



## YES User Guide: Individual Study

*Undergraduate students can utilize the Individual Study form to request to enroll in independent study, directed readings, research, internship, practicum, or thesis classes. Requests for enrollment must be submitted prior to the end of the Open Enrollment period for each semester. Please see the [Undergraduate Academic Calendar](#) for specific dates.*

*The individual study form is available through the YES suite of applications.*

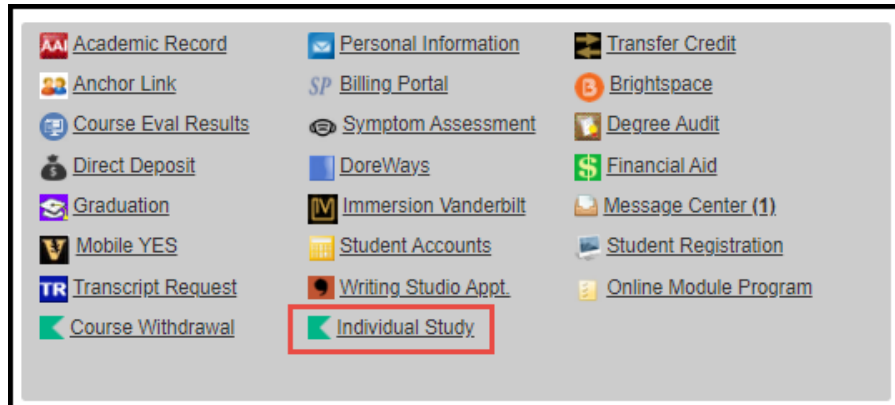
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## Navigating to Individual Study

1. On the student landing page, click **Individual Study**.



2. The Individual Study form will open. Student EMPLID, First Name, and Last Name all will pre-populate.

A screenshot of the 'Individual Study Course Request' form. The form is titled 'Individual Study Course Request' and includes a description: 'This form is used to request permission to register for the following types of courses: Independent Study, Directed Readings, Research, Internships, Practica, or Thesis.' Below the description is a 'Student Information' section with three input fields: 'EMPLID \*', 'First Name', and 'Last Name'. The 'EMPLID \*' field is pre-populated with '0000'. To the right of the form is an 'Actions' sidebar with buttons for 'Submit', 'Save', and 'Discard'.



## Completing the Form

1. Select your home school from the drop-down menu.

The screenshot shows a form titled "Student Information". It has three input fields: "EMPLID \*" with a value of "0001", "First Name", and "Last Name". Below these is a "Home School \*" dropdown menu with the instruction "Search or select your home school from the list." and a search icon. The dropdown menu is open, showing a list of schools: "Blair School of Music" (highlighted with a mouse cursor), "College of Arts & Science", and "Divinity School".

## Course Information

1. **Subject** - Select the subject area of the course you are requesting. You can begin typing in the window and matching selections will return for selection.

The screenshot shows a form titled "Course Information". It has a "Subject \*" dropdown menu with the instruction "Select the subject of the course you are requesting. This is used to route your request for approval." and a search icon. The dropdown menu is open, showing a list of subjects: "ENED - English Education" and "ENGL - English" (highlighted with a mouse cursor).

2. **Course Search** - Select the course in which you wish to enroll.
  - a. In all caps, begin typing the subject code that matches the Subject listed above (e.g., ENGL).
  - b. The search will return individual study courses offered in that subject area. Please note it may take some time to load.
  - c. Select the desired course from the search results.

The screenshot shows a form titled "Course Search \*". It has a search input field with the text "ENGL" and a search icon. Below the search field is a list of search results:

- 1101 - Creative Writing Tutor: Fict
- 1102 - Creative Writing Tutor: Poetry
- 3851 - Independent Study (highlighted with a mouse cursor)
- 3852 - Independent Study
- 7998 - MFA Pedagogy Tutorial
- 7999 - MFA Thesis Research
- 8150 - Indep Study Probl Engl/Amer Lit

At the bottom of the form, there are two input fields: "Enter the calendar year of the term in which you wish to enroll; e.g., enter" and "Only terms eligible for enrollment will appear."



