



Experiential Learning Enrollment Request Form

INSTRUCTIONS

1. The 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 with your instructor and **sign the form**. To fill and sign the form electronically, you will need to download and [use this free Adobe software](#). Your enrollment request will not be approved or processed without the completion of all applicable sections.
 - a. If you are completing a Preceptorship, you must submit your Certificate of Completion for your [FERPA Training for Instructors and Instructional Support Teams](#) along with this completed form.
3. Email this completed form to the experiential learning team at NSW-Explearning@arizona.edu.
 - a. If there are no issues with processing your form (i.e. holds, incomplete sections, etc.) then you will be enrolled in 5-10 business days.
 - b. You will receive an email confirming if you've been enrolled into the course.
 - c. If there are any issues with processing your form, it will delay your enrollment, and you'll receive an email notifying you of the issue.

STUDENT INFORMATION

Name: _____ Student ID #: _____

Phone #: _____ Email: _____@arizona.edu

REGISTRATION INFORMATION

Campus:	Main	AZ Online	Yuma
Independent Study:	NSC 399	399H*	499 499H*
Preceptorship:	NSC 391	491	
Directed Research:	NSC 392	492	
Honors Thesis:	NSC 498H*		

*H- indicates Honors course

NSC 391 & NSC 491 requires "[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 (45hrs) _____ 2 units (90hrs) _____ 3 units (135hrs) _____ Other (_____ hrs)

Semester: _____ Fall _____ Spring _____ Summer

Session: ____ 7wk1 ____ 7wk2 ____ Regular (16wk) ____ 5wk1 ____ 5wk2 ____ 13wk
____ Other (____)

EXPERIENTIAL LEARNING DETAILS

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

Project Summary (include your role in the project): _____

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: _____

**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: _____

INSTRUCTOR NAME: _____

INSTRUCTOR SIGNATURE: _____ DATE: _____

GUIDELINES AND POLICIES YOU ARE AGREEING TO:

- **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: <https://registrar.arizona.edu/dates-and-deadlines>.
 - Any courses that require you to enroll with the Experiential Learning Enrollment Request Form should be submitted at least 3 business days 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 for-credit courses. You are responsible for understanding your scholarship, financial aid, and other tuition requirements such as enrollment dates and minimum units.

- **Grading:** All for-credit experiential learning opportunities appear on the official transcript.
 - **Honors and Directed Research:** Regular Grading A, B, C, D, E, I, W
 - **Independent Study and Preceptorships:** Alternative Grading S, P, or F
- **Incomplete:** In the event 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** for the Independent Study must lie within the approved credit range listed in the catalog course description.