

Instructions for Staff and Faculty Course Reviewers

Thank you for helping our students get their 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



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 two input fields: the first is labeled "Loyola UVID" and the second is labeled "Password". A "Submit" button is positioned below the password field. 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
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 **LOYOLA**
UNIVERSITY CHICAGO

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

Homepage (may look slightly different depending on what type of courses you approve)

Home Logout
Welcome, croth3!

Courses for Your Review | Courses Approved by You
Courses Rejected by You | Courses Rejected by Core Director

Sort by Last Name
Sort by Term and Last Name
Sort by Course Title
Sort by Date Submitted

Courses for Your Review:

Course Approval Form							
Student Name	LID	Current Academic Level	Term	Provider	Country	Program	Date Submitted
		Junior	Spring 2016	IES	France	Paris, France (Business and International Affairs)	September 15, 2015 1:30 PM

+ Show Details

Course Approval Form							
Student	LID	Current	Term	Provider	Country	Program	Date

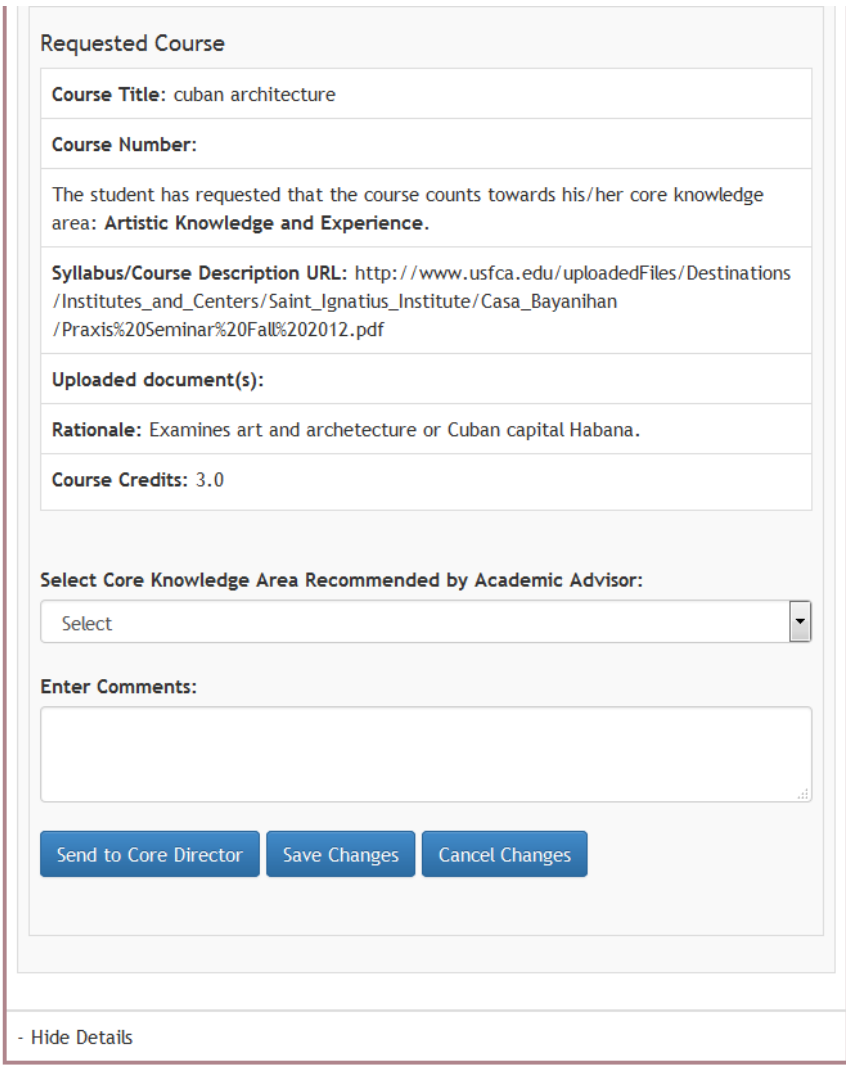
The courses pending review are listed on this page. You can sort by last name, term, etc. using the sort features found on this page. The tabs at the top (Course for Your Review, Courses Approved by You, etc.) also help you find information.

