



California Institute of Integral Studies

REGISTRATION FORM FOR "SUPERVISED CLINICAL PRACTICUM: INDIVIDUAL" OR "PRE/POST-PRACTICUM"

This form is to be used by students in the MA in Counseling Psychology program wanting to register for "Supervised Clinical Practicum: Individual" or for "Pre/Post-Practicum". Submit after obtaining all signatures.

Submit to registrar@ciis.edu as an attachment to an email sent from your CIIS student email account. For assistance, contact registrar@ciis.edu or 415-575-6127; or mcpfieldplacement@ciis.edu or 415-575-6117.

Student Use: Name and Address: *(please print legibly)*

_____ CIIS ID Number: _____
 _____ E-mail Address: _____
 _____ Phone: _____

Registration Semester: Fall Spring Summer Year: _____

- I understand that I cannot start at my training site this semester before this registration form is processed and the CIIS Field Placement Office has a *Supervised Fieldwork Agreement* on file signed by my site supervisor, clinic director, and academic advisor. If the *Agreement* is not on file by the end of the semester I will be given an "NP" [No Pass] grade, regardless of my performance, and must re-register and re-pay for another semester of practicum.**

I am registering for:

Pre/Post-Practicum

Supervised Clinical Practicum: Individual

CIIS Supervisor Name: _____
The supervisor must be one from a list provided by the academic program.

Training Site: _____

Is this site a school (K-12) that does *not* offer summer practicum placement? Yes No
If yes, I will be registered in a three-unit practicum; if no, a two-unit practicum.

- I have read the policies in the *CIIS Catalog*, my program's handbook, and on the back of this form, and acknowledge that I am responsible for paying all my tuition and fee charges, regardless of the status my financial aid, scholarships, or other support.

Student Signature: _____ Date: _____

Practicum Supervisor Use: [NOT REQUIRED IF REGISTERING FOR PRE/POST-PRACTICUM]

I agree to provide 17 weekly face-to-face individual supervision meetings with the student above. My compensation is to be sent to: *(check one)*

- Me.
 The training site listed above; I will submit a W9 form for this site.
 This supervision is part of my normal workload, so I expect no compensation.

Practicum Supervisor Signature: _____ Date: _____

Academic Program Use:

The student is eligible for the practicum and the option the student indicated above is correct.

Coordinator Use:

Has supervisor been approved? Yes No

Program Chair Signature: _____ Date: _____

Field Placement Use:

Either a *Supervised Fieldwork Agreement* is on file or the student has been informed of the consequences of not submitting one.

Field Placement Office Signature: _____ Date: _____

REGISTRAR'S OFFICE USE ONLY :			
DATE FORM	DATE	DATE	DATE
RECEIVED: _____	REGISTERED: _____	BY: _____	PAID: _____

REG: 9/17/20

Enrollment Maximums

<u>Student's School</u>	<u>Fall</u>	<u>Spring</u>	<u>Summer</u>	<u>Approver of Exception ("Overload Registration")*</u>
Undergraduate Studies	16 units	16 units	16 units	Academic Advisor
ACTCM at CIIS	24 units	24 units	24 units	Academic Advisor
Professional Psychology and Health	13 units	13 units	10 units	Academic Advisor
Consciousness and Transformation	13 units	13 units	10 units	Academic Advisor or Dept/Program Chair

* International students must also obtain written approval from the International Student Advisor.

These are school maximums; programs may have lower ones; consult your program handbook; non-compliance may result in administratively withdrawal from the semester.

Registering After the Late Registration Deadline

Registering after the Late Registration Deadline generates the Late Registration Fee charge. It's not charged if you've registered for any courses before the deadline; if you're only auditing; or if it's your first semester in the program. See the academic calendar for the deadline. See the Catalog for the fee rate.

Registering After the Add Deadline

All registration transactions must be conducted by the Add/Drop Deadline (including for courses that begin after the deadline). If serious extenuating circumstances occur, you may write an appeal to this policy to your department/program chair explaining why an exception is warranted, the circumstances which caused the deadline to be missed, and the steps you'll take to avoid missing it in the future. Include, if appropriate, supporting documentation such as a letter from a physician. If the chair approves, submit to the Registrar's Office a hard-copy registration form signed by the instructor and the chair and attach the appeal. The Business Office must confirm receipt of the course's tuition before the registration will be processed. Online payment won't be possible; instead contact businessoffice@ciis.edu or 415-575-6132 and request a credit card payment authorization form.

Payment

Tuition and fees are charged within 24 hours after registration and are due then. A Late Payment Fee is charged to students who have a balance the day after the Add/Drop Deadline (financial aid recipients are exempt). CIIS accepts cash; check or money orders made out to CIIS; or VISA and Master Card, which can be paid online by logging into <https://my.ciis.edu> and going to the eBiz tab. (It is not possible to pay online for courses registered for after the Add/Drop deadline – see the policy above.) Financial aid recipients should only pay the amount their aid will not cover. CIIS offers a Deferred Payment Plan which divides the balance into three equal installments (two in summer). A fee is charged for this service. See the academic calendar for installment payment deadlines. The Late Payment Fee is charged for each installment not paid on time.

Drop, Withdrawal, and Administrative Withdrawal

- **Drop = Withdrawing from a class before the Add/Drop Deadline.**

A drop transaction must be conducted online through MyCIIS or by submitting a *Registration Form* to the Registrar's Office. Notification of a drop, written or otherwise, to the instructor, program staff, or any other CIIS office is insufficient. A drop will result in a 100% reversal of the class' tuition charge. The deadline to drop is the Add/Drop Deadline, even for courses which begin after the Add/Drop Deadline.

- **Withdrawal = Withdrawing from a class after the Add/Drop Deadline**

To withdraw, submit a *Registration Form* to the Registrar's Office, signed by the instructor. The official date of withdrawal is the date this form is received by the Registrar's Office. The Registrar's Office does not accept withdrawal requests after the last day of the class. A "W" grade is assigned, and is *not* considered to be an unsatisfactory grade for CIIS' academic probation purposes. It may have implications for financial aid.

- **Administrative Withdrawal**

CIIS reserves the right to administratively withdraw a student from a course who fails to do any of the following:

- Meet their financial obligations with the Institute
- Meet their course prerequisites
- Attend the course
- Adhere to academic or administrative policies

An "AW" [Administrative Withdrawal] grade is assigned, which is classified as unsatisfactory. See the Academic Probation policies in the Academic Policies section of the Catalog.