Student Guide - How to Submit an Independent Study Request Form

After clicking the link to the Independent Study form on the Registrar's Forms webpage, sign in via Single Sign-On:

Fill in and submit the request form with the relevant details. Some information will be pre-populated:
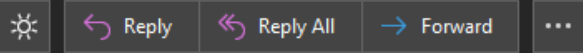
To select an instructor, begin typing the first and last name of the faculty member, then select their name from the pop-up window. Do not attempt to manually type in the name of a faculty member whom you do not see in the pop-up window, as the form will not allow you to submit the request.

After the form has been successfully submitted, you will receive a confirmation email that your request has been received. This is not an approval or denial of your request, only a confirmation that it has been received and is under review:

Browser Compatibility for Web Client

Browser	Version
Google Chrome	57 and newer
Microsoft Edge	EdgeHTML 14 and newer
Mozilla Firefox	52 and newer
Mozilla Firefox ESR	52
Microsoft Internet Explorer	11
Apple Safari	9.1.x, 10.0.x, 10.1.x, 11.0.x, 11.1.x

After your request has been either approved or declined, you will receive another confirmation email to notify you of the decision.

The approval email looks like this:
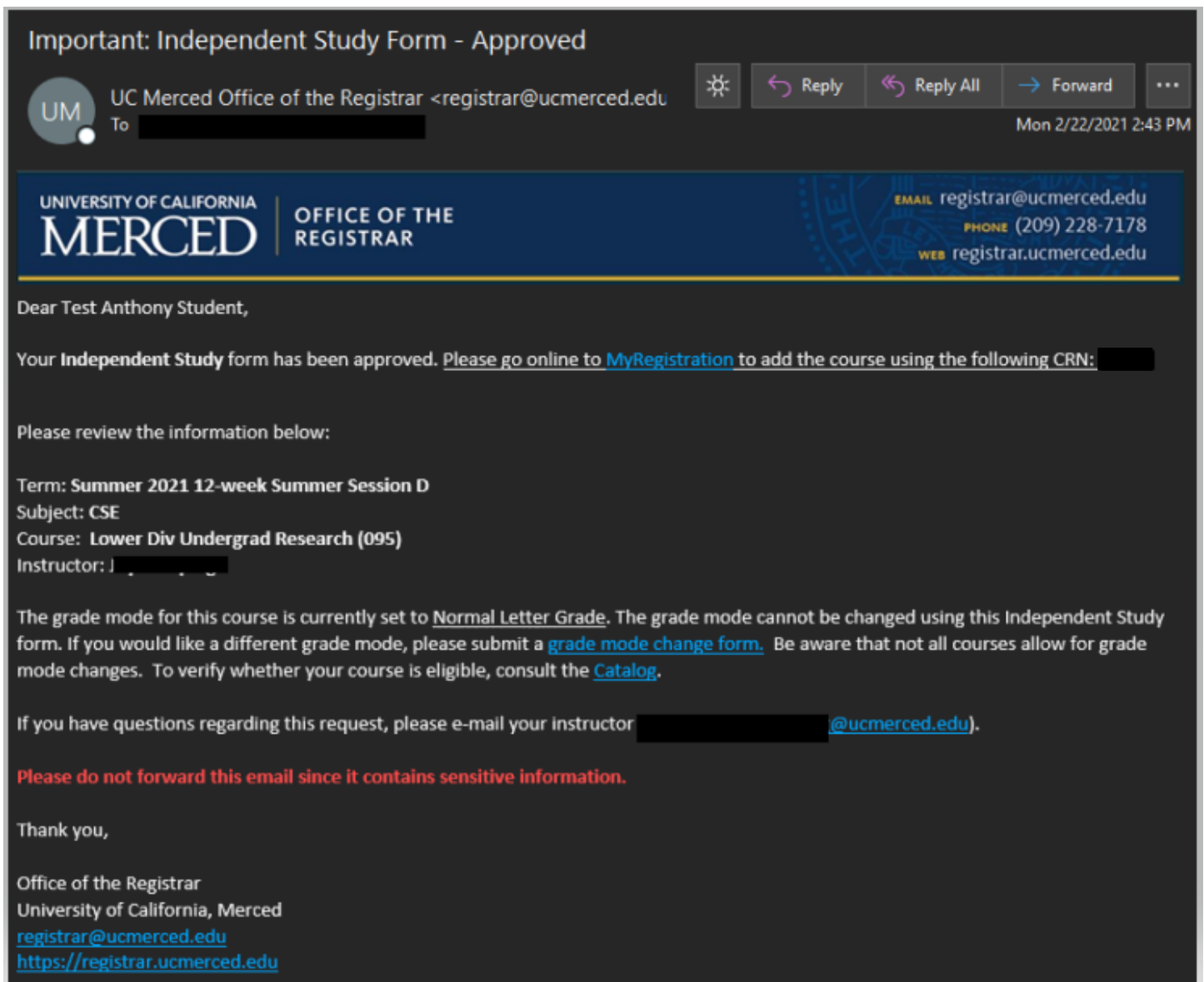
Important: The approval email will contain the CRN (Course Reference Number) of the Independent Study section for which you have been approved. Use this CRN to register yourself via MyRegistration following the usual procedure you use for regular course registrations. You may also drop your Independent Study CRN in MyRegistration as well. Be aware that the same registration add/drop deadlines apply for Independent Study sections:
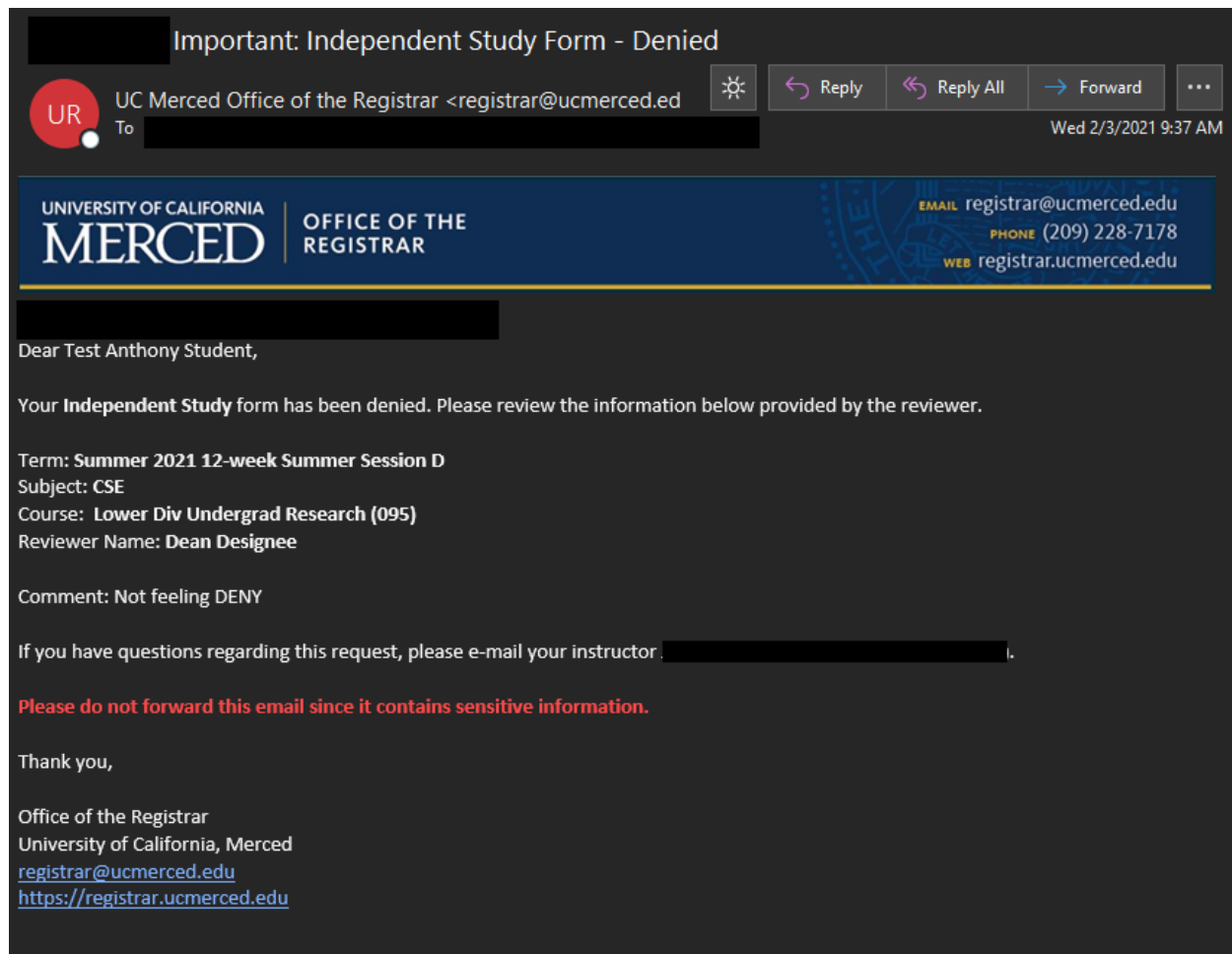https://registrar.ucmerced.edu/schedules/deadlines

