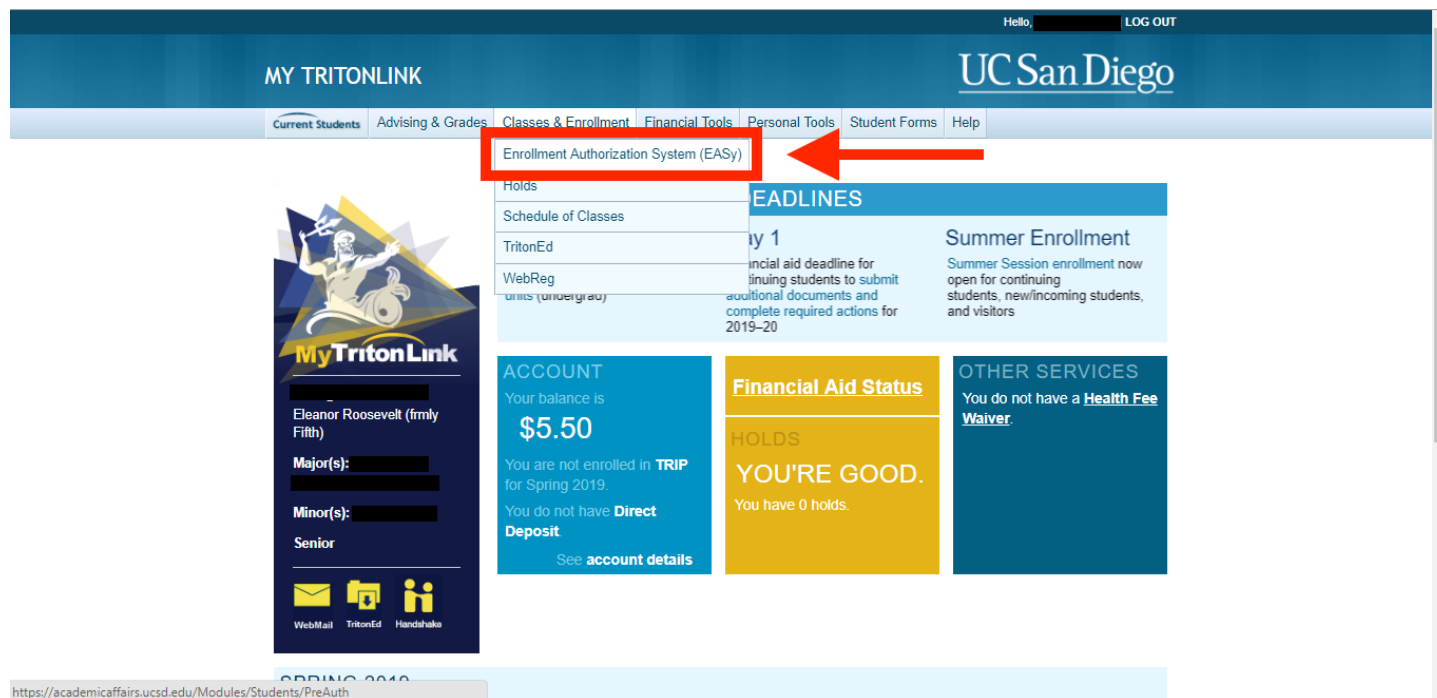


How to Submit an EASy Request

After your learning agreement is approved, you must submit an enrollment request via the UCSD Enrollment Authorization System (EASy).

Step 1:

Log onto [MyTritonLink](#) and select “Enrollment Authorization System (EASy)” under “Classes & Enrollment.”



The screenshot shows the MyTritonLink interface. At the top, there's a navigation bar with 'MY TRITONLINK' and 'UC San Diego'. Below this, a menu bar includes 'Current Students', 'Advising & Grades', 'Classes & Enrollment', 'Financial Tools', 'Personal Tools', 'Student Forms', and 'Help'. The 'Classes & Enrollment' tab is selected, and a dropdown menu is visible, with 'Enrollment Authorization System (EASy)' highlighted. A red arrow points to this link. The main content area displays various student information and deadlines. On the left, a 'MyTritonLink' sidebar shows user details for Eleanor Roosevelt (fifth year), major(s), minor(s), and senior status. The main area includes sections for 'ACCOUNT' (balance \$5.50), 'Financial Aid Status' (YOU'RE GOOD), and 'OTHER SERVICES' (Health Fee Waiver). The footer shows the URL: <https://academicsaffairs.ucsd.edu/Modules/Students/PreAuth>.

