Individualized Instruction eForm

How to complete the electronic form for Individualized Instruction

Tutorial for Faculty

From the Dashboard click on the link to Electronic Forms
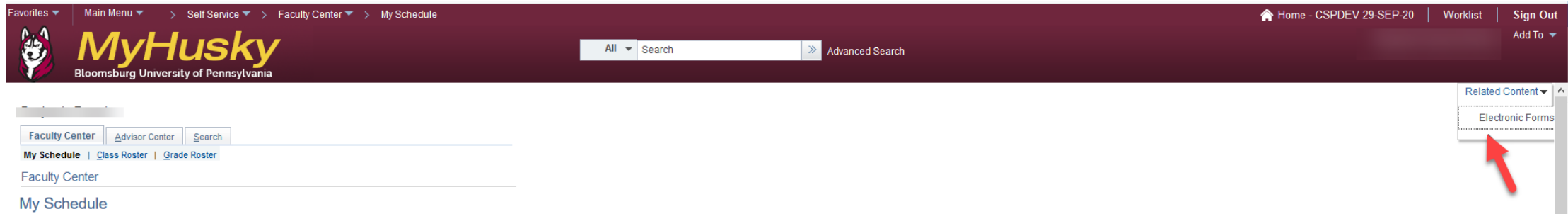

eForms you are able to submit will populate the screen

eForms may still be accessed and submitted via the links under related content in the Faculty/Advisor Center.
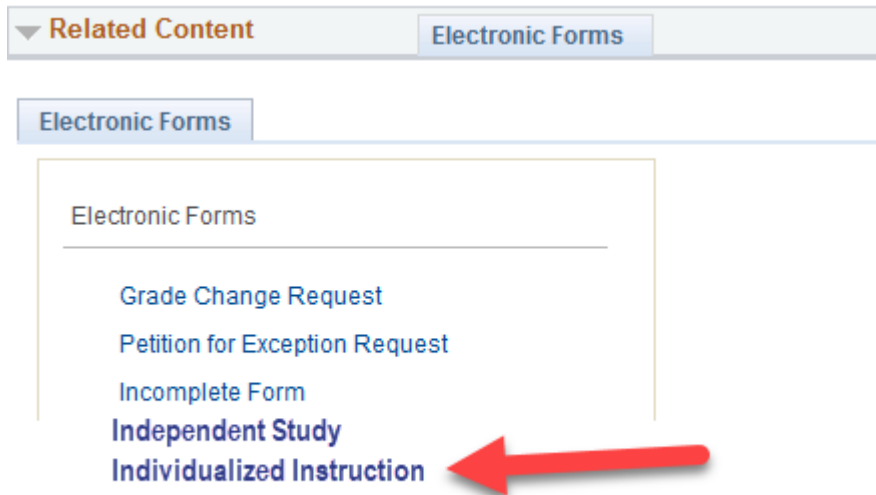
Instructions on this access follows:

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

Click Individualized Instruction to begin the Form

SEARCH : Add an Individualized Instruction eForm

Search by:

Empl ID	Begins Wth ▾	987654 🔍
Academic Career	Equals ▾	▾
Campus ID	Begins Wth ▾	
Last Name	Begins Wth ▾	
First Name	Begins Wth ▾	

🔍 **Search**   ✖ **Clear**

Enter the BU ID of the
student you are requesting
the Individualized
Instruction for.

Then click "Search"

TASK : Add an Application for Individualized Instruction

eForm ID: 94502

Application for Individualized Instruction

INSTRUCTOR INFORMATION

Effective Date 10/02/2020

Instructor ID 012345   Name John Smith

STUDENT INFORMATION

BU ID 678901   Student Name Jane Doe

Student Email janedoe@huskies.bloomu.edu   Student Phone 987-654-3210

Academic Plan* [   ] 🔍

Look Up Academic Plan   ✕

Help

COURSE INFORMATION

Value [begins with ▾] [   ]
Description [begins with ▾] [   ]

Term for Individualized* [▾]
Instruction

[Look Up] [Clear] [Cancel] Basic Lookup

Session [▾]

Search Results

View 100   First ◀ 1-4 of 4 ▶ Last

Subject Area* [   ] 🔍

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

Catalog Nbr* [   ] 🔍

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 Individualized Instruction is being taken for.

Complete the Student Guidelines Checklist by answering the questions via the dropdowns and free text in the box beside the last question.

STUDENT GUIDELINES CHECKLIST

Is student enrolled in a* Degree Program? [▼]

Is the course offered* in the requested term? [▼]

Was the course* cancelled? [▼]

Is the student* graduating in the requested term? [▼]

Student Teaching in* term after II? [▼]

Was the course* previously taken? [▼]

Are there other* options to complete the course? [▼]

Has an II previously* been taken? [▼]

No
Yes

Why was course not* taken when last offered? [   ]

COURSE INFORMATION

Term for Individualized* Instruction 2021 Spring   2021 Spring

Session Regular Academic Ses   Regular Academic Session

Subject Area* EGGS   🔍 Environ, Geog, & Geol Sciences

Catalog Nbr* 271   🔍 FUND OF HYDROLOGY

Maximum Units 3.00

Minimum Units 3.00

Course Title FUND OF HYDROLOGY

Credits for Individualized Instruction 3.00

[Search]   [Next]

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 DOES NOT populate any courses with the attribute of Independent Study or Internship. All other courses in the subject area will populate the look-up.

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

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

Click Next

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 Individualized Instruction.

Click SUBMIT

Once submitted the Individualized Instruction 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.