# **Online Learning Contract Manager**

### **Student instructions**

- 1. Sign in with your onyen and password at https://olcm.oasis.unc.edu
- 2. To create a new learning contract submission, click '+Add Contract.'



3. Confirm you have either met with the Independent Study instructor or are currently meeting with the instructor.

Students must complete this application either while, or after meeting with the Independent Study instructor. Selecting the 'Continue' button below indicates that you have read and understood this requirement.



4. If more than one term is open for submissions, select the correct term, and click 'Continue.'

# Please select the term for your contract:



5. Select a unit:



6. Select an instructor:

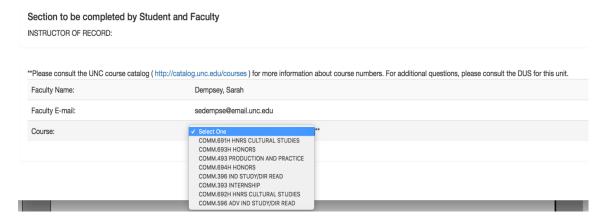
Section to be completed by Student and Faculty INSTRUCTOR OF RECORD:



If the instructor is not found in the initial select box, click the 'check if instructor is not on the list' box. Clicking this checkbox will load all CAS faculty as select options. If the primary instructor is a graduate student, you may need to search by email address, as shown below.

Unit Co	ommunication	<b>‡</b>	All CAS Faculty: Select an instructor	<b>‡</b>	If the instructor is not found in address as listed at http://dire	n the list of all CAS faculty, enter the UNC email ectory.unc.edu.  Search

7. Once the primary instructor is selected, select the course and enter the desired number of credit hours.

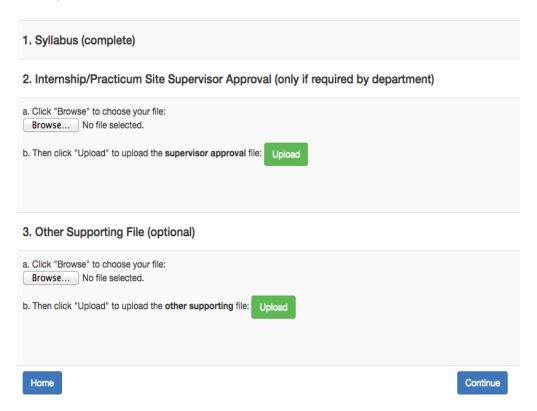


8. Course Requirements: Either upload a supplemental syllabus that addresses course requirements listed in A-F, or enter responses to items A-F directly in OLCM. To enter requirements directly in OLCM, select the 'No file to upload, information will be entered below.' checkbox.



9. If you have a Internship/Practicum Site Supervisor Approval, or Other supporting document to add to your application, it may be added on the 'Other Uploads' page shown below.

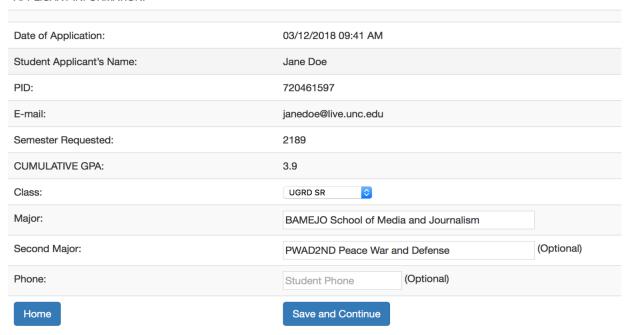
#### Other Uploads



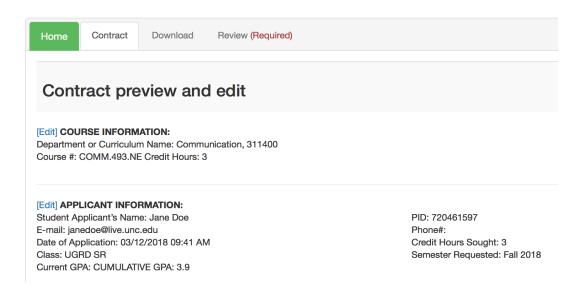
10. Confirm directory information, enter GPA, and click 'Save and Continue.'

### Section to be completed by Student

APPLICANT INFORMATION:



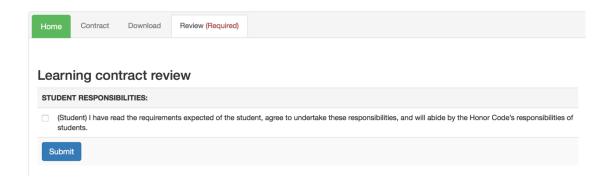
- 11. The Approval page has three tabs: Contract, Download, and Review.
- a. Contract: 'Edit' links are displayed by each contract section. Clicking 'Edit' allows you to edit the associated contract section.



b. Download: This section allows you to download all documents associated with the contract. To save a copy of these documents, click 'Download.'



c. Review: Once student approval is submitted, a message will be sent to the associated faculty member to indicate that the contract is ready for instructor review.



12. After submitting your final approval, click <u>Logout</u> in the top right corner.

Logout

## Please note the following:

- After submitting approval, the contract will be read-only unless the contract is referred back to you for updates by the instructor or the Independent Study Coordinator. An automated message will be sent to you in the case where the contract is referred back to you for updates.
- After you approve the contract, an automated notification will be sent to the instructor and a confirmation message will be sent to you.
- When the final approval decision is made by the Independent Study Coordinator (or other authorized approver), a notification will be sent to you and the instructor.
- Please contact the instructor or the Independent Study Coordinator directly if your contract is not reviewed in a timely manner.

If you have questions, or would like to request help using the application, please send an email to help-appsdev@unc.edu.