How to Submit an EASy Request

Step 2:

Select “Begin New Request”.

ENROLLMENT AUTHORIZATION SYSTEM
UC San Diego

New Requests

BEGIN NEW REQUEST

Name	PID	Acad Level	Primary Major	Admit Term	Quarter	Course	Request Type	Status	Submitted

First
Previous
Next
Last

How to Submit an EASy Request

Step 3 (BISP 197 Students: Click here to skip to Page 7, Step 3A):

Fill in fields 1-4 with the appropriate information.

- 1.) Quarter: Select the quarter for which you are requesting credit.
(Summer students: select "Special Summer Session")
- 2.) Request Type: Academic Internship
- 3.) Department/Program: Academic Internship Program
- 4.) Course: Select the appropriate course. (Summer 2-unit option: Select AIP 197T)

ENROLLMENT AUTHORIZATION SYSTEM
UC San Diego

Submit a Request

Student/My info

Name

PID

UCSD email

Non-UCSD email

enter a non-UCSD e-mail address to which updates will be sent

UCSD Extension PID

e.g., U1146677

leave blank if you have not taken classes through UCSD Extension

Visiting students and incoming UC San Diego students need to ensure prerequisites are met before enrolling in a course. Please complete all sections of this form to request preauthorization for the selected course. The request will be sent directly to the department for review.

You will receive an email notification once the department has reviewed your preauthorization request. You must wait until the department has approved your request before enrolling in the specific course.

Course details

Quarter

Special Summer Session 2019

Request Type

Academic Internship

Department/Program

Academic Internship Program

Course

Select a course

Select a course

AIP 97 - Academic Internship

AIP 197 - Academic Internship Program

AIP 197F - Academic Internship Prog-Foreign

AIP 197P - Public Service Internship

AIP 197T - AIP- Special Programs

Additional Request Details

The following fields are required for late add/change/drop requests, requests to exceed maximum enrolled units, special studies requests, or any request that will need final approval by the Office of the Registrar.

Approval is not guaranteed for requests. Requests must be submitted by 11:59pm on the **deadline date**.

Late add requests submitted after 11:59pm on Friday of Week 4 are not eligible for grading option or unit value changes. Please select your grading

How to Submit an EASy Request

Step 4:

Fill in field 5 with the appropriate Faculty Advisor information.

(Note: The names are listed in the format [Last, First] in alphabetical order, with the exception of some names being listed in the very end of the list. If you cannot find your instructor anywhere on the list, contact aipinfo@ucsd.edu)

ENROLLMENT AUTHORIZATION SYSTEM
UC San Diego

Submit a Request

Student/My info

Name

PID

UCSD email

Non-UCSD e-mail

enter a non-UCSD e-mail address to which updates will be sent

UCSD Extension PID

e.g., U12345678

leave blank if you have not taken classes through UCSD Extension

Visiting students and incoming UC San Diego students need to ensure prerequisites are met before enrolling in a course. Please complete all sections of this form to request preauthorization for the selected course. The request will be sent directly to the department for review.

You will receive an email notification once the department has reviewed your preauthorization request. You must wait until the department has approved your request before enrolling in the specific course.

Course details

Zulauf, Mara L

Zumberge, Mark Andrew

Zunic, Kori

Zuniga De Nuncio, Maria Luisa

Zuniga, Elina I

Zuraw, Bruce L.

Zvaviler, Nathan J.

