

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**.

Application Links				
 ACADEMIC PROFILE - Academic Record - Degree Audit - Immersion Vanderbilt - Personal Information - Transcript Request	 COURSES AND ENROLLMENT - Course Eval Results - Course Withdrawal Individual Study - Mobile YES - Student Registration - Transfer Credit	 FINANCIAL - Billing Portal - Financial Aid - Student Accounts - Direct Deposit	 GRADUATION Graduation Confirmation	 RESOURCES - Anchor Link - Brightspace - Handshake - Online Module Program - Writing Studio Appt.

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



Individual Study Course Request

This form is used to request permission to register for the following types of courses: Independent Study, Directed Readings, Research, Internships, Practica, or Thesis.

Student Information

EMPLID *	First Name	Last Name
0000		

Actions

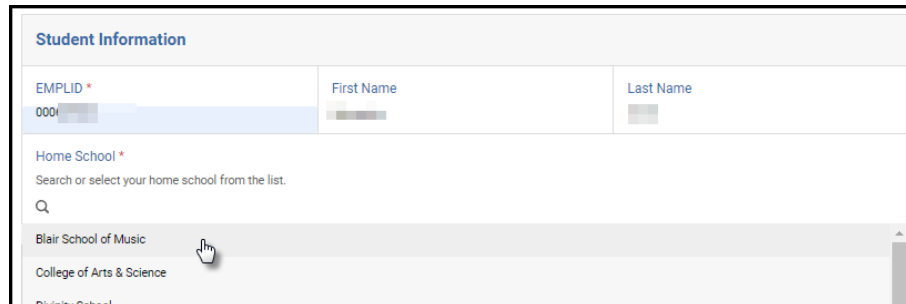
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Completing the Form

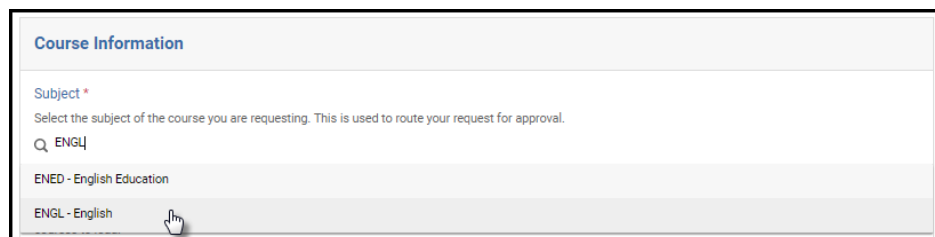
1. Select your home school from the drop-down menu.



The screenshot shows the 'Student Information' form. It includes fields for EMPLID, First Name, and Last Name. Below these is the 'Home School' dropdown menu, which is open, showing a search bar and a list of options: 'Blair School of Music' (highlighted with a mouse cursor), 'College of Arts & Science', and 'Divinity School'.

