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

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)

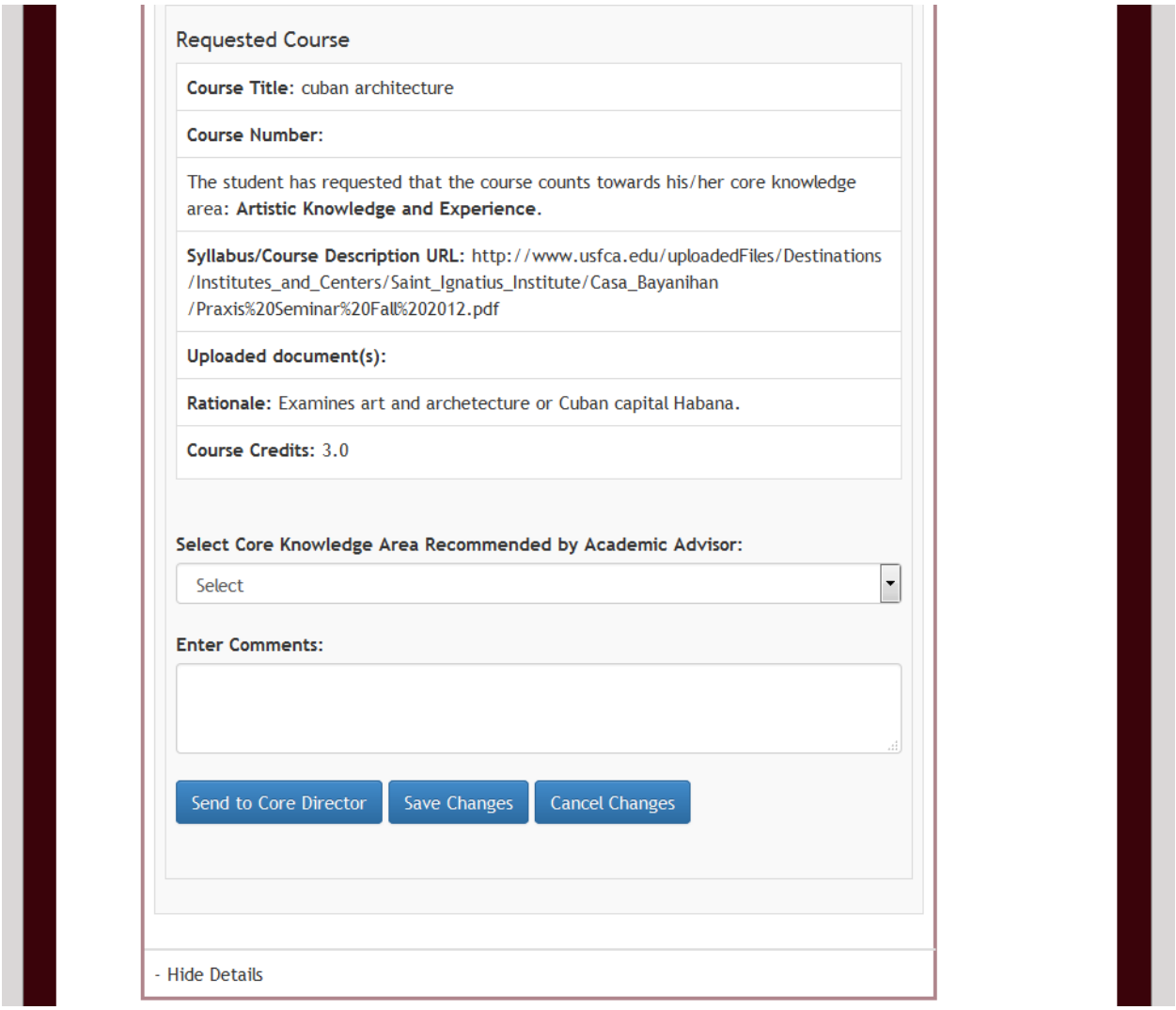
The courses pending review are listed on this page. You can sort by last name, term, etc. using the sort features found on this page. The tabs at the top (Course for Your Review, Courses Approved by You, etc.) also help you find information.