To access a student form and submit a review, click "Show Details."

- Each student's form contains the courses they would get approved, the syllabi for those courses, and other information.
- If you need more information from the student about his/her requested course approval, please contact them via email or reject the course to send comments.
- All courses that you have reviewed will be saved in your portal. From your homepage, you can sort by student name, term, course title, or date submitted.

Academic Advisors

Academic advisors are asked to select a Core Knowledge Area for each course and send the form along to the Core Director. The Core Director will make the final decision for all Core Courses. If the course does not appear to satisfy any Core areas, please select that it count as general elective credit. Any comments entered will go to the Core Director. This is what an academic advisor's review screen looks like:



The screenshot shows a web form titled "Requested Course" with the following fields and content:

- Course Title:** cuban architecture
- Course Number:** (empty)
- Description:** The student has requested that the course counts towards his/her core knowledge area: **Artistic Knowledge and Experience.**
- Syllabus/Course Description URL:** http://www.usfca.edu/uploadedFiles/Destinations/Institutes_and_Centers/Saint_Ignatius_Institute/Casa_Bayanihan/Praxis%20Seminar%20Fall%202012.pdf
- Uploaded document(s):** (empty)
- Rationale:** Examines art and archetecture or Cuban capital Habana.
- Course Credits:** 3.0

Below the form, there is a dropdown menu labeled "Select Core Knowledge Area Recommended by Academic Advisor:" with "Select" as the current choice. Underneath is a text area labeled "Enter Comments:" which is empty. At the bottom of the form are three buttons: "Send to Core Director", "Save Changes", and "Cancel Changes".

At the very bottom of the page, there is a link that says "- Hide Details".

Don't forget to hit "Send to Core Director"!

If you choose "Save Changes", your edits will simply be saved for you to return and finish at a later time, and the course approval will not submitted to the Core Director.

Please note: once the Core Director has made a decision, both you and the student will be notified by an automatic email. You can also look to find any courses that have been rejected by the Core Director on the homepage (see page 2 of this guide).

Major/Minor Approvers

Major/minor course reviewers are asked to approve or reject the course, based on the information provided by the student. Students will be automatically notified of your decision via email. This is what a major/minor approver screen looks like:

The screenshot displays a web form for course review. The form is divided into several sections:

- Course Title:** didactics of foreign language
- Course Number:** (empty field)
- Requested LUC Equivalent:** (empty field)
- The student has requested that the course counts towards his/her major:** Marketing.
- Syllabus/Course Description URL:** <http://www.apistudyabroad.com/programs/spain/bilbao/university-of-deusto-spanish-language-and-culture/course-offerings/>
- Uploaded document(s):** (empty field)
- Course Credits:** 3.0

Below these fields are three radio button options for selecting an LUC Course Equivalent:

- Direct Equivalent
- Elective in Major
- Other

Next are two radio button options for the Requested Course Action:

- Approve Course
- Reject Course and send comments to student (comments required)

Then, two radio button options for Show in Course Approval Database:

- Yes
- No

At the bottom, there is an **Enter Comments:** text area and three buttons: **Submit Course Review**, **Save Changes**, and **Cancel Changes**.