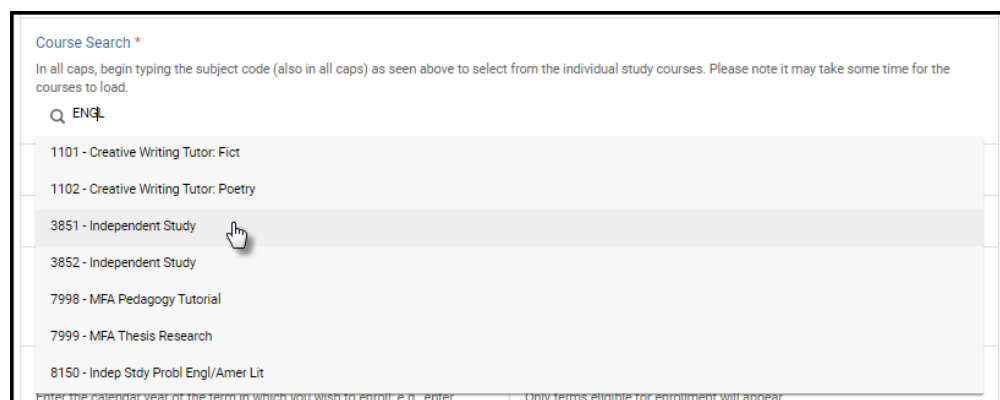
Course Information

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 the 'Course Information' form. It includes a 'Subject' dropdown menu, which is open, showing a search bar and a list of options: '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 the 'Course Search' form. It includes a search bar with 'ENGL' entered. Below the search bar 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', and '8150 - Indep Study Probl Engl/Amer Lit'. At the bottom, there is a text input field for the calendar year of the term in which you wish to enroll, and a note that only terms eligible for enrollment will appear.



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

Course Description 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 1	Maximum Credit Hours 3

4. **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 1	Maximum Credit Hours 3
Credit Hours Requested * 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	

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

Year * 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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6. **Term** – Select the appropriate term from the drop-down menu. Only terms open for enrollment will appear.

Term * Only terms eligible for enrollment will appear. 2023 Spring

7. **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? *	Enter the course you wish to drop:
☒ Yes	ENGL 2349
☐ No	

Project/Study Description

1. **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

2. **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 David

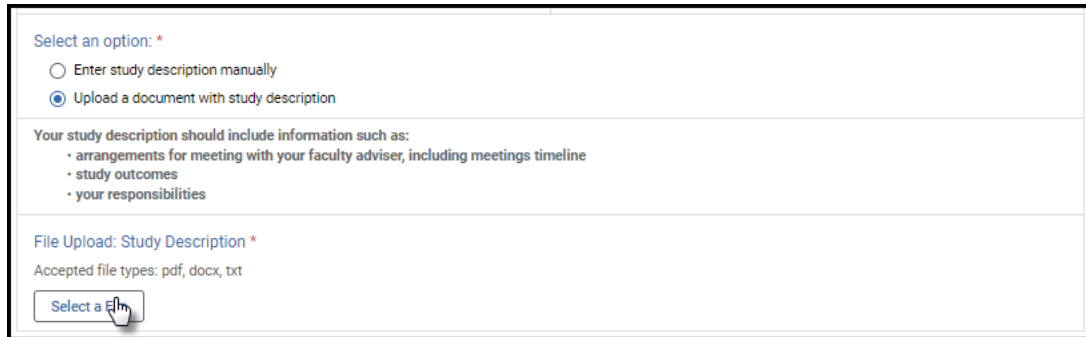
3. **Instructor – User Lookup** – The instructor selected from the faculty drop-down menu will auto-fill here. Please note it may take some time to update. You will not be able to submit the form until the name appears here.

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:

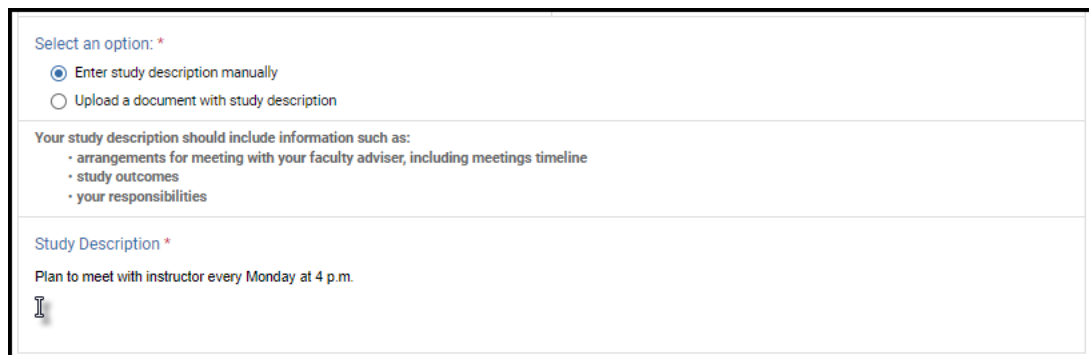
- arrangements for meeting with your faculty adviser, including meetings timeline
- study outcomes
- your responsibilities

