Biology Research Internship Program

How to Submit An EASy Request for BISP 197

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

Step 1:

Before submitting the request, download a pdf of your fully approved learning agreement by following these instructions. Please be sure to download a pdf of the entire agreement and not a screenshot. **Please also ensure your learning agreement is for BISP 197, not AIP 97 or AIP 197.**

The EASy form will also ask you for the following information:

•identify a faculty advisor
•type of final assignment you will submit and a description of the topic
•Your internship schedule

You may need to consult with your internship supervisor, faculty advisor or the BISP 197

Coordinator if you do not have the above information and refer to the BISP 197 Info Slides.

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Step 2:

Log onto Enrollment Authorization System (EASy) with your Single Sign-On **OR** Log onto MyTritonLink and select "Enrollment Authorization System (EASy)" under "Classes & Enrollment."

Step 3:

Select "Begin New Request"

Step 4:

Fill in fields 1-4 with the appropriate information.

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

Step 5: Select Faculty Advisor (Instructor)

Option 1: If your internship supervisor is grading your final assignment, select "Wilhelm, James E." in Field 5.

Option 2: 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 AIP through the VAC: vac.ucsd.edu or aipinfo@ucsd.edu .)

Step 6: Fill in field 6 with the correct amount of units you are requesting, then click "Continue."

Step 7: : Complete fields 7-11:
> 7.) Double check "Request Details" to make sure you have entered the correct information.
> 8.) Upload the pdf file of your Learning Agreement.
> 9.) Fill in a detailed description of your final assignment topic, along with the type of assignment you'll be submitting (such as paper, project, presentation).
> 10.) Provide the schedule for your internship (how many hours, which days of the week).
> 11.) Check this box. Remember to click "Submit Request" after you're done!

Step 8: Make sure your request's status is "Submitted." Students can see the status of their requests at the top of the EASy portal and will also receive email notifications.

If you have any questions about your EASy request, please send a VAC message to Biology.

- Your enrollment may be delayed if you are enrolling in more than 19.5 units before the start of the quarter. Please refer to the enrollment limitations page.
- International students should consult with ISPO regarding work authorizations such as CPT.

  Credit verification letters are sent to Scripps Research once the enrollment is processed by the Registrar.

  If you are interning at a different organization and need a credit letter or credit verification, please contact AIP through the VAC: vac.ucsd.edu or aipinfo@ucsd.edu.