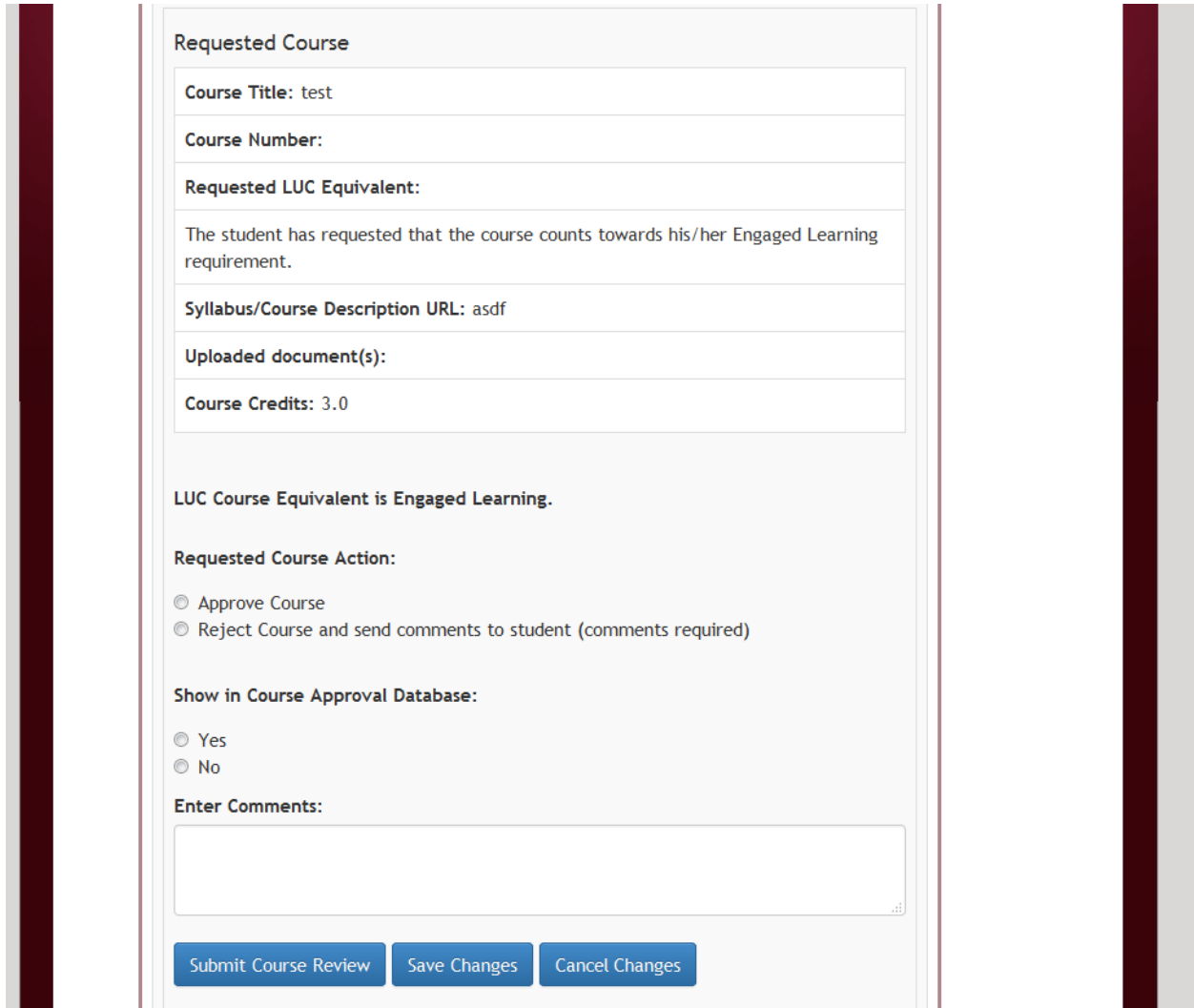
Don't forget to hit "Submit Course Review"!

If you choose "Save Changes", your edits will simply be saved for you to return and finish at a later time, and the course approval will not be submitted to the student.

Please note: by selecting "yes" for Show in Course Approval Database, you are verifying that this course can be added to our database of pre-approved courses, for future study abroad students to use. Once a course goes into the database, students don't need to get it re-approved.

