**Special Student & Undergrad MES course registration policy (for faculty)**

*Note: Special students and undergrads may not sign up for core classes; they may only sign up for electives with instructor permission*

Special Students:

Students who are not currently enrolled in MES may, with the instructor's permission and if space is available, enroll in one four-credit elective per quarter under "special student" status. Students must fill out and have the faculty sign a [Special Student Registration Form](http://www.evergreen.edu/registration/forms/revised_special_reg_formfws0803.pdf) during the first week of class. They cannot sign up before the first week of class. Students who are admitted to MES may only apply up to 8 transfer credits, included special student credits, toward the degree (and they need to be taken within the last 5 years).  You are not required to take on special students – it’s up to you if you want them, especially if it leads to overenrollment (over 15).

Undergrads:  
Like special students, undergraduates may only sign up for an MES elective during the first week of class and they must have instructor permission. They can do so online or with a regular registration form. It is up to the faculty if they want to allow undergraduates in their courses. You are not required to take on undergraduates, and you may also come up with criteria for undergrads before you let them in (like submitting a letter of recommendation). Undergrads also have a different CRN than graduate students, so if you decide to let an undergraduate into your class, please let the Assistant Director know ASAP so that a CRN can be created. Once it is created, you will be notified so that you can tell the student. The CRN will also show up on your my.evergreen.edu account. The CRN will require a faculty signature, so you will need to pre-authorize the student in my.evergreen or by emailing [registration@evergreen.edu](mailto:registration@evergreen.edu) in order for the student to complete registration.

**Temporary Contract registration policy (for Registration & MES Administration)**

In rare cases, typically based on dire financial need, students may request a temporary CRN for an internship or ILC if they are not able to submit a contract by the time financial aid is disbursed (prior to Week 1). If this is the case, the student must ask for approval from the Director in the form of an email to Registration and Records. The temporary CRN is no longer available beginning Friday of Week 1, and any registration under the temporary CRN is dropped with the expectation that the contract will be finished and approved by that time.