

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 the A&S Graduate Education page -
<http://louisville.edu/artsandsciences/academics/graduate-education/student-resources>

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.” There is a folder for each semester, so be sure to save your form to the appropriate folder. You have been added to the main folder as a collaborator, so it should show up in your Box. If not, please contact Maggie.

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

- Download Adobe Acrobat DC **onto a computer** and open the PDF with that program 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 done).

A free version of Adobe Acrobat DC can be downloaded here:

www.tinyurl.com/freeAdobeCreativeCloud