

# 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:

Web Login Service

https://shib.ucmerced.edu/idp/profile/SAML2/Redirect/SSO?execution=e1s1

UNIVERSITY OF CALIFORNIA MERCEDE SINGLE SIGN ON

Sign On

UCMNETID:

PASSWORD:

☐ Warn me before logging me into other sites

LOGIN CLEAR

Forgot Password? [click here](#)

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

Be wary of any program or web page that asks you for your UCMNetID and password. UC Merced Web Pages that ask you for your UCMNetID and password will generally have URLs that begin with "https://www.ucmerced.edu". In addition, your browser should visually indicate that you are accessing a secure page.

TWO-FACTOR AUTHENTICATION IS NOW MANDATORY

CLICK HERE FOR STEP-BY-STEP ENROLLMENT HELP

Fill in and submit the request form with the relevant details. Some information will be pre-populated:

UNIVERSITY OF CALIFORNIA MERCEDE OFFICE OF THE REGISTRAR

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

### Independent Study Enrollment

**Student Information**

Student ID\* First and Middle Name Last Name Email

100079907 TEST ANTHONY STUDENT STTEST@UCMERCED.EDU

**Course Information**

Term School\*

SUMMER 2021 12-WEEK SUMMER SESSION D School of Engineering

Subject Code\* Course Title\*

CSE LOWER DIV UNDERGRAD RESEARCH (095)

Min Units Max Units Number of Units\* Total Weekly Hours of Work

1 5 5 20

Default Grade Mode

Normal Letter Grade

If you would like a different grade mode, please submit a [grade mode change form](#). Be aware that not all courses allow for grade mode changes. To verify whether your course is eligible, consult the [Catalog](#).

Enter instructor's first name and last name to auto populate the email and UCMNetID.

Instructor Full Name\* Instructor Email Instructor UCMNetID

[REDACTED] [REDACTED]@UCMERCED.EDU [REDACTED]


**Form Control**

**School Data**

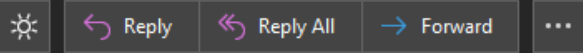
Submit

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:



UC Merced Office of the Registrar <registrar@ucmerced.edu>  
To [REDACTED]



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

[REDACTED]

Dear Test Anthony Student,

Your **Independent Study** form has been received. Please review the information below.

Term: **Summer 2021 12-week Summer Session D**  
Subject: CSE  
Course: **Lower Div Undergrad Research (095)**  
Instructor: [REDACTED]