- The Course Description and Minimum/Maximum Credit Hours will auto-fill based on information from the course catalog.

<b>Course Description</b> Designed primarily for majors. Projects are arranged with individual professors and must be confirmed with the director of undergraduate studies within two weeks of the beginning of classes; otherwise the student will be dropped from the 3851 rolls. May be repeated for a total of 6 credits in 3851 and 3852 combined if there is no duplication in topic, but students may earn only up to 3 credits per semester of enrollment. [1-3; maximum of 6 credits total for all semesters of ENGL 3851 and 3852] (No AXLE credit)	
Minimum Credit Hours	Maximum Credit Hours
1	3

- Credit Hours Requested** – Enter the desired number of credit hours for the individual study. Please note this number must fall within the minimum and maximum credit hours listed above.

Minimum Credit Hours	Maximum Credit Hours
1	3
<b>Credit Hours Requested *</b> How many credit hours do you propose to earn for this course? Credits must fall within the minimum and maximum credit hours shown above. 2	

- Year** – Enter the calendar year of the term in which you wish to enroll (e.g., 2023 for spring, summer, or fall 2023).

<b>Year *</b> Enter the calendar year of the term in which you wish to enroll; e.g., enter "2023" for Spring, Summer, or Fall 2023. 2023
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- Term** – Select the appropriate term from the drop-down menu. Only terms open for enrollment will appear.

<b>Term *</b> Only terms eligible for enrollment will appear. 2023 Spring
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- If approved, will you need to drop a course?** – If you wish to drop a course if your individual study request is approved, please answer Yes; otherwise, answer No.

If approved, will you need to drop a course? \*

Yes

No

If you answer Yes, you will be prompted to enter the course information for the course you wish to drop.

If approved, will you need to drop a course? \*

Yes

No

Enter the course you wish to drop:  
ENGL 2345

## Project/Study Description

- Title of Project/Study** – Enter the title of your proposed individual study here.

**Project/Study Description**

Title of Project/Study

Limit 240 characters.

Approaches to Faulkner's The Sound and the Fury

- Faculty Supervisor** – Select your instructor from the drop-down menu. If your intended instructor is not listed, please contact your school's Office of Academic Services for assistance.

Which faculty member will supervise your study? \*

If your intended instructor is not listed, please contact your school's Office of Academic Services for assistance.

Justin Quarry

John Clayton

Tony Earley

Teresa Goddu

**Roger Moore**

Kathryn Schwarz

Lisa Deydel

- Instructor – User Lookup** – The instructor selected from the faculty drop-down menu will auto-fill here. Please note it may take some time to update. You will not be able to submit the form until the name appears here.

Instructor - User Lookup \*

Note: This field is used to look up your instructor for approval routing and may take a few seconds to populate. You will not be able to submit until your selected instructor's name appears below.

Roger Moore



4. **Study Description** – Your enrollment request must include a description of your study plan, to include details such as a timeline for meetings with your instructor, intended study outcomes, and student responsibilities. Study Descriptions can be entered manually or a file can be uploaded.
  - a. **Upload** – Select the “Upload a document” option and follow the prompts to upload a file:

Select an option: \*

Enter study description manually

Upload a document with study description

Your study description should include information such as:

- arrangements for meeting with your faculty adviser, including meetings timeline
- study outcomes
- your responsibilities

File Upload: Study Description \*

Accepted file types: pdf, docx, txt

Select a File

- b. **Manual entry** – Select the “Enter study description manually” option and enter the appropriate information in the Study Description box.

Select an option: \*

Enter study description manually

Upload a document with study description

Your study description should include information such as:

- arrangements for meeting with your faculty adviser, including meetings timeline
- study outcomes
- your responsibilities

Study Description \*

Plan to meet with instructor every Monday at 4 p.m.

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## Acknowledgement

By signing and submitting this request, you acknowledge that enrollment in the requested independent study or research course is contingent upon having any necessary prerequisites for the course, as well as not requesting more credit hours than you have been approved to take.