Zwicker, Matthias Beat

Zygmonski, Aimee Lyn

Zyskowski, Colin A

brydges, stacy

de Barbaro, Kaya

de Callafon, Raymond A

de Oliveira, Mauricio

di Grazia, Gina Marie

duBois, Page Ann

el Tayeb, Fatima

gartzke, erik

ngim, roger

vanZevern, Grant

Select an instructor

5.) →

Additional Request Details

The following fields are required for late add/change/drop requests, requests to exceed maximum enrolled units, special studies requests, or any request that will need final approval by the Office of the Registrar.

Approval is not guaranteed for requests. Requests must be submitted by 11:59pm on the **deadline date**.

Late add requests submitted after 11:59pm on Friday of Week 4 are not eligible for grading option or unit value changes. Please select your grading

How to Submit an EASy Request

Step 5:

Fill in field 6 with the correct amount of units you are requesting, then click “Continue.”

(Summer 2-unit option: If you selected AIP 197T above, this should appear as 2 unit.)

The following fields are required for late add/change/drop requests, requests to exceed maximum enrolled units, special studies requests, or any request that will need final approval by the Office of the Registrar.

Approval is not guaranteed for requests. Requests must be submitted by 11:59pm on the **deadline date**.

Late add requests submitted after 11:59pm on Friday of Week 4 are not eligible for grading option or unit value changes. Please select your grading option and unit value (if applicable), carefully. Please see [How to Change a Grading Option or Number of Units per Class \(Undergraduates\)](#) for more information.

Late add requests processed after 11:59pm on Friday of Week 4 are not eligible to drop without a “W”. Please keep this in mind as you submit your request. Please see [How to Drop a Class \(Undergraduates\)](#) or [How to Drop a Class \(Graduate Students\)](#) for more information.

Section

To be assigned by Office of the Registrar ▼

Select the section in which you would like to enroll, or the section you would like to drop

Grading Option

Pass/Not Pass ▼

Requested Total Number of Units

Select the number of units ▼
 Select the number of units
 4 units
 8 units
 12 units

