

Overall PA 509 Approval and Registration Process

What	When/Time Allotment
<ul style="list-style-type: none"> • Meet with your faculty advisor for placement ideas, preparation, etc. 	Beginning of the academic quarter prior to the expected enrollment
<ul style="list-style-type: none"> • Find a placement and field supervisor <ul style="list-style-type: none"> ○ Negotiate project(s) and expectations 	Allow 2-3 weeks
<ul style="list-style-type: none"> • Complete all elements of the learning contract in draft, email text of points #6-10 to faculty advisor, receive feedback <ul style="list-style-type: none"> ○ Revise and resubmit. This may take multiple iterations. Obtain email approval of faculty advisor to proceed to the next step. 	Allow 2-3 weeks
<ul style="list-style-type: none"> • Submit approved revised draft (#6-10) with a copy of the faculty approval email, by email to PA 509 faculty <ul style="list-style-type: none"> ○ Revise and resubmit (this may take several iterations) ○ Do not submit hard copy with signatures until you have the final approval of the PA 509 faculty. 	Allow 2 weeks
<ul style="list-style-type: none"> • Upon approval of PA 509 faculty, create entire contract in hard copy and obtain signatures; student, field supervisor, faculty advisor. Complete special registration form(s); deliver original hard copy of learning contract (cover sheet and narrative responding to points 6-10) to PA office; PA 509 faculty signs and registers you. There is no need to set up an appointment with the PA 509 faculty, simply deliver this to the PA office. 	Allow a few days. Finalized, approved contract due close of business the Thursday of the 2 nd week of the academic quarter.

Summary:

You must complete all the pre-work, learning contract and special registration form(s).

Registration cannot be done online or without a signed contract

- May register for 6 credits in one quarter, or 3 credits each in 2 consecutive quarters
- Complete and sign 1 special registration from (6 credits) or 2 forms for 2 quarters (3 credits each)
- Hand in signed special registration forms with contract

The PA 509 faculty signs the contract and registers you (if the Learning Contract is completed satisfactorily). Registration is not valid if anyone else does this for you.

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