

Independent Study eForm

How to complete the electronic form for Independent Study

Tutorial for Faculty

MyHusky PeopleSoft Links x Dashboard x +

← → ↻ 🏠 https://sispdev.buad.bloomu.edu:8255/psp/cspdev/EMPLOYEE/SA/s/WEBLIB_HCX

⚙️ Most Visited 🚀 Getting Started 🌐 MyHusky PeopleSoft L...

BLOOMSBURG UNIVERSITY.
MY HUSKY

Dashboard

Dashboard

Schedule

Class Roster

Grade Roster

View Advisees

Lookup Student

Electronic Forms

Class Information

Worklist

Advisor Center

MyHusky Full Site

Hello [blurred name]!

Teaching Schedule 2020 Winter

Mon	Tue	Wed	Thu	Fri
You have no classes on this day				

From the Dashboard click on the link to Electronic Forms

Electronic Forms

Electronic Forms

[Grade Change Request](#)

[Petition for Exception Request](#)

[Incomplete Form](#)

[Independent Study](#)

[Individualized Instruction](#)

[View Previously Completed/Submitted Forms](#)

eForms you are able to submit will populate the screen

eForms may still be accessed and submitted via the links under related content in the Faculty/Advisor Center.

Instructions on this access follows:

Log into the Faculty Center and Click “Related Content” then “Electronic Forms”

Faculty Center | Advisor Center | Search

My Schedule | Class Roster | Grade Roster

Faculty Center

My Schedule

Related Content

Electronic Forms

Click Independent Study to begin the Form

Related Content | Electronic Forms

Electronic Forms


Grade Change Request

Petition for Exception Request

Incomplete Form

Independent Study

Individualized Instruction

 **SEARCH : Add an Independent Study eForm**

Search by:

Empl ID	Begins Wth <input type="checkbox"/>	<input type="text" value="123456"/>	<input type="button" value="🔍"/>
Academic Career	Equals <input type="checkbox"/>	<input type="text"/>	<input type="button" value="v"/>
Campus ID	Begins Wth <input type="checkbox"/>	<input type="text"/>	
Last Name	Begins Wth <input type="checkbox"/>	<input type="text"/>	
First Name	Begins Wth <input type="checkbox"/>	<input type="text"/>	



**Enter the BU ID of the student
you are requesting the
Independent Study for.**

Then click "Search"





Application for Independent Study

INSTRUCTOR INFORMATION

Effective Date 10/02/2020

Name **John Smith**

Instructor ID **987654**

STUDENT INFORMATION

BU ID **123456**

Student Name **Jane Doe**

Student Email **janedoe@huskies.bloomu.edu**

Student Phone **987-654-3210**

Academic Plan for Independent Study



COURSE INFORMATION

Term for Independent Study

Session

Subject Area*

Catalog Number*

Course Topic ID*

Topic Not Found

Look Up Academic Plan for Independent Study

Value begins with

Description begins with

[Basic Lookup](#) [Help](#)

Search Results

View 100 First 1-4 of 4 Last

Value	Description
EGGS-BS	Major UCOST EGGS-BS Environ, Geog, & Geol Sci BS
LEGALST-M	Minor UCOLA LEGALST-M Legal Studies Minor
POLISCI-BA	Major UCOLA POLISCI-BA Political Science BA
SPTANGIS-M	Minor UCOLA SPTANGIS-M Spatial Analysis and GIS Minor

The instructor and student information will populate the first fields on the form.

From the look up, click the magnifying glass and choose the Plan the Independent Study is being taken for.

Look Up Course Topic ID Help

Value

Description

Basic Lookup

Search Results

View 100 First 1-22 of 22 Last

Value	Description
1	GIS Appl in Geomorphology
10	Copper-Uranium Mineralization
11	Hydrology & Chem of Salt Marsh
12	Deformation rock of PA Plateau
13	Hydrodynamics: Effect of Rain
14	Trace Metals Coal Contaminated
15	Mill Race Dam: Impct on Flow
16	Proj Climate Change Bloom PA
17	Source Water Protection NE US
18	Col Cty Water Ed Day Lessons
19	Wetland Delineation
2	Influence Socioeconomi Factor
20	AMD Deposits near Shamokin, PA
21	PXRD of Ore Mineral Hill, WY
22	Remote Sensing Using UAVs
3	Columbia Co Groundwater Analys
4	Knickpoints in Buffalo Nat Riv
5	Measuring Effects Hurric Sandy
6	Spatial Familiar & Wayfinding
7	Econ Opport Anal of Bloom
8	Marine Zooplankton
9	Hydrologic Research

COURSE INFORMATION

Term for Independent Study 2020 Fall

Session Regular Session 2

Subject Area Environ, Geog, & Geol Sciences

Catalog Number INDEPENDENT STUDY

Course Topic ID

Topic Not Found

Minimum Units

Maximum Units

Credits for Independent Study

Enter the Course Information:

Pick the term from the drop-down
* This drop-down populates the current and 2 future terms for scheduling

Pick the session from the drop-down
* This drop-down populates any sessions configured in MyHusky for the chosen term

Pick the subject from the look-up

Pick the catalog number from the look-up
* This look-up populates only those courses identified with the course attribute for Independent Study

Pick the course topic from the look-up
* This look up populates those topics that have been put up for the chosen course

IF THE TOPIC IS NOT LISTED IN THE LOOK-UP CHECK THE BOX FOR "TOPIC NOT FOUND"



FILE ATTACHMENTS

Status	Action	*Description	File Name	Remove
1	<input type="button" value="Upload"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

ACTION ITEMS

Message Text	Description
1 <input type="checkbox"/> Acknowledgement of Student Consent for Course	This eForm is being submitted with full acknowledgement of the student listed on the form.

COMMENTS

COURSE INFORMATION

Term for Independent Study 2020 Fall

Session Regular Session 2

Subject Area* Environ, Geog, & Geol Sciences

Catalog Number* INDEPENDENT STUDY

New Topic

Topic Not Found

Minimum Units 1.00

Maximum Units 3.00

Credits for Independent Study

If choosing "Topic Not Found" please enter the topic for the Independent Study in the text box that populates the form.



COURSE INFORMATION

Term for Independent Study 2020 Fall

Session Regular Session 2

Subject Area* Environ, Geog, & Geol Sciences

Catalog Number* INDEPENDENT STUDY

Course Topic ID* Hydrodynamics: Effect of Rain

Minimum Units 1.00

Maximum Units 3.00

Credits for Independent Study

Once the course information is populated the unit value of the course will display

Enter the number of units the Independent Study will be taken for.
* The credits for Independent Study MUST be with the min and max the course is worth. If it is not you will not be able to submit the form

Attach documentation and choose the description from the drop-down

Check the box in the Action Item to confirm student consent for scheduling of the Independent Study

Click **SUBMIT**

FILE ATTACHMENTS

Status	Action	*Description	File Name	Remove
1 <input checked="" type="checkbox"/>	<input type="button" value="View"/>	Syllabus	2514302020-10-02-14.03.41cpr.pdf	<input type="button" value="Delete"/>

ACTION ITEMS

	Message Text	Description
1 <input checked="" type="checkbox"/>	Acknowledgement of Student Consent for Course	This eForm is being submitted with full acknowledgement of the student listed on the form.

COMMENTS

Once submitted the Independent Study eForm will route to the:

- Advisor of the major chosen on the form
- Department Chairperson
- Dean
- Office of the Registrar

The Administrative Assistant in the Dean's office will receive an email notification of the request and may view the form as part of their duties in the approval process.

Once fully approved and scheduled the Academic Advisor, Instructor submitting the form and student will receive an email notification.