**Information for summer research and travel courses**

**(5/11/2023)**

Students who are conducting faculty-led in person research on or off campus, traveling to conferences, museums, shows, archives etc. during the summer are required to be enrolled in summer courses during the time that the activity takes place **OR** be paid as a student temp for that specific activity.

For students, not taking classes over the summer, but would like to conduct in-person research on or off campus, traveling to conferences, museums, shows, archives etc. and are not being paid for these activities, there are two kinds of specific summer courses available to fulfill the enrollment requirement.

**Summer Research Experience:** Students who engage in research or creative activity during the summer under the guidance of a faculty member can register for this course. This is a one-credit hour course which spans the entire summer. The cost is $50.00 with an added $12.00 liability insurance fee. To register, students will need to use special course forms. Please see below the information for undergraduate and graduate students. Please note that this course ***does not count towards your program of study.***

**US 1530 Summer Research Experience: Undergraduate** students need to use the special course form to register for this course. Special Course Forms can be found at the Office of the Registrar’s website [here](https://registrar.appstate.edu/resources/forms). You will need to provide your banner, faculty supervisor’s name and email, Department chair’s name and email, and Dean’s (or designee’s) name and email.

Course information:

* Select “other” for the course type and type in “Summer Research Experience”.
* Select “main campus”. Course prefix: **US,** Course number: **1530,** Credit hours: **1**, Course title: **Summer Research Experience**.
* Select the term (summer I or summer II) the research activity is happening. If the activity happens during both summer I and II, select summer I.
* Specify the start and end dates for the course meeting dates. You can use 8/14/2023 for the end date if you are not sure of the exact date. Students ***must be registered for the course PRIOR to the start date listed on the special course form***.
	+ **For example**, if the start date of the research activity is May 24th, 2023, special course forms must be approved and students must be registered for the course BEFORE May 24th, 2023.

When you collect all the signatures, please return the form to the Dean’s Office or the College Advising Office for further processing.

**GRD 5530 Summer Research Experience:** **Graduate** students can use [this link](https://graduate.appstate.edu/node/3345) to register for the course using the special course form. Or go to the “[Forms](https://graduate.appstate.edu/forms)” tab on the Graduate School website and find “special course form” under Enrollment Forms. You will need to provide your banner, faculty supervisor’s name and email, Department chair’s name and email, and Dean’s (or designee’s) name and email.

Course information:

* Select “other” for the course type and type in “Summer Research Experience”.
* Select “main campus”. Course prefix: **GRD,** Course number: **5530,** Credit hours: **1**, Course title: **Summer Research Experience**.
* Select the term (summer I or summer II) the research activity is happening. If the activity happens during both summer I and II, select summer I.
* Specify the start and end dates for the course meeting dates. You can use 8/14/2023 for the end date if you are not sure of the exact date. Students ***must be registered for the course PRIOR to the start date listed on the special course form***.
	+ **For example**, if the start date of the research activity is May 24th, 2023, special course forms must be approved and students must be registered for the course BEFORE May 24th, 2023.

**Summer Academic Travel Experience:** Students who need to travel for research and creative activities (such as to conferences etc.) during the summer under the guidance of a faculty member can register for this course. This is a 0-credit hour course which does not have any tuition or fees associated with it. To register, students will need to use special course forms and also sign a liability waiver. Please note that ***in order to be reimbursed for university-related travel***, students must be enrolled in courses over the summer or be paid as student temps for work related to the travel. Please see below the information for undergraduate and graduate students. Please note that this course ***does not count towards your program of study.***

***Liability waivers*** need to be requested by supervisors on behalf of their students and should contain specific information for these trips. To request liability waivers, faculty or staff supervisors should contact Jennifer Chrisohon (chrisohonjd@appstate.edu) at the Office of the General Counsel with the information below. In the event, she is out of the office please reach out to Wendy Hildebran (hildebranwl@appstate.edu) for assistance. If you're requesting the waiver to be drafted for multiple trips, please provide information for all of the trips. Supervisors should keep the waivers signed by the students for 5 years. Forms must have wet signatures in order to be valid.

* Name of student
* Dates of the trip
* Where the students are going
* How they are getting there
* The purpose of the trip

**US 3540 Summer Academic Travel Experience: Undergraduate** students need to use special course form to register for this course. Special Course Forms can be found at the Office of the Registrar’s website [here](https://registrar.appstate.edu/resources/forms). You will need to provide your banner, faculty supervisor’s name and email, Department chair’s name and email, and Dean’s (or designee’s) name and email.

Course information:

* Select “other” for the course type and type in “Summer Academic Travel Experience”.
* Select “main campus”. Course prefix: **US,** Course number: **3540,** Credit hours: **0**, Course title: **Summer Academic Travel Experience**.
* Select the term (summer I or summer II) the activity (travel) is happening. If the activity happens during both summer I and II, select summer I.
* Specify the start and end dates for the course meeting dates. You can use 8/14/2023 for the end date if you are not sure of the exact date. Students ***must be registered for the course PRIOR to the start date listed on the special course form***.
	+ **For example**, if the start date of the research activity is May 24th, 2023, special course forms must be approved and students must be registered for the course BEFORE May 24th, 2023.

When you collect all the signatures, please return the form to the Dean’s Office or the College Advising Office for further processing.

**GRD 5540 Summer Academic Travel Experience:** **Graduate** students can use [this link](https://graduate.appstate.edu/node/3345) to register for the course using the special course form. Or go to the “[Forms](https://graduate.appstate.edu/forms)” tab on the Graduate School website and find “special course form” under Enrollment Forms. You will need to provide your banner, faculty supervisor’s name and email, Department chair’s name and email, and Dean’s (or designee’s) name and email.

Course information:

* Select “other” for the course type and type in “Summer Academic Travel Experience”.
* Select “main campus”. Course prefix: **GRD,** Course number: **5540,** Credit hours: **0**, Course title: **Summer Academic Travel Experience**.
* Select the term (summer I or summer II) the activity (travel) is happening. If the activity happens during both summer I and II, select summer I.
* Specify the start and end dates for the course meeting dates. You can use 8/14/2023 for the end date if you are not sure of the exact date. Students ***must be registered for the course PRIOR to the start date listed on the special course form***.
	+ **For example**, if the start date of the research activity is May 24th, 2023, special course forms must be approved and students must be registered for the course BEFORE May 24th, 2023.