Some courses are also eligible for requesting a change to the grade mode (e.g. from Letter Grade to Pass/No Pass). The Independent Study approval confirmation email will indicate the default grade mode as it is currently set, but it is your responsibility to initiate a request to change that option to something other than the default. The grade mode cannot be updated via this Independent Study process; instead use the Grade Mode Change form after registering. Before attempting a grade mode change, first verify whether your course is eligible for a change by consulting the course description in the Catalog.

The denial email looks like this:

Important: Independent Study Form - Denied

UC Merced Office of the Registrar <registrar@ucmerced.ed

To

Wed 2/3/2021 9:37 AM

UNIVERSITY OF CALIFORNIA
MERCED | OFFICE OF THE REGISTRAR

EMAIL registrar@ucmerced.edu
PHONE (209) 228-7178
WEB registrar.ucmerced.edu

Dear Test Anthony Student,

Your **Independent Study** form has been denied. Please review the information below provided by the reviewer.

Term: **Summer 2021 12-week Summer Session D**
Subject: **CSE**
Course: **Lower Div Undergrad Research (095)**
Reviewer Name: **Dean Designee**

Comment: Not feeling DENY

If you have questions regarding this request, please e-mail your instructor .

Please do not forward this email since it contains sensitive information.

Thank you,

Office of the Registrar
University of California, Merced
registrar@ucmerced.edu
https://registrar.ucmerced.edu

Other Scenarios You May Encounter

- Some students need to enroll in Independent Study sections in which there are more than one instructor sharing the teaching responsibility. The electronic request form allows for only one instructor to be identified per request, so the student should submit the form to whoever is the "primary" faculty member of the section. Then either the student, the instructor(s), or School staff may contact the Registrar's Office (registrar@ucmerced.edu) to have other instructors added to the class record
- Students who would like to change the unit value of a previously approved Independent Study section may submit an additional form to request another CRN for the new unit value (assuming their previous form is out of the workflow). After they receive the new CRN via email, they may then drop their old CRN and add the new CRN via MyRegistration online during the Add/Drop periods. In Fall and Spring terms, students will be prevented from dropping their last class online after the start of instruction. If they are simply swapping one Independent Study section for another, they must add the new CRN and drop the old at the same time in MyRegistration to avoid the Drop Last Class error: