

How to submit An eSub



Rose Spodobalski-Brower, Associate Registrar

CENTRAL WASHINGTON UNIVERSITY

The following is a
step-by-step tutorial
to help you process an eSub.



Make sure the student

- Is admitted to the correct program
- And is a degree seeking student (matriculated UG/PB)

Go to View Academic Plans

CS> CWU Student Admin> Student Records>

Student Career Info> View Academic
Plans



View Academic Plans

Enter any information you have and click Search. Leave 1

Find an Existing Value

▼ Search Criteria

ID begins with ▼ [REDACTED]

Academic Career = ▼

Student Career Nbr = ▼

Campus ID begins with ▼

National ID begins with ▼

Last Name begins with ▼

First Name begins with ▼

Case Sensitive

Search

Clear

Basic Search



Save Sea

View the program and the requirement term (this is the catalog year the student is admitted to)

View Academic Plans

Academic Program: Undergraduate **Admit Term:** Fall 2020 **Gen Ed Req Term:** Fall 2020

Effective Date: 09/29/2021 **Campus:** Wenatchee

Program Action: Data Change **Expected Graduation Term:** Spr 2022

Status: Active in Program **Degree Checkout Status:** Applied

Plan	Type	Requirement Term	Declare Date	# Specs	Advisor
Elementary Education	Major	Fall 2020	09/01/2020	0	Douglas, Annie Obde

*Notice the student has applied for graduation.



Run the Academic Requirement (AR) Report from the Student Center.



Faculty Dashboard

Faculty Navigation

- Advising
 - Advising Notes
 - CAPS+ Student Progress Report
 - Class Permissions / Blue Slip
 - Class Search
 - Class Section Details
 - Emergency Contact
 - Faculty Center
 - My Advisees**
 - Report Behaviors of Concern
 - Student Degree Checkout Status
 - Student Degree Plans
 - Student Holds
 - View Unofficial Transcripts
 - What-If Report Scenario

Faculty Center | **Advisor Center** | Search

[My Advisees](#) | [Student Center](#) | [General Info](#) | [Transfer Credit](#)

Advisee Student Center

Academics

[My Class Schedule](#)
[Shopping Cart](#)
[My Planner](#)

other academic... [v] [»]

Personal Information

[Emergency Contact](#) [Contact Inform](#)

If a transfer student, run the Transfer Credit Report from the Student Center.

When entering the course for the substitution, it must be the incoming transfer course prefix and number.



[Faculty Center](#) | [Advisor Center](#) | [Search](#)
[My Advisees](#) | [Student Center](#) | [General Info](#) | [Transfer Credit](#) | [Academics](#)
 Advisee Transfer Credit
 [Redacted]
 Course Credits

Year	Term Taken	Transfer Term	Incoming Course	Description	Units Taken	Grade Input	Status	Equivalent Course	Units	Grade
1991	FALL	Fall 2002	SPCH 120	American Sign Lang I	5.00	3.4	Posted	ASL 151	5.000	3.4
1992	WINT	Fall 2002	SPCH 121	American Sign Lang II	5.00	3.0	Posted	ASL 152	5.000	3.0
1992	SPR	Fall 2002	SPCH 122	American Sign Lang III	5.00	3.5	Posted	ASL 153	5.000	3.5
1992	FALL	Fall 2002	PSYCH 110	General Psychology	5.00	3.6	Posted	PSY 101	5.000	3.6
1993	FALL	Fall 2002	PHIL 120	Introduction To Logic	5.00	W	Posted	PHIL 201	0.000	W
1994	SPR	Fall 2002	PHIL 120	Introduction To Logic	5.00	3.9	Posted	PHIL 201	5.000	3.9
1993	SPR	Fall 2002	MATH 101	Int Algebra	5.00	3.5	Posted	MATH 1001	0.000	3.5
1993	FALL	Fall 2002	HIST 242	US Hist: 1840-1900	5.00	W	Posted	HIST 143	0.000	W
1994	FALL	Fall 2002	HSCI 161	Human Nutrition	5.00	0.0	Posted	FCSN 245	0.000	0.0
1993	WINT	Fall 2002	HSCI 151	Personal & Community Health	5.00	0.0	Posted	HED 101	0.000	0.0

In this example, ELEF 322 is the course to be subbed. The AR report should state not satisfied for the Elementary Education and ELEF 322.

