requests for these courses. Additional details (similar to those required for curriculum changes) are required on the back of the form. The request will be reviewed by the Faculty of Graduate Studies and, if approved, will be handled as a class *Pro forma*. It will not be necessary to complete a separate form for each student.



GRADUATE ADMISSIONS AND RECORDS  
 UNIVERSITY CENTRE  
 UNIVERSITY OF VICTORIA  
 PO BOX 3025, STN CSC  
 VICTORIA BC V8W 3P2 CANADA

**PROPOSAL FOR PRO FORMA COURSE OFFERING**  
**FACULTY OF GRADUATE STUDIES**  
 FOR USE BY STUDENTS WHO HAVE PREVIOUSLY BEEN REGISTERED IN THE FACULTY OF GRADUATE STUDIES

**Class pro forma**       Open to web registration

Open to departmental registration

List of students and signatures attached

OR

Individual      Student Number V00

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Student's Name \_\_\_\_\_

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Student's Department      Email address \_\_\_\_\_

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Student's Signature \_\_\_\_\_

**COURSE INFORMATION**

Dept	Course Number	Section <small>(garo use only)</small>	CRN <small>(garo use only)</small>	Course Title (as per calendar)	Unit Value

Section Title: (Must be provided. 50 character limit)

On Campus     Off Campus    Location: \_\_\_\_\_

Outline of course content: (equivalent to calendar description) and should briefly state, using phrases rather than sentences, the general aims of the course and the main topics or areas to be considered. **Must be typed, or you may attach a typed version.**

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**Contact hours per week:** \_\_\_\_\_  
*(Typically, a 1.5 unit course requires 3 contact hours per week for a term, a 3.0 unit course requires 3 contact hours per week for the winter session.)*

**Term and Year offered:**

Sept to April \_\_\_\_       May/June \_\_\_\_  
 Sept to Dec \_\_\_\_       May to August \_\_\_\_  
 Jan to April \_\_\_\_       July/August \_\_\_\_

**Evaluation Technique:** Indicate whether tests, papers or final examinations are to be included and the percentages to be awarded for each.

Tests	[    %]	Number of tests	_____
Papers	[    %]	Number and length of papers	_____
Final Examination	[    %]		_____
Other(specify)	[    %]		_____

	Name(s) (Please print)	Signature(s)	Date
Course instructor(s)	_____	_____	_____
Instructor V#(s) _____ Departmental Graduate Advisor	_____	_____	_____
Chair (Supervisory committee)	_____	_____	_____
Faculty of Graduate Studies	_____	_____	_____

REFER TO REVERSE

**Keep a copy of this form for your records**