

Creating Individualized Study Sections

(Non-scheduled courses; independent work with instructor)

The department will create individualized study sections not offered in the regular schedule of courses for 1 to 1 study. They will either create the new class or find an existing CRN under that instructor for the same course. Depending on the timeframe of the current term, the student can enroll themselves, or if it is past the deadline for students to enroll, the Registrar's Office will late enroll them.

Create Course:

To check if class already exists for an instructor, you can look at the listing of sections in CLSS for the scheduling unit or run the RO00045 Registration by CRN report in WSU Reporting.

1. Navigate to the correct instance (term) and scheduling unit
2. Find the course in the list (click the checkbox to show courses with no sections if it is not in list)
3. Double click on the course
4. Click the **green plus icon** to add a new section or double click on the section you need to edit
5. Create Course Section Information – Enter:
 - a. Campus – Main
 - i. Individualized study sections will almost always be Main campus
 - b. Status –Active
 - c. Instructional method – CPI
 - i. Individualized study sections will ALWAYS be CPI, unless otherwise specifically requested by the department.
 - d. Viewable Online - No
 - e. Select Grade Mode (can't use the default that is listed)
 - f. Part of term -- enter 1 or whatever part of term is specified in the Individualized Study request
 - g. Special Approval – leave blank unless requested by the department, then add DP (departmental approval)
 - h. Credit hours
 - i. If there is no range – you can't edit
 - ii. If there is a range, you must specify the Credit hours
6. Go to **Enrollment Maximum** and set number to 1 or however many students are expected to enroll in this section (should not be more than 5)

Create Section – ACCT 210: Financial Accounting

Section Information Fall 2025, ACCT

Title/Topic: Financial Accounting (Default Value)

Campus *: M (Main)

Inst. Method *: CPI Co-Op Pract Independ Study

Viewable Online: No

Course Type: Lecture

Cross-list With: Select section...

Prerequisites: 6 configured

Part of Term *: 1 (Full Term) (8/18/25 to 12/11/25)

Credit Hrs: 3

Status: Active

Special Approval: DP (Contact Dept Office)

Grade Mode *: Standard Letter

Restrictions: None

Section Attributes: None Selected

Course Attributes: FBBC (Barton Business Course Fee), UNIV (Course from 4-YR School), B (Div B Social+Behav Sci)

Instructor: TBD

Room *: No Room Needed

Meeting Pattern: Does Not Meet

Enrollment: 0 current, 0 waiting

Maximum *: 1

Waitlist Max: 0

Section Note: None Assigned

Internal Comments

Bridge Tools | User View | Cancel | Save Section

7. Enter Instructor

Click the **pencil icon** next to Instructor. Select **Other** from dropdown menu and enter instructor's ID #. The name will populate in the list. Select it and click **Accept**.

Instructors

Instructor

Does Not Meet

★ Flores, Michael (Y366J422)

Flores, Michael (Y366J422)

Perry, John (A373H596)

Porter, Christine (M338T496)

TBD

Zellers, Laura (W439M459)

Other...

- If the instructor does not populate, they do not have the faculty flag set in Banner.
- Check to make sure instructor is active with HR (Wu Hire)
- Also check if instructor is up to date on FERPA training
- If they are active and have current FERPA training, you can email schedulebuilding@wichita.edu with the instructor name and WSU ID.

8. Save Section

9. Process through workflow if triggered

Student Registration:

If it is before the deadline for online enrollment, the student can enroll themselves with the CRN given to them by the department. If it is past the open registration period, send a request to registration@wichita.edu with student's name and WSU ID and 5 digit CRN of the individualized study section. Include the student's @shockers.wichita.edu email address in the email.

Note: Holds must be removed/lifted and applicable overrides given before the student can be enrolled in the course.