

# How to Submit an EASy Request for AIP 97/197

## Step 1:

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).

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.

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

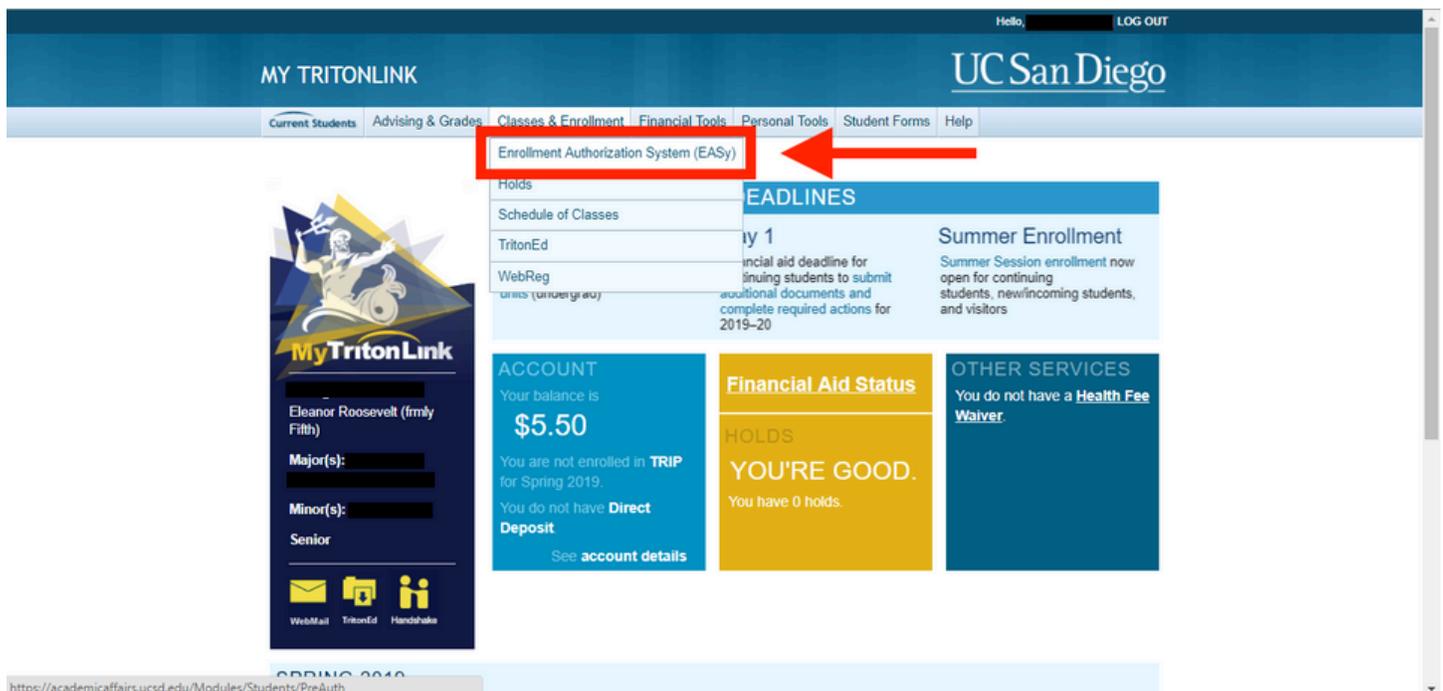
- faculty advisor
- type of final assignment you will submit and a description of the topic
- How many times you will meet with your faculty advisor throughout the quarter

## Additional Resources

- [Finding a Faculty Advisor Guide](#)
- [Guideline for the AIP Final Deliverable \(Paper/Project\)](#)
- [Sample Approaches](#)

## Step 2:

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



The screenshot shows the MyTritonLink interface for a UC San Diego student. The top navigation bar includes 'Current Students', 'Advising & Grades', 'Classes & Enrollment', 'Financial Tools', 'Personal Tools', 'Student Forms', and 'Help'. The 'Classes & Enrollment' menu is expanded, and 'Enrollment Authorization System (EASy)' is highlighted with a red box and a red arrow. Other menu items include 'Holds', 'Schedule of Classes', 'TritonEd', and 'WebReg'. The main content area features several informational tiles: 'EADLINES' with a 'May 1' deadline for financial aid, 'ACCOUNT' showing a balance of \$5.50, 'Financial Aid Status' with 'YOU'RE GOOD.', and 'OTHER SERVICES' including a 'Health Fee Waiver'.

# How to Submit an EASy Request for AIP 97/197

## Step 3:

Select "Begin New Request".

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

## 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: Academic Internship
- 3.) Department/Program: Academic Internship Program
- 4.) Course: Select the appropriate course. (Summer 2-unit option: Select AIP 197T)

Submit a Request

Student/My info

Name

PID

UCSD email

Non-UCSD e-mail

UCSD Extension PID

Course details

Quarter

Request Type

Department/Program

Course

1.)

2.)

3.)

4.)

# How to Submit an EASy Request for AIP 97/197

## Step 5:

Fill in field 5 with the appropriate Faculty Advisor information.

Note: The names are listed in the format [Last, First] in alphabetical order, except some names are listed at the very bottom of the list. If you cannot find your instructor anywhere on the list, send a VAC message to AIP: <https://vac.ucsd.edu/>

**Submit a Request**

Student/My info

Name

PID

UCSD email

Non-UCSD e-mail

UCSD Extension PID

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
- Zvaifler, 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.) →

## Step 6:

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.)

**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 for AIP 97/197

## Step 7:

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 (Do not fill in 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!**

The screenshot shows the 'Additional Questions' section of the EASy system. The form is titled 'Additional Questions' and is part of the 'ENROLLMENT AUTHORIZATION SYSTEM' for UC San Diego. It contains several sections:

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

Quarter	Type	Department/Program	Course
S319	Academic Internship	Academic Internship Program	AIP 197 - Academic Internship Program
- Special Studies Details:** A section with a red arrow pointing to a 'Choose File' button labeled '8.)'. The text above the button says 'Please upload your approved Learning Agreement \*'. The button text is 'Choose File' and 'No file chosen'.
- Topic \*:** A large text area with a red arrow pointing to it labeled '9.)'. Below the text area is the note 'Limit your response to 3000 characters'.
- Nature and frequency of contact (hours per week) \*:** A text area with a red arrow pointing to it labeled '10.)'.
- 11.)** A checkbox labeled '11.)' with a red arrow pointing to it. The text next to it says 'certify that you have met with your Faculty Advisor 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, there are two buttons: 'SUBMIT REQUEST' and 'BACK'.

- If you have any questions about your EASy request, please send a VAC message to AIP.
- 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 [ISEO](#) 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 send a VAC message to AIP or contact your AIP counselor directly.