▼ **ELEM ED BAED**

Not Satisfied: ELEMENTARY EDUCATION B.A.ED. - 96 Units Required (RG-0060)

- Units: 96.00 required, 80.00 taken, 16.00 needed

Culture and Society

Not Satisfied: Culture and Society - 14 Units/C Grade Minimum Required (R-0035)

- Units: 14.00 required, 11.00 taken, 3.00 needed

▼ **ELEF 322**

Not Satisfied: ** ELEF 322- 3 Units/C Grade Minimum Required

- Units: 3.00 required, 0.00 taken, 3.00 needed

The following courses may be used to satisfy this requirement:

Personalize | View All |  First  1 of 1  Last

Course	Description	Units	When	Grade	Status	Repeat Code	Additional Information
ELEF 322	Culturally Responsive Teaching	3.00					



Ready to do that substitution:
Navigate to:

Campus Solutions > Self Service > Advisor
Center > Course Substitution Request



You will get to this screen.
Make sure all the fields
are showing to the right.

Click on “Fill out a new
form”.



Fill out a new form

All

Student Id

Last Name

First Name

Approval Status

Date From

Date To

Show My Approvals Only

No

Search Clear

You will come to this screen.

Student Id

Enter student ID and Add



You will get here. Notice the Student ID, last, first name and email of the student at the top of the form.



Student Id [REDACTED] Last Name [REDACTED] First Name [REDACTED] Email Address [REDACTED]@cwu.edu ← Save

The Permit to Substitute eForm is required for Undergraduate or Post Bac course substitutions in Major, Minor, Specialization, or Professional Education Programs. Once submitted, the form will be routed to the appropriate designees for approval and the student will receive confirmation of completion. Click [here](#) to view CWU's policy regarding course substitutions. **Note:** an asterisk (*) denotes a required field.

*Program Type *Program Name

Course and Credits Being Used For Course Substitution					CWU Required Course				
*Course Prefix and Number	Course Title	Term	Number of Credits	Grade	College or University Where Course Completed	CWU Subject	Catalog Number	Course Title	Number of Credits
1	<input type="text"/>					>>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Notes:
1. The credit total submitted for substituting course(s) must equal or exceed the number of credits in the CWU required course(s).
2. Substitutions will not carry over if there is a change in program plans or catalog year. A new permit to substitute form will be required.

*Justification of Substitution

1000 characters left.

Add Attachment
Examples include syllabus, course catalog, description, etc.

You will use the drop-down and choose the correct Program type: Honors Program, Major, Minor, PEP.



Student Id [redacted] Last Name [redacted] First Name [redacted] Email Address [redacted]@cwu.edu Save

The Permit to Substitute eForm is required for Undergraduate or Post Bac course substitutions in Major, Minor, Specialization, or Professional Education Programs. Once submitted, the form will be routed to the appropriate designees for approval and the student will receive confirmation of completion. Click [here](#) to view CWU's policy regarding course substitutions. **Note:** an asterisk (*) denotes a required field.

*Program Type  *Program Name

Course and Credits Being Used For Course Substitution					CWU Required Course				
*Course Prefix and Number	Course Title	Term	Number of Credits	Grade	College or University Where Course Completed	CWU Subject	Catalog Number	Course Title	Number of Credits
1 <input type="text"/>						<input type="text"/>	<input type="text"/>		

Notes:

1. The credit total submitted for substituting course(s) must equal or exceed the number of credits in the CWU required course(s).
2. Substitutions will not carry over if there is a change in program plans or catalog year. A new permit to substitute form will be required.

*Justification of Substitution

Must show clear programmatic goals and objectives of substituted course.

Add Attachment

Examples include syllabus, course catalog, description, etc.

1000 characters left.

The major was chosen - the Elementary Education automatically fills in as well as the requirement term (right) and applied for graduation and term (left).



Student Id [redacted] Last Name [redacted] First Name [redacted] Email Address [redacted]@cwu.edu Save

The Permit to Substitute eForm is required for Undergraduate or Post Bac course substitutions in Major, Minor, Specialization, or Professional Education Programs. Once submitted, the form will be routed to the appropriate designees for approval and the student will receive confirmation of completion. Click [here](#) to view CWU's policy regarding course substitutions. **Note:** an asterisk (*) denotes a required field.

