BIOLOGY
RESEARCH ENROLLMENT CHECKLIST

Please use the following checklist to assist you with enrolling into a UCR research course.

- ☐ 1. Visit the Undergraduate Research Portal at https://ugr.ucr.edu/research/portal for open research positions.

- ☐ 2. Obtain approval from the faculty researcher whose lab you plan to work in.

- ☐ 3. Discuss time commitment, grading, and faculty expectations with the faculty researcher.

- ☐ 4. Identify the appropriate research course you will enroll into.

- ☐ 5. For CNAS courses, contact the appropriate Enrollment Manager in the CNAS Enrollment Management Center (http://cnasemc.ucr.edu/) for enrollment assistance.
  For non-CNAS courses, work with the faculty researcher for enrollment assistance.

- ☐ 6. Check R'Web to confirm your enrollment in the appropriate research course.

Please see the Biology Research Enrollment Guide below for more details and tips to help you complete the steps above.

The following guide was developed to assist you in earning academic credit for your work in a UCR research lab. You may earn 1 unit for every 3 hours worked in the research lab per week.

Enrolling Into a Research Course for Academic Credit

1. **Identify the research course you will enroll into**
   - With assistance from the faculty researcher, identify the research course most appropriate for you to enroll into. You should also establish an agreement regarding the number of units you will earn, grading criteria and faculty expectations. Most faculty are assigned research courses under their home department. For assistance in identifying which research courses are available to your research faculty, they should contact their home department.
2. **For CNAS courses, contact a CNAS Enrollment Manager for enrollment assistance**
   - Once you've obtained faculty approval, you will need to contact the appropriate enrollment manager in the CNAS Enrollment Management Center (http://cnasemc.ucr.edu/) for enrollment assistance with CNAS Research courses.
3. **Confirm your enrollment**
   - Log-on to R'Web to confirm you are enrolled in the appropriate research course.
4. **Entomology research**
   - If you are enrolling into an Entomology research course, you must first complete a Request for Entomology Research form (https://entomology.ucr.edu/undergradute-programs-entomology) and submit the form to your academic advisor in order to be enrolled into the course.

Applying Research Units to Your Biology Degree (OPTIONAL)

1. **Elective credit**
   - By enrolling into a research course you will receive general elective credit toward your undergraduate degree.
2. **Biology research**
   - Biology research courses (BIOL 194, BIOL 197 and BIOL 199) will automatically apply to the Related area of the degree. No action is required on the part of the student, faculty or advisor.
3. **Other research**
   - "Outside research" (research with non-Biology faculty) does not apply to the Related area of the degree (i.e. ENTM197 or 199, BCH197 or 199, CBNS197 or 199, etc.).
   - You may petition the Biology Lead Faculty Advisor to apply "outside research" to the Related area of the Biology degree by submitting a Research Request Form (provided by your academic advisor).
   - Once you have met with your academic advisor, you will complete the "Research Objectives" and "Statement of Work to be Performed by the Student" sections of the Research Request Form. You will then forward the form via R'mail to the faculty researcher.
   - The faculty researcher will complete the "Criteria for Evaluation" section of the form and forward the completed form via R'mail directly to your academic advisor.
   - Once your request is reviewed, your academic advisor will notify you of the petition outcome.