2021 Independent Study Summary, Policies, Procedures
(To avoid delay in processing your request, please read these instructions carefully and thoroughly.)

Summary:
- Student submits completed forms (DocuSign form & Independent Study Request form).
  - Summer Session sends a tentative CPT confirmation email (if applicable).
- Once a student’s request is submitted, Summer Session creates course(s) and generates course code(s).
- Once a student's course(s) is created, the student is enrolled into their requested course(s).
- Summer Session sends a Payment link to the student for payment (if applicable).
- Summer Session sends the student a copy of their Statement/Schedule via email once enrollment is completed.

Policies:
- **Bio Sci Students** - Please reach out to the BioSci Department at biosci199@uci.edu to inquire about new procedures regarding the BioSci independent study this year.
- The student is responsible for obtaining approval from their academic advisor if they need to go above our unit limit of 10 units per session.
- Independent study courses are billed at half of a regular billing unit.
  - Undergraduate students will be charged $139.50 per unit.
  - Graduate students will be charged $174.50 per unit.
- All students taking classes during Summer Session will be charged a **one-time, non-refundable** campus fee of $184.
- Students who are required to submit a payment will be given a **3-business day deadline** to make their payment. If payment is not received by the deadline, the student will be dropped from their course(s).
Instructions/Procedures For Enrollment:

1. Students should contact Summer Session via summer-coursechanges@uci.edu to inquire about independent study enrollment.
   a. **Subject Line: Independent Study Enrollment Request**
   b. If the student requires CPT verification, please include that in the email as well, so staff can provide appropriate documentation to the student.

2. Once email is received, staff will manually send the appropriate forms to students. Please note it may take several business days to receive the necessary forms from staff.

3. Once these forms are received please make sure to fill out forms completely.
   a. **DOCU SIGN FORM:** Students will receive either an Enrollment Form or Course Change Request Form via DocuSign to the email address we have on file for the student. Please complete and sign this form. Students are to complete and sign their DocuSign form, which will automatically be re-routed to Summer Session upon completion.
   b. **INDEPENDENT STUDY REQUEST FORM:** Students will receive a PDF version of our Independent Study Request Form.
      i. Students and their faculty sponsors can utilize the UCI Course Catalogue to check the acceptable number of units a course may be taken for and confirm the correct course name and title.
      ii. Please note we require approvals from both the faculty sponsor and department dean/chair. **It will be the student’s responsibility to obtain these approvals from both their faculty sponsor and department dean/chair.**

4. Summer Session staff will create the Independent Study course and contact the student for payment to process the enrollment if necessary.

**Enrollment process is contingent upon the student’s timely submission of appropriate forms and payment. The turnaround period may vary, since independent study courses are manually created by a Summer Session staff. The absence of necessary forms and/or payment will result in further delay of the student’s enrollment.**