CONTINUE
CANCEL REQUEST

6.) →

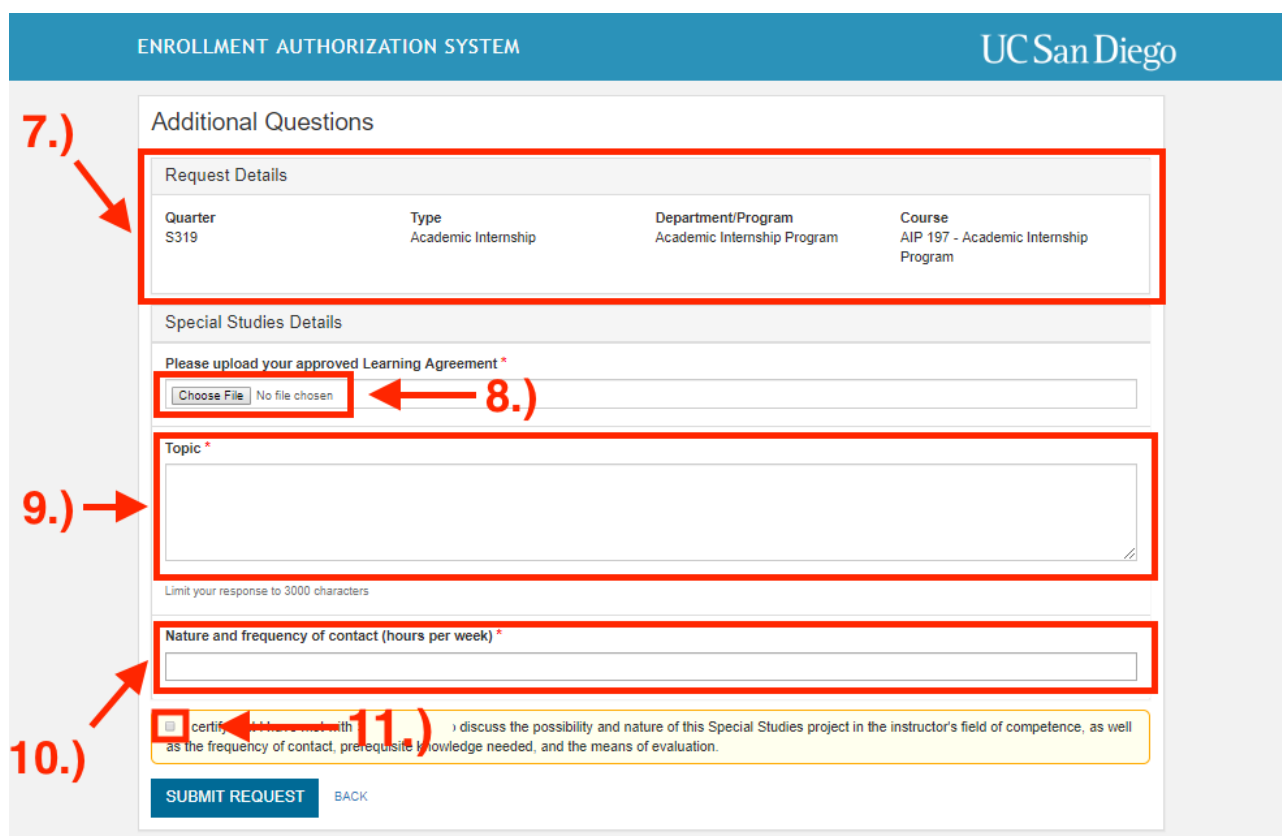
How to Submit an EASy Request

Step 6:

Complete fields 7-11:

- 7.) Double check "Request Details" to make sure you have entered the correct information for Quarter, Type, Department/Program, and Course.
- 8.) [Upload the pdf file of your Learning Agreement](#) in this section.
- 9.) Provide a detailed description of your paper/project topic that you developed with your Faculty Advisor.
- 10.) Provide the methods and frequency on how you will get in contact with your Faculty Advisor over the quarter of your internship (this does NOT mean the hours you will be working at your internship)
- 11.) Check to certify you have met with your Faculty Advisor.

Remember to click "Submit Request" after you're done!



ENROLLMENT AUTHORIZATION SYSTEM UC San Diego

7.) Additional Questions

Request Details

Quarter	Type	Department/Program	Course
S319	Academic Internship	Academic Internship Program	AIP 197 - Academic Internship Program

Special Studies Details

Please upload your approved Learning Agreement *

8.) No file chosen

9.) **Topic ***

Limit your response to 3000 characters

10.) **Nature and frequency of contact (hours per week) ***

11.) ☐ **certify** I have met with _____ discuss the possibility and nature of this Special Studies project in the instructor's field of competence, as well as the frequency of contact, prerequisite knowledge needed, and the means of evaluation.

SUBMIT REQUEST [BACK](#)

You have now submitted your EASy request.

Questions? Contact aipinfo@ucsd.edu

Step 3A (BISP 197):

Fill in fields 1-4 with the appropriate information.

- 1.) Quarter: Select the quarter for which you are requesting credit.
(Summer students: select “Special Summer Session”)
- 2.) Request Type: Special Studies
- 3.) Department/Program: Biological Sciences
- 4.) Course: BISP 197 – Biology Internship Program

ENROLLMENT AUTHORIZATION SYSTEM
UC San Diego

Submit a Request

Student/My info

Name

PID

UCSD email

Non-UCSD e-mail

enter a non-UCSD e-mail address to which updates will be sent

UCSD Extension PID

leave blank if you have not taken classes through UCSD Extension

Visiting students and incoming UC San Diego students need to ensure prerequisites are met before enrolling in a course. Please complete all sections of this form to request preauthorization for the selected course. The request will be sent directly to the department for review.

You will receive an email notification once the department has reviewed your preauthorization request. You must wait until the department has approved your request before enrolling in the specific course.

Course details

Quarter

Special Summer Session 2019 ▼

Request Type

Special Studies ▼

Department/Program

Biological Sciences ▼

Course

Select a course

Select a course
 BILD 99 - Independent Research
 BILD 99H - Independent Study
 BISP 193 - Biology Education Research
 BISP 196 - Honors- Biological Sciences
BISP 197 - Biology Internship Program
 BISP 199 - Individual Research for Ugrads

• Other Restrictions: Department Approval Required

Additional Request Details

The following fields are required for late add/change/drop requests, requests to exceed maximum enrolled units, special studies requests, or

How to Submit an EASy Request

Step 4A (BISP 197):

In field 5, select “Wilhelm, James E.”