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

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

Thank you,

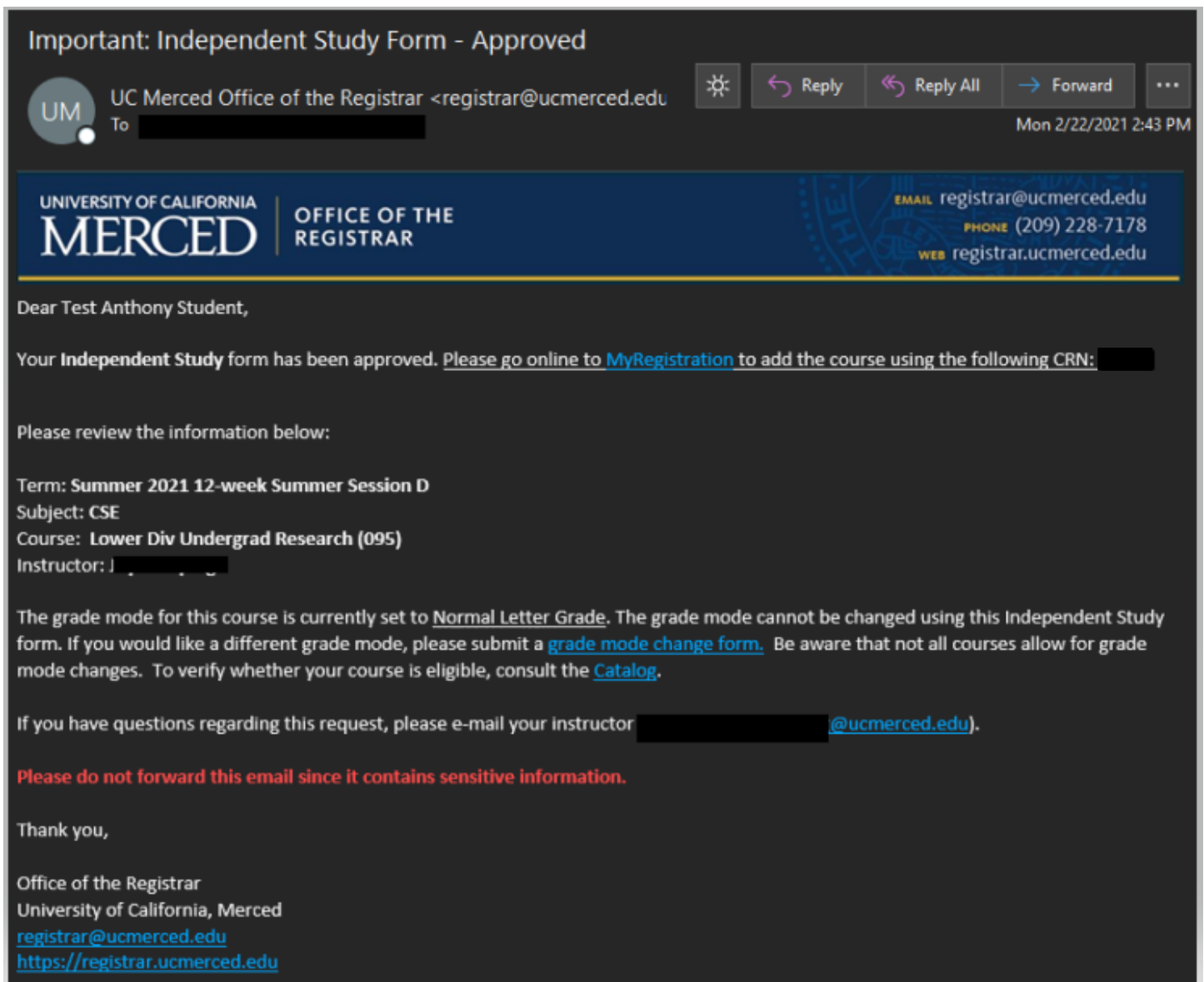
Office of the Registrar  
University of California, Merced  
[registrar@ucmerced.edu](mailto:registrar@ucmerced.edu)  
<https://registrar.ucmerced.edu>

