Individualized Instruction
eForm

How to complete the electronic form for Individualized Instruction
Tutorial for Faculty
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 With ▼ 307654
- **Academic Career**: Equals ▼
- **Campus ID**: Begins With ▼
- **Last Name**: Begins With ▼
- **First Name**: Begins With ▼

Enter the BU ID of the student you are requesting the Individualized Instruction for.
Then click "Search"
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.
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
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.

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