



## Chicago Urban Life Form

Please return the completed checklist to the College Services Counter  
1<sup>st</sup> floor, Christy Administration Building; Fax 620-229-6245

### Personal Information *(please print)*

Name: \_\_\_\_\_

SC ID: \_\_\_\_\_

**CHECKLIST** *(to be completed by November 1 for Spring experiences and April 1 for fall and summer experiences.)*

- € Download application and appropriate attachments.
- € Contact the Chicago Center for Urban Life and Culture Campus Liaison to discuss your plans for internship and study. In this conversation, discuss and receive approval for Southwestern College coursework substitutions.
- € Make an appointment with College Services to discuss charges for your chosen program.
- € Make an appointment with the Office of Financial Aid to discuss options for financing the program.
- € Obtain appropriate approvals and signatures.
- € Provide the registrar with a copy of the approved coursework substitutions and enroll in LAS 396 – Chicago Center for Urban Life and Culture for the correct number of hours.
- € Submit completed application to Chicago Urban Life Center

### Agreement of Participation

Students wishing to participate in the Chicago Center for Urban Life and Culture internship programs agree to pay all charges assessed to Southwestern College by the program including tuition and a program fee.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

### Approvals/Signatures

Chicago Center Campus Liaison: \_\_\_\_\_

College Services: \_\_\_\_\_

Financial Aid: \_\_\_\_\_

Registrar: \_\_\_\_\_

Additional resource: <http://www.sckans.edu/student-services/builders-abroad/domestic-travel/>