## **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:

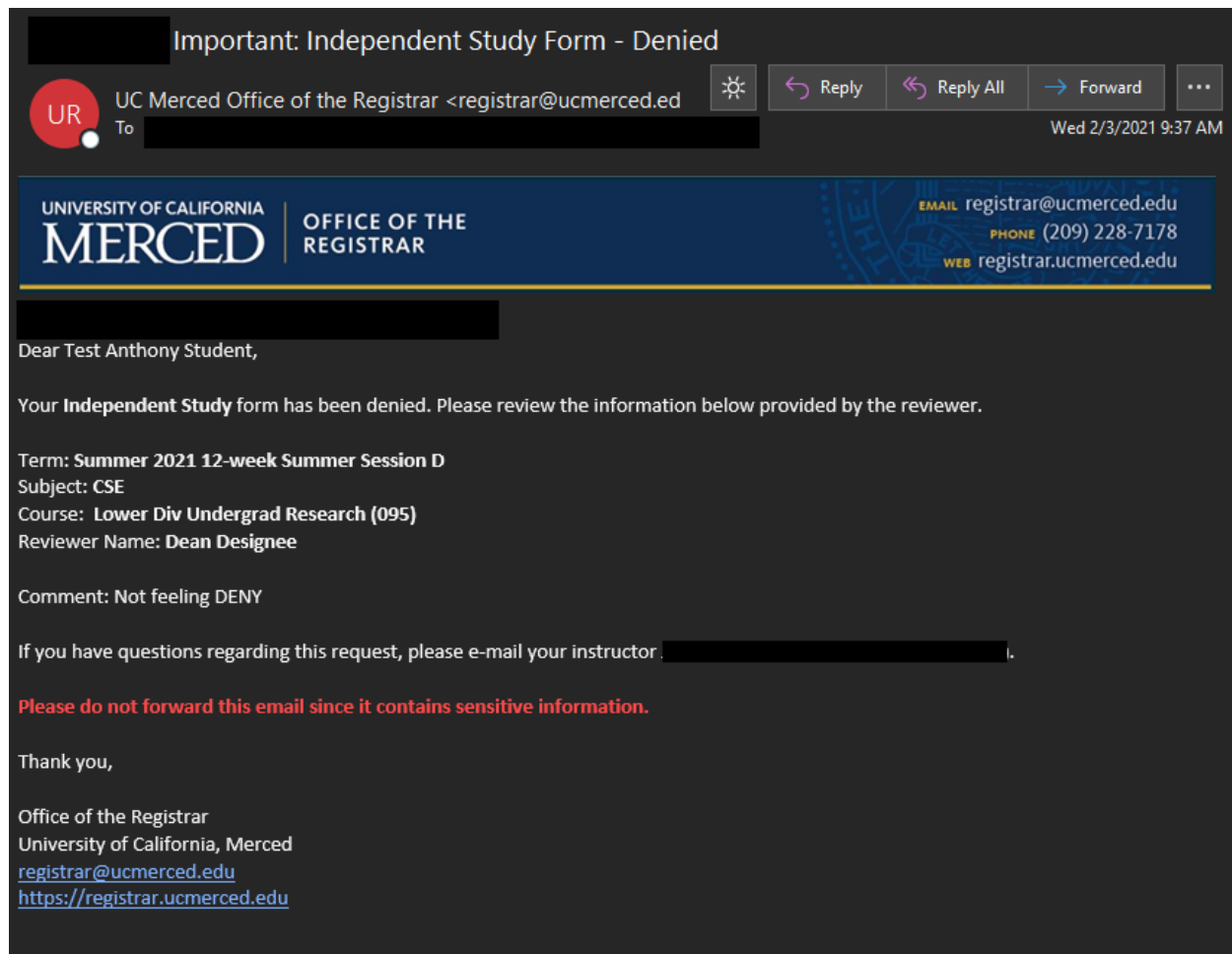


**Important:** The approval email will contain the CRN (Course Reference Number) of the Independent Study section for which you have been approved. Use this CRN to register yourself via MyRegistration following the usual procedure you use for regular course registrations. You may also drop your Independent 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:



## 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](mailto: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:

### Add/Drop Classes:

 Students that select hybrid or in-person courses agree to follow the University policy for face coverings and other physical mitigation measures be found here: [doyourpart.ucmerced.edu](https://doyourpart.ucmerced.edu)

To add a class, enter the Course Reference Number (CRN) in the "Add Classes Worksheet" section. If you have already registered for the semester, click the "Add Classes" button.

To drop a class, use the options available in the "Action" field drop down menu. If no options are listed in the "Action" field then the class may not be dropped.

When add/drops are complete click Submit Changes. If you are unsure of which classes to add, go to [registrar.ucmerced.edu/go/schedule](https://registrar.ucmerced.edu/go/schedule).

NOTE: DO NOT USE THE CLASS SEARCH BUTTON BELOW TO SEARCH FOR CLASS SECTIONS! It does not clearly show linked discussion or lab sections.

Be aware of all add and drop deadlines each semester. For update information see the [Office of the Registrar web site](#).

Need extra help registering for classes? Go to the [registration help web site](#).

Error messages could include time conflicts, prerequisites, linking, instructor permission, etc. More information about error messages and how to resolve them is available in the [Help section](#).

We recommend you attempt to complete registration within two hours of your registration start time to reduce the amount of registration activity.

#### \*\*\*IMPORTANT REGISTRATION UPDATE - ELECTRONIC FORM SUBMISSION DURING COVID-19\*\*\*

Given the move to remote instruction, you can now download forms you may need to finalize your registration, complete the form and email our Registrar at [registrar@ucmerced.edu](mailto:registrar@ucmerced.edu).

At this point in the semester, you cannot drop your last class online. See the [official withdrawal policy](#) for more information. You may also contact the Registrar's Office at [registrar@ucmerced.edu](mailto:registrar@ucmerced.edu).

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
**Web Registered** on Feb 16, 2021	***Web Drop***		BIO	095	01	Undergraduate	2.000	Normal Letter Grade	Lower Division

Total Credit Hours: 2.000

Billing Hours: 2.000

Minimum Hours: 0.000

Maximum Hours: 18.000

Date: Feb 16, 2021 10:23 am

Submit Add and  
Drop at same time

### Add Classes Worksheet

CRNs
1588

Submit Changes Class Search Reset