Student Guide to using the Electronic Course Approval System

Please use the following guide to get your study abroad courses approved for LUC credit. Please reference the information below and contact OIP at 773-508-3899 or studyabroad@luc.edu with any questions or concerns.

Course Approval log-on page: https://studyabroad.luc.edu/oipcourseapproval/login.htm

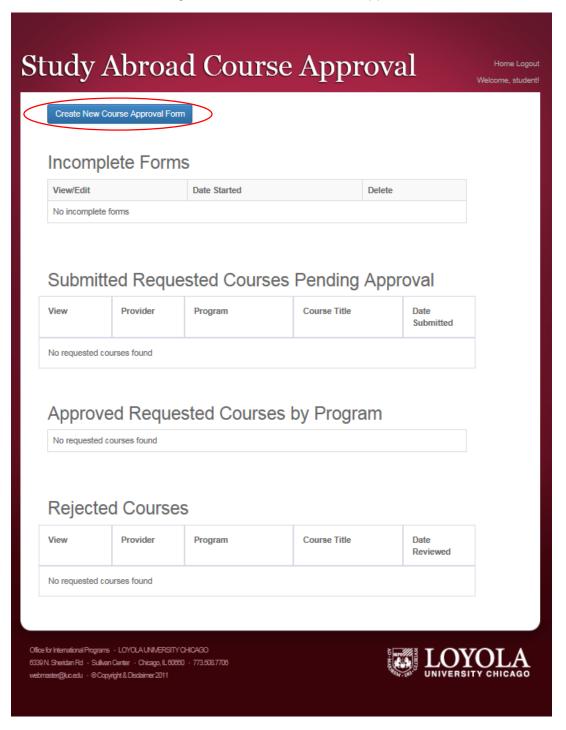*Recommended internet browsers: Firefox or Internet Explorer*

Please log onto the online course approval portal, using your UVID and password to access the forms waiting for your approval.

Homepage

This page shows all of your Incomplete Forms and Submitted Requested Courses, along with the courses that have been approved or rejected.

Click on the blue button to get started with a new course approval form.

New Course Approval Form

Once you click on the blue button, this form will appear. First, select your Study Abroad application here. Then click "Add a New Course Request" to get started.

If you haven't started an application to study abroad but would like to see what courses will count towards a certain program, please select "Not for an existing OIP Application" and choose the study abroad program which you would like to attend.

Requesting a Pre-Approved Course

Step #1: type in the name of your course. If the course is pre-approved, the field will self-populate.

Step #2: Click "Add" to add the course to your course approvals. If there's more than one option, be sure to select the one with the correct LUC Equivalent that you desire.

Step #3: If you wish to continue getting more approvals, select "Add a New Course Request"

Requesting a New Course Approval

Step #1: type in the name of your course.

Select Program:

Cork, Ireland (University College Cork)

Course(s) for Approval

Requested Course #1

Start by typing the foreign course title that you would like to have approved below. If the course has already been approved, the approval will appear below. If the course been approved, but not for the requirement you are trying to fulfill, you will need to request a new course approval.

This search will limit results by country and provider (ie IES, USAC, etc.), but it is your responsibility to ensure the course you select is for the correct program and city where you will study abroad.

Foreign Course Title:

moder

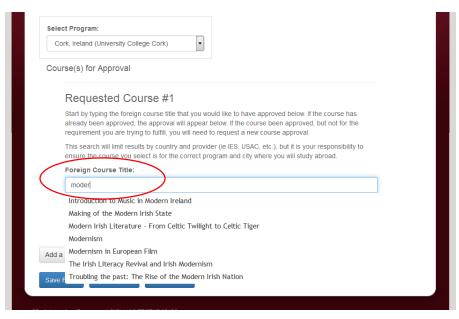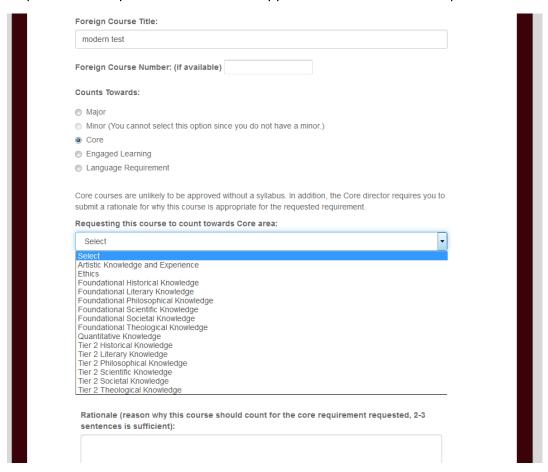Introduction to Music in Modern Ireland
Making of the Modern Irish State
Modern Irish Literature - From Celtic Twilight to Celtic Tiger
Modernism
Modernism in European Film
The Irish Literacy Revival and Irish Modernism
Troubling the past: The Rise of the Modern Irish Nation

Add a

Save

Step #2: Select Request a New Course for Approval and fill in all of the required fields.

Foreign Course Title:

modern test

Foreign Course Number: (if available)

Counts Towards:

○ Major
○ Minor (You cannot select this option since you do not have a minor.)
◉ Core
○ Engaged Learning
○ Language Requirement

Core courses are unlikely to be approved without a syllabus. In addition, the Core director requires you to submit a rationale for why this course is appropriate for the requested requirement.

Requesting this course to count towards Core area:

Select

Select
Artistic Knowledge and Experience
Ethics
Foundational Historical Knowledge
Foundational Literary Knowledge
Foundational Philosophical Knowledge
Foundational Scientific Knowledge
Foundational Societal Knowledge
Foundational Theological Knowledge
Quantitative Knowledge
Tier 2 Historical Knowledge
Tier 2 Literary Knowledge
Tier 2 Philosophical Knowledge
Tier 2 Scientific Knowledge
Tier 2 Societal Knowledge
Tier 2 Theological Knowledge

Rationale (reason why this course should count for the core requirement requested, 2-3 sentences is sufficient):

Upload Course Syllabus document (pdf preferred):

[Browse...] No file selected.
Reset

Rationale (reason why this course should count for the core requirement requested, 2-3 sentences is sufficient):

test

If you don't know how many credits this course is worth, please verify with OIP or your study abroad program. Keep in mind that all courses may not be worth 3 credits. If you earn less credits for the course than you state here, the course will not fulfill the requirement you have it approved for.

LUC Course Credits: 1

You do not currently have an advisor assigned to you in LOCUS. Please enter the name of your advisor below, or to find out who your advisor is, you may contact your school or college. If you have further questions, please email studyabroad@luc.edu.

Advisor Name:

Cheryl Heckel

Advisor Email:

checkel @luc.edu

[Cancel this Course Request]

[Add a New Course Request]

[Save Form] [Cancel Form] [Submit Form]

Step #3: when you are finished with this new course approval request you can...

(a) Add a New Course Request (and keep working on the form)
(b) Save Form (to come back to it later)
(c) Cancel Form (delete all approval requests on this form)
(d) **Submit form (send new approval to your advisor for approval)**