UCI Summer Session

Independent Study Enrollments

summer.uci.edu
Dear Anteaters,

The Summer Session department has created this enrollment guide to help you navigate the Independent Study enrollment process. If you have any questions, comments or concerns please contact us via phone or email. Our department experiences periods of high volume throughout the summer term. Please allow our staff an ample amount of time to respond to your inquiries and process any requests you have approved or declined for a student. Our office responds and processes requests in the order they are received.

Sincerely,

Student Services Team
UCI Summer Session
summer-session@uci.edu
(949)824-5493

Thank you! ☀️
SUMMER SESSION INDEPENDENT STUDY ENROLLMENT PROCESS

How to Contact Us:

- Students should contact the Summer Session department via email at (summer-coursechanges@uci.edu) to inquire about independent study enrollment.

  **Subject Line: Independent Study Enrollment Request**
  * If the student requires CPT verification, please include that in the email as well, so staff can provide appropriate documentation to the student. *

What to Expect:

Once Summer Session receives an email from the student, staff will manually send the appropriate Independent Study form and either an Enrollment Form or a Course Change Request Form*.

***Please note the Enrollment Form and Course Change Request Form will be sent to the student via DocuSign. The student will receive a link to the DocuSign form, to the email address we have on file.***

LOGGING IN

Login to DocuSign using your UCI credentials. You will be prompted by a DUO notification.

Link: docusign.uci.edu

VIEWING YOUR FORM
1. Once you sign in, you will be taken to the **Home** page.
2. Click on “**Action Required**” to see pending forms awaiting approval.
3. You will be taken to the “**Manage**” page.
4. Click on “**Inbox**” - Here you will see all forms sent to you.

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**OPEN TO SIGN**

Click the blue **“Sign”** button to open the form when **ready to sign**. Once the Sign button is clicked, the date of the form will change to the last time it was opened (current date). The form will appear at the top of Inbox, even if not signed.

There are two ways to locate the blue **“Sign”** button.

1. Inbox page
2. Form’s Information page

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**TYPES OF FORMS**
An Enrollment Form will be sent to students enrolling into Summer Session 2022 for the first time.*

A Course Change Request Form will be sent to students who are already currently enrolled into at least one course for Summer Session 2022.*

Independent Study courses are manually created by Summer Session, please complete the form inputting the requested information in the required fields.

Under the “Course Selection" field, please use “12345” as a placeholder course code.

Sample Enrollment Form:

***PLEASE DO NOT ATTACH YOUR INDEPENDENT STUDY REQUEST FORM ON PAGE 2 OF THE ENROLLMENT FORM. YOUR INDEPENDENT STUDY REQUEST FORM SHOULD BE EMAILED DIRECTLY TO STEPHANIE VACA OR AMY GAONA.***

Once you have completed Page 1 & 2 of the Enrollment Form click finish and submit your form. DocuSign will automatically route the form to the Summer Session department and will be added to our queue for processing.
Sample Course Change Request Form:

Students will need to **complete** and **sign** their DocuSign form, which will automatically be routed to Summer Session when finished.
INDEPENDENT STUDY REQUEST FORM

Along with the submission of either the Enrollment Form or Course Change Request Form, students will also be required to submit an Independent Study Request Form. Students will receive the Independent Study Request Form via email.

This form will provide the Independent Study team with the necessary information needed to manually create students’ courses.

***Please note that any change you wish to make regarding your Independent Study course will require an approval from both your faculty sponsor and the Department Dean/Chair.***

➔ Our office's responsibility is to process completed forms submitted to us. We cannot advise students on how to complete this form.

➔ It is the student’s responsibility to work with their departments and faculty sponsors to verify the acceptable number of units a course may be taken for and confirm the correct course name and title.

➔ Students and faculty sponsors can utilize the UCI Course Catalog to verify course information.

➔ Prior to submission, please make sure to have all of the appropriate signatures from the faculty sponsor and the Department Dean/Chair. Please note email approvals are accepted this year in lieu of scanned or written signatures to accommodate for COVID-19.

➔ Once students complete their Independent Study Request Form students can submit this via email directly to:
   ◆ Stephanie Vaca: lsvaca@uci.edu
   ◆ Amy Gaona: agaona@uci.edu

➔ Any incomplete forms will not be accepted as it is necessary for our office to have all forms completed by the student and appropriate staff/faculty to proceed with enrollment processing.
ENROLLMENT PROCESS

Once our office receives both the completed DocuSign form and Independent Study Request Form our office will begin the course creation process.

The Independent Study team will create courses according to the students request and enroll them into their respective courses. After students are tentatively enrolled students will be sent a Payment Portal link via the email address we have on file, students can use this link to pay for their registration fees.

ENROLLMENT PROCESSING TIMES

The Summer Session department manually creates Independent Study courses. Our team requires on average seven (7) business days to process your enrollment. However, please note that our office will experience periods of high influx of inquiries which can impact our processing speed and result in longer turnaround periods. If your DocuSign form or Independent Study Request Form is incomplete or incorrect your enrollment will not be processed and you will be emailed and asked to re-submit your forms.

Summer Session Contact Information & Directions:

Have a Question?
Email: summer-coursechanges@uci.edu & summer-session@uci.edu
Phone: (949) 824-5493

Independent Study Program Coordinators:
Stephanie Vaca: lsvaca@uci.edu
Amy Gaona: agaona@uci.edu

Location:
The Summer Session Student Services Office is located in Building 231, Room 101A.

Directions:
Directions to our office can be found here: UCI Summer Session Building A

**Enrollment process is contingent on the student’s timely submission of appropriate forms and payment. Turnaround period may vary, since independent study courses are manually created by a Summer Session staff. The absence of necessary forms and/or payment will result in further delay of the student’s enrollment.**