

VARIABLE UNIT COURSE INSTRUCTIONS (LDA 99, 197T, 198, 199)

Paperwork must be completed and CRN obtained by last day to add.

To obtain academic credit (units) for an independent study or tutoring units, you must:

- Have completed 84 units to qualify for 198 or 199 credits. If you have not completed 84 units, you are only eligible for 197T or 99.
- For individual study units (99, 199), you must have an idea of a research topic/project you would like to pursue. For tutoring units (197T), you must have previously taken the course you wish to assist.
- Ask a faculty member to sponsor you (note: the faculty member may not be available - already sponsoring too many students or already has an assistant lined up - ask early). In order to sponsor you, faculty typically will want you to have taken a class with them previously. Possible sponsors include:

LDA

Mark Francis
Stephen Wheeler
Steve McNiell
Patsy Owens
Heath Schenker
Steve Greco
Byron McCulley
Michael Rios

- Fill out the accompanying paperwork (including the "lab notification" form if applicable). Get signature from your faculty sponsor.
- Once you have the paperwork filled out and the signature, make two copies of the paperwork (one for faculty sponsor, one for the Adviser to put in your student file, you keep the original). Also give a copy of the lab notification form to the appropriate manager if you will be utilizing space.
- Bring a copy of the paperwork to the Advising Office. At this point, you will be given a CRN. Register through Sisweb, using the CRN to add the units.
- Number of units is determined by the faculty. Typically, 30 hours of work during the course of a quarter equals 1 unit; 60 hours equals 2 units and so on. 197T, 199 units have a maximum of 5 units per quarter and 12 units total toward graduation.
- Make sure you meet regularly with your faculty sponsor throughout the quarter and turn in your work by the last day of instruction.