Registration Check List for EPSY 390:

Before coming into the PIE Center:

☐ PASS the pre-requisite EPSY 200 course

☐ REGISTER for your other classes

- You should plan to leave at least 8-12 hours a week where you can enter a school to complete your hours between (7:30am-3pm)
- We usually recommend having a good ‘chunk’ of time for each visit (4+ hours) to allow you to actively participate in the class and get the most out of your experience.

☐ THINK about what grade level or population you’d like to work with:

- Mainstream classroom, special education classroom, ESL students?
  o If you want to work with elementary students; 1st grade, 5th grade...?
  o Older students: What subject? History, Math, Art...? Alternative learning or vocational schools?

- Also think of your skills and where you would be the most productive and helpful for the teacher.

NOW, COME SEE US IN THE PIE CENTER!!

• To be placed in an Albany City school:
  ☐ Pick up and fill out a background check form
  ☐ Bring it back to PIE to send into the Volunteer Coordinator. You will then receive a permission number to register.

• To be placed at a site other than an Albany City school:
  ☐ Pick up an application, discuss different sites available and receive a contact from PIE.
  ☐ Reach out to the site supervisor to set up a meeting and have the supervisor sign off on your application.
  ☐ Once it is returned to PIE, you will receive a permission number to register.
If this is your first semester taking EPSY 390:

☐ Register for 3 credits (required!). This class is automatically set for 1 credit, you will need to use the drop down bar when registering to change the credits.

☐ Sign up for the mandatory orientation through Doodle. If the times don’t fit your schedule, contact PIE to schedule an individual orientation session.

**Please Note:**

- It takes 2-3 weeks for the background check to process for Albany City Schools.
- *If you register during the first week of the semester, your choices for placements are limited.*
- After your background check is cleared, the Volunteer Coordinator at Albany will email you the information for your placement site and supervisor, you should contact the supervisor to set up an initial meeting.
- At this initial meeting you will want to complete the EPSY Application sheet with contact information and a supervisor’s signature. **BRING THE SIGNED EPSY 390 APPLICATION BACK TO THE PIE CENTER!** This is a requirement to document your participation in the course, without this form we cannot give you a satisfactory grade.