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.”
Step 2:
Select “Begin New Request”.

![BEGIN NEW REQUEST button in EASy system](image)
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)
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)
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.)
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!

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
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)
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.”
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!

You have now submitted your EASy request.

Questions? Contact aipinfo@ucsd.edu