Engaged Learning Approvers

Engaged learning course reviewers are asked to approve or reject the course, based on the information provided by the student. Students will be automatically notified of your decision via email. This is what an engaged learning approver screen looks like:



The screenshot displays a web form for course review. At the top, it is titled "Requested Course". Below this title are several input fields: "Course Title: test", "Course Number:", "Requested LUC Equivalent:", "Syllabus/Course Description URL: asdf", and "Course Credits: 3.0". A text box contains the message: "The student has requested that the course counts towards his/her Engaged Learning requirement." Below this, there is a section for "Requested Course Action:" with two radio button options: "Approve Course" and "Reject Course and send comments to student (comments required)". Another section, "Show in Course Approval Database:", has two radio button options: "Yes" and "No". Below these is a text area labeled "Enter Comments:". At the bottom of the form are three buttons: "Submit Course Review", "Save Changes", and "Cancel Changes".

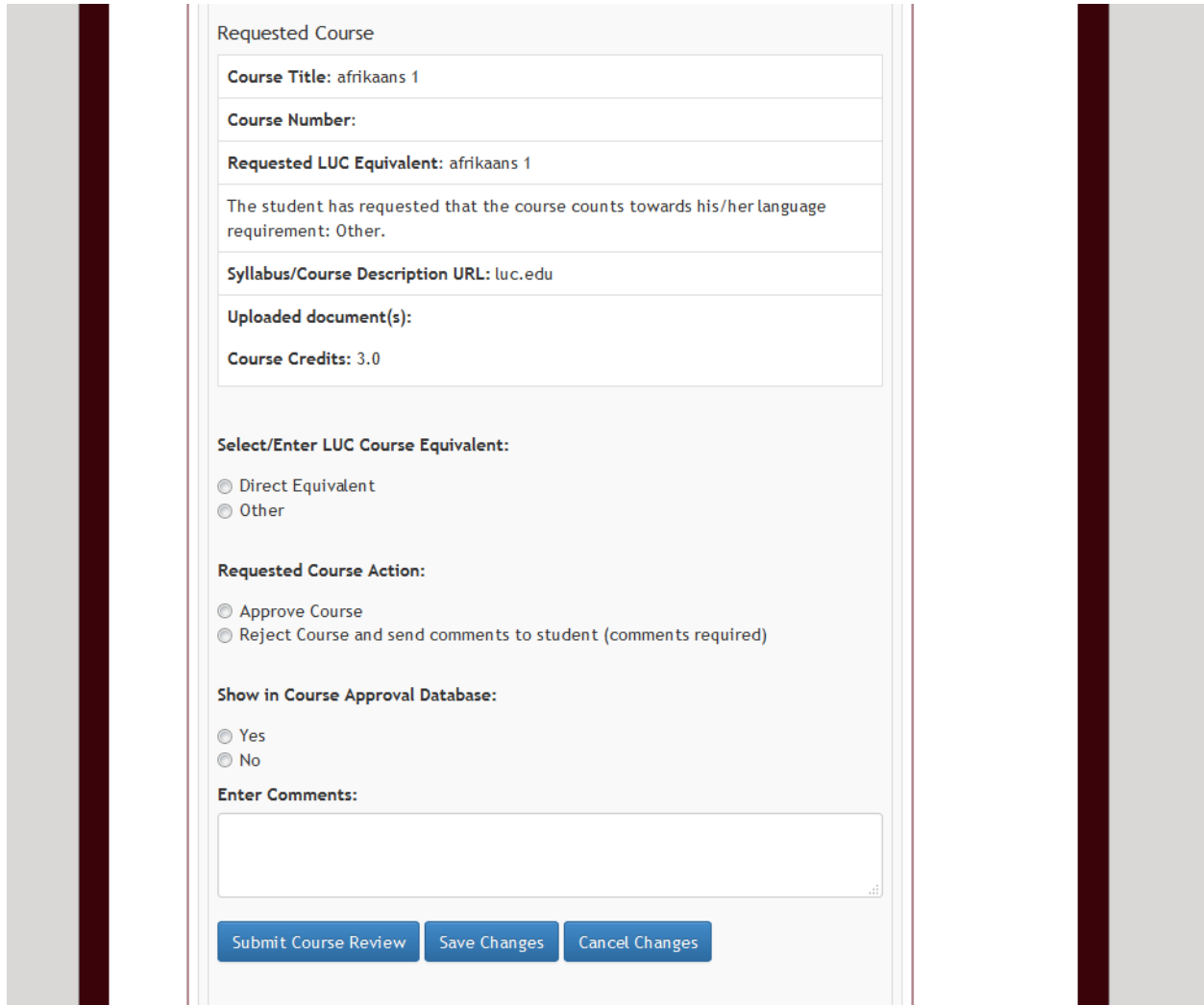
Don't forget to hit "Submit Course Review"!