*Program Type Major ← *Program Name Elementary Education ←

Applied for Graduation? Y Requirement Term 1209

Expected Graduation Term 1223

Course and Credits Being Used For Course Substitution					CWU Required Course				
*Course Prefix and Number	Course Title	Term	Number of Credits	Grade	College or University Where Course Completed	CWU Subject	Catalog Number	Course Title	Number of Credits
1	<input type="text"/>					<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Notes:

- The credit total submitted for substituting course(s) must equal or exceed the number of credits in the CWU required course(s).
- Substitutions will not carry over if there is a change in program plans or catalog year. A new permit to substitute form will be required.

*Justification of Substitution

Must show clear programmatic goals and objectives of substituted course.

1000 characters left.

Add Attachment

Examples include syllabus, course catalog, description, etc.

Now to search for the course you want to use for the substitution.

Student Id ██████████ Last Name ██████████ First Name ██████████ Email Address ██████████@cwu.edu

Save

The Permit to Substitute eForm is required for Undergraduate or Post Bac course substitutions in Major, Minor, Specialization, or Professional Education Programs. Once submitted, the form will be routed to the appropriate designees for approval and the student will receive confirmation of completion. Click [here](#) to view CWU's policy regarding course substitutions. **Note:** an asterisk (*) denotes a required field.

*Program Type Major

*Program Name Elementary Education

Applied for Graduation? Y

Requirement Term 1209

Expected Graduation Term 1223

Course and Credits Being Used For Course Substitution

>>

CWU Required Course

*Course Prefix and Number	Course Title	Term	Number of Credits	Grade	College or University Where Course Completed	CWU Subject	Catalog Number	Course Title	Number of Credits
1	<input type="text"/>					>> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Notes:

- 1. The credit total submitted for substituting course(s) must equal or exceed the number of credits in the CWU required course(s).
- 2. Substitutions will not carry over if there is a change in program plans or catalog year. A new permit to substitute form will be required.

*Justification of Substitution

Must show clear programmatic goals and objectives of substituted course.

1000 characters left.

Add Attachment

Examples include syllabus, course catalog, description, etc.



You can enter the prefix and number if you know it already.
- OR -

Student Id ██████████ Last Name ██████████ First Name ██████████ Email Address ██████████@cwu.edu

Save

The Permit to Substitute eForm is required for Undergraduate or Post Bac course substitutions in Major, Minor, Specialization, or Professional Education Programs. Once submitted, the form will be routed to the appropriate designees for approval and the student will receive confirmation of completion. Click [here](#) to view CWU's policy regarding course substitutions. **Note:** an asterisk (*) denotes a required field.

*Program Type Major

*Program Name Elementary Education

Applied for Graduation? Y

Requirement Term 1209

Expected Graduation Term 1223

Course and Credits Being Used For Course Substitution						CWU Required Course			
*Course Prefix and Number	Course Title	Term	Number of Credits	Grade	College or University Where Course Completed	CWU Subject	Catalog Number	Course Title	Number of Credits
1 edec 307									

Notes:

- 1. The credit total submitted for substituting course(s) must equal or exceed the number of credits in the CWU required course(s).
- 2. Substitutions will not carry over if there is a change in program plans or catalog year. A new permit to substitute form will be required.

***Justification of Substitution**

Must show clear programmatic goals and objectives of substituted course.

1000 characters left.

Add Attachment

Examples include syllabus, course catalog, description, etc.



You can do a look-up, leave the description blank and get all courses the student took.
- OR -



Cancel **Lookup**

Search for: Course Prefix and Number

▼ **Search Criteria** [Show Operato](#)

Empl ID

Subject Description (begins with) ←

Course Title (begins with)

Credits (begins with)

Search **Clear**

▼ **Search Results**

55 |

Subject Description	Course Title	Credits	Grade	College or University	Term
ANTH M01	BIOLOGICAL ANTHROPOLOGY	4.5	C	Moorpark College	Fall 2007
ANTH& 206	Cultural Anthr D	5	A-	Wenatchee Valley College	Fall 2019
ART& 100	Art Appreciation	4	A	Wenatchee Valley College	Spr 2019
ASL& 121	Amer Sign Lang I	5	A	Wenatchee Valley College	Wint 202

Enter EDEC.
All courses
taken with
the prefix
EDEC will
show and
you can pick
the course
you need.

