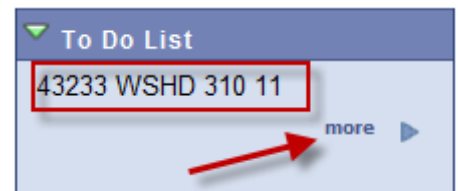


Completing the Field Trip Authorization

Students going on class field trips will submit their “HSU Release of Liability” waiver inside their Student Center. Completing this process is mandatory for any student going on a class field trip.

A student who is under the age of 18 must complete and have his/her legal guardian sign the paper field trip authorization form. The under 18 form can be downloaded at <http://humboldt.edu/studentcenter>. The completed form must be returned to the sponsoring academic department prior to departure.

1. Log into your Student Center | <http://humboldt.edu/studentcenter>
2. Look at your “To Do List.” If there is a field trip listed it will look something like this: (43233 WSHD 310 11)
***Note: The item includes course #, subject, catalog #, and section**
3. Select “More” to view all to do list items.



4. Select the “To Do Item” to view the details.

To Do List			
Item List			
To Do Item	Due Date	Institution	Administrative Function
43233 WSHD 310 11	12/17/2010	Humboldt State University	General

go to ... >>

5. The details of your field trip will appear. Just below the field trip details will be the navigation link to complete the necessary waiver form.

43233 WSHD 310 11

Contact

Academic Institution: Humboldt State University
Administrative Function: General

Description

Activity(s): Discharge Measurement and water quality
 Activity Date(s) and Time(s): September 15, 2010 14:00-17:00
 Location(s): Luffenholz Beach, CA

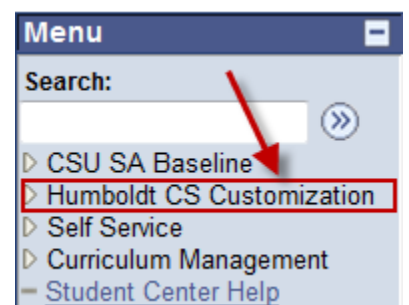
To sign the Necessary Waiver form, navigate the this page -
 Humboldt CS Customization > HUM - Records & Enrollment > Field Trip Authorization > Authorize Field Trips

Return

The details of the field trip will appear here.

6. Follow this navigation very carefully from your Student Center Main Menu:

Humboldt CS Customization > HUM – Records & Enrollment > Field Trip Authorization > Authorize Field Trips



7. Select the Search Button
(This is required)

Authorize Field Trips

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by: Checklist Code ▼ begins with

Search

[Advanced Search](#)

8. The HSU Release of Liability waiver form will appear.
 - a. A list of all field trips for the class
 - b. The Release of Liability Waiver
 - c. The confirmation checkbox (This must be checked in order to complete the process).
9. Save the page.
10. To return to your Student Center, select the home link located at the top of your screen.
11. The process is complete. The "To Do List Item" has now been removed for the class.

Authorize Field Trips

ID:	Activity(s)	To sign the Necessary Waiver form, navigate the this page - Humboldt CS Customization > HUM - Records & Enrollment > Field Trip Authorization > Authorize Field Trips
1 43233 WSHD 310 11	Discharge Measurement and water quality Activity Date(s) and Time(s): September 15, 2010 14:00-17:00 Location(s): Luffenholz Beach, CA	A
2 43233 WSHD 310 11	River survey Activity Date(s) and Time(s): October 27, 2010 14:00 - 17:00 Location(s): Jacoby Creek Forest	
3 43233 WSHD 310 11	Roads Activity Date(s) and Time(s): December 1, 2010 14:00-17:00 Location(s): Luffenholz watershed, CA	

RELEASE OF LIABILITY, PROMISE NOT TO SUE, ASSUMPTION OF RISK AND AGREEMENT TO PAY CLAIMS

In consideration for being allowed to participate in this Activity, on behalf of myself and my next of kin, heirs and representatives, I release from all liability and promise not to sue the State of California, the Trustees of The California State University, California State University, Humboldt State University and their employees, officers, directors, volunteers and agents (collectively "University") from any and all claims, including claims of the University's negligence, resulting in any physical or psychological injury (including paralysis and death), illness, damages, or economic or emotional loss I may suffer because of my participation in this Activity, including travel to, from and during the Activity.

I am voluntarily participating in this Activity. I am aware of the risks associated with traveling to/from and participating in this Activity, which include but are not limited to physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and/or death. I understand that these injuries or outcomes may arise from my own or other's actions, inaction, or negligence, conditions related to the activity, or other factors, including but not limited to, all related risks, both known or unknown to me, of my participation in this Activity, including travel to, from and during the Activity.

I agree to hold the University harmless from any and all claims, including travel to, from and during the Activity, if the University is not responsible for any costs incurred as a result of such treatment.

I am 18 years or older. I understand the legal consequences of assuming all risks of participating in this Activity, including travel to, from and during the Activity.

I understand that this document is written to be as broad and inclusive as possible and I agree to be bound by the remaining terms.

I have read this document, and I am signing it freely. No other representations concerning this document are being made.

PLEASE NOTE: If you are under the age of 18, you must get additional approval from your parents or other legal guardian. You must sign the form and return it to the sponsoring academic department. (e.g. Geography)

I have read and accept the above conditions

Save
Return to Search
Refresh

All field trips for the class will be displayed.

Once you have read the "Release of Liability" text. Check the box that reads "I have read and accept the above conditions."

Don't forget to save!

Note: You will need to complete this process for each class that has a field trip component to it.