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:



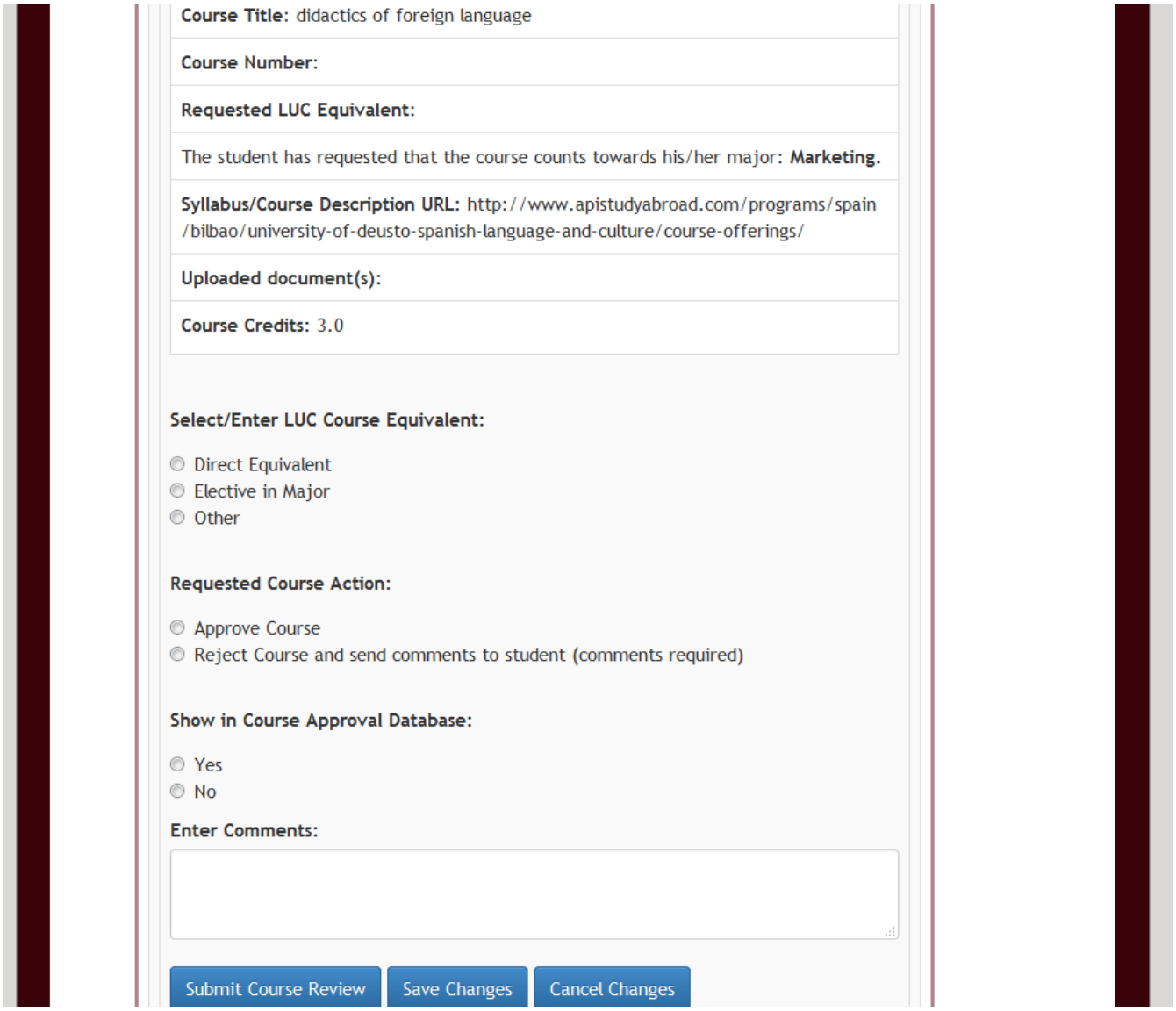
Don't forget to hit "Send to Core Director"!