Cancel Lookup

Search for: Course Prefix and Number

▶ Search Criteria

▼ Search Results

3 rows

Subject Description	Course Title	Credits	Grade	College or University	Term
EDEC 306	Prof Growth & Expectations	2	A-	Central Washington University	Fall 2020
EDEC 307 ←	Eq/Cult/Anti-Bias in ECE	3	A	Central Washington University	Winter 2021
EDEC 312	Childhood Learning	3	A	Central Washington University	Winter 2021

*You will notice the title, credits, grade, and where the course was taken and when is listed.

IP grades will not show.



The course auto-fills with the title, credit and grade.

Now enter the required course information.

Course and Credits Being Used For Course Substitution						CWU Required Course			
*Course Prefix and Number	Course Title	Term	Number of Credits	Grade	College or University Where Course Completed	CWU Subject	Catalog Number	Course Title	Number of Credits
1 EDEC 307	Eq/Cult/Anti-Bias in ECE	Winter 2021	3	A	Central Washington University >>				

- Notes:
- 1. The credit total submitted for substituting course(s) must equal or exceed the number of credits in the CWU required course(s).
 - 2. Substitutions will not carry over if there is a change in program plans or catalog year. A new permit to substitute form will be required.

CWU Required Course			
CWU Subject	Catalog Number	Course Title	Number of Credits
> ELEF	322	Culturally Responsive Teaching	3

The title and credits also auto-fills.



You see the + and – at the end of the row; you can add row to do another substitution.

CWU Required Course			
CWU Subject	Catalog Number	Course Title	Number of Credits
> ELEF	322	Culturally Responsive Teaching	3



If the required course is more credits than the first sub course, you need to add another course to fulfill the whole credit requirement.

You cannot use the same sub course for two required courses.



All done?
No, not yet.

You need to
fill in the
justification
for this sub.

Student Id [REDACTED] Last Name [REDACTED] First Name [REDACTED] Email Address [REDACTED]@cwu.edu Save

The Permit to Substitute eForm is required for Undergraduate or Post Bac course substitutions in Major, Minor, Specialization, or Professional Education Programs. Once submitted, the form will be routed to the appropriate designees for approval and the student will receive confirmation of completion. Click [here](#) to view CWU's policy regarding course substitutions. **Note:** an asterisk (*) denotes a required field.

*Program Type *Program Name

Applied for Graduation? Requirement Term

Expected Graduation Term

Course and Credits Being Used For Course Substitution						CWU Required Course		
*Course Prefix and Number	Course Title	Term	Number of Credits	Grade	College or University Where Course Completed	CWU Subject	Catalog Number	Course Title
1 <input type="text" value="EDEC 307"/>	<input type="text" value="Eq/Cult/Anti-Bias in ECE"/>	<input type="text" value="Winter 2021"/>	<input type="text" value="3"/>	<input type="text" value="A"/>	<input type="text" value="Central Washington University >>"/>	<input type="text" value="ELEF"/>	<input type="text" value="322"/>	<input type="text" value="Culturally Resp"/>

Notes:
1. The credit total submitted for substituting course(s) must equal or exceed the number of credits in the CWU required course(s).
2. Substitutions will not carry over if there is a change in program plans or catalog year. A new permit to substitute form will be required.

***Justification of Substitution**
Must show clear programmatic goals and objectives of substituted course.

Add Attachment
Examples include syllabus, course catalog, description, etc.

1000 characters left.



The justification is required, please fill out thoroughly as to why the sub course satisfies the required course.

Student Id [redacted] Last Name [redacted] First Name [redacted] Email Address [redacted]@cwu.edu

Save

The Permit to Substitute eForm is required for Undergraduate or Post Bac course substitutions in Major, Minor, Specialization, or Professional Education Programs. Once submitted, the form will be routed to the appropriate designees for approval and the student will receive confirmation of completion. Click [here](#) to view CWU's policy regarding course substitutions. **Note:** an asterisk (*) denotes a required field.

