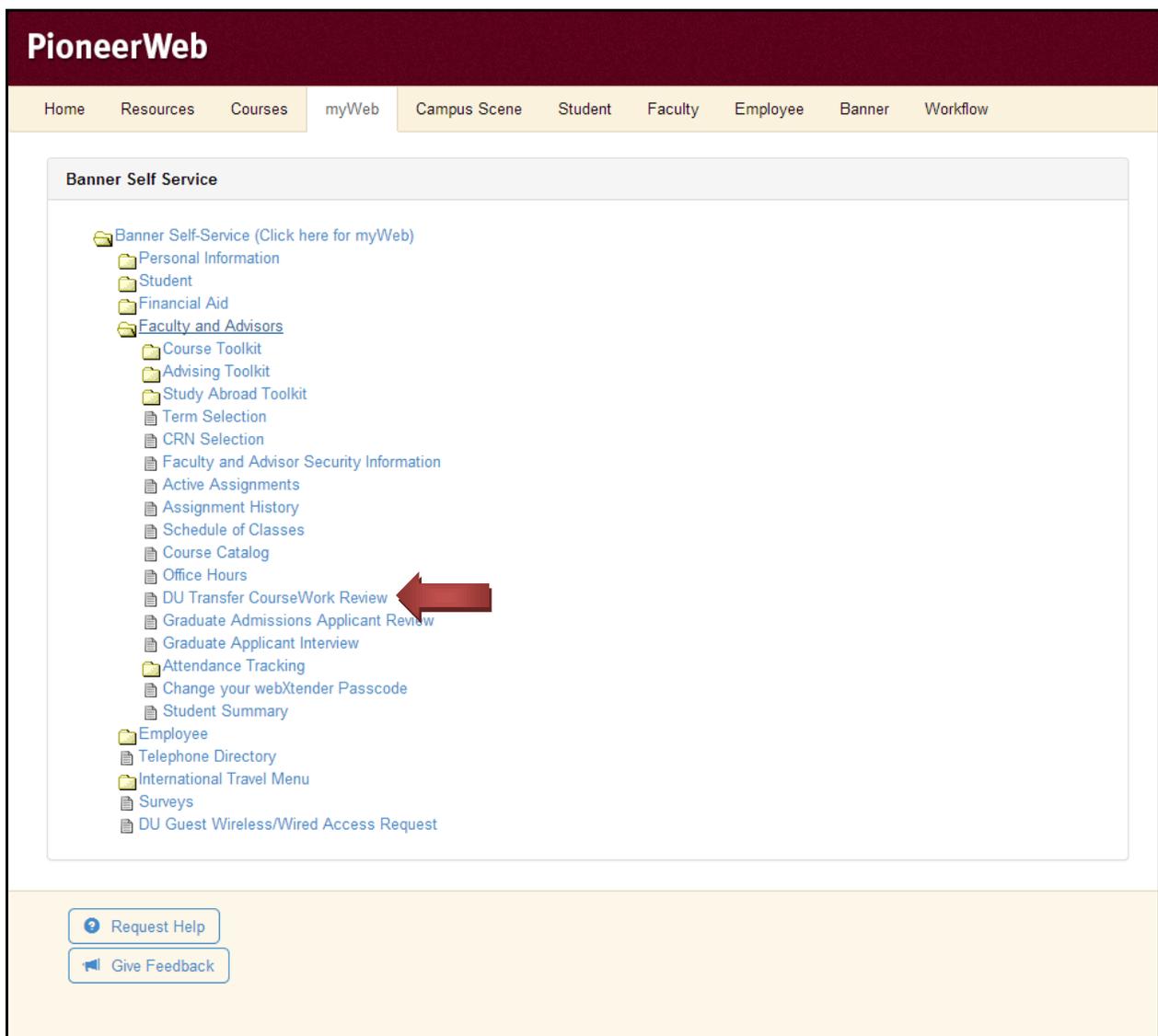


# Electronic Transfer and Study Abroad Approvals Instructions

Students make approval requests via their PioneerWeb account by going to myWeb > Student & Financial Aid > Student Records > Request Coursework Approval. Links will also be available directly from the Registrar and Office of International Education’s sites. The approval request is sent to the Registrar’s office, who checks for all required information and routes it to the appropriate department. When an approval is directed to you, you will receive a notification email from the Registrar. To begin reviewing an approval, go to the myWeb tab in PioneerWeb. Click on the “Faculty” tab, and then the link titled “DU Transfer CourseWork Review.”



The screenshot shows the PioneerWeb interface. At the top is a dark red header with the text "PioneerWeb". Below this is a navigation bar with several tabs: Home, Resources, Courses, myWeb, Campus Scene, Student, Faculty, Employee, Banner, and Workflow. The "myWeb" tab is currently selected. Below the navigation bar is a section titled "Banner Self Service". This section contains a list of links and folders, including "Banner Self-Service (Click here for myWeb)", "Personal Information", "Student", "Financial Aid", "Faculty and Advisors", "Course Toolkit", "Advising Toolkit", "Study Abroad Toolkit", "Term Selection", "CRN Selection", "Faculty and Advisor Security Information", "Active Assignments", "Assignment History", "Schedule of Classes", "Course Catalog", "Office Hours", "DU Transfer CourseWork Review", "Graduate Admissions Applicant Review", "Graduate Applicant Interview", "Attendance Tracking", "Change your webXtender Passcode", "Student Summary", "Employee", "Telephone Directory", "International Travel Menu", "Surveys", and "DU Guest Wireless/Wired Access Request". A red arrow points to the "DU Transfer CourseWork Review" link. At the bottom of the page, there are two buttons: "Request Help" and "Give Feedback".

You will then see a page listing all current approvals that have been sent to you and are awaiting review, including title, the institution the course was or will be offered at, and the term taken. Each course needs to be evaluated and either approved, denied, or sent on to another faculty or staff reviewer. Courses that are left without review for too long will prompt a reminder email to your DU email account.

The screenshot shows the University of Denver myWeb interface. At the top, there is a navigation bar with the University of Denver logo and the text "myWeb". Below this, there are tabs for "Personal Info", "Student", "Financial Aid", "Faculty", and "Employee". A search bar is located below the tabs, with a "Go" button. To the right of the search bar, there are links for "MENU", "SITE MAP", "HELP", and "EXIT". The main content area is titled "DU Transfer CourseWork Review". Below this title, there is a table with three columns: "Course Title", "Institution", and "Term". The table contains two rows of data under the heading "Transfer". The first row shows "Introduction to Psychology" at "Palomar College" for "Autumn 2014". The second row shows "PSYCHOLOGY OF PERSONALITY" at "San Diego State University" for "Autumn 2014". Below the table, there is a note: "For questions, please contact the Office of the Registrar at 303.871.4095 or E-mail: registrar@du.edu". At the bottom of the page, there is a "RELEASE: 8.0" notice and a copyright notice: "© 2014 Ellucian Company L.P. and its affiliates."

After selecting a course to review, details of the request will be visible. "Type" can be study abroad or transfer. "Subject" is the subject code and course number used at the requested institution; this is an optional field and may often be blank. "DU Equivalent" will list what subject code the student is looking to earn credit for. "Catalog URL" will provide a link to the course description online, if available. If not, the student can enter the text of the description in the field below. When students upload syllabi or instructor biographies, these will also appear here.

The screenshot shows the University of Denver myWeb interface with the details of a DU Transfer CourseWork Review. The navigation bar and search bar are visible at the top. The main content area is titled "DU Transfer CourseWork Review". Below this title, there is a section for "Course Information". The "Type" is "Transfer". The "Title" is "Introduction to Psychology". The "Term" is "Autumn 2014". The "Subject" is "PSY 100". The "DU Equivalent" is blank. The "Catalog URL" is blank. The "Description" is: "This course will provide a general introduction to the principles of human & animal behavior. Topics covered will include a history of psychology, psychology research methods, thinking, intelligence, memory, lifespan development, motivation & emotion, health psychology, personality, psychological disorders, therapy, social psychology & other related topics. Emphasis will be placed upon the relationship between general principles of psychology and practical applications in everyday life." Below the description, there is a "Course Syllabus" field.

“Institution Information” provides details about the school; however, “Transfer Acceptance Practice” and “Accreditation” may not be available depending on the nature of the entry. If the Registrar’s office has concerns about accreditation or transfer practice, it will be included in the section below. If you have concerns about it, you are welcome to contact the Registrar’s office or use the “Need more info” option at the end. At the end of this section, you will see the name of the student requesting the approval. You can click on the student’s name to bring up a separate window with the student’s ID and major/minor. Any special requests from the student will be in “Requestor’s comments.”

<b><i>Institution Information</i></b>	
<b>Institution:</b>	Palomar College
<b>State/Nation:</b>	California United States
<b>Transfer Acceptance Practice:</b>	Credit generally accepted
<b>Accreditation:</b>	Western Assoc. of S & C
<b>Requested by:</b>	<a href="#">Jane Sophomore</a>
<b>Requestor's comments:</b>	

Finally, you can indicate your decision at the bottom of this page by selecting approve, deny, or need more info, entering comments, then hitting submit.”

If the student has not provided enough information for you to make a decision, you have questions about the nature of their request, or anything else, you can use the “Need more info” button to send the request back to the Registrar, or you can contact the student directly if you prefer.

<b>Comments from the Office of the Registrar:</b>	
<b>Forward this request to: (enter email address)</b>	<input type="text"/>
<b>Decision:</b>	<input type="radio"/> Approve <input type="radio"/> Deny <input type="radio"/> Need more info
<b>Comments *:</b> (visible to the student)	<input type="text"/>
<b>Signature:</b>	<input type="text" value="Paul C. McCarty"/>
Click on <i>Save and Close</i> button to save any changes made. The course request will remain on your list. Click on <i>Submit</i> button to complete the review of the transfer course request.	
<input type="button" value="Save and Close"/> <input type="button" value="Submit"/>	
<a href="#">Back to course list</a>	
* Comments are required if the request is denied or if more information is needed.	
For questions, please contact the Office of the Registrar at 303.871.4095 or E-mail: <a href="mailto:registrar@du.edu">registrar@du.edu</a>	
<b>RELEASE: 8.0</b>	
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If you need to send the request on to someone else, use the “Forward this request to” option and hit “Submit”. It will email them a notification and appear in their Faculty tab for review.

If the student requests one thing, but you feel the course is a better fit as a different DU substitution, approve the request but include the change in your comments. Any comments you make are the final determination of how the course appears on the student’s record, so please be clear.