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:



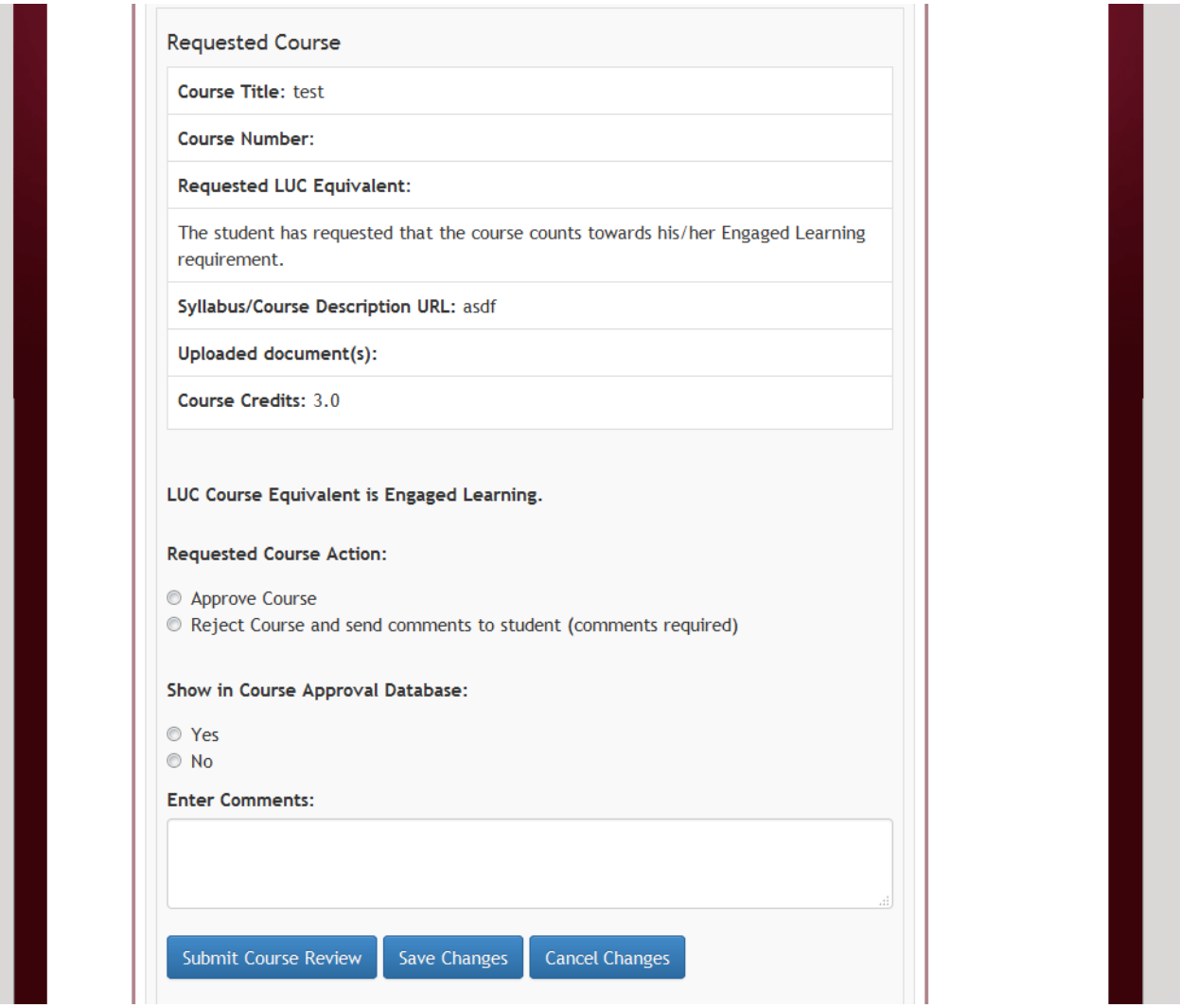
Don't forget to hit "Submit Course Review"!

