

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](#).

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.”

The screenshot shows the MyTritonLink website interface. At the top right, it says "Hello, [redacted] LOG OUT". The main navigation bar includes "MY TRITONLINK" and "UC San Diego". Below this, a secondary menu has "Current Students", "Advising & Grades", "Classes & Enrollment", "Financial Tools", "Personal Tools", "Student Forms", and "Help". The "Classes & Enrollment" menu item is highlighted with a red box, and a red arrow points to it from the right. Below the navigation, there are several informational tiles: "MyTritonLink" with user details for Eleanor Roosevelt, "ACCOUNT" showing a balance of \$5.50, "Financial Aid Status" with "YOU'RE GOOD.", "ADLINES" with "Financial aid deadline for continuing students to submit additional documents and complete required actions for 2019-20", "Summer Enrollment" information, and "OTHER SERVICES" including a "Health Fee Waiver".

Step 3:

Select “Begin New Request”

The screenshot shows the Enrollment Authorization System (EASy) website. The header includes "ENROLLMENT AUTHORIZATION SYSTEM" and "UC San Diego". The main content area is titled "New Requests" and features a prominent "BEGIN NEW REQUEST" button highlighted with a red box and a red arrow pointing to it from the right. Below the button is a table with the following columns: Name, PID, Acad Level, Primary Major, Admit Term, Quarter, Course, Request Type, Status, and Submitted. The table is currently empty. At the bottom of the table area, there are navigation buttons: "First", "Previous", "Next", and "Last".

Step 4:

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 SYSTEMUC San Diego

Submit a Request

Student/My info

Name

PID

UCSD email **1.)** →

Non-UCSD e-mail **2.)** →

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

UCSD Extension PID **3.)** →

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 198 - 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

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.)

ENROLLMENT AUTHORIZATION SYSTEMUC 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.

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Course details

Quarter
Special Summer Session 2019

Request Type
Special Studies

Department/Program
Biological Sciences

Course
BISP 197 - Biology Internship Program

Instructor
Wilhelm, James E.

Course Restrictions for BISP 197:

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

5.)

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

Grading Option
Pass/Not Pass

Requested Total Number of Units
Select the number of units
2 units = 80 hours of research over the course of the quarter (approximately 8 hours/week)
4 units = 120 hours of research over the course of the quarter (approximately 12 hours/week)

CONTINUECANCEL REQUEST

6.)

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!

The screenshot shows the 'Additional Questions' form with the following sections and highlighted fields:

- Request Details:** A table with the following information:

Quarter	Type	Department/Program	Course
S319	Special Studies	Division of Biological Sciences	BISP 197 - Biology Internship Program
- Special Studies Details:** A section titled "Please upload your approved Learning Agreement *". A "Choose File" button is highlighted with a red box and arrow (Step 8).
- Topic *:** A large text area for describing the assignment topic, highlighted with a red box and arrow (Step 9).
- Nature and frequency of contact (hours per week) *:** A text area for providing the internship schedule, highlighted with a red box and arrow (Step 10).
- Checkboxes:** A checkbox is highlighted with a red box and arrow (Step 11). The text next to it reads: "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."

At the bottom of the form are two buttons: "SUBMIT REQUEST" and "BACK".

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.

The screenshot shows the 'Request Details' section of the EASy portal. It includes a 'Request Status' field with the text "This Course Pre-Authorization request is Approved." and a "CANCEL THIS REQUEST" button.

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.