

## **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](mailto: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*

The graphic features a maroon header with the text "Study Abroad Course Approval" in white serif font. Below the header is a photograph of a camel caravan in a desert. Overlaid on the photo is a semi-transparent grey login box. The box contains the text "Please use your Loyola UVID and Password." at the top. Below this are three input fields: "Loyola UVID" (with a white box), "Password" (with a white box), and a "Submit" button. At the bottom of the graphic, there is a maroon footer containing contact information for the Office for International Programs at Loyola University Chicago, the university's logo, and the name "LOYOLA UNIVERSITY CHICAGO".

Study Abroad Course Approval

Please use your Loyola UVID and Password.

Loyola UVID

Password

Submit

Office for International Programs · LOYOLA UNIVERSITY CHICAGO  
6339 N. Sheridan Rd · Sullivan Center · Chicago, IL 60660 · 773.508.7706  
[webmaster@luc.edu](mailto:webmaster@luc.edu) · © Copyright & Disclaimer 2011

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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.

# Study Abroad Course Approval

Home Logout  
Welcome, student!

[Create New Course Approval Form](#)

## Incomplete Forms

View/Edit	Date Started	Delete
No incomplete forms		

## Submitted Requested Courses Pending Approval

View	Provider	Program	Course Title	Date Submitted
No requested courses found				


## Approved Requested Courses by Program

No requested courses found

## Rejected Courses

View	Provider	Program	Course Title	Date Reviewed
No requested courses found				

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## 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.

### Course Approval Form

<b>Student Name:</b> Charles Roth	<b>LID:</b> 00001345787
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If you have already started or submitted your study abroad application, please select it below. Otherwise, please select "Not for an existing Study Abroad Application".

**Select your Study Abroad application:**  
Not for an existing Study Abroad application

**Select a Term:**  
Spring 2016

Please choose the appropriate provider, country, and program below.

<b>Select a Provider:</b> USAC	<b>Select a Country:</b> Ireland
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**Select Program:**  
Cork, Ireland (University College Cork)

**Add a New Course Request**

[Save Form](#) [Cancel Form](#) [Submit Form](#)

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.

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:  
modern|

- 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: 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.

### 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:  
Introduction to Psychology, Science, and Society

Course(s) Found

\*\*\*Click the "ADD" button next to the course's details to add the course to your form.\*\*\*

Program	Country	City	Course Number	Course Title	LUC Department	LUC Equivalent	Date Approved	Select
USAC	Australia	Gold Coast (Griffith University)	1009 PSY	Introduction to Psychology, Science, and Society	Psychology	Elective towards major or minor	Nov 19 2010	ADD

Request a New Course for Approval

Cancel this Course Request

Add a New Course Request

Save Form Cancel Form Submit Form

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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):

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](mailto:studyabroad@luc.edu).

Advisor Name:

Cheryl Heckel

Advisor Email:

heckel

@luc.edu

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)**