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 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:



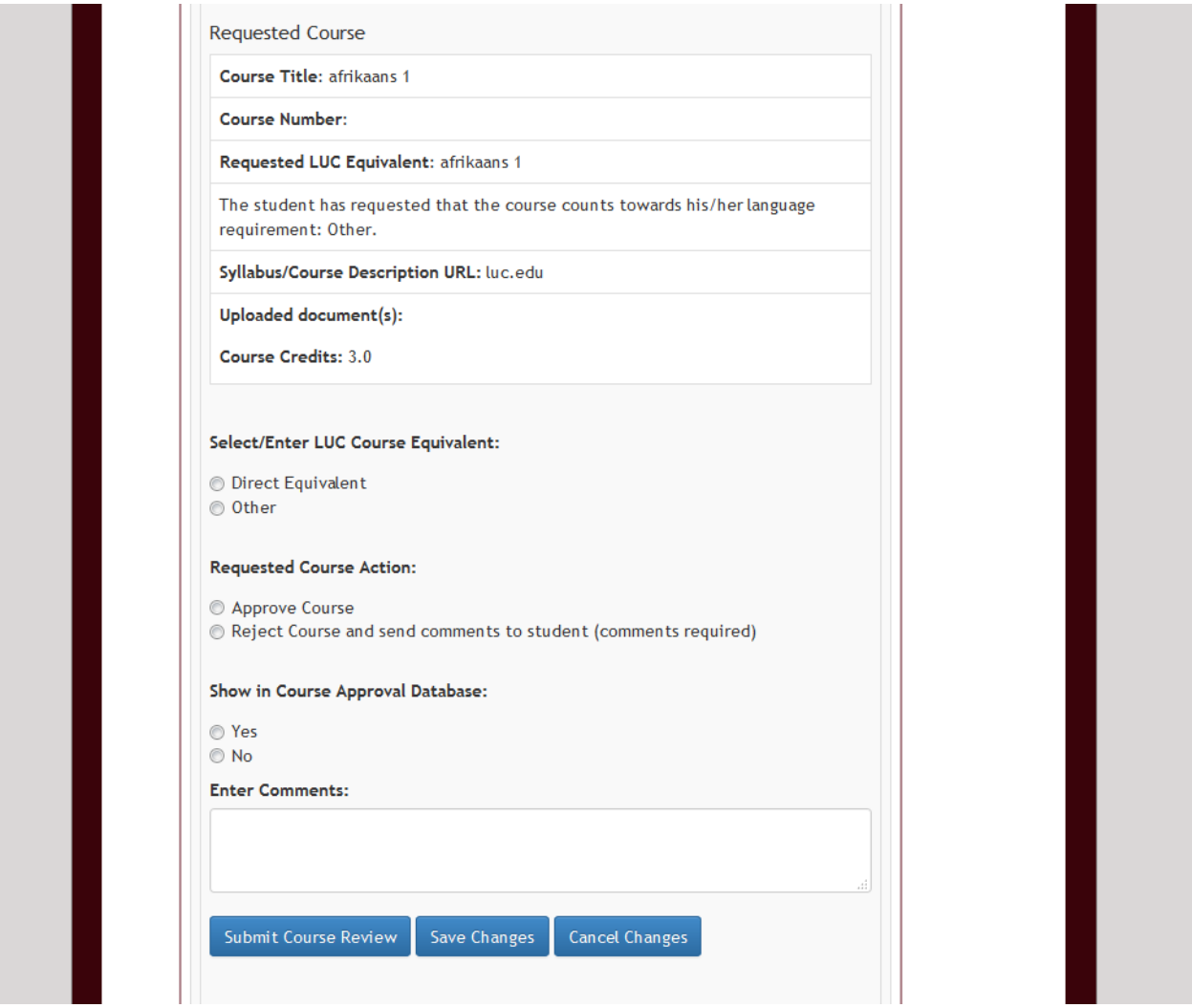
Don't forget to hit "Submit Course Review"!

