

Course Approvals: Frequently Asked Questions

- Help! I can't log-in!
 - Make sure that you're using your UVID (without the *@luc.edu*) and password
 - If you're still having trouble, please contact the ITS Help Desk at 773-508-4487 or helpdesk@luc.edu
- How do I get started?
 - Click the blue box, "Create New Course Approval Form" at the top of the page. If you have already started or submitted your study abroad application, please select the correct application and click "Add a New Course Request" to get started.
- Can I get courses approved before I apply for my study abroad program?
 - Of course! After logging in, click the blue box, "Create New Course Approval Form" at the top of the page. Then select "Not for an existing OIP Application" and choose the study abroad program which you would like to attend.
- How do I submit a course request for multiple areas (i.e. my major and Core)?
 - Since you can only select one area for each course to count towards, you will have to complete two separate course requests, one for each area.
- My major doesn't show up in the drop down menu. What should I do?
 - Please contact the Study Abroad Office at studyabroad@luc.edu.
- How do I find pre-approved courses in the course database?
 - You can access the pre-approved course database [here](#). It shows all of the courses that students have previously gotten approved, which are now considered pre-approved for all future students.
 - Please note: if you wish to take a pre-approved class, you must include it on your course approval form.
 - The course database is linked to the online course approval form, so when you start to type in the name of your course, it will pop up automatically.
- I found my study abroad course in the database, but I want to get it approved to count for a different core/major requirement.
 - If the course been approved, but not for the requirement you are trying to fulfill, you will need to request a new course approval.
- What Core areas will my study abroad courses fulfill?
 - Please meet with your academic advisor to talk about which classes are likely to fulfill your Core requirements.

- How many credits is my study abroad course worth?
 - This is usually found on the course description or syllabus provided by your study abroad program, however, if you're unsure of how many credits a course will be worth, please contact the Office for International Programs. Keep in mind that all courses may not be worth 3 credits and that direct enrollment programs may use difference credit systems which need to be translated to US credits

- Where can I find a course syllabus?
 - Each program provider (IES, USAC, API, etc.) should have syllabi on their websites. If you are having trouble finding the necessary syllabi for your course approvals, please contact the Office for International Programs (studyabroad@luc.edu) for assistance.

- I submitted my form, but now I want to get more classes approved.
 - Once your form has been submitted, you can't go back and edit it; however, you can submit multiple forms for the same program. Please log back into the system and start a new form for the additional classes you'd like approved.

- How can I check on the status of my course approvals?
 - Please log back into the Online Course Approval System. On the home screen you will see the courses that are pending approval, approved, and rejected. Under Courses Pending Approval, choose "Click to View" to see who received the request. Please follow up with that faculty or staff member about the status of your request.

- What do I do if a course gets rejected?
 - The good news is you can still take the course – for general elective credit. All courses offered by LUC Global Partners will count as general electives. However, if you wish to get a different course approved, you are welcome to submit another form.