



IMPORTANT PROCEDURES & POLICIES:

Individual Study, Supervised Teaching, Internship, or Undergraduate Research

- This form is for undergraduate students only. Graduate students should enroll through the Graduate School.
- This form can only be used for an individual study, supervised teaching, internship, or undergraduate research course in the College of Agriculture and Life Sciences (CALs). This means a CALs faculty member must be responsible for assigning your grade.
- If you are NOT a CALs student, it is your responsibility to contact your college registrar to learn how these credits will be applied toward your graduation requirements.
- This form CANNOT be used for BIO G 2990 or BIO G 4990. Please visit the Biology website at <http://www.bio.cornell.edu/forms/> for more information.
- For BIO 4980 (supervised teaching) be sure to enroll under the correct biology department (i.e. BIOAP, BIOBM, BIOEE, BIOG, BIOGD, BIOMI, BIONB, BIOPL).
- DO NOT submit this form for a course in another college. If you are completing an individual study, supervised teaching, internship, or undergraduate research course in another college, you must follow the enrollment procedures set forth by that college.
- This form CANNOT be used for INFO courses. Students should enroll online.
- This form CANNOT be used for Nutritional Science (NS) courses. Student should enroll through the College of Human Ecology.
- A maximum of 15 credits from individual study, supervised teaching, internship, or undergraduate research courses can be applied toward your degree in CALs (prorated for students with non-Cornell credit).
- A maximum of 3 credits per internship can be earned. A maximum of 6 internship credits can be applied toward your degree in CALs.
- Credits received for individual study, supervised teaching, internship, or undergraduate research courses CANNOT be used to fulfill CALs distribution requirements.
- Credit can only be awarded during the semester in which the coursework was completed. (Ex. A student completing an internship over the summer can enroll in a 4960 course in the Fall Semester ONLY if internship-related work is completed in the Fall Semester. If all internship-related work is completed in the Summer, you must enroll through the School of Continuing Education & Summer Sessions.)

CALS COURSE ENROLLMENT FORM FOR UNDERGRADUATES

Individual Study, Supervised Teaching, Internship, or Undergraduate Research

DEADLINE: This form must be submitted to the CALS Registrar's Office in 140 Roberts Hall by the "Add" deadline.

STUDENT INFORMATION:

PRINT Name (Last, First, MI) _____

Semester (FA or SP) & Year _____

Cornell ID# _____

College (AG, EN, etc.) _____

Net ID _____

I have reviewed the important procedures and policies on this course enrollment form.

Student Signature: _____

Date: _____

COURSE INFORMATION:

(This CANNOT be used for BIO G 2990 or BIO G 4990, EAS, INFO, or NS courses. See back for more information.)

CALS Department: _____

Number of hours per week required: _____

Number of credit hours to be awarded: _____

Grade Option: Letter S/U

Course Description (Must be completed):

Course Number:

- 4960: Internship
- 4970: Individual Study
- 4980: Supervised Teaching
- 4990: Undergraduate Research
- UG Honor's Research (Requires acceptance into UG Honors Research Program.)

FACULTY AND SUPERVISOR INFORMATION:

CALS Faculty Member Responsible for Grading (PRINT Name): _____

CALS Department: _____ Cornell ID# _____ Net ID: _____

CALS Faculty Member Signature: _____

Off-Campus Supervisor (If Applicable)

Name: _____ Phone: _____

Address: _____

ADVISOR APPROVAL: REQUIRED FOR CALS STUDENTS ONLY

Advisor (Please PRINT Name) _____ Net ID _____

Advisor's Signature _____ Date _____

OFFICE USE ONLY:

- Logged into DUST
- Processed in PeopleSoft by _____
- Out of College Copy Sent

PS Class #: _____

DATE RECEIVED IN
CALS REGISTRARS
OFFICE

Updated 10.30.08