If you choose "Save Changes", your edits will simply be saved for you to return and finish at a later time, and the course approval will not be submitted to the student.

Please note: by selecting "yes" for Show in Course Approval Database, you are verifying that this course can be added to our database of pre-approved courses, for future study abroad students to use. Once a course goes into the database, students don't need to get it re-approved.

Foreign Language Approvers

Foreign Language course reviewers are asked to approve or reject the course, based on the information provided by the student. Students will be automatically notified of your decision via email. This is what a foreign language approver screen looks like:



The screenshot displays a web form for reviewing a requested course. The form is titled "Requested Course" and contains the following fields and options:

- Course Title:** afrikaans 1
- Course Number:**
- Requested LUC Equivalent:** afrikaans 1
- Description:** The student has requested that the course counts towards his/her language requirement: Other.
- Syllabus/Course Description URL:** luc.edu
- Uploaded document(s):**
- Course Credits:** 3.0

Below the course details, there are three sections of radio button options:

- Select/Enter LUC Course Equivalent:**
 - Direct Equivalent
 - Other
- Requested Course Action:**
 - Approve Course
 - Reject Course and send comments to student (comments required)
- Show in Course Approval Database:**
 - Yes
 - No

At the bottom, there is a text area labeled "Enter Comments:" and three buttons: "Submit Course Review", "Save Changes", and "Cancel Changes".

