

REGISTRATION INSTRUCTIONS:

604 *Independent Study – Reading*

605 *Independent Study – Research*

*Independent study hours are useful when you need additional hours to fill your credit requirements but recognize that you must complete the paperwork for these **ahead of time** to be registered.*

Independent study forms can be found on our Information for Current Students page - <http://louisville.edu/psychology/graduate/info>

Please follow these steps when completing your independent study form:

- Student fills in top portion of form with name, semester, hours, etc. and renames the file in the following format- “LAST NAME_ FIRST NAME_ ID#_ IND STUDY_ SEMESTERYEAR.” Student then emails file to the faculty member supervising the independent study.
- Faculty member fills in the plan of work description, course title, faculty ID#, signs the form, and then emails back to the student.
- The student reviews the form, signs it, and uploads it to the Box folder titled “PBS_PSYC 604:605 – UPLOAD HERE.” You have been added to the main folder as a collaborator, so it should show up in your Box. If not, please contact Maggie.

After you have uploaded your form, you are done!

- Within a week or so, your DGS will sign the form and Maggie will send the form to A&S Grad for final approval. Once their office has approved the form, they will send it to the Registrars Office. Then that office will create your unique section of 604/605 and enroll you in it. You do not need to register for PSYC 604/605 yourself.

In order to avoid issues with electronic signatures, you should:

- Download Adobe Acrobat Reader onto a computer and open the PDF with that software to sign the form.
- The form will not save properly if it is opened and signed in an internet browser.
- The form will not save properly if it is opened and signed on a phone (it creates layers in the document and hides what others have typed into the form).

A free version of Adobe Reader can be downloaded here:

www.tinyurl.com/download-AdobeReader

All students now have free access to the complete Adobe Creative Cloud suite of applications.

www.tinyurl.com/freeAdobeCreativeCloud