

Registering Students for Independent Studies and Tutorials

1. **Timing.** As soon as you have full details about an independent study or tutorial, please follow the directions below to get students registered. Many students will be considered part-time without this registration, and delaying registration can result in student receiving incorrect billing information and in misleading institutional data about the number of full- vs part-time students. **The absolute deadlines for submitting registration information are: 1st Mon of the term (for Fall semester) and 1st Fri of the term (for Spring semester).**
2. **Process.** Information for independent studies and tutorials should be entered into an “Independent Study & Tutorial Form” (Excel format) and then submitted to the Associate Dean of AA&A as an e-mail attachment. This form can be found on the Department Chair webpage at http://www.roanoke.edu/inside/a-z_index/academic_affairs/department_chair_information.

a. Complete the yellow boxes with the appropriate Department and Semester/Year:

Appointment to Supervise Independent Studies (IND)	
Dept:	ENGL
Sem/Year:	Fall 2102

- b. **First column:** Most of our entries will be “New” requests. See #5 below on deleting registrations.
- c. **Supervisor and student name:** Avoid using nicknames or initials when you list a student’s name. Please take the time to include the student’s ID number (see a help document on the above website for locating student IDs). Registrations will be slowed down without these key pieces of information (e.g., how will we know which J. Smith to register?).

Supervisor Name (Last, First)	Student	Student ID
Asnails, T. Oaf	Jane Doe	0123456

- d. **Course information:** Double check course numbers to avoid having to make corrections later!

Credit	Dept & Course (e.g., PHIL 405)	IND/TUT*
1.0	ENGL 406	IND

- e. **Status Again:** Use the second to last column to keep track of the date you submitted a registration request. If you wish, you can use the last column to note when you have verified that the student has, indeed, been registered correctly (you can run a roster for that section to verify).

Date Req. Sent	Registr Verified
8/30/2012	

- f. **Multiple spreadsheets?** You can either start a new spreadsheet each time you submit information OR you can continually add to a single spreadsheet that you will resend as necessary.

3. **Honors in Major:** Please also include on the spreadsheet students who are doing Departmental Honors (courses 495, 496, 497). An “Application for Departmental Honors” (on website above) must also be submitted to the Associate Dean for AA&A before registration can be completed.
4. **Tutorials:** Tutorials (TUT) are courses with fixed topics that due to low enrollment or student need are being offered via a stipend rather than TCU credit.
5. **Note on Making Changes to Previous Registrations:** If you need to make a change to a previously submitted request, copy the incorrect information on a new line and include "delete" in the first column. If the student needs to be registered for a new section/with a new supervisor, include complete, correct information on the next line with “new” in the first column.