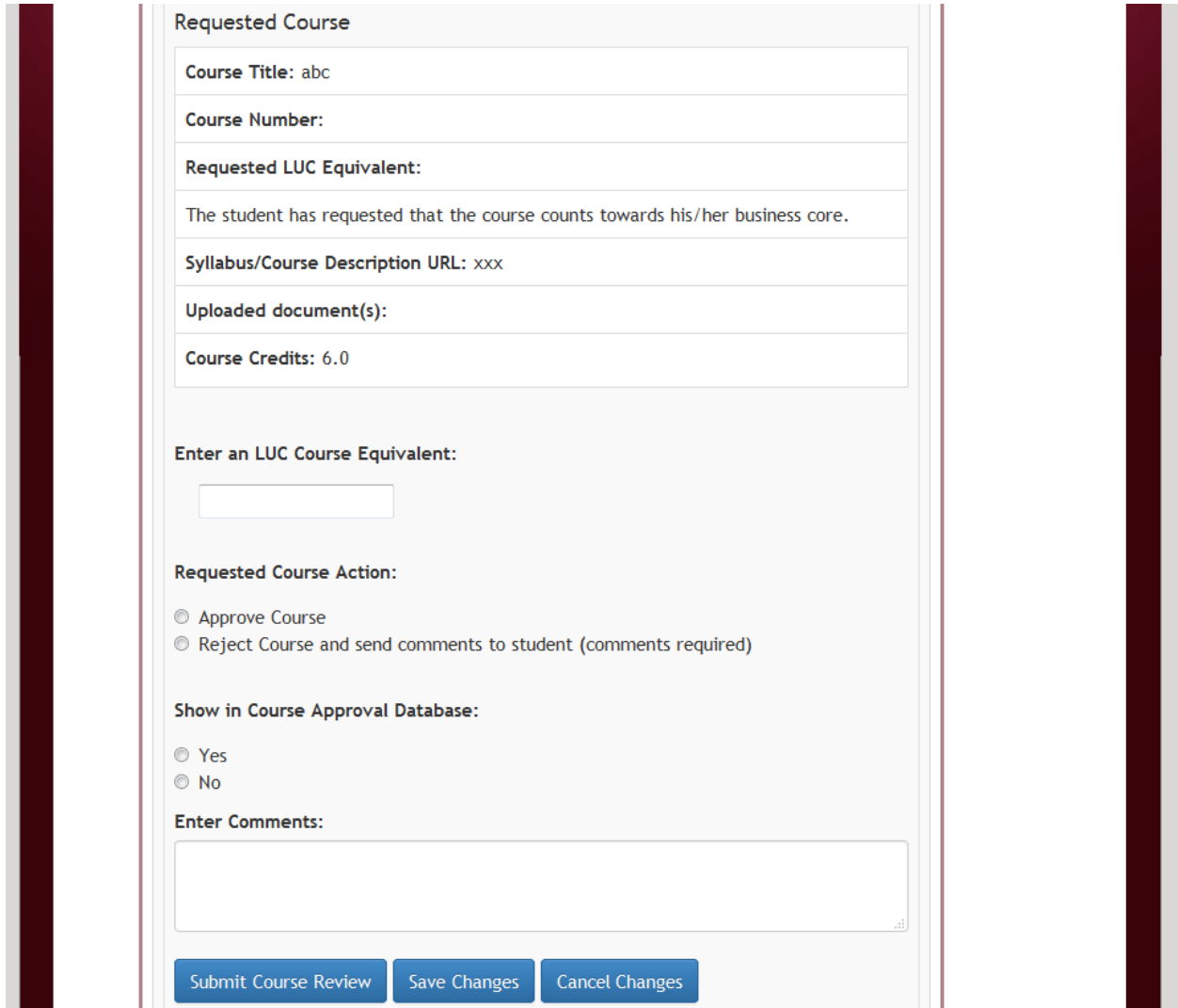
Don't forget to hit "Submit Course Review"!

If you choose "Save Changes", your edits will simply be saved for you to return and finish at a later time, and the course approval will not be submitted to the student.

Please note: by selecting "yes" for Show in Course Approval Database, you are verifying that this course can be added to our database of pre-approved courses, for future study abroad students to use. Once a course goes into the database, students don't need to get it re-approved.

Business Core Approvers

Business Core course reviewers are asked to approve or reject the course, based on the information provided by the student. Students will be automatically notified of your decision via email. This is what a business core approver screen looks like:



The screenshot displays a web form for reviewing a requested course. The form is titled "Requested Course" and contains several input fields and sections:

- Requested Course**
 - Course Title: abc
 - Course Number:
 - Requested LUC Equivalent:
 - The student has requested that the course counts towards his/her business core.
 - Syllabus/Course Description URL: xxx
 - Uploaded document(s):
 - Course Credits: 6.0
- Enter an LUC Course Equivalent:**
 - [Empty text input field]
- Requested Course Action:**
 - Approve Course
 - Reject Course and send comments to student (comments required)
- Show in Course Approval Database:**
 - Yes
 - No
- Enter Comments:**
 - [Empty text area]

At the bottom of the form, there are three buttons: "Submit Course Review", "Save Changes", and "Cancel Changes".

Don't forget to hit "Submit Course Review"!

If you choose "Save Changes", your edits will simply be saved for you to return and finish at a later time, and the course approval will not be submitted to the student.

Please note: by selecting "yes" for Show in Course Approval Database, you are verifying that this course can be added to our database of pre-approved courses, for future study abroad students to use. Once a course goes into the database, students don't need to get it re-approved.