*Program Type Major

*Program Name Elementary Education

Applied for Graduation? Y

Requirement Term 1209

Expected Graduation Term 1223

Course and Credits Being Used For Course Substitution

>>

CWU Required Course

*Course Prefix and Number	Course Title	Term	Number of Credits	Grade	College or University Where Course Completed	CWU Subject	Catalog Number	Course Title
1 EDEC 307	Eq/Cult/Anti-Bias in ECE	Winter 2021	3	A	Central Washington University >>	ELEF	322	Culturally Respo

Notes:

1. The credit total submitted for substituting course(s) must equal or exceed the number of credits in the CWU required course(s).
2. Substitutions will not carry over if there is a change in program plans or catalog year. A new permit to substitute form will be required.

***Justification of Substitution**

Must show clear programmatic goals and objectives of substituted course.

1000 characters left.

Add Attachment

Examples include syllabus, course catalog, description, etc.

If you use “equivalent” with a transfer course, it will be built in our transfer rules* for the next student.

* at a later time.



You can also attach the course syllabus or any useful documentation for review by the chair and dean.

Finished?

Yes, it is time to save.

You are finished with this eSub.

Student Id [redacted] Last Name [redacted] First Name [redacted] Email Address [redacted]@cwu.edu



The Permit to Substitute eForm is required for Undergraduate or Post Bac course substitutions in Major, Minor, Specialization, or Professional Education Programs. Once submitted, the form will be routed to the appropriate designees for approval and the student will receive confirmation of completion. Click [here](#) to view CWU's policy regarding course substitutions. **Note:** an asterisk (*) denotes a required field.

*Program Type Major

*Program Name Elementary Education

Applied for Graduation? Y

Requirement Term 1209

Expected Graduation Term 1223

Course and Credits Being Used For Course Substitution

>>

CWU Required Course

*Course Prefix and Number	Course Title	Term	Number of Credits	Grade	College or University Where Course Completed	CWU Subject	Catalog Number	Course Title
1 EDEC 307	Eq/Cult/Anti-Bias in ECE	Winter 2021	3	A	Central Washington University >>	ELEF	322	Culturally Respo

Notes:

- 1. The credit total submitted for substituting course(s) must equal or exceed the number of credits in the CWU required course(s).
- 2. Substitutions will not carry over if there is a change in program plans or catalog year. A new permit to substitute form will be required.

*Justification of Substitution

Must show clear programmatic goals and objectives of substituted course.

1000 characters left.

Add Attachment

Examples include syllabus, course catalog, description, etc.



You will start getting emails at every approval, like the one on the right.

The following request has been submitted for approval:

Dear Student,

The (next approver) has received a request for a course substitution in your Elementary Education Major. You may click on the link below to review your form and the progress. If you have questions or concerns, please contact your academic advisor.

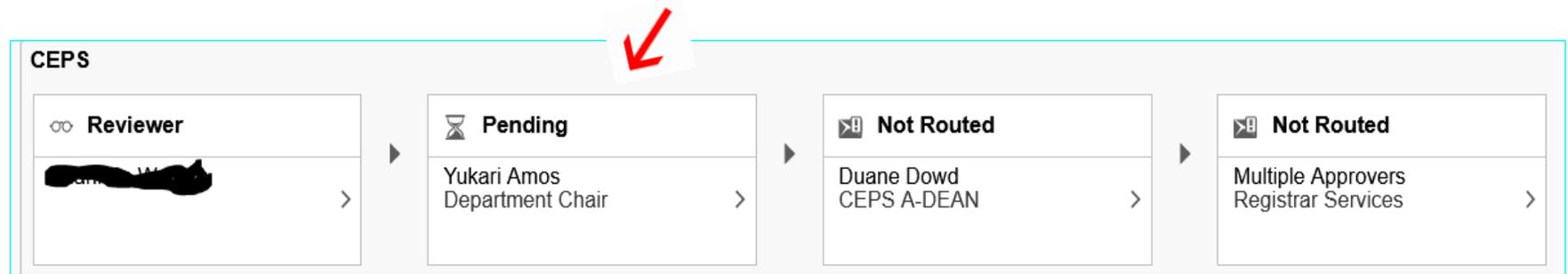
To view this Course Substitution Request, follow this navigation path within MyCWU: Main Menu > Campus Solutions > Self Service > Advisor Center > Course Substitution Request or click the link below.



