STUDENT STEPS FOR THE ONLINE ENROLLMENT IN ANOTHER INSTITUTION FORM

Using the new online Enrollment in Another Institution (EIAI) form, students will submit a request for each individual course to be approved for transfer. Students must receive notification of a complete approved form before enrolling in another institution.

Once the EIAI form is submitted it goes to the Academic Program designee (i.e. major, minor, etc.) to review, then the Academic advisor, followed by the Registrar or the Center for Global Study and Engagement (CGSE).

To start a new Enrollment in Another Institution Form, go to the Forms Center in CLIQ.
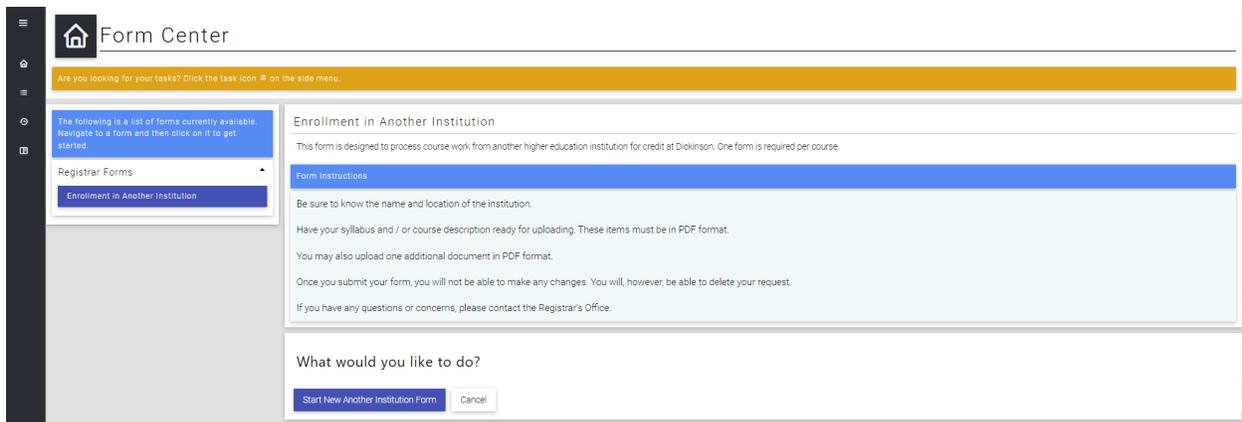
Select Registrar Forms
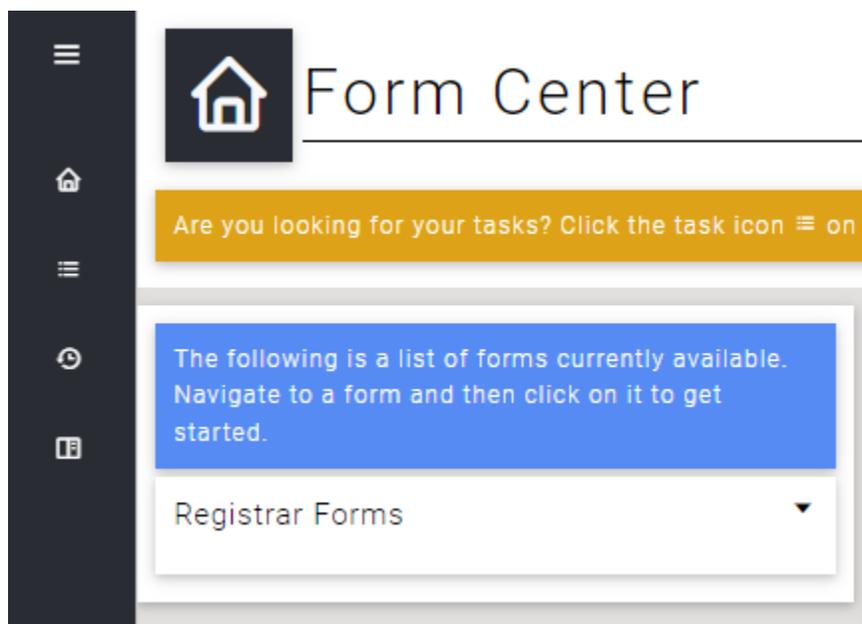
Select Enrollment in Another Institution to begin the form
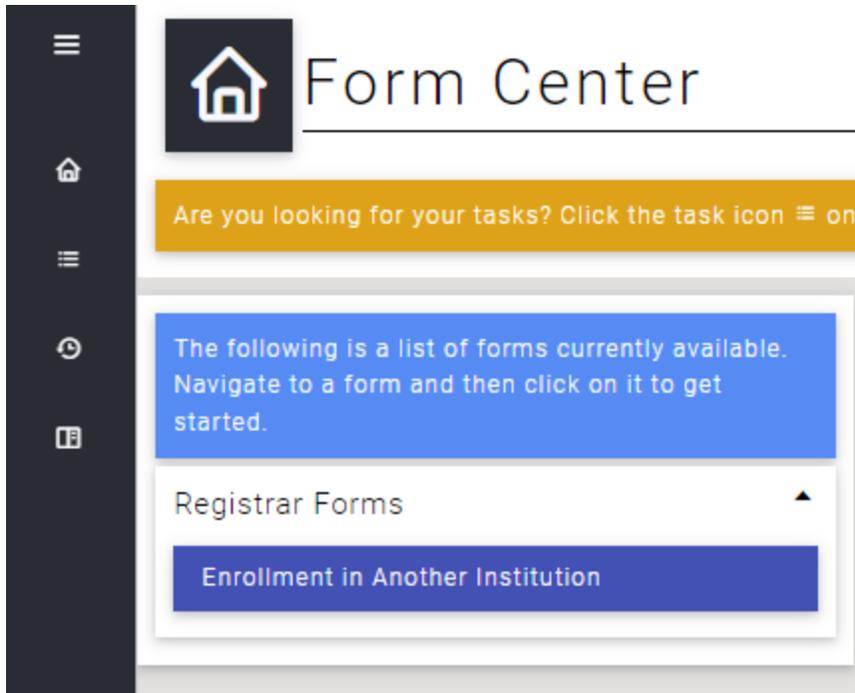
Review the directions at the top of the form.

Click on button "Start New Another Institution Form"

Enter in information for each of the fields below.

Transfer Credit Hours: ▮
Term GPA: ▮▮
Cumulative GPA: ▮▮

Please complete all questions before submitting this form for review.

Institution Name

Institution City, State, Country

Instutition Type   ▾

Enrollment Period Season   ▾

Select the Enrollment Period Year   ▾

Enrollment Period Start Date
mm/dd/yyyy   📅

Enrollment Period End Date
mm/dd/yyyy   📅

Institution's Course Subject

Institution's Course Number

Institution's Course Title (exact)

Online / Hybrid   ▾

If you are filling out the form for Global or Study Abroad courses, select "Global". For any US based institution, select "Domestic."

Please complete all questions before submitting this form for review.

Institution Name

Example University   ✕

Institution City, State, Country

Anywhere, PA, USA   ✕

Institution Type

Domestic

Global

Enrollment Period Season   ▼

Select the term that you will be taking the course

Please complete all questions before submitting this form for review.

Institution Name

Example University   ✕

Institution City, State, Country

Anywhere, PA, USA   ✕

Instutition Type

Domestic   ▼ ✕

Spring

Summer

Fall

Winter

Select the Year

Please complete all questions before submitting this form for review.

Institution Name
Example University   ✕

Institution City, State, Country
Anywhere, PA, USA   ✕

Institution Type
Domestic   ▼ ✕

Enrollment Period Season
Summer   ▼ ✕

2022

2023

Select the enrollment dates for the term that you will be enrolled at the other institution

Enrollment Period Start Date
mm/dd/yyyy   🗓

Enrollment Period End Date
mm/dd/yyyy   🗓

There is a drop-down with a calendar

Enrollment Period Start Date
06/05/2023   🗓 ✕

June 2023 ▼				↑	↓	
Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Clear   Today

For the next several fields, you will provide information about the course that you wish to take.

Institution's Course Subject

Institution's Course Number

Institution's Course Title (exact)

Online / Hybrid

Institution's Course Credits

There is a drop-down to select if the course will be offered Online or Hybrid- select yes or no

Institution's Course Subject
PSYC   ×

Institution's Course Number
101   ×

Institution's Course Title (exact)
Introduction to Psychology

Yes

No

Enter in the number of Course Credits

Institution's Course Subject

PSYC ✕

Institution's Course Number

101 ✕

Institution's Course Title (exact)

Introduction to Psychology ✕

Online / Hybrid

No ▾ ✕

Institution's Course Credits

3| ✕

Select your advisor from the drop down

Select an advisor to review your request ▾

Now you will indicate how you would like for the course to transfer once the Registrar's Office receives your official transcript. Check the box that applies for this course. Is it part of your major, minor or certificate? If so, select Declared Programs and chose the one that applies for this course. If you would like for the course to count as one of the Graduation Requirements, then select that box. If the course is not intended to meet a specific course requirement but will fulfill one of the 32 credits for graduation, then select General College Credit.

I would like this course to count for:

You must indicate how you want the course credit to be applied. Select either a Declared Program, Graduation Requirement, and / or the General Credit option.

☐ Declared Programs
☐ Graduation Requirement
☐ General College Credit

After selecting Declared Programs, it will give you the options for your major, minor, or certificate that you have previously declared.

I would like this course to count for:

You must indicate how you want the course credit to be applied. Select either a Declared Program, Graduation Requirement, and / or the General Credit option.

☑ Declared Programs

Select a program

Select Program   ▾

If applicable, you may select a second program

Select Program   ▾

If applicable, you may select a third program

Select Program   ▾

If you select Graduation Requirement, then your options will be listed below.

I would like this course to count for:

You must indicate how you want the course credit to be applied. Select either a Declared Program, Graduation Requirement, and / or the General Credit option.

☐ Declared Programs
☑ Graduation Requirement
    ☐ Writing in the Discipline
    ☐ Arts
    ☐ Social Science
    ☐ Language
    ☐ Global Diversity
    ☐ US Diversity
    ☐ QR
    ☐ Humanities
    ☐ Lab Science
    ☐ Sustainability

In this example, Arts was selected and then the types of courses under the Arts requirement appeared for you to select the one that aligns with your course.

☑ Graduation Requirement
　　☐ Writing in the Discipline
　　☑ Arts
　　☐ Archaeology
　　☐ Art History
　　☐ Film Students
　　☐ Music - Academic
　　☐ Theatre Arts

If you select General College Credit, then you do not have to select another option.

I would like this course to count for:

You must indicate how you want the course credit to be applied. Select either a Declared Program, Graduation Requirement, and / or the General Credit option.

☐ Declared Programs
☐ Graduation Requirement
☑ General College Credit

Next, you will need to upload the syllabus or course description for the course that you wish to take. This document is required and must be in PDF format.

You are required to upload a syllabus and / or the course description. You may also upload additional documents.

If you are seeking approval for anything other than general credit, you must include a syllabus.
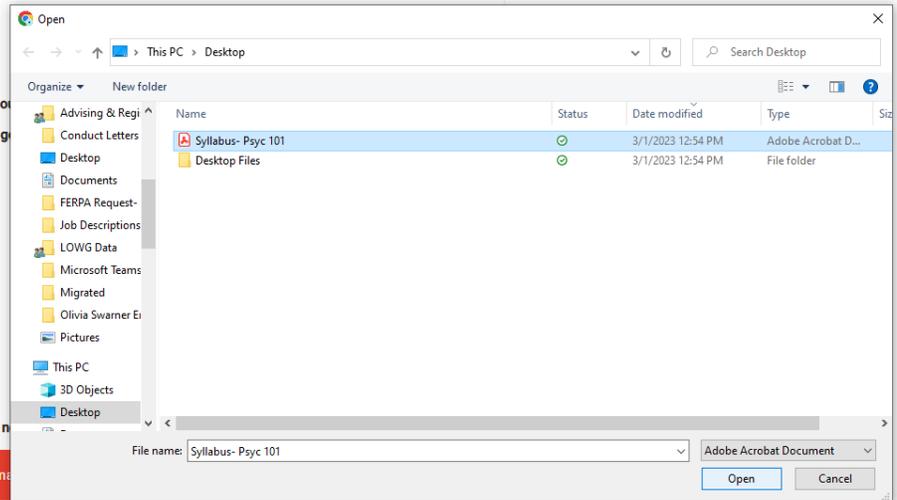
All documents must be in PDF format.

📎　No syllabus uploaded yet.

📎　No description uploaded yet.

📎　No additional documents uploaded yet.

Upload your PDF document.

Once the document has successfully uploaded, you can see that the icon turned to orange.

Next, you will check the box to Confirm your submission. Shown here with a pink check mark.

Submission Confirmation

Check the box to indicate you have included all the necessary information for your request.

> You will not be able to make changes to this form once it has been submitted.

☑ Confirm submission

For Internal Use Only

First Academic Program Equivalent

Second Academic Program Equivalent

A syllabus and / or course description must be included.

Third Academic Program Equivalent

Next you will go to the top right corner of your screen and select "Save"

dickinson.edu)
-0823D14DACB6335A   **Save**

(@dickinson.edu)   **Save**
900954565 | FormId: 2E0EC995-C4BF-FF68-0823D14DACB6335A

After clicking 'Save,' the screen does not change.

Return to CLIQ Form Center.

This form has been completed.

Where would like to go next?

View your responses to the form.

Return to Form Center.

Return to CLIQ.

If you go to the Form Center, then you can view your submitted form.

As a side note, if you start the form but you do not finish it, you can select the row and a side box will appear. Click the "Edit Form" button to complete the form.

Keep in mind that if you have submitted the form, then you will not be able to edit it.

Form Center

The following is a list of forms currently available. Navigate to a form and then click on it to get started.

Registrar Forms ▾

Below is a listing of your currently active forms. Click on a form to view details, worksteps and options of what you can do next.

Form Type	Reference Title	Create Date	Last Update	Status
Another Institution Enrollment	Introduction to Psychology Example Univ...	3/1/23	3/1/23	

Filters

Form Details

Institution Name	Example University
Institution Location	Anywhere, PA, USA
Course Title	Introduction to Psychology

What would you like to do next?

Edit Form   Delete Form

Workstep Progress

Submit Form	LUCASMIC
Started	2023-03-01

Advisor Review	WOLFFAN
Waiting	2023-03-01

Registrar Review	WHITEHUE
Waiting	2023-03-01

Form Details

Institution Name	Example University
Institution Location	Anywhere, PA, USA
Course Title	Introduction to Psychology

What would you like to do next?

✎ Edit Form   🗑 Delete Form

Workstep Progress

Submit Form
████████████

Started   2023-03-01

Advisor Review
████████████

Waiting   2023-03-01

Registrar Review
████████████

Waiting   2023-03-01

Once you have submitted the form, you can track the approvals by viewing the Workstep Progress.

Form Details

Institution Name	Example University
Institution Location	Anywhere
Course Title	Introduction to Psychology

What would you like to do next?

📄View Form   ☑Worksteps

Workstep Progress

Submit Form	███████████
Submitted	2023-03-07

Advisor Review	███████████
Waiting	2023-03-07

Registrar Review	███████████
Waiting	2023-03-07

66A2B1D1-CC77-6E2E-19D5D6792A082DF8

This is a view of the completed form that will be sent to the appropriate approvers.

Please complete all questions before submitting this form for review.

Institution Name	Example University
Institution City, State, Country	Anywhere
Instutition Type	Domestic
Enrollment Period Season	Summer
Select the Enrollment Period Year	2023
Enrollment Period Start Date	2023-06-05
Enrollment Period End Date	2023-07-07
Institution's Course Subject	PSYC
Institution's Course Number	101
Institution's Course Title (exact)	Introduction to Psychology
Online / Hybrid	No
Institution's Course Credits	3
Select an advisor to review your request	Andy Wolff

I would like this course to count for:

You must indicate how you want the course credit to be applied. Select either a Declared Program, Graduation Requirement, and / or the General Credit option.

☐ Declared Programs
☐ Graduation Requirement
☑ General College Credit

You are required to upload a syllabus and / or the course description. You may also upload additional documents.

If you are seeking approval for anything other than general credit, you must include a syllabus.

All documents must be in PDF format.

syllabus

Submission Confirmation

Check the box to indicate you have included all the necessary information for your request.

<div style="background-color:red; color:white; text-align:center;">You will not be able to make changes to this form once it has been submitted.</div>

☑ Confirm submission

If you have any questions about your transfer credit or Enrollment in Another Institution form, please contact the Registrar's Office.