

## Steps to Sign Up for Independent Study Classes

1. Students identify an instructor who is willing to advise on a topic and sponsor the course.
2. Student will complete the CIT independent study form and proposal with guidance from the instructor. Form is located at: <https://polytechnic.purdue.edu/degrees/computer-and-information-technology/advising/registration>
3. Once the proposal is complete, you and the sponsoring faculty member sign the Independent Study Form, and complete and sign the Registrar Form VT (or form 23V). <https://polytechnic.purdue.edu/degrees/computer-and-information-technology/advising/registration>
4. Submit Independent Study Form proposal and Form VT (or 23V) to Department Head, Associate Head or Assistant Department Head for approval.
5. After approved by Head, take to your Academic Advisor for signature.
6. You will be provided a copy of the approved documents for your records.
7. You will take the Form VT or 23V to Hovde Hall, Room 68, where the course will be entered to your current schedule with the variable title and correct number of credits.