

Registering for Research Units

The first step to obtaining credit for a research experience is **Securing a Research Mentor** (see MCB website).

Once students have secured a research mentor, they should meet with him or her to **discuss any specific criteria** that will be required of them, such as carrying out certain lab techniques, attending lab meetings, maintaining a lab notebook, presenting, writing a summary of the research, etc.

Such **criteria should be listed on the Registration form** below so there is an understanding of the grading process for the student. Students are expected to work a total of 45 hours for every 1 unit of credit (approximately 3 hours per week per credit during a regular 15-week semester). Any questions regarding the requirements for the research experience can be directed to Kara Dyson at kdyson@email.arizona.edu or Justin Schneider at jmschnei@email.arizona.edu.

The deadline for submission for the Spring 2023 semester is Thursday, February 2, 2023. The deadline for any Winter 2022 course is December 13, 2022.

Which Course Number Should Students Register for?

The project advisor and the student should work together to decide the course type and number is the most appropriate for the research experience based off the [MCB Research Guidelines](#). The chart below lists the different types of credit available. Due to students' need for upper division units for graduation, freshmen and sophomore students are allowed to register for 300-level courses.

Course Number	Course Title	Grading System	Info
MCB 199, 299, 399, 499	Independent Study	S, P, F	Variable from 1-5 units each semester. Students may register for Independent Study an unlimited number of times. See research guidelines on the MCB website.
MCB 392, 492	Directed Research	A, B, C, D, E	Variable from 1-6 units each semester. Students may register for a maximum of 12 directed research units (392 and 492). See research guidelines on the MCB website.
MCB 199H, 299H, 399H, 499H	Honors Independent Study	A, B, C, D, E	Variable from 1-5 units each semester. Students may register for Honors Independent Study an unlimited number of times. See research guidelines on the MCB website.

For Students Interested in Doing a Non-Lab-Based Independent Study Experience

Some students may want to receive credit for MCB-related experiences which are not lab-based, such as writing a literature review, assisting a professor in designing curriculum for a course, or other projects. For these situations, please contact Kara Dyson at kdyson@email.arizona.edu or Justin Schneider at jmschnei@email.arizona.edu.

How Does the Instructor Report the Student's Grade?

At the end of the semester, instructors must use the Instructor Center on UAccess to report their students' grades.

APPROVAL FOR UNDERGRADUATE RESEARCH FORM

Please complete and return this form and return by email to kdyson@email.arizona.edu. This form is for departmental records and used to add the student to the specific research units.

Students who submit this form by the posted deadline will have the research credits added to their schedule by the MCB department. When the units have been added to your schedule you will receive an email confirmation. Processing time for adding research is 3-5 business days.

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Students submitting this form after the posted deadline may be required to pay late fees, additionally completing a Change of Schedule form, and/or other consequences. Please contact Kara directly if you are submitting this form after the deadline for further instruction.

This is a fillable PDF. Please download, save, and fill out electronically. Be sure to fill out each section and provide full details, incomplete forms will not be processed.

REGISTRATION INFORMATION

Student Name: _____ **Student ID #:** _____

Student Phone #: _____ **Student E-mail:** _____

Student Major(s): _____

Class (select): ☐ **Course Number (select):** ☐ *Consult the Research Guidelines to determine the correct course number.*

Number of Units: _____ [Note: The U of A and the Board of Regents require a minimum of 45 hours of course work for each unit of credit awarded; approximately 3 hours per week should be worked for each unit of credit in a 16-week semester]

Semester (select): _____ **Year:** _____

PROJECT INFORMATION & REQUIREMENTS

Faculty Member's Name: _____ **Faculty Member's Phone #:** _____

Home Department of Faculty Member: _____

Title of Project: _____

Description/summary of project: _____

Hours per week student will spend on project: _____ **Project Advisor/Student contact hours per week:** _____

Date(s) for mid-semester evaluation of student performance: _____ [Note: At least one mid-semester evaluation should be done before the drop deadline]

If appropriate, name of another person who will help supervise the student: _____

Will the student be required to attend lab meetings? ☐ Yes ☐ No

Will the student be required to maintain a laboratory notebook? ☐ Yes ☐ No

Techniques the student will learn and utilize as part of this research project (list):

Tangible products the student will submit as part of this research project, such as papers, posters, data, Power Point presentations, stocks, strains, etc. See [MCB Research Guidelines](#) for more information (list):

Additional requirements for this research project (list):

The University of Arizona would like to ensure that research experiences for undergraduates continue to be of high quality, reflecting the true nature of the directed or independent research agreed upon. In order to define the research experience for both the student and the project advisor, detailed information regarding the research project is necessary. **This Approval Form should be as specific as possible so that both the project advisor and student are aware of the expectations for the project, as well as what criteria will be used to award a grade.** The full listing of University of Arizona Policies for Independent Study is available in the current Academic Catalog.

REQUIRED SIGNATURES:

The student's grade for this course is based upon the student's completion and performance of the criteria listed in the Project Information & Requirements section above.

Project Advisor/Faculty Member _____ DATE _____

Student _____ DATE _____

MCB Academic Advisor _____ DATE _____