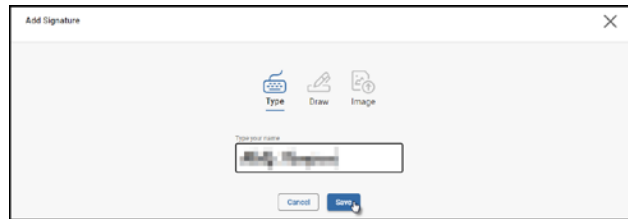
1. Click Sign this form to sign.

**Acknowledgement**

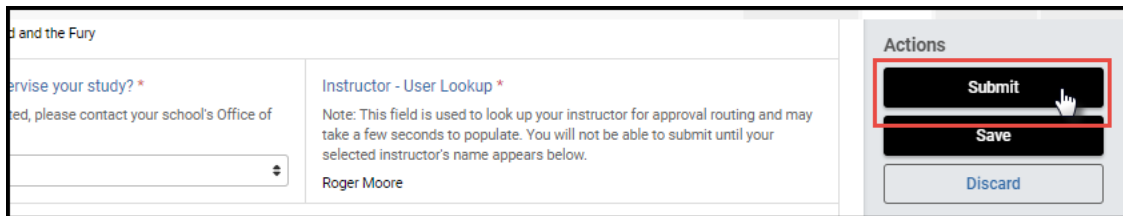
By signing and submitting this request, you acknowledge that enrollment in the requested independent study or research course is contingent upon having any necessary prerequisites for the course, as well as not requesting more credit hours than you have been approved to take. \*

Sign this form

Options for signing include Type, Draw, or Image Upload. Click Save when complete.



2. Click Submit to submit the request for approval(s).



## Approval Process

Requests for individual study enrollment will route to the following for review and approval:

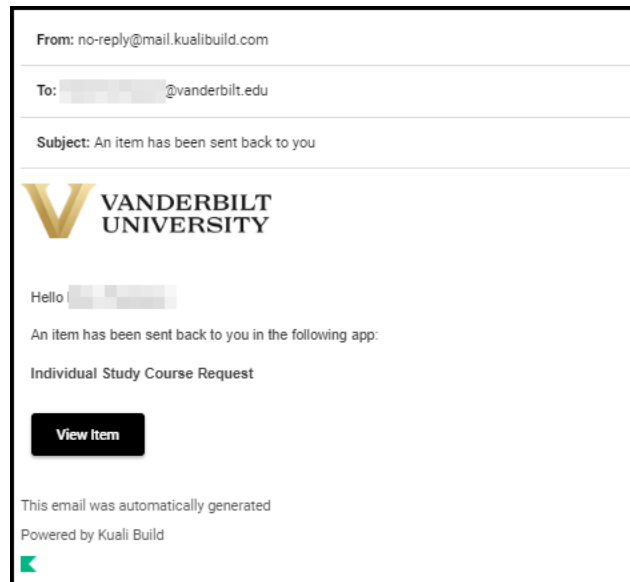
- The instructor listed on your individual study form
- An administrator for the department offering the course (e.g., Director of Undergraduate Studies)
- Your school's Office of Academic Services

Individual study enrollment requests will not be processed until all approvals have been finalized.

**\*\*Important note: Until your request has been approved and processed, you are not enrolled in the course.\*\***

## Requests Sent Back

At any point in the process, an approver may send the form back to you for updates (for example, if you entered the wrong number of credit hours). If a request is sent back to you, you will receive an automated email message from the workflow system. Click View Item to access the form and make any necessary changes.



## Notifications

Notifications about the course withdrawal process will be sent as follows:

- You will receive email notification when you submit the request.
- You will receive email notification if your request is denied for any reason by your instructor, the department, or your school's Office of Academic Services.
- You will receive email notification if your request is sent back to you for any reason by your instructor, the department, or your school's Office of Academic Services.
- You and the course instructor will receive email notification if your request is approved, once the enrollment has been processed.

**Please contact the YES Help Line at [yes@vanderbilt.edu](mailto:yes@vanderbilt.edu) or 615-343-4306 if you have questions or need additional assistance.**