HOW TO FILL OUT AN UNDERGRADUATE REGISTATION AGREEMENT for POS 3940

1. **All elements must be completed in Adobe Acrobat to allow for proper digital signatures.**
2. **Add your name, PID, major, UCF email address, and phone number to the top of the form.**
3. **Complete the Term (Fall, Spring, or Summer), year, and today's date on the next set of lines.**
4. **Add POS to the Prefix before the 3940, bold the 3940, and insert the number of credits you want to enroll, all on the same row.**
5. **Assignment 1: Add "Hours Log", Due Date <Last Day of the Semester>, and % of grade "80"**
6. **Assignment 2: Add "Activities Log", Due Date <Last Day of the Semester>, and % of grade "20"**
7. **Briefly describe the nature of your work at your location. (This is usually found in the acceptance e-mail from the location.)**
8. **Complete the Address of Work Site line**
9. **Digitally sign and date the form.**

Once completed, add the form to the Internship Request Microsoft Teams Form.