

STUDENT STEPS FOR THE ONLINE ENROLLMENT IN ANOTHER INSTITUTION – GLOBAL (fall/spring) FORM

***Prior to going abroad** students should consult with their advisor and global program director regarding the courses to be taken and how they will be applied to requirements.*

This form is designed to approve course work from study abroad for specific major/minor/certificate/graduation requirements **after credit has been posted to your record**. One form per course is required if you are seeking specific requirement approval. To streamline the process, this is slightly different than the previous form submission timing.

You **do not need to submit a form** if you wish to have your transfer credit remain as GNCR 000. If GNCR 000 is appropriate for all coursework, please email Trudy Piper, piper@dickinson.edu to confirm.

All **summer transfer credit** requests (regardless of location) should use the Enrollment in Another Institution Domestic form.

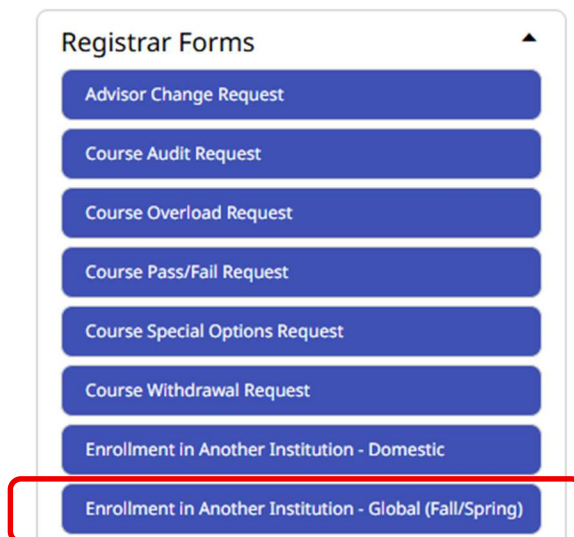
Once the Global EIAI form is submitted it is assigned to the academic program approver(s) to review for specific graduation, major, minor, or certificate credit. The approver can either request a meeting with the student or approve/deny the specific course requirement. If the approver requests a meeting, once that meeting is complete, they will either approve or deny the specific course requirement.

Once approved/denied, the form is assigned to either to the Registrar's Office, or to the Center for Global Study and Engagement (CGSE) if it is not from a Dickinson/Partner program.

After all steps are complete, the student will receive a confirmation email.

If you have any questions or concerns, please contact the Registrar's Office – reg@dickinson.edu or 717-245-1315.

To start a new form, go to the **Forms Center in CLIQ** and select Enrollment in Another Institution – Global (fall/spring) under Registrar Forms:



Registrar Forms

- Advisor Change Request
- Course Audit Request
- Course Overload Request
- Course Pass/Fail Request
- Course Special Options Request
- Course Withdrawal Request
- Enrollment in Another Institution - Domestic
- Enrollment in Another Institution - Global (Fall/Spring)**

Review the directions at the top of the form, then click on the “Start New Another Institution Global Form” button.

This form is designed to process course work from another higher education (global based) institution for credit at Dickinson. One form is required per course.

*Students should consult with their advisor and global program director regarding the courses to be taken and how they will be applied to requirements **prior to going abroad.***

This form is designed to approve course work from study abroad for specific major/minor/certificate/graduation requirements **after credit has been posted to your record.** One form per course is required if you are seeking specific requirement approval.

You **do not need to submit a form** if you wish to have your transfer credit remain as GNCR 000. If GNCR 000 is appropriate for all coursework, please email Trudy Piper, piper@dickinson.edu to confirm.

Have your syllabus ready for uploading in PDF format. You may also upload a course description and one additional document in PDF format.

Once you submit your form, you will not be able to make any changes. You will, however, be able to delete your request.

All summer transfer credit requests (regardless of location) should use the Enrollment in Another Institution Domestic form.

If you have any questions or concerns, please contact the Registrar's Office.

What would you like to do?

Start New Another Institution Global Form

Cancel

Read the information at the top of the form and check the Acknowledged box to begin.

Welcome to the Enrollment in Another Institution Global Form

This form is used to request credits earned at a global institution be applied to your Dickinson program. After you submit this form, your request will be reviewed.

This form is only for global transfer credit previously taken during a fall/spring term. If your course work was completed via a US-based institution program or during a summer term (regardless of location), please use the Enrollment in Another Institution Domestic form.

I confirm that I have already completed the coursework on this form, and it appears as GNCR 000 on my record.

If I need guidance when completing this form, I agree to talk with my advisor **before submitting the form.** Forms not completed correctly will be denied and I will be required to resubmit a new form.

☒ **Acknowledged**

This form automatically populates the term, program and course drop-down boxes with information from the GNCR 000 course work already completed on your Banner record. Choose the items from each drop-down for the course you would like approved for a specific requirement. Enter the number of credits listed for the course at the other institution.

Select the enrollment term

Fall 2024



Select the program

CEA CAPA PRAGUE



Select the course

Czech Culture and Language



Online / Hybrid

No



Institution's Course Credits

3



To request that your course be applied to your major/minor/certificate, check the box below. Your declared programs will populate in the drop-down boxes. You can choose up to three programs. Once you choose the program, an additional drop-down will appear to choose the subject area of the course. Choose the subject **only if it is different from your program**. Example, if you are requesting a stats course be applied to your economic major. Otherwise, you can leave the second drop-down blank.

☒ To fulfill a requirement for my major/minor/certificate program.

Request to apply the course to one or more of your programs

First Program

Economics



If the selected program is different than subject area of the course, please select the subject equivalency

Mathematics - Statistics



Second Program



Third Program



To request that your course be applied as an internship, check the box below.

☐ Internship Review

To request that your course be applied toward one or more graduation requirements, check the box below. You will then see a list of requirement options. Check the appropriate box(es), as needed. Example, if you want a religion course to count toward both the global diversity and humanities requirements, check both boxes.

☒ To fulfill a general graduation requirement.

☒ Global Diversity

☐ Quantitative Reasoning

☐ US Diversity

☐ Writing in the Discipline

▶ Arts

▼ Humanities

☐ English

☐ Judaic Studies

☐ Philosophy

☒ Religion

▶ Lab Science

▶ Language

▶ Social Science

Optional – If there is a specific Dickinson course that you believe is the equivalent of this course, enter the subject, course number, and/or title in this box.

If there is a Dickinson course that is the equivalent of this course, please specify by entering title, subject, and course number.

RELG 101 Religion: What it is, How it Works, Why it Matters



A syllabus is **required** for specific credit. You can upload that along with a course description or any other documents the approver has requested (the description and additional documents are optional). Click on the Choose File button, then navigate to your document to upload it.

You are required to upload a syllabus. You may also upload additional documents and/or the course description. If you are seeking approval for anything other than general credit, a syllabus must be included.

All documents must be in **PDF** format.

Choose File No file chosen



No syllabus uploaded yet.

Choose File No file chosen



No description uploaded yet.

Choose File No file chosen



No additional documents uploaded yet.

When successfully added it will be linked on your form. You can delete it, if needed, using the trash can icon.



[syllabus](#)

Once you have completed the form and reviewed it, check the box below and then click the Submit button at the bottom of the page. **You will not be able to make changes once the form is submitted.**

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

After submitting the form, you will see the following:

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, your submitted form will show as “Locked.”

Another Institution Enrollment Global	Czech Culture and Language	7/1/25	7/1/25	LOCKED
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If you started the form but you do not finish it, on the Form Center screen you can click on the row for that form and a side box will appear. Click the Edit Form button to edit/complete the form or Delete Form to remove it.

Form Details

What would you like to do next?

Edit Form

Delete Form

Once you have submitted the form, on the Form Center screen, if you click on the row for that form, a side box will appear with tracking information. You can reference this at any point to see the status of your form.

Form Details

What would you like to do next?

View Form

Submit Form

Submitted2025-07-02

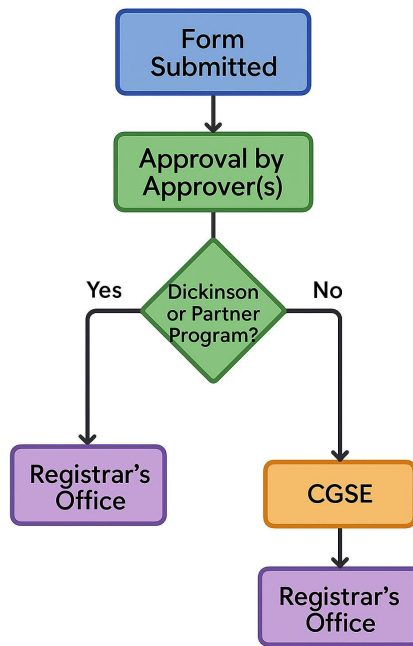
Academic Program Review A

Approved2025-07-02

Registrar Global Review

WaitingPIPER2025-07-09

Once the processing of the form is complete, you will receive an email confirmation.



If you have any questions about your transfer credit or Enrollment in Another Institution form, please contact the Registrar's Office – reg@dickinson.edu or 717-245-1315.