Toronto Metropolitan University

Computer Science
Graduate Studies

Directed Studies, Research Methods and Non-CS Course Enrollment Request Form

STUDENT INFORMATION	
Student name:	**Student ID #:**
1st term of registration:	**Supervisor(s):**
Program: ☐ **MSc – Thesis Option** ☐ **MSc – Course Option** ☐ **MSc – Major Research Paper Option** ☐ **PhD**	

To request enrollment in a Computer Science Directed Studies or Research Methods course, or a course offered by a teaching department other than Computer Science:

- Confirm that the course is offered during the term that you are submitting this request for.
- Speak with your supervisor (if applicable) to obtain approval.
- Complete this form, **attaching any additional documents required (see below)**, and submit it to your Program Administrator **at least 5 business days before the last date to add a course for the term.**

To drop any course that was requested using this form, submit a request by email to your Program Administrator, copying your supervisor (if applicable), **at least 5 business days before the last date to drop a course during the term.**

PLEASE SELECT FROM THE FOLLOWING:

MSc	PhD
Directed Studies: ☐ **CP8310 – Directed Studies: Master's** ☐ **CP8337 – Directed Studies: Research Methodologies**	**Directed Studies:** ☐ **CP8312 – Directed Studies - Doctoral** ☐ **CP8337 – Directed Studies: Research Methodologies**
Restricted Courses: ☐ **CP8101 – Research Methods**	**Restricted Courses:** ☐ **CP8101 – Research Methods**
Course Offered by a Teaching Department Other Than Computer Science: (Provide Course Code and Title) ☐ _____	**Course Offered by Teaching Department Other Than Computer Science: (Provide Course Code and Title)** ☐ _____

ADDITIONAL DOCUMENTS REQUIRED:

For a Directed Studies Course:
The instructor of the course must provide a **detailed Course Management Form** that includes the following:

- Topic Title
- Semester of Registration and Number of Credits
- Course Content: Indicate what topics are going to be covered, which areas are going to be explored (less than 100 words)
- Readings: Include journal articles, textbook pages, and the sources for both
- Estimated Student Weekly Meetings (normally 3 hours per week for 12 weeks)
- Requirements: Clearly outline what papers or essays must be written, and any other method of evaluation
- Final Report Submission deadline to the instructor (typically no later than the last day of the term)

For a Course Offered by a Teaching Department Other Than Computer Science:
Please submit the following:

- A completed and signed Course Substitution Request form (available on the Yeates School of Graduate and Postdoctoral Studies web site)
- A detailed Course Management Form for the course
- An email from the course instructor in which they grant you permission to take the course
- A short note explaining why it is necessary for you to take the course

APPROVAL SIGNATURES:	
Student:	**Date:**
Supervisor(s):	**Date:**
Graduate Program Director:	**Date:**