

## TRANSFER CREDIT REQUEST APPROVAL

- You will receive an email, requesting your approval for a student to take a course at another institution:

Please review the Transfer Credit Request for Susan Student (123456789) and either Approve or Deny the request.

Term - 2015 Summer Term

School - Texas Tech University

Class - MATH 1351

Approved as TCU equivalent course - MATH 10524 Calculus I

You may return to your email, and use the link below at any time to check the status of this request. Students will be notified by email when the request is fully approved.

Notes From Susan Student:

I want to take my Math requirement at Texas Tech University.

You must [sign in to my.tcu.edu here](#) before clicking on the link below:

- Approver: [Click Here To Approve This Request](#)

- Student: [Click Here To Review Your Request](#)

- Click on the link in the email to login to my.tcu.edu. You should see the student's request.

You may approve or deny by clicking the appropriate button. If you approve the request, the next approver will receive an email that lets them know that their action is needed. If you deny the request, the student will receive an email that the request was denied.

- Any notes you add as an approver will be passed along to the next approver, **AND** the student will also be able to see them.

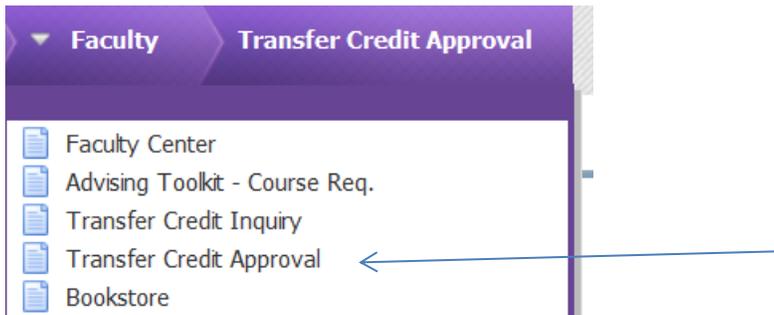
The screenshot shows a web interface titled "Approval History" with a search bar at the top right containing "Find First 1-2 of 2 Last". The main content area is divided into several sections:

- Approval Status:** Needs Approval
- Assigned Approver:** Two blue rectangular buttons representing approvers.
- Alternate Approver:** Two blue rectangular buttons representing alternate approvers.
- Notes from Approver:** A large text input field with a blue arrow pointing to it from the text above.
- Action Buttons:** Four buttons at the bottom: "Approve", "Deny", "Not Applicable", and "Add Additional Approver".

- When the final approver (usually the associate dean) approves the request, the student will receive an email that the request has been approved.

Alternate Access:

- If you have several advisees requesting approval, you may work from each email (which opens a new window for each student), or click the Faculty dropdown at the top of the page, and click on Transfer Credit Inquiry. You will be able to see all of the requests that are awaiting your approval.



- Enter your search criteria and click the Search box. Click the Approval Page button to access each transfer credit request.

Transfer Credit Inquiry

Acad Group: FA | Student Name: | School Name: | Term: | Approver Name: Kincannon, Mary

Request Status: Submitted for Approval | Study-Abroad?: | Student Selection: Current Students Only

Search | Clear Search Fields

The results of your search are shown below

Approval Page	Acad Group	Student ID	Student Name	Term	School Name	Subject	Course Nbr	Request Status
1	FA			2014 Summer Term	Univ Louisville	TA	207	Submitted for Approval
2	FA			2014 Summer Term	McLennan Cmty College	DESI	2372	Submitted for Approval

## Adding an additional approver:

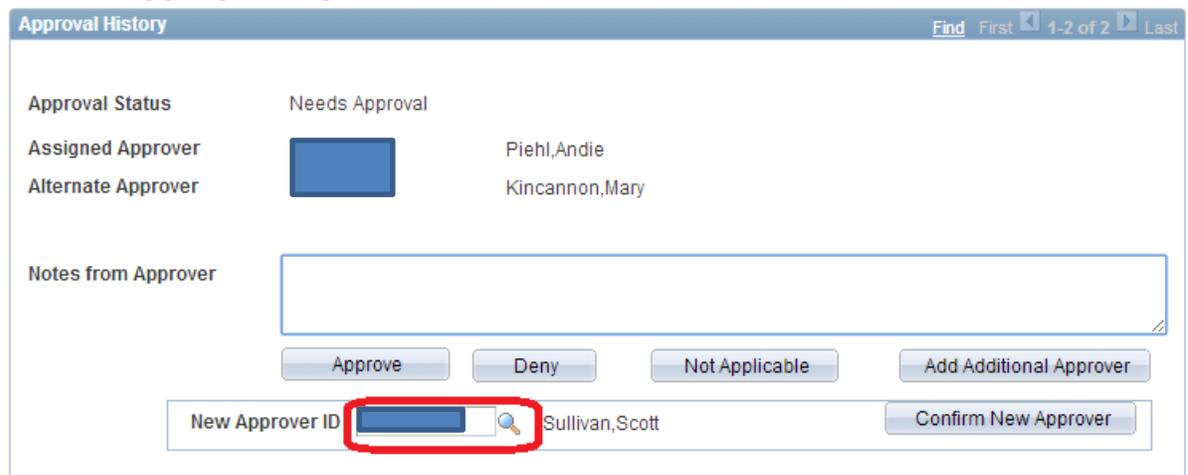
If you receive a request for transfer credit approval, and you decide that you want another person's input, click the Add Additional Approver button.



The screenshot shows the 'Approval History' window with the following details:

- Approval Status: Needs Approval
- Assigned Approver: Piehl, Andie
- Alternate Approver: Kincannon, Mary
- Notes from Approver: (empty text area)
- Buttons: Approve, Deny, Not Applicable, and Add Additional Approver (highlighted with a red box).

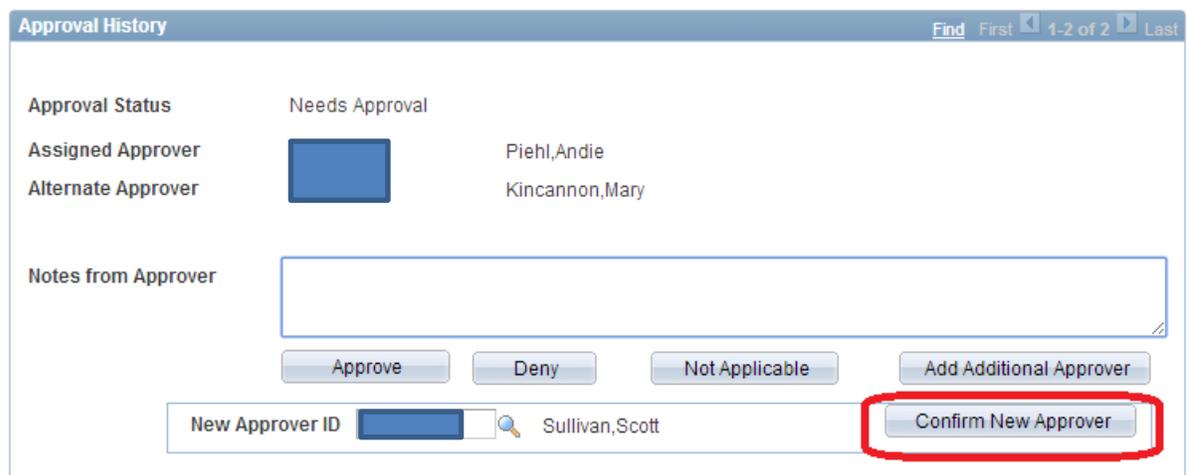
Remember that you can use the lookup button (magnifying glass) to search by name for the appropriate person.



The screenshot shows the 'Approval History' window with the following details:

- Approval Status: Needs Approval
- Assigned Approver: Piehl, Andie
- Alternate Approver: Kincannon, Mary
- Notes from Approver: (empty text area)
- Buttons: Approve, Deny, Not Applicable, Add Additional Approver, and Confirm New Approver.
- New Approver ID: (input field with a magnifying glass icon highlighted by a red box) Sullivan, Scott

When you have the right person, make sure that you press the "Confirm New Approver" button.



The screenshot shows the 'Approval History' window with the following details:

- Approval Status: Needs Approval
- Assigned Approver: Piehl, Andie
- Alternate Approver: Kincannon, Mary
- Notes from Approver: (empty text area)
- Buttons: Approve, Deny, Not Applicable, Add Additional Approver, and Confirm New Approver (highlighted with a red box).
- New Approver ID: (input field with a magnifying glass icon) Sullivan, Scott

Now you should see the new Approver added immediately below you.

The screenshot shows the 'Approval History' interface with two entries. The top entry has an 'Approval Status' of 'Needs Approval', an 'Assigned Approver' of 'Piehl, Andie', and an 'Alternate Approver' of 'Kincannon, Mary'. Below this is a 'Notes from Approver' text area and four buttons: 'Approve', 'Deny', 'Not Applicable', and 'Add Additional Approver'. The bottom entry has an 'Approval Status' of 'Needs Approval', an 'Assigned Approver' of 'Sullivan, Scott', and an 'Alternate Approver' of 'Sullivan, Scott'. It also has a 'Notes from Approver' text area and the same four buttons.

Then you can enter a message to the new Approver in the first "Notes from Approver" box.

This screenshot is identical to the previous one, but the first 'Notes from Approver' text area is highlighted with a red rectangle. The text inside this box is 'Scott, can you take a look at this request?'.

When you have entered your message, press the "Approve" button and an email will be sent to the new Approver that includes the Notes that you just added.

Approval History Find First 1-3 of 3 Last

Approval Status Needs Approval

Assigned Approver  Piehl, Andie

Alternate Approver  Kincannon, Mary

Notes from Approver

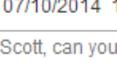
**You should see that the status of your first approval is set to "Approved" and the status on the new approver is "Needs Approval".**

Approval History Find First 1-3 of 3 Last

Approval Status

Assigned Approver  Piehl, Andie

Alternate Approver  Kincannon, Mary

Approved By  Piehl, Andie

Approved Date/Time 07/10/2014 1:25PM CDT

Notes from Approver

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Approval Status

Assigned Approver  Sullivan, Scott

Alternate Approver

Notes from Approver

**You will receive an email notification when the new approver (Scott Sullivan in this example) Approves the request. Now you can go back in to the Approval page and press "Approve" on the final approval level.**

Approval History Find First 1-3 of 3 Last

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Approval Status: Approved

Assigned Approver:  Piehl, Andie

Alternate Approver: Kincannon, Mary

Approved By: Piehl, Andie

Approved Date/Time: 07/10/2014 1:25PM CDT

Notes from Approver: Scott, can you take a look at this request?

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Approval Status: Approved

Assigned Approver:  Sullivan, Scott

Alternate Approver: Sullivan, Scott

Approved By: Sullivan, Scott

Approved Date/Time: 07/10/2014 1:29PM CDT

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Approval Status: Needs Approval

Assigned Approver:  Piehl, Andie

Alternate Approver: Kincannon, Mary

Notes from Approver:

**The student will be notified that their request was approved and that they need to send in their transcript when they complete the class. You can see all the approvals and the Registrar's area on the Approval page at this point.**

For TCU Registrar's Office Use Only

Received Date:

Posted Date:

Received By:

Posted By:

Registrar Notes: