

# 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.'

+ 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.**

Continue

4. Confirm directory information and click 'Save and Continue.'

### Section to be completed by Student

#### APPLICANT INFORMATION:

Date of Application:	10/20/2017 12:29 PM
Student Applicant's Name:	<input type="text" value="Rogers"/>
PID:	72046
E-mail:	<input type="text" value="._@live.unc.edu"/>
Semester Requested:	Spring 2018 (Open through 12/31/2017)
CUMULATIVE GPA:	3.66
Class:	<input type="text" value="UGRD SR"/>
Major:	<input type="text" value="BAMEJO School of Media and Journalism"/>
Second Major:	<input type="text" value="PWAD2ND Peace War and Defense"/> (Optional)
Phone:	<input type="text" value="Student Phone"/> (Optional)

Home

Save and Continue

5. Select a unit.

### Section to be completed by Student and Faculty

#### INSTRUCTOR OF RECORD:

Unit

## 6. Select an instructor.

### Section to be completed by Student and Faculty

INSTRUCTOR OF RECORD:

The screenshot shows a form with a 'Unit' dropdown set to 'Communication'. The 'Unit Faculty:' dropdown is open, showing a list of names: 'Select an instructor', 'Acosta, Michael', 'Alexander craft, Renee', 'Allen, Robert', and 'Balkema, Vasil'. To the right, there is a checkbox labeled 'Check if instructor is not on the list - Use with caution. All CAS Faculty will be loaded into the Faculty dropdown.'

7. if the instructor is not found in the initial select box, click the 'check if instructor is not on the list' box to 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.

The screenshot shows the 'Unit' dropdown set to 'Communication'. The 'All CAS Faculty:' dropdown is set to 'Select an instructor'. To the right, there is a checkbox labeled 'If the instructor is not found in the list of all CAS faculty, enter the UNC email address as listed at <http://directory.unc.edu>'. Below this, there is a text input field for 'UNC email address' and a 'Search' button.

8. Once the primary instructor is selected, enter the course subject code, catalog number, and credit hours.

\*\*Please consult the UNC course catalog (<http://catalog.unc.edu/courses>) for more information about course numbers. For additional questions, please consult the DUS for this unit.

Faculty Name:	Aguilar, Alain
Faculty E-mail:	alaguila@email.unc.edu
Course Subject:	Subject **
Catalog Nbr:	Catalog Num **
Credit Hours Sought:	Credit Hours Sought **

[Home](#) [Save and Continue](#)

9. Upload a supplemental syllabus addressing all course requirements as stated in A-F. Alternately, proposals for addressing requirements A-F may be entered in a series of text areas. To enter responses directly in OLCM, select the 'No file to upload, information will be entered below.' checkbox.

**COURSE REQUIREMENTS**

This is considered a contract between the instructor (advisor/sponsor) and the student. Deviations from this contract should be updated and documented to the extent possible by the instructor and student. Students are expected to devote at least three hours of independent work per week for each unit of credit (e.g., 9 hours per week if 3 credit hours). Students may upload a supplemental syllabus file that addresses proposed independent study requirements in these six areas:

- A) Meeting requirements with the instructor (e.g., individual meetings, lab meetings, etc.). Include day/time of weekly or bi-weekly meetings.
- B) Reading assignments (and due dates, if relevant):
- C) Written assignments (page requirements/limits and due dates, if relevant):
- D) Other assignments (please describe):
- E) Assessment (e.g., % of course grade based on each requirement) including final examination (or alternate format):
- F) Other information

Alternately, students may enter these requirements individually in the OLCM web application.

Please select one:  Upload supplemental syllabus file  No file to upload, information will be entered below.

1. Click "Choose File" to choose your file:  
 No file selected.

2. Then click "Upload" to upload the file:

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

### Other Uploads

**1. Syllabus (complete)**

**2. Internship/Practicum Site Supervisor Approval (only if required by department)**

a. Click "Browse" to choose your file:  
 No file selected.

b. Then click "Upload" to upload the **supervisor approval** file:

**3. Other Supporting File (optional)**

a. Click "Browse" to choose your file:  
 No file selected.

b. Then click "Upload" to upload the **other supporting** file:

11. Approval Page: After clicking 'Continue,' the Approval page is shown. This page has three sections.

a. View and Edit Contract (first): This section displays the contract data. 'Edit' links will be displayed by each section. Clicking 'Edit' will allow you to edit that section of the contract.

▼ View and Edit Contract

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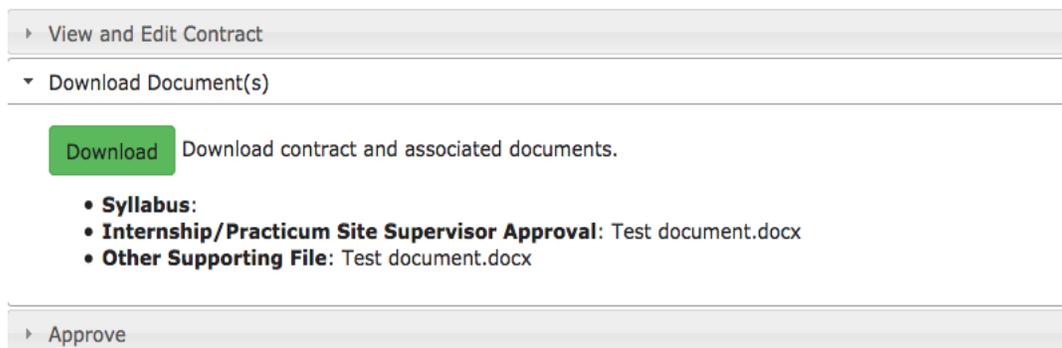
[\[Edit\]](#) **COURSE INFORMATION:**  
Department or Curriculum Name: Political Science, 316300  
Course #: POLI.196.NE Credit Hours: 1.0

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[\[Edit\]](#) **APPLICANT INFORMATION:**

Student Applicant's Name: Harrison	PID: 73001
E-mail: @email.unc.edu	Phone#: (919) 843-
Date of Application: 10/16/2017 02:57 PM	Credit Hours Sought: 1.0
Class: UGRD JR	Semester Requested: Spring 2018

b. Download Document(s) (second): This section allows you to download the contract as a .pdf, in addition to one or more documents any supporting documents uploaded by the student. To save a copy of these documents, click 'Download.'



▸ View and Edit Contract

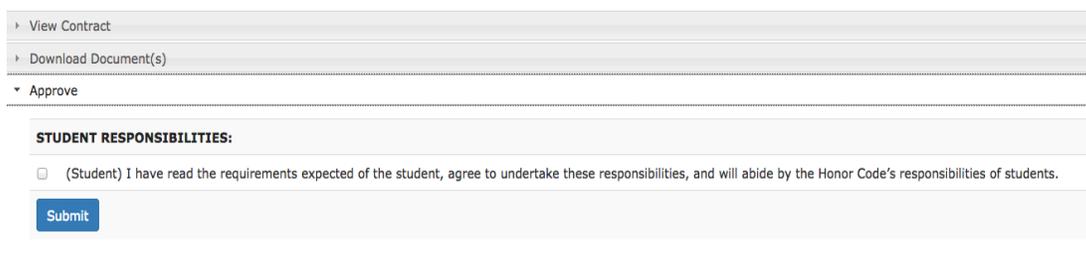
▾ Download Document(s)

**Download** Download contract and associated documents.

- **Syllabus:**
- **Internship/Practicum Site Supervisor Approval:** Test document.docx
- **Other Supporting File:** Test document.docx

▸ Approve

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



▸ View Contract

▸ Download Document(s)

▾ Approve

**STUDENT RESPONSIBILITIES:**

(Student) I have read the requirements expected of the student, agree to undertake these responsibilities, and will abide by the Honor Code's responsibilities of students.

**Submit**

12. After submitting your final approval, click Logout in the top right corner.



Logout

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