

INDIVIDUALIZED STUDY (IS) PROGRAM
General Procedures for Students to Follow

(copy 1 - for MSU files)

Part A - Student's Statement of Intent to Actively Participate in IS Course(s)

1. After registering, I will immediately read each of my course syllabi and note the color of each syllabus.
2. I will make sure I know how to get my course materials.
3. Soon after registering, I will buy my course materials.
4. I will make sure I understand the tasks (learning objectives and assessments) of each course.
5. To make sure my instructor(s) knows I'm planning to participate, I will contact each instructor within 3 weeks of registering.
6. Striving to complete all learning tasks (assignments, papers, projects, assessments), I will actively engage in my course(s) within recommended timeframes.
7. If I need a test proctor, I'll contact the MSU Testing Center.
8. If I need a tutor, I'll get a personal one (via Testing-Tutoring Center or on my own), or I'll use online "live" tutors via Tutor.com.
9. If for any reason I can't get my course materials and/or participate as I intended to,
 - a. I'll drop within 10 business days of my Registration Date; or
 - b. I will withdraw before my assigned Completion Date;
 - c. or I will apply for/acquire an official Extension of time.
10. If, and as soon as I have a need to do so, I will contact the IS Retention Specialist (who works personally one-on-one with students and/or faculty to resolve issues).

Course Catalog Number/Title: _____

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Course Catalog Number/Title: _____

Course Catalog Number/Title: _____

Course Catalog Number/Title: _____

Course Catalog Number/Title: _____

Course Catalog Number/Title: _____

Student's Name: _____

Student's Signature: _____ ***Date Signed:*** _____

On-campus Students: Complete and give to Registration Clerk.
Off-campus Students: Complete and return in MSU postage-paid envelope.

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(copy 2 - for student to keep in his/her personal files)

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Student's Name: _____

Student's Signature: _____

Date Signed: _____

Part B - IS Syllabus (*how to obtain your IS syllabus online*)

1. Log onto the internet using your web browser. To access the **Cougar Web** portal, enter the following web address (<http://online.mountainstate.edu>) into your web browser's address window.
2. Login to your MSU Cougar Web account by entering your **User ID** and **Password**.
3. At the top of the screen, select the **My Academics** tab.
4. Under Registration and Schedules Information Section, select the **Registration and Schedules** option.
5. On the right side of the screen, click the **All My Courses** option.
6. Select the desired **IS course**. (You may have to change drop down menu to 'past courses', if registered in a previous semester prior to the current one.)
7. Select the **Syllabus** option located on the left side of the screen.
8. From the **Course Syllabus** option, select **download your syllabus**.
9. Read your syllabus and think about its content; also, be sure to remember the color of your syllabus.
10. Take note of your **instructor's name**, **textbook's title**, and **other course materials**.
11. If you have **problems obtaining materials**, contact the **IS Retention Specialist** (1-800-766-6067, ext. 1628) during week 1 of your course (within 7 days after registering).

Part C - Contacting Your Instructor, Thinking about Learning Activities/Assessments, and Planning for Time Management

1. Highlight and jot down (keep at your fingertips) your **instructor's contact information**. Know exactly how to contact your instructor via his/her preferred method (email or phone).
2. **Within 3 weeks of your IS Registration Date, let your instructor know** (email and/or phone) you've enrolled. Specify Registration Date, Course Title, and Course Catalog Number. Also, provide your phone number and email address. It would be helpful to give your instructor a brief introduction, so he/she gets to know you. We suggest you talk about your work, home, family, and your learning expectations and plan for success in your coursework.
3. **Obtain course materials** (textbooks listed in syllabus) by ordering (online or by phone) them from the MSU Cougar Bookstore
4. Review the **return policy for textbooks**. If you need to return materials, follow policy (under quick links at <http://www.mountainstate.edu/>, go to bookstore; click to order books from Cougar Shop; at left of screen, find MSU Bookstore Return Policy.)
5. **Review your course outline**, which specifies learning objectives/tasks and learning assessments (such as assignments, quizzes/tests/exams, essays, journals, final papers and projects, etc.) as well as your timeframe for completing course work. Be sure you understand what is expected of you.
6. You are expected to **submit an assignment before your midterm date** (within 2 months after registering). In other words, submit at least 1 assignment before 2 months pass (count from Registration Date).
7. If you have **any questions about your course and/or any issues concerning your being able to complete your course within 4 months** from Registration Date, **contact the IS Retention Specialist (1-800-766-6067) within 1 week of your Registration Date**.

Part D – Testing, Proctoring, and Tutoring

Testing

1. **Paper-based exams** are given in section 01 and **computer-based exams** are given in section W1.
2. Many of the courses require you to take your exams on campus or with an approved proctor regardless of exam format. You must check each syllabus to determine its color (**color, e.g, purple or red, indicates version of a course**) and whether you must take your exams on campus or with an approved proctor.
3. A few of the IS courses have open-book exams that are completed at home. Exams for these courses (section 01 only) are located under the Handouts link in Cougar Web.
4. To schedule an exam in the Testing Center on the Beckley campus, you must contact **(304) 929-1333** at **least 1 business day in advance**. No “walk-ins” will be accepted. **ALL** students are required to sign-in and present a photo ID before taking an exam.
5. Notes, books and other resources **are NOT allowed** while taking any exam unless otherwise specifically stated in the syllabus.

Proctors

1. If you live more than **50-miles** from any MSU campus, you may use an **approved** proctor. MSU has many approved proctors already in place across the country. Contact the Test Operations Technician at **(304) 929-1395** to obtain information.
2. The **Proctor Application and Guidelines** are available on the MSU website in the Testing Center section.
3. Once you have an approved proctor, you must submit an **Exam Request Form** each time you register for a course. The form is available on the MSU website in the Testing Center section.
4. You will need to contact the branch campus or proctor directly to schedule your exams.

Tutoring

1. Peer and online tutoring is available to students at **no charge**.
2. **Peer tutoring** is “in person” tutoring sessions available on the Beckley campus during the fall and spring terms. Subjects offered are English, math, and science. Contact (304) 929-1333 for information.
3. **Online tutoring** is available year round via a partnership with Tutor.com. Subjects include English, math, science and social science. You can access Tutor.com by going to the following website: <http://www.mountainstate.edu/tutor.com>. Your username and password are the same as your MSU Cougar email.
4. Keep in mind that if you are accessing Tutor.com from home, you will need to temporarily disable your virus scan. Instructions are provided within the website.

Part E - Important Dates

1. Your **Start Date** is the day you officially register for a course(s).
2. Your **Completion Date** is 4 months from your Registration Date.
3. **Extensions (2 of them - 1 month each)** can be applied for and granted, but you **MUST** properly apply for each of them (1 at a time). To cover administrative processing, you must pay a fee of \$50.00 for each of your extension per course. It is important to notify your instructor(s) at the time you have been granted an official extension. In other words, let your instructor know you’ve **officially extended your time**, so you are NOT prematurely issued a course grade. Keep in mind, **you cannot “unofficially” extend your time**.
4. IS courses can be **dropped ONLY within 10 business days of your Registration Date**.
5. **Withdrawals** must be submitted on or before your Completion Date. **After your Completion Date has expired, you cannot withdraw from courses**.
6. Contact the **Retention Specialist in IS** (1-800-766-6067, ext. 1628), **if you have questions concerning Start Dates, Completion Dates, Extensions, Drops, or Withdrawals**.