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 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:



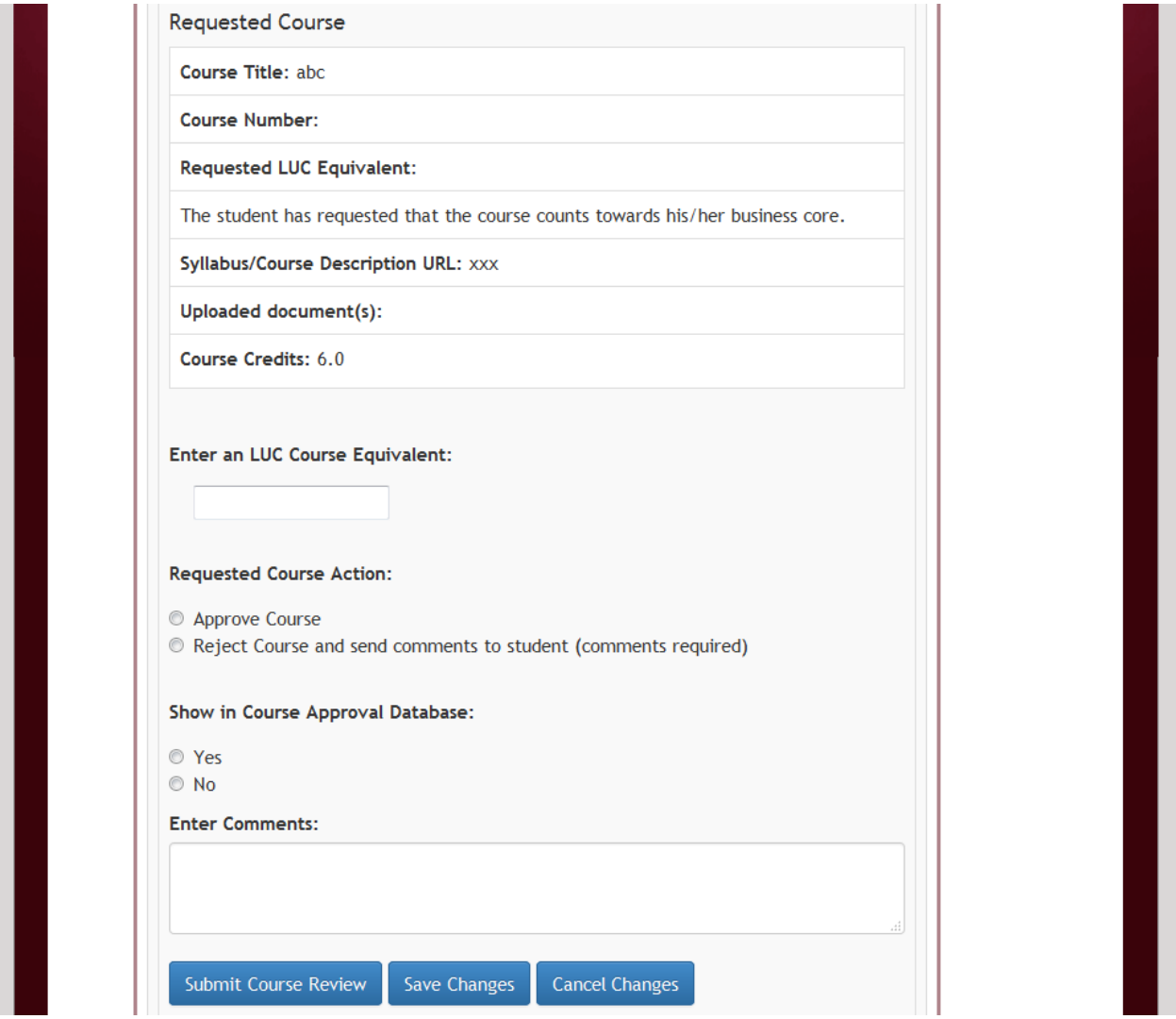
Don't forget to hit "Submit Course Review"!

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 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:



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 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.