Alternatively, if you opt to work with another Faculty Advisor of your own, select their name here.

(Note: The names are listed in the format **[Last, First]** in alphabetical order, with the exception of some names being listed in the very end of the list. If you cannot find your instructor anywhere on the list, contact aipinfo@ucsd.edu)

ENROLLMENT AUTHORIZATION SYSTEM
UC San Diego

Submit a Request

Student/My info

Name

PID

UCSD email

Non-UCSD e-mail

enter a non-UCSD e-mail address to which updates will be sent

UCSD Extension PID

e.g., U12345678

leave blank if you have not taken classes through UCSD Extension

Visiting students and incoming UC San Diego students need to ensure prerequisites are met before enrolling in a course. Please complete all sections of this form to request preauthorization for the selected course. The request will be sent directly to the department for review.

You will receive an email notification once the department has reviewed your preauthorization request. You must wait until the department has approved your request before enrolling in the specific course.

Course details

Quarter

Request Type

Department/Program

Course

Instructor

Course Restrictions for BISP 197:

- Other Restrictions: Department Approval Required
- Class Level Allowed: Junior, Senior **[restriction met]**

5.) →

8

How to Submit an EASy Request

Step 5A (BISP 197):

Fill in field 6 with the correct amount of units you are requesting, then click “Continue.”

The following fields are required for late add/change/drop requests, requests to exceed maximum enrolled units, special studies requests, or any request that will need final approval by the Office of the Registrar.

Approval is not guaranteed for requests. Requests must be submitted by 11:59pm on the deadline date.

Late add requests submitted after 11:59pm on Friday of Week 4 are not eligible for grading option or unit value changes. Please select your grading option and unit value (if applicable), carefully. Please see [How to Change a Grading Option or Number of Units per Class \(Undergraduates\)](#) for more information.

Late add requests processed after 11:59pm on Friday of Week 4 are not eligible to drop without a "W". Please keep this in mind as you submit your request. Please see [How to Drop a Class \(Undergraduates\)](#) or [How to Drop a Class \(Graduate Students\)](#) for more information.

Section

To be assigned by Office of the Registrar ▼

Select the section in which you would like to enroll, or the section you would like to drop

Grading Option

Pass/Not Pass ▼

Requested Total Number of Units

Select the number of units ▼

Select the number of units

2 units = 60 hours of research over the course of the quarter (approximately 6 hours/week)

4 units = 120 hours of research over the course of the quarter (approximately 12 hours/week)