DO NOT REPLY TO ANY OF THE EMAILS SENT TO YOU.



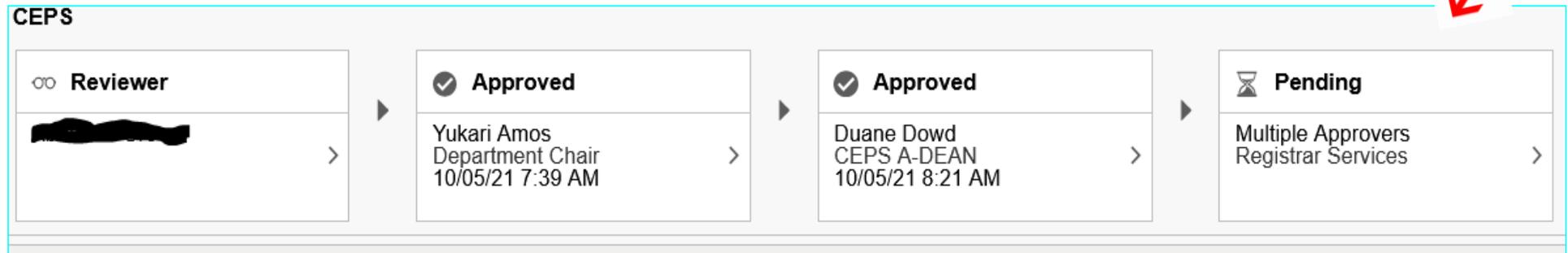
Each email goes to all involved, the pending approver needs to approve or deny the substitution.



You are the Reviewer



This is when the eSub is approved up to the Registrar/ Degree Checkout step.



At any time, you or the student can check on the progress of approvals. Go back to the eSub request and enter SID, click on Search and you will get each eSub.



Fill out a new form

All

Student Id

Last Name

First Name

Approval Status

Date From
 

Date To
 

Show My Approvals Only
 No

Choose which eSub to look at and see where it is pending.

Student Id 	User ID 	Name 	Academic Plan 	Plan Name 	Exp Grad Term 	Approval Status 	Created Datetime 	Submitted Date Time 
[REDACTED]	[REDACTED]	[REDACTED]	ELED	Elementary Education	1223	Complete	10/20/2021 11:19AM	10/20/21 11:19:21AM
[REDACTED]	[REDACTED]	[REDACTED]	ELED	Elementary Education	1223	Pending	09/27/2021 6:24PM	09/27/21 6:24:53PM

You can see the status in the column Approval Status, you can also click on the arrows to sort by status.



If you are the approver, you will choose what you want to do at this step.

University Where Deleted	CWU Subject	Catalog Number	Course Title	Number of Credits	Approve	Deny	Hold	Comment
Walla Walla University >>	MATH	154	Pre-Calculus Mathematics II	5	<input type="button" value="Approve"/>	<input type="button" value="Deny"/>	<input type="button" value="Hold"/>	Comment
Walla Walla University >>	MATH	130	Finite Mathematics	5	<input type="button" value="Approve"/>	<input type="button" value="Deny"/>	<input type="button" value="Hold"/>	Comment

Approve or deny each line, an email will be sent. If you hold, no email is sent out, it is up to you to contact the student, advisor, etc. You can leave a comment at any time.



You can check the AR report to see if completed.

<input type="checkbox"/> ELEM ED BAED
Satisfied: ELEMENTARY EDUCATION B.A.ED. - 96 Units Required (RG-0060)
Intro to Teaching Profession
Satisfied: Introduction to the Teaching Profession - 15 Units/C Grade Minimum Required (R-0034)
<input type="checkbox"/> ELEF 212
<input type="checkbox"/> ELEM 292
<input type="checkbox"/> ELEM 321 or EDLT 321
<input type="checkbox"/> ELEM 323
<input type="checkbox"/> PSY 314
Culture and Society
Satisfied: Culture and Society - 14 Units/C Grade Minimum Required (R-0035)
<input type="checkbox"/> ELