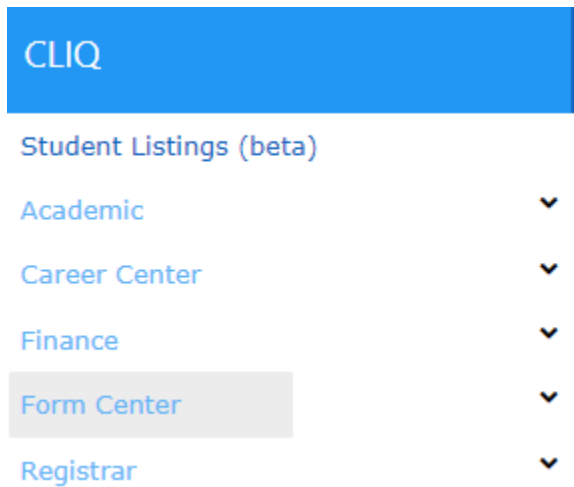


ACADEMIC ADVISOR APPROVAL STEPS FOR THE ONLINE ENROLLMENT IN ANOTHER INSTITUTION FORM

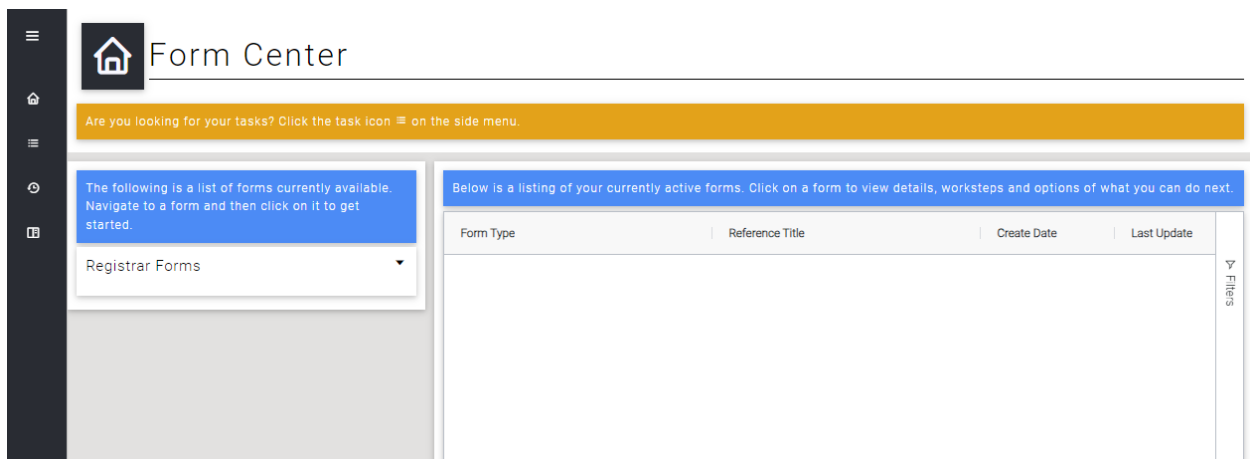
Using the new online Enrollment in Another Institution (EAI) form, students will submit a request for each individual course to be approved for transfer. Student's must receive notification of a complete approved form before enrolling in another institution.