6.) →

CONTINUE **CANCEL REQUEST**

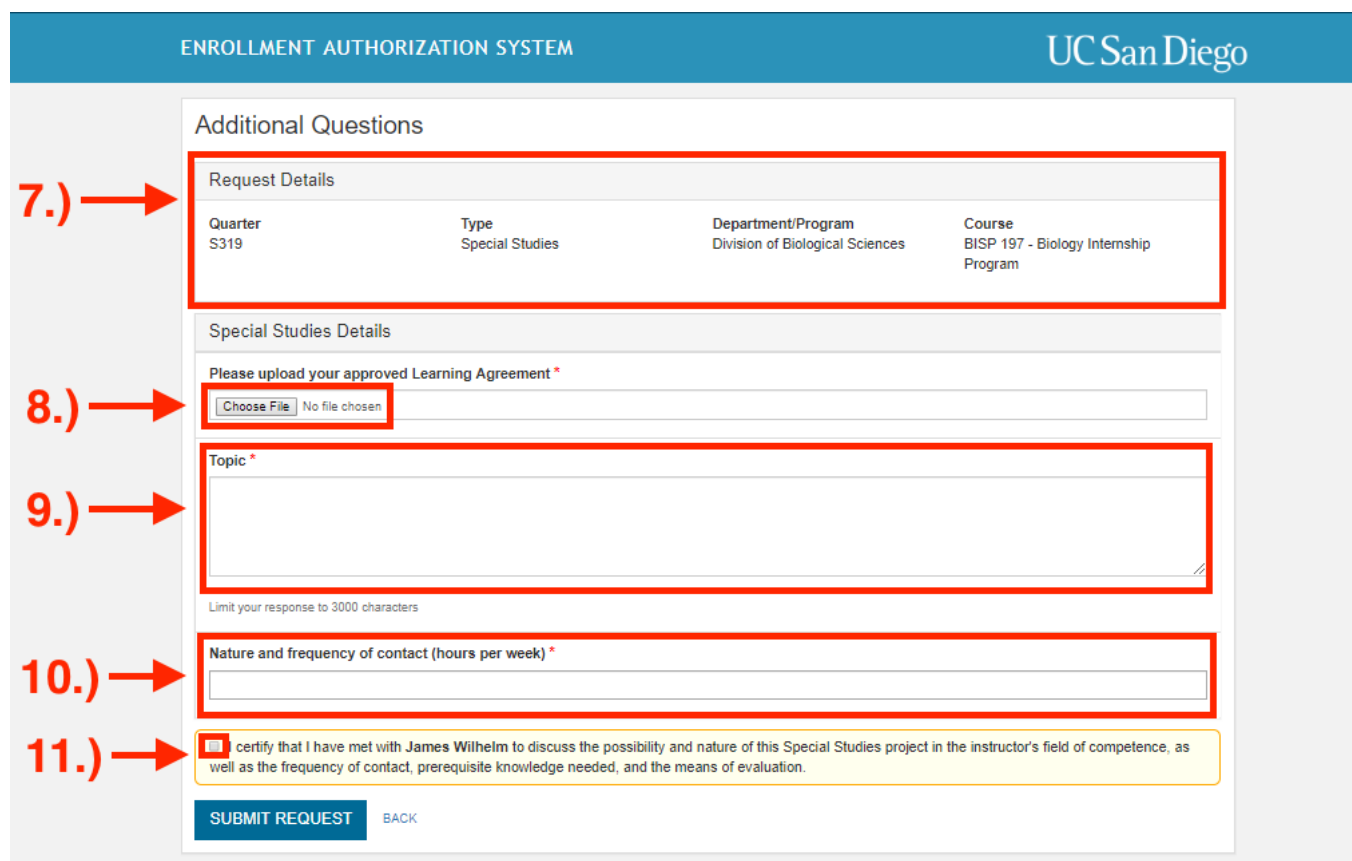
How to Submit an EASy Request

Step 6A (BISP 197):

Complete fields 7-11:

- 7.) Double check “Request Details” to make sure you have entered the correct information for Quarter, Type, Department/Program, and Course.
- 8.) [Upload the pdf file of your Learning Agreement](#) in this section.
- 9.) Provide a detailed description of your paper/project topic that you developed with your Internship Supervisor (or your Faculty Advisor IF you opted to work with your own in Step 4A).
- 10.) Provide the schedule for your internship (how many hours, which days of the week).
Alternatively, **IF** you opted to work with your own Faculty Advisor in Step 4A:
Provide the methods and frequency on how you will get in contact with your Faculty Advisor over the quarter of your internship.
- 11.) Check this box.

Remember to click “Submit Request” after you’re done!



ENROLLMENT AUTHORIZATION SYSTEM UC San Diego

Additional Questions

7.) → Request Details

Quarter	Type	Department/Program	Course
S319	Special Studies	Division of Biological Sciences	BISP 197 - Biology Internship Program

8.) → Please upload your approved Learning Agreement *

Choose File No file chosen

9.) → Topic *

Limit your response to 3000 characters

10.) → Nature and frequency of contact (hours per week) *

11.) → ☒ I certify that I have met with James Wilhelm to discuss the possibility and nature of this Special Studies project in the instructor's field of competence, as well as the frequency of contact, prerequisite knowledge needed, and the means of evaluation.

SUBMIT REQUEST BACK

You have now submitted your EASy request.

Questions? Contact aiinfo@ucsd.edu