Setting-up an Independent Study Course in UDSIS

Maintain Schedule of Classes Page –
1. **Basic Data Tab** – add new section, using independent study section numbers, i.e. 000, 002 with appropriate associated class no. i.e. 1, 2
   a. Campus – Newark
   b. Location – SA-Newark
   c. Instruction Mode - ‘P’ (in-person)
   d. Check ‘schedule print box’ if course is to appear in Course Search

2. **Meetings Tab**:
   a. Meeting Pattern – if applicable
   b. Instructor – enter instructor if not already listed on the course
   c. Instructor print-do not check the print box
   d. Access – ‘approve’
   e. Workload – ‘100%’

3. **Enrollment Tab**:
   a. Set course as ‘active’
   b. Be sure there is an enrollment cap
   c. Consent-choose if course requires ‘department or instructor’ consent to register

4. **Notes Tab**:
   a. Add any appropriate numbered course note

Adjust Class Associations Page –
5. **Class Associations Tab**
   a. Min and Max credit units - auto-populates to variable 1-6 min and max typically; only adjust if course is offered for a fixed number of credits; do not change the remaining fields
   b. Instructor Edit- ‘Class Instructor Table Edit’

6. **Class Components Tab**
   a. Grading Basis-do not change
   b. Grade Roster Print – ‘By Instructor’

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