

Guidelines for Registering for CS 597 Individual Study Credit Hours

Students must consult with the professor they wish to register for CS 597 with, to develop a project proposal. Please write up a brief description of 5-7 sentences for the CS 597 course you wish to register for, including the scope of work, a brief description of methods, and the expected output at the end of the semester. Ensure that the faculty supervisor will approve the final description before it is submitted to the portal.

Maximum number of CS 597 credits per semester:

- PhD students: 8 credits (If a student registers for more than 4 credit hours of CS 597 with one faculty member, the faculty member must provide justification of the workload beyond the standard 4 hours.)
- Masters students: 4 credits
(Minimum CS 597 credits per semester is 2 hours.)

Approval Process:

Submit your project description at <https://my.cs.illinois.edu/indstudy/>. Please use the drop-down menu to **adjust the credit hours for your request** (because the the system defaults to 2).

A student must have an open Time Ticket for the semester before this CS 597 request can be submitted to My.CS.

If the professor's name is not on the list of faculty, please email <academic@cs.illinois.edu>.

After you submit the project proposal to My.CS, the request will be reviewed by the CS 597 professor. With their approval, the description is forwarded for approval by the Director of Graduate Studies. When both approvals are added, the system will send you an email with the CRN for your CS 597 credit hours.

The approval is valid only for the approved semester and for the number of credit hours. Please do not use this CRN for future Individual Study plans OR share with other students. Failure to meet these conditions will be a violation of departmental policy for approving Individual Study projects.

Formal Registration:

Useful link with instructions for using the campus registration portal:

<https://registrar.illinois.edu/registration/registration-process/how-to-register-using-enhanced-registration/>

a) Once the approval notification is received, students must access the campus self-service registration portal and register for each approved CS 597 by adding the course using the CRN. (See "Add a Class by CRN (Course Reference Number)" section at the link above.)

b) You must also select the approved number of credit hours at the time of registration. (See "Variable Credit Hour Classes" section at the link above.)

c) Late Registration: If the CS 597 course request is not approved by the 10th day of the term, additional steps below must be completed to register for the class.

- Please make a PDF copy of the email approval sent from the independent study portal. Email the PDF copy to academic@cs.illinois.edu. No additional instructor approval is required.
- Submit your *Late Registration Change Request* form on the Graduate College student portal at <https://go.grad.illinois.edu/student-portal> (Please note this a new process effective Fall 2023. A "how to" video is available at <https://grad.illinois.edu/registration-courses>.)