Individual Instruction Registration

The Individual Instruction Registration form should be submitted to request registration into a course that does not already exist in the published schedule of classes.

- Research, Internship, Directed Study or Independent Study
- Graduate Dissertation, Thesis, Readings, Research or Continuation
- Honors Project

If you are registering for a class that exists in the current schedule of classes, register through the Student Hub or, if after the add period has ended, submit a Late Course Registration request.

Before Submitting an Individual Instruction Registration form

❖ Contact the instructor with whom you plan to complete an Individual Instruction class to obtain permission and determine the:
  - Subject code
  - Course number
  - Credit hours
  - Topic of the course

❖ Notify your academic advisor/student service office that you are planning to take an individual instruction course and make sure that it will fulfill at least one of your degree requirements.

Submitting an Individual Instruction Registration form via the Student Hub

1. Log into the Student Hub and select the Resources tab > Academics, Classes & Registration > Registrar Forms
2. This will take you to your Student Forms homepage. Select Individual Instruction Request from the Create New drop-down menu and click the Go button.

3. Carefully read all of the acknowledgement statements, click the checkbox next to each one, and click the I Agree button to continue.
   - Clicking the Cancel button will return you to your Student Forms homepage.

4. Under INSTRUCTIONS, complete steps 1-3 by selecting the following from the drop-down menus:
   - Course Level
   - Effective Term
   - College offering the proposed course
   - Type of Course, select either:
     o Individual Instruction Request if you are requesting to take one of the standard individual instruction courses, or
Individual Instruction Registration

- **Taking Exact Curriculum of Existing Course** if you would like to take the exact curriculum of an existing course, but are not able to do so due to a scheduling conflict or due to it not being offered in the effective term of choice.

![Individual Instruction Registration Course Identification](image)

5. **Select the Subject** for your requested course

![Select the Subject](image)

6. Depending on the **Type of Course** you selected above, make your **Course Selection** and click **Next**:

- **Individual Instruction Request** – select a course number from the drop-down menu.
  - If your proposed course number does not appear in the drop-down menu, that means it is either not created in the system for that subject or it has been inactivated. If this is the case, please contact the instructor/department for a replacement course number or to request that the course be reactivated.

![Individual Instruction Request](image)

- **Taking Exact Curriculum of Existing Course** - enter the 4-digit course number in the corresponding field.
  - If the course number you enter is not valid, you will receive an error message directing you to

![Taking Exact Curriculum of Existing Course](image)
7. In the student information section of the Individual Instruction Registration Form, enter your 10-digit phone number in the Current Phone Number box.

8. In the Course Information box enter the following:
   - **Topic of Study**
   - **Credit Hours**
     - If the number of credits is set at a certain number, this field will autofill.
   - **Primary Instructor**
     - Click on the magnifying glass next to the Primary Instructor box.
     - Enter the Northeastern e-mail address for the instructor in the Lookup Primary Instructor By Email box and click the Search button.
     - Select the corresponding instructor from the search results.
   - **Overload Authorization (*UG Students Only*)**
     - Select Yes or No from the drop-down menu. An overload occurs when an UG student takes more than 16 billing hours in fall, spring, or full summer terms OR 8 billing hours in summer 1 or summer 2 terms.
       - Yes indicates that you will be registered even if this class results in a billing overload.
       - No indicates that if submit a request without providing a CRN to drop, the Office of the Registrar will not process your request as it would result in a billing overload.
   - **CRN to Drop**
     - If you plan to drop a class once your individual instruction registration form is processed, please provide the CRN on the request and we can drop it when you are registered for the new class.

- **Supplementary Information**
  - Some subject/course combinations require supplementary information to be provided. In these instances, you would see an additional text box or fields on the page. These additional fields must be completed in addition to the above fields before submission of the individual
9. Click **Submit for Approval**.
   - Clicking **Cancel** will return you to the student form page and not save any entered information.

10. After you submit the request for approval, you will be returned to your Student Forms home page, where you can view the statuses of your requests:

11. Once your request is submitted, it will be follow the approval process indicated in the chart below depending on your student level.

<table>
<thead>
<tr>
<th>Initiator</th>
<th>Approval 1</th>
<th>Approval 2</th>
<th>Processing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Submitted</td>
<td>Instructor Approval</td>
<td><strong>Undergraduate</strong>: Department Approval</td>
<td>Office of the Registrar</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Graduate/Law</strong>: Student Service Office Approval</td>
<td></td>
</tr>
</tbody>
</table>

12. Once the request is processed by the Office of the Registrar, the class will be created and added to your schedule and you will receive a confirmation e-mail. You will also receive a notification email if your request is rejected by any of the approvers or by the Office of the Registrar. Please check your junk mail and spam folders frequently to ensure that you receive these emails.

13. If you have any questions or concerns, please email **Registrar@northeastern.edu**.