DIRECTED STUDIES/SENIOR PROJECT: 
PROCESS FOR ENROLMENT

To create a new section for a student or group of students, the Chair or Coordinator makes a request to the Dean to open a new Directed Study or Senior Project course and section. Once it is approved, the Dean or Dean’s assistant would email the required information to the Records Department at records@viu.ca.

- **The email request to Records must include:**
  - Course ID, ie ANTH 490
  - Start date – *It is very important to have the correct dates for Tax Form/Liability, etc.*
  - End date – *It is very important to have the correct dates for Tax Form/Liability, etc.*

  **Important – the course start and end dates on the Directed Study form must match the dates on the request from the Dean’s office.**

  - Instructor Name
  - Number of Students
  - Cost Centre
  - Student Name *[This is not required by Records, but is for the Dean’s office in tracking the requests for students/instructors/ payroll appointments]*

- Note that each Instructor has their own Directed Study section, i.e.
  - NURS 493 F17N80 Nancy Smith
  - NURS 493 F17N81 Janice Jones
  - NURS 493 F17N82 Joe Thompson

**Final Step in the Registration Process:** The student takes their completed [Directed Study Form](#) to the Registration Centre in Building 200 to be enrolled.

**Tuition Deadlines for Directed Study Courses**

**Fall Semester**
- If a student registers for a Fall Directed Study course **before** October 1st, fees are due October 1st.
- If a student registers **after** October 1st, fees are due immediately.

**Spring Semester**
- If a student registers for a Spring Directed Study course **before** February 2nd, fees are due by February 2nd.
- If a student registers **after** February 2nd, fees are due immediately.