

Overall PA/PAH 509 Approval and Registration Process

What	When/Time Allotment
<ul style="list-style-type: none"> Meet with your faculty advisor for placement ideas, preparation, etc. 	Beginning of the academic quarter prior to the expected enrollment.
<ul style="list-style-type: none"> Find a placement and field supervisor. <ul style="list-style-type: none"> Negotiate project(s) and expectations. 	Allow at least 2-3 weeks.
<ul style="list-style-type: none"> Complete Sections 6-7 of the learning contract in draft; email text of Sections #6-7 <u>in one Word document</u> to your faculty advisor; receive feedback. <ul style="list-style-type: none"> Revise and resubmit to your faculty advisor. This may take multiple iterations. 	Allow 1-2 weeks (more if this includes a break between quarters or summer when faculty are not on regular university contract).
<ul style="list-style-type: none"> Obtain email approval of your faculty advisor to proceed to the next step. 	
<ul style="list-style-type: none"> Submit a full draft of the learning contract (Sections 6-11), including the advisor-approved Sections 6-7, <u>in one Word document</u> with a copy of the faculty approval email, by email to the appropriate PA/PAH 509 faculty advisor. <ul style="list-style-type: none"> Revise and resubmit to the PA/PAH 509 faculty advisor (this may take several iterations). 	Allow 2-3 weeks (more if this includes a break between quarters or summer when faculty are not on regular university contract).
<ul style="list-style-type: none"> Do not submit hard copy with signatures until you have the final approval of the PA/PAH 509 faculty advisor. 	
<ul style="list-style-type: none"> Upon approval of the PA/PAH 509 faculty advisor, create the entire contract in hard copy and obtain signatures of the student, field supervisor, and faculty advisor. Complete special registration form(s); deliver original signed hard copy of learning contract (cover sheet, attachments for Sections 4-5, and approved narrative responding to points 6-11) to PA Department office; the PA/PAH 509 faculty advisor will sign the contract and register you. There is no need to set up an appointment with the PA/PAH 509 faculty advisor, simply deliver this to the PA Department office. 	Allow a few days. Finalized, approved contract is due by the close of business the Thursday of the second week of the academic quarter.

Summary:

You must complete all the pre-work, learning contract, and special registration form(s).

- Registration cannot be completed online or without a signed contract.
- You may register for 6 credits in one quarter (except in summer term), or 3 credits each in 2 consecutive quarters.
- Complete and sign 1 special registration form (6 credits) or 2 forms for 2 quarters (3 credits each). Be sure to complete the CRN section and write in the correct CRN and course section number.
- Hand in signed special registration form(s) with your contract to the PA Department office.

The PA/PAH 509 faculty advisor signs the contract and registers you (if the Learning Contract is completed satisfactorily). Registration is not valid if anyone else does this for you.