

OUE Away Semester Registration Checklist

The Office of Undergraduate Education oversees three (3) of the away semester options, listed below. For each one, there is a *mandatory LMS course* attached to the away semester designation. Students must satisfactorily complete the assignments for this tethering course in order to notate the away semester as complete/met graduation requirement. Questions can be directed to: oue@rpi.edu.

❖ **ILE SELF DESIGN**

Website: <https://the-arch.rpi.edu/semester-away-opportunities/self-design-experience>

Registration

- Select **ILE Self Design**, in SIS (Student Information System) for selected away term
- There are different ILE Self Design pathways—Traditional, Career, Leadership or Sports Management. Review the different options [HERE](#)
- Once you make your selection, complete this [WEB FORM](#)
- The registered course is: **ILEA 4400-01**. You are added to the LMS course by 2nd week of the designated semester.

❖ **ILE STUDY AT ANOTHER INSTITUTION:**

Website: <https://the-arch.rpi.edu/semester-away-opportunities/study-another-us-institution>

- Select **ILE Study at Another Institution**, in SIS (Student Information System) for selected away term
- Complete this [WEB FORM](#)
- The registered course is: **ILEA 4400-08**. Students are added to the LMS course by 2nd week of the designated semester.

Other Important Information:

- ✓ There is no specific list of alternate school options. It is up to students to identify the schools (community colleges/universities) which offer the courses they need. Contact the school/institution directly and follow the steps for non-matriculation. Students should connect directly with the identified college to determine selected courses (make sure to talk with your HUB to determine if the courses will be transferrable back to Rensselaer)
- ✓ Students should plan to follow that college's process for enrollment (be sure to let them know you are seeking non-matriculation enrollment)
- ✓ Depending on when you plan to attend, follow the college's guidelines for applying

❖ ILE RESEARCH:

1) RPI related research (Questions? Contact oue@rpi.edu)

Website: <https://the-arch.rpi.edu/semester-away-opportunities/research>

Registration:

- ✓ Select **ILE Research**, in SIS (Student Information System) for selected away term
- ✓ Complete this [WEB FORM](#)
- ✓ Submit a **letter of support** (offer letter)--verifying the research scope and modality (remote or in-person—can be a combination of both) opportunity (on institution letter head is preferred) sent directly to OUE or can be attached in the web form.
- ✓ Registration is NOT complete until all of these areas have been completed/submitted.
- ✓ The registered course is: **ILEA 4400-05**. Students are added to the LMS course by 2nd week of the designated semester.

For research opportunities with Rensselaer faculty (ILE Research designation), students should connect with RPI faculty directly to learn of opportunities and follow the steps for “RPI Related Research” listed above.

- If a student does secure a research opportunity with RPI faculty, the assignment can be EITHER in person or remote.
- During the away semester research experience, students arrange their work schedules with the sponsoring faculty based on the demands of the project.
- Students can work up to 40 hours each week, during the research assignment. Time sheets are managed by individual departments.
- The Office of Undergraduate Education oversees this option.

Other Important Information (For RPI Related Research):

- ✓ *Letter of Support:* A letter of support from the sponsoring faculty on behalf of the student, should include the following:
 - Length of assignment and rate of pay (minimum wage is the base; can be higher based on available funding)
 - Agreement that assignment/project will be remote
 - Expressed support for the student to submit a final report of research project to Office of Undergraduate Education at the end of the semester
- ✓ *Payment for Experience:* If there is payment attached to this research experience, someone from the academic department must contact The Office of Undergraduate PRIOR to attempting to process any payment. All aforementioned paperwork must be submitted and approved before payment process can begin. An EPAF must be submitted and approved by OUE.
- ✓ *URP and Arch Away Semester:* Students are NOT permitted to participate in URP during the away semester. No Exceptions.
- ✓ *Credit:* There is no academic credit that can be granted for the research experience during the away semester.

❖ NON-RPI Related Research (Questions? Contact co-op@rpi.edu)

This is for research experiences that are not in collaboration with RPI faculty and will be conducted a national or regional lab/medical facility, or another institution (domestic or abroad). Contact Center for Career and Professional Development (CCPD) directly for next steps.

Website: <https://the-arch.rpi.edu/semester-away-opportunities/research>