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

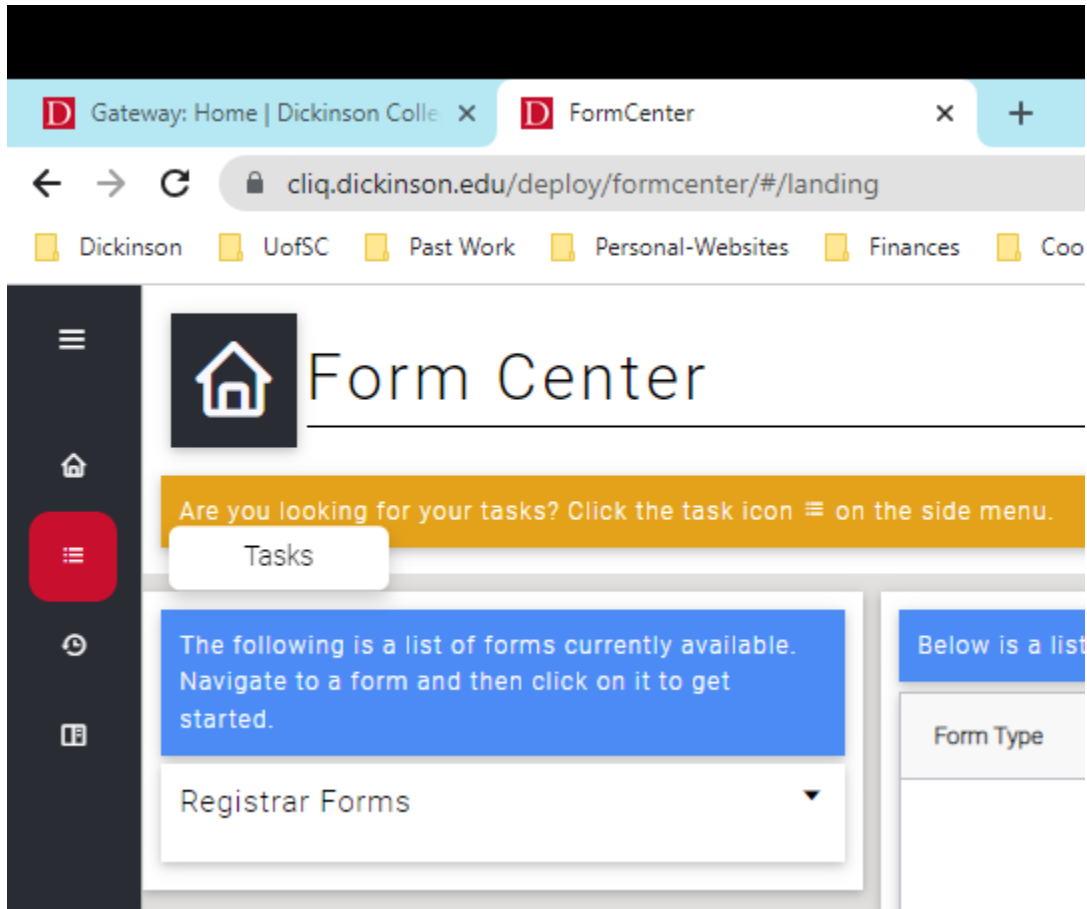
Log into CLIQ and select Form Center.



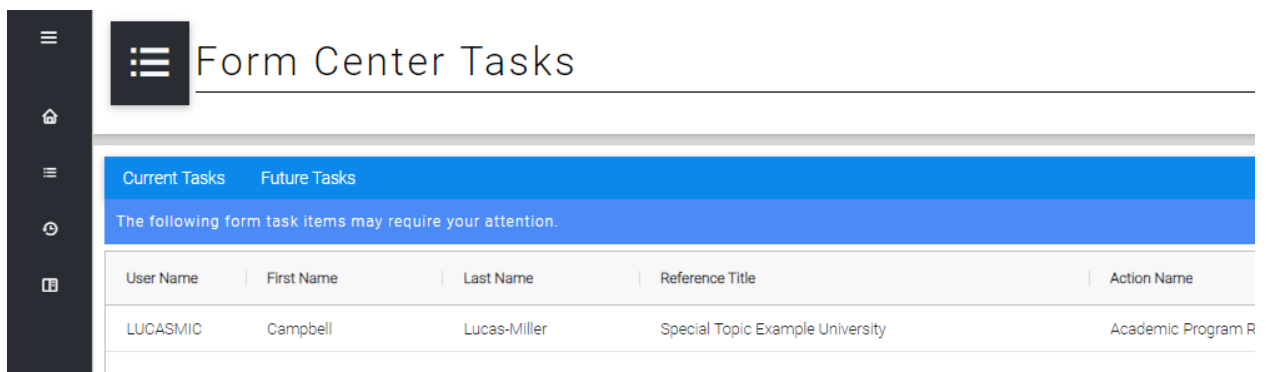
This is what the home page looks like.



On the left-hand side, select the Tasks icon.



Current EIAI forms waiting for your approval will appear as a list.



On the right-hand side is a search function where you can search by Username, First name, Last name, etc. if you know you are looking for a particular student's form.

Click on the row of the form that you would like to open.

On the right-hand side you will be able to view the form that the student submitted.

Form Center Task

Another Institution Enrollment submitted by Campbell Lucas-Miller created on June, 29 2023 10:48:47

You may enter a comment for this task item and then select one of the actions below. You may update your options until you leave this page.

Comment | Action

Enter Comment

Approve the request Approve Request

Deny the request Deny Request

Workstep Progress

Submit Form Submitted	LUCASMIC 2023-06-180
Academic Program Review A Approved	LAURENT 2023-07-199
Advisor Review Waiting	DUPERRON 2023-06-180
Registrar Review Waiting	WHITEHUE 2023-06-180

Another Institution Enrollment

Campbell Lucas-Miller (LUCASMIC@dickinson.edu)
900954565 | FormId: 4C51FD35-AC02-19E0-89EF6942911CA426

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
Select the Enrollment Period Year	2023
Enrollment Period Start Date	2023-07-05
Enrollment Period End Date	2023-08-05
Institution's Course Subject	FREN
Institution's Course Number	300
Institution's Course Title (exact)	Special Topic
Online / Hybrid	No
Institution's Course Credits	3

Select an advisor to review your request

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 French and Francophone Studies

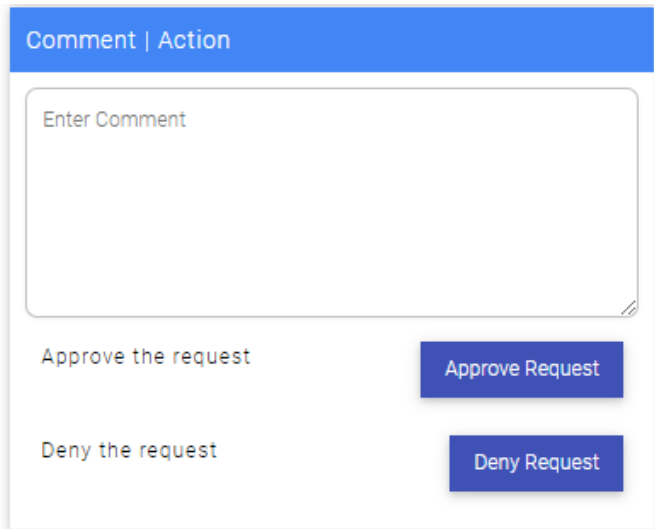
You can scroll down and access the syllabus for the course requested. Click on the link to the PDF that the student submitted.

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

All documents must be in PDF format.

[syllabus](#)

Once you have reviewed the information, you will use the left-hand Comment Action menu to make your selections.



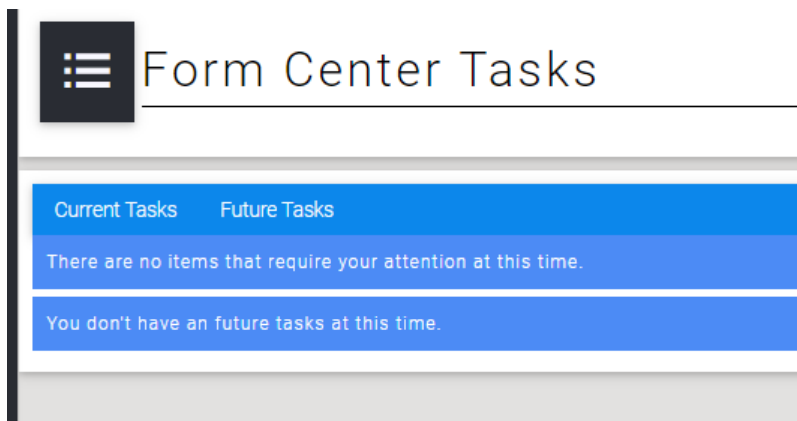
The screenshot shows a blue header bar with the text "Comment | Action". Below the header is a white text area with the placeholder text "Enter Comment". Underneath the text area are two rows of options. The first row has the text "Approve the request" on the left and a blue button labeled "Approve Request" on the right. The second row has the text "Deny the request" on the left and a blue button labeled "Deny Request" on the right.

If there are special circumstances about which you would like to inform the student and Registrar's Office, please use the Comment box.

If you decide to deny the request, please leave a comment with your rationale.

Next, select Approve or Deny.

Once you have approved or denied the request, the form will disappear from your Form Center Tasks. The form will move to the next evaluator, either the Registrar's Office or CGSE.



The screenshot shows a dark sidebar on the left with a white hamburger menu icon. To the right of the sidebar is the heading "Form Center Tasks" with a horizontal line underneath. Below the heading are two blue tabs: "Current Tasks" and "Future Tasks". Under the "Current Tasks" tab, there is a blue message box that says "There are no items that require your attention at this time." Under the "Future Tasks" tab, there is a blue message box that says "You don't have an future tasks at this time."

If you have any questions about the Online EIAI form, please feel free to contact the Registrar's Office at reg@dickinson.edu or 717-245-1315.