Independent Study Registration Instructions

You can now add an independent study to your schedule by filing an Independent Study Form Electronically thru:

https://secure1.rochester.edu/registrar/forms/independent-study-form.php

You will need to sign in to the form with your NetID and password.

Once signed in you can begin to file the form. All required fields are marked with an *

It is expected that you will have discussed the Independent Study with your sponsoring Instructor prior to filing this form. The Instructor’s Permission code will be entered as the signature of acceptance for the course.

You can NO LONGER use “Independent Study” as a title, you MUST enter a valid title that describes the work you are doing. The title must be no longer than 28 characters. If you are registering for a “390” course, the title must include the course being TA’ed.
You can now register for ALL courses on this electronic form, including courses all Engineering and Biological Science Independent Research courses (including BIO/IND/MBI/BCH/NSC/PHP/PTH prefixes).

*Please note that additional information is needed for all Biological Science and Engineering course registrations.*

Students enrolling in Engineering research courses should contact their department administrator for further instructions on how to complete their registration.

Students enrolling Biological Science research courses should refer to the **UPBM Independent Research Website** for further instructions on how to complete their registration.

You are also required to fill in a course description and identify the grading criteria.

Please be as concise as possible in your descriptions.

For **BIO/IND/MBI/BCH/NSC/PHP/PTH 395** registrations, you will be required to answer these additional questions. Prior to being able to receive final approval for this registration, you will need to follow these instructions or see Mariane Arcoraci. Only after this will the departmental approval be granted and PIN code given.
You will be required to fill in the Instructor’s Name and permission code to confirm that you have made arrangements with the instructor who will sponsor this course and that they agree to the terms set forth in this form.

** Confirmation of this registration will be sent to the instructor of record.

If you are a Hajim School of Engineering student, requesting a BIO/IND/MBI/BCH/NSC/PHP/PTH 395 registration you should see the department administrator for your approved Chair/Departmental permission code. This code is a requirement for these students.

If you are requesting an Internship to be graded P/F, using the course for a Senior Honors Thesis or requesting to study with an instructor for more than the allotted 8 credit hours you will also need to obtain the Department Chair’s Name and permission code.

If special permission is needed please request it in the space provided.

You are required to review and accept the College’s Policy for Independent Studies. Upon submission the form will be sent to the Center for Academic Support for processing.

Processing of Independent Study forms will be subject to review by the Center for Advising Services and you will be notified upon completion of such review.

If you have any questions, please contact the Center for Advising Services at 275-2354.

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