

Electronic Registration for Winter Term 2018

1. Registration begins AFTER you have met with a sponsor and agreed on your participation in a *Group Project* or the design of your *Individual Project*.
DO NOT WAIT to start this process on Dec. 1.
2. Got your project all figured out? NOW go to studyaway.oberlin.edu, and click on “Winter Term Project Registration” in the left hand navigation bar.
- From the main Winter Term Project Registration page, you will see two categories of projects; *Group* or *Individual*. Each category will list the three types of projects underneath it.
 - From there you can click on the type of project you would like to do, and you will find more information about the project inside each link.
 - In rare cases, the Sponsor for your *Group Project* will provide you with a link that takes you directly to the online registration page for that specific project.
- **Most Importantly**, the entire registration process for any type of Winter Term Project will be organized directly through the studyaway.oberlin.edu portal.

Group Projects	Individual Projects
<ul style="list-style-type: none"> • Find your project from the groups listed (<i>International, Off-Campus Domestic, or On-Campus Domestic</i>). • Click “Apply Now” and complete the application for your project. • Can’t find it? Email Mike Rainaldi in the Study Away Office (mrainald@oberlin.edu). • You will receive an email after you have been “accepted” into the project. • Then you can log back into the system and “commit” to the project. 	<p>* From the Winter Term Registration landing page, click on the type of <i>Individual</i> project you would like to do (<i>International, Off-Campus Domestic, or On-Campus Domestic</i>).</p> <p>On the next screen, you can click “Apply Now,” Then you will see instructions for completing your registration. Most importantly, you’ll need to outline your project proposal, following these steps:</p> <ol style="list-style-type: none"> 1. Fill out the Project Proposal and PRINT it out...on PAPER! 2. Take it to your Sponsor for their signature, then scan and upload the signed proposal to your application. 3. Send your Sponsor a “Sponsorship Request” through the online portal. <p>Once you have completed all tasks inside the registration portal, and your sponsor has physically and electronically signed off, press SUBMIT.</p>

Sponsors of Individual Projects:

1. Help the student design a project that is likely to have a real impact on them and is achievable in the time allotted. It is always good to ask them how they plan to manage their 6 hours a day commitment to a full project. Make sure you will have what you need to decide if credit was earned at the end of the month.
2. Sign the student's Project Description and make a copy for yourself (or ask the student to email you the scanned version).
3. After you have discussed the proposal with your student and signed the printed application, you will receive an automatically generated email asking you to confirm your sponsorship. Log into the system and answer: yes or no.

Sponsors of Group Projects:

Please get in touch with Mike Rainaldi (mrainald@oberlin.edu) if you have not done so already.

Please encourage students to start this process early.