

Process for ELOC Compensation

1. Instructor will provide a "Faculty Record of Intent to Provide Experiential Learning Opportunity Supervision" form at the beginning of the term. Forms are available at <http://web.pacific.edu/x4926.xml>. Forms must be submitted by the last add/drop date in the semester. (Dates are listed in the table below). Late forms will not be accepted without special arrangements.
2. Separate Intent Forms must be filled out for each CRN #, and must be complete, with signatures from your Dean or Assistant Dean.
3. Intent Forms are then sent to Jill Perrapato at the Center for Community Involvement (CCI) via campus mail. Budget approval is filed at this time to speed up the payment process for the end of each term.
4. After grades are assigned, please print them out and provide a copy to Jill Perrapato @ CCI.
5. Once grades are verified in Banner, a payment voucher is created. It is sent to the Assistant Provost's office for signatures. Vouchers are then forwarded to payroll for payment.
6. From the time the voucher is generated, it takes between 2-4 weeks for a check to be issued.

| Term | Intent Form Due | Grades Due |
|-----------------|----------------------------|----------------------------|
| Summer I 2009 | Tuesday, August 11, 2009 | Friday, September 11, 2009 |
| Summer II 2009 | Tuesday, August 11, 2009 | Friday, September 11, 2009 |
| Summer III 2009 | Tuesday, August 11, 2009 | Friday, September 11, 2009 |
| Fall 2009 | Friday, September 18, 2009 | Friday, January 08, 2010 |
| Spring 2010 | Monday, February 08, 2010 | Friday, May 28, 2010 |
| Summer I 2010 | Tuesday, August 3, 2010 | Friday, September 3, 2010 |
| Summer II 2010 | Tuesday, August 3, 2010 | Friday, September 3, 2010 |
| Summer III 2010 | Tuesday, August 3, 2010 | Friday, September 3, 2010 |