Off Campus Elective Form Instructions for Students

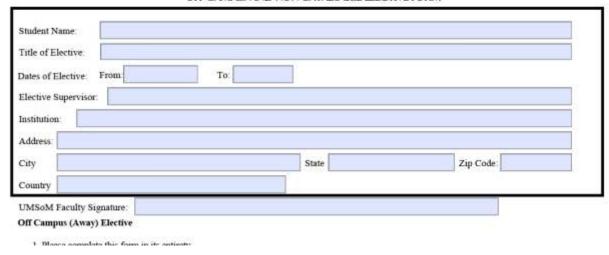
1. Click on the Off Campus Elective form link.



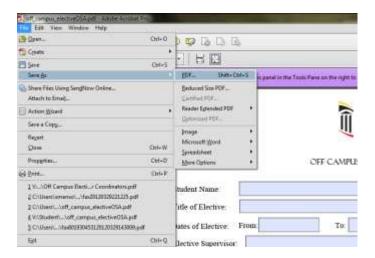
2. Fill in all the required information. (Be sure to read the instructions at the bottom of the form.)



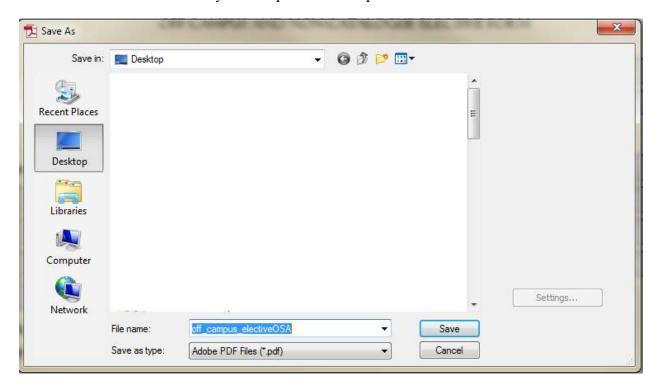
OFF CAMPUS AND NON-CATALOGUE ELECTIVE FORM



- 3. When you are finished the completion of the form, save the PDF to your computer.
 - a. Hit File > Save As > PDF

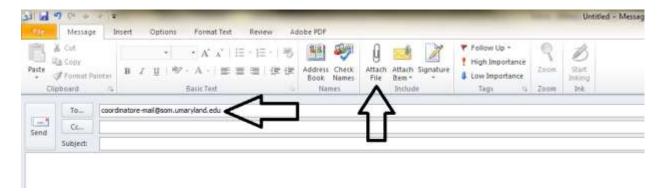


b. Save the file to your computer's desktop.

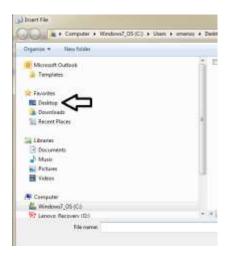


1. Go back to your e-mail account and compose a new message. Enter the coordinator's e-mail address. For a listing of the coordinator's e-mails, please visit the <u>Student Reference Materials</u> page and click on the Departmental Contacts for Seniors link.

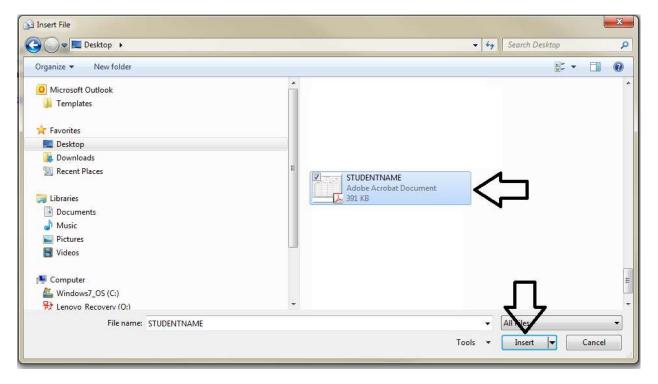
Then, click attach file.



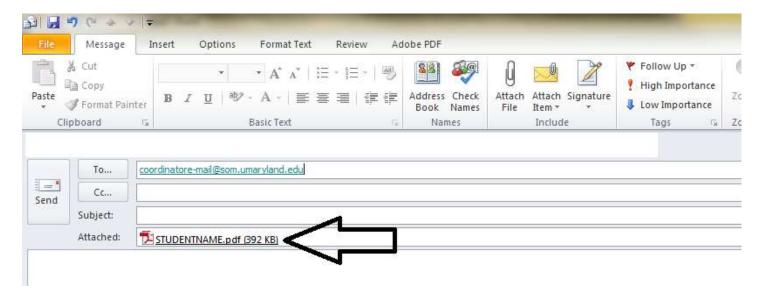
a. Click on the Desktop icon.



b. Click on the file and click insert.



2. You will now see the file attached in the e-mail.



3. Click send.