UO DEPARTMENT OF ARCHITECTURE PRE-AUTHORIZATION INSTRUCTIONS

This pre-authorization form is for Individualized study coursework and NOT FOR STUDIO. It serves two purposes: a) to provide guidance in developing coursework/requirements (agreement) with the faculty sponsor; and b) to provide documentation to clear the student for registration. Individualized study coursework may be engaged on the basis of an agreement between the student and the faculty sponsor. Individualized study courses are those courses having ARCH or IARC prefixes and the following numbers: 401/601, Research; 503, Thesis; ARCH 409, Practical University Teaching; ARCH 602, Supervised College Teaching; 405/605, Reading; 406/606, Special Problems; ARCH 619/IARC 611, Terminal Project. Non-M.S. students can complete a maximum of 9 credits in Individualized Studies courses to be accrued as a part of the Department Subject Area requirement. Individualized Study courses are considered Subject Area elective coursework in the department. In some cases, Individualized Study courses may satisfy Advanced Technical electives, or other requirements, with instructor approval.

The pre-authorization form is due to your instructor one week prior to the last day to add a class. Pre-authorization requests received less than one week prior to the last day to add a class cannot be guaranteed to be processed in time for the add class deadline. It is the student’s responsibility to ensure the form is completed correctly and that their instructor forwards the pre-auth form on for processing in a timely manner.

- CRNs must be included – you will find CRNs on the UO Class Schedule: http://classes.uoregon.edu/
- CRNs change every term – do not use ‘old CRNs’ from previous terms or CRNs that are not listed within the Architecture major course scheduling list.
- If the CRN section of the form is blank, the pre-authorization will be held until the correct CRN has been received.
- If you are an undergraduate student, you should only register for undergraduate courses (100 – 400 level).
- If you are a graduate student, you should only register for graduate level courses (500 level and above).
- *You need to change the variable credits in duck web after you add the course – the pre-authorization process only releases you to register, but it not does control how many credits you register for. You can change the variable credits in duck web after the pre-auth has been processed without sending a new form.
- If the course is full when you attempt to register, notify the Architecture Department right away. If we process an override for you for a full class, you need to type in the CRN directly into Duck Web in order to add it.
- Please email your completed pre-authorization form directly to your instructor. Your instructor will forward the pre-authorization email to the Arch Department (archadms@uoregon.edu) for processing.
- You will receive an email from the Arch Department informing you to register for the course(s) after the pre-auth has been processed.
- If you are unable to register after you have received the email releasing you to register, contact Holly for Eugene courses at archadms@uoregon.edu or Shannon for Portland courses at aaapdx@uoregon.edu.

SPECIAL NOTES: Listing the CRN for the course is mandatory. The form cannot be processed if the CRN or UO ID number is missing. Note that the student is responsible for changing the variable credit. If this is not done after adding the class, the credits will default to 1 credit. Some individualized study courses are pass/no pass and some have optional grading. Be sure and know the correct grading option you need for the correct course. You cannot register twice for the same course/CRN. Forms received in a method that is not electronic (faxed, left in mail box, etc.) cannot be guaranteed to be processed by the add course deadline.

MISS THE REGISTRATION DEADLINE? After the registration deadline passes, students will have to petition the Academics Review Committee in the UO Registrar’s Office (registrar@uoregon.edu) in order to request to add the class past the deadline – which may or may not get approved and for which has a fee attached to it. Below are the petition instructions:

1. Contact the Office of the Registrar: 541-346-2935, registrar@uoregon.edu. The Registrar will email the student a form.
2. The form needs to be filled out by the student, signed by instructor, and approved by the Architecture Department with a department stamp (Brian Hanabury can help with this - bah@uoregon.edu).
3. There is an additional fee for this process of $25. The fee goes up significantly if the form is submitted after the end of week 4.