1. **How to...** Discern the difference between the Individualized and Interdisciplinary degrees—
   An Individualized Studies degree allows only 2 cognates and requires a minimum 3.0 GPA. An Interdisciplinary Studies degree allows you to choose 2 or 3 cognates and requires a minimum 2.0 GPA.

2. **How to...** Locate the IPS Application Checklist –  www.Liberty.edu/IndividualStudy

3. **How to...** Set an appointment with IPS advisor—

4. Go to [Advisor Appointment](#)
   Click *Professional Advising* (on the left)
   Click *Scheduling an Appointment*
   When choosing from the Major field, enter *Individualized or Interdisciplinary*
   The IPS Advisor will confirm a meeting time with you via email.

5. **How to...** Verify CSER --
   Go to ASIST to confirm on your transcript, posted CSER credits for each full-time spring/fall semester up to eight semesters.

6. **How to...** Locate FOCUS 2 – Career Assessment –

7. Go to [www.Liberty.edu/CareerCenter](http://www.Liberty.edu/CareerCenter)
   Click the green **FOCUS 2** box at left
   Click on *Residential Student Registration*
   Complete and submit the form

8. **How to...** Set appointment with Career Counselor –
   Go to [www.Liberty.edu/CareerCenter](http://www.Liberty.edu/CareerCenter)
   Click the burgundy *Appointment Request* box at left
   Read the preliminary information, then
   Click *Continue To Appointment Request Form*
   Complete the FOCUS 2 form and submit
   (Include the completed FOCUS 2 summary, signed by a Career Counselor, in your IPS packet.)

9. **How to...** Locate the Declaration/Change of Major/Minor form –
   Go to [www.Liberty.edu/CASAS](http://www.Liberty.edu/CASAS)
   Under *Resources*, click on *Declaration/Change of Major/Minor*
10. **How to...** Locate the Individualized or Interdisciplinary DCP –

- DCP – Individualized B.A.
- DCP – Individualized B.S.
- DCP – Interdisciplinary B.S.

11. **How to...** Know what goes into the IPS application packet –

- See the IPS Checklist
- Completed application
- Completed checklist
- Completed preliminary DCP
- Completed Change of Major form
- FOCUS 2 results form signed by Career Counselor

12. **How to...** Submit the completed packet –

- Print a hard copy to be submitted and left with the IPS Advisor during follow-up meeting. Be sure to print a copy for yourself.