

# 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'