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 *

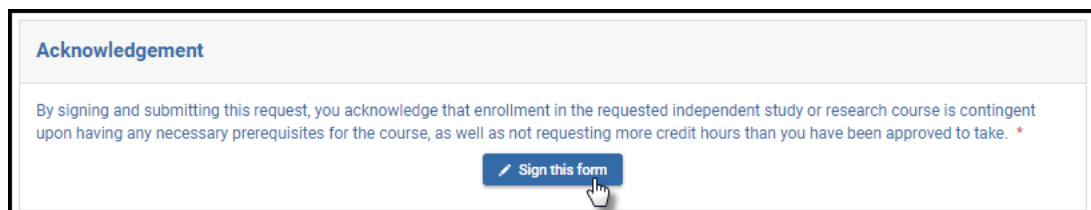
Plan to meet with instructor every Monday at 4 p.m.

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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.

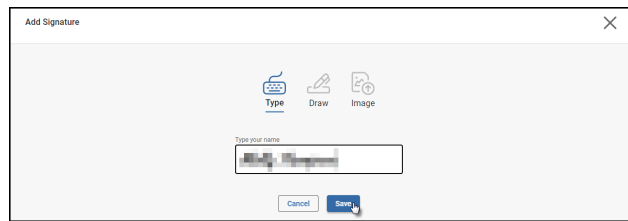


Acknowledgement

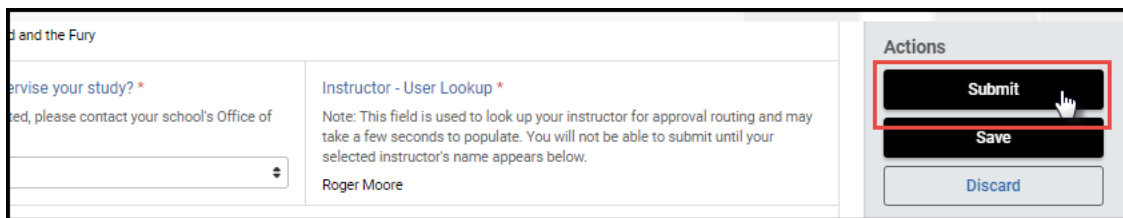
By signing and submitting this request, you acknowledge that enrollment in the requested independent study or research course is contingent upon having any necessary prerequisites for the course, as well as not requesting more credit hours than you have been approved to take. *

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:

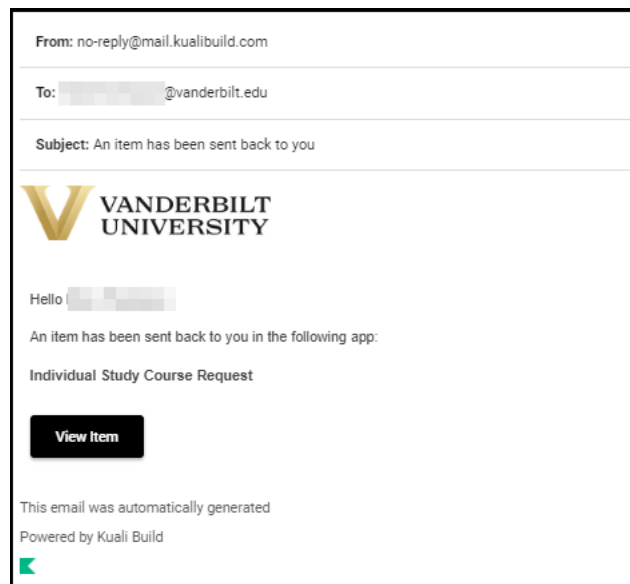
- The instructor listed on your individual study form
- An administrator for the department offering the course (e.g., Director of Undergraduate Studies)
- Your school's Office of Academic Services

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 individual study request 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 or 615-343-4306 if you have questions or need additional assistance.