

# 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. An Academic Record Change Notice (course change form) with an appropriate section number will open a course to one or two students. The section number starts with “A” and the term designation (e.g F, S, Y, etc.), then the section number “49”. For instance, a Fall section being opened for a single student would be AF49. This 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. Details of the course may be provided on the form or a copy of the course syllabus could 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. The class can be opened to departmental and/or telephone 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’ Executive 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 \_\_\_\_\_

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

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

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

**COURSE INFORMATION**

Dept	Course Number	Section	Course Title (as per calendar)	Unit Value
COSI	CSC591	S__	Directed Study	1.5
Section Title: (Must be provided. 50 character limit)			Networking Fundamentals	

Location: (must be provided if off campus) ECS467

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

This directed study course focuses on the fundamentals of networking research, particularly in the area of Internet architectures and protocols, wireless LAN/mesh networks, and wireless cellular systems. Selected topics include: end-to-end control, network routing, packet scheduling, media access control, admission control, and cross-layer design.

**Contact hours per week:** 3

(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 offered:**

- Sept to April
- Sept to Dec
- Jan to April
- May/June
- May to August
- July/August

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

Tests [ 0.00% %] Number of tests \_\_\_\_\_

Papers [ 0.00% %] Number and length of papers \_\_\_\_\_

Final Examination [ 0.00% %]

Other(specify) [ 0.00% %] Assignments 50%, Participation 10%, Project 40%

	Name(s) (Please Print)	Signature(s)	Date
Course instructor(s)	<u>Jianping Pan</u>	_____	_____
Dept/School Chair or designate offering course	_____	_____	_____
Chair (Supervisory committee)	_____	_____	_____
Faculty of Graduate Studies	_____	_____	_____

REFER TO REVERSE

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