



## Experiential Learning Enrollment Request Form

### Instructions:

1. Focus and scope of the project is to be determined by you, the student, and your instructor.
2. Fill out all applicable sections of the form. To fill and sign the form electronically, you will need to download and use this free [Adobe software](#).
  - a. Your enrollment request will not be approved and processed without the completion of all applicable sections.
3. Email this completed form to the experiential learning team at [NSW-ExpLearning@arizona.edu](mailto:NSW-ExpLearning@arizona.edu).
  - a. If you are completing a **Preceptorship**, you must submit your [FERPA Training for Instructors and Instructional Support Teams](#) along with this completed form to [NSW-ExpLearning@arizona.edu](mailto:NSW-ExpLearning@arizona.edu).

*We will notify you via email if there are any issues with your enrollment request and/or when your request has been processed.*

### Student Information

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_@arizona.edu

### Registration Information

Campus:    \_\_\_ Main    \_\_\_ Arizona Online    \_\_\_ Yuma

Independent Study:    \_\_\_ 399    \_\_\_ 399H\*    \_\_\_ 498    \_\_\_ 499    \_\_\_ 499H\*

Preceptorship:    \_\_\_ 391\*    \_\_\_ 491\*

Directed Research:    \_\_\_ 392    \_\_\_ 492

Honors Thesis:    \_\_\_ 498H\*

\*H- indicates Honors course

\*NSC 391 & NSC 491 require "[FERPA Training for Instructors and Instructional Support Teams](#)" – the certificate of completion must be emailed along with this form to be enrolled.

*The University of Arizona Board of Regents have set a standard of 45 hours of coursework for each unit of credit awarded.*

Units:    \_\_\_ 1 unit (45 hrs)    \_\_\_ 2 units (90 hrs)    \_\_\_ 3 units (135 hrs)    \_\_\_ Other ( \_\_\_ hrs)

Semester:    \_\_\_ Fall    \_\_\_ Spring    \_\_\_ Summer

Session:    \_\_\_ 7 week 1    \_\_\_ 7 week 2    \_\_\_ Regular (16-week)    \_\_\_ 5 week 1    \_\_\_ 5 week 2  
              \_\_\_ Other ( \_\_\_\_\_ )

**Experiential Learning Details**

Title of Project (or course you will preceptor for): \_\_\_\_\_

Project Summary (include your role in the project): \_\_\_\_\_

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If you are completing this course for **honors credit or directed research\***, please include a description of your final project (project goals, procedures, timeline, etc.) and how you will be graded:

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\*Honors and Directed Research courses are granted letter grades: A, B, C, D, E. Instructors must explain how students will be graded.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Advisor Name: \_\_\_\_\_

Faculty Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## GUIDELINES FOR EXPERIENTIAL LEARNING

<b>Honors and Directed Research:</b> Regular Grading A, B, C, D, E, I, W
<b>Independent Study and Preceptorships:</b> Alternative Grading S, P, or F

- **Duplication:** The content of an Independent Study course must not significantly duplicate material offered in a regularly scheduled course in the department in the current semester, except with the College Dean's approval.
- **Registration and Deadlines:** University of Arizona registration deadlines apply to all the experiential learning courses listed above: <https://registrar.arizona.edu/dates-and-deadlines>.
  - Please keep in mind that any courses that require you to apply with the Experiential Learning Form should be submitted a few weeks before the registration deadline, to give adequate time to review your application and enroll you into the course.
- **Tuition Fees:** Tuition fees are [calculated](#) at the same rate as other as other for-credit courses.
- **Grading:** All for-credit experiential learning opportunities appear on the official transcript.
- **Incomplete:** In the case that a grade of 'I' is awarded in an experiential learning course, and the project advisor is no longer available, another project advisor must be identified who agrees to evaluate the student's work.
- **The number of credits** of Independent Study must lie within the approved credit range listed in the catalog course description.