

## Overall PA/PAH/HSMP 509 Approval and Registration Process

What	When/Time Allotment
<ul style="list-style-type: none"> <li>Meet with your faculty advisor for placement ideas, preparation, etc.</li> </ul>	Beginning of the academic quarter prior to the expected enrollment.
<ul style="list-style-type: none"> <li>Find a placement and field supervisor.                             <ul style="list-style-type: none"> <li>Negotiate project(s) and expectations.</li> </ul> </li> </ul>	Allow at least 2-3 weeks.
<ul style="list-style-type: none"> <li>Complete Sections 6-7 of the learning contract in draft; <b>email</b> text of Sections #6-7 <u>in one Word document</u> to your faculty advisor; receive feedback.                             <ul style="list-style-type: none"> <li>Revise and resubmit to your faculty advisor. This may take multiple iterations.</li> </ul> </li> </ul>	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"> <li>Obtain email approval of your faculty advisor to proceed to the next step.</li> </ul>	
<ul style="list-style-type: none"> <li>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, <b>by email</b> to the appropriate PA/PAH/HSMP 509 faculty advisor.                             <ul style="list-style-type: none"> <li>Revise and resubmit to the PA/PAH/HSMP 509 faculty advisor (this may take several iterations).</li> </ul> </li> </ul>	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"> <li>Do not submit hard copy with signatures until you have the final approval of the PA/PAH/HSMP 509 faculty advisor.</li> </ul>	
<ul style="list-style-type: none"> <li>Upon approval of the PA/PAH/HSMP 509 faculty advisor, create the entire contract in hard copy and obtain signatures of the student, field supervisor, and faculty advisor. Complete <b>special registration form(s)</b>; deliver <b>original signed hard copy of learning contract (cover sheet, attachments for Sections 4-5, and approved narrative responding to points 6-11)</b> to PA Department office; the PA/PAH/HSMP 509 faculty advisor will sign the contract and register you. There is no need to set up an appointment with the PA/PAH/HSMP 509 faculty advisor, simply deliver this to the PA Department office.</li> </ul>	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 done online or without a signed contract.
- You may register for 6 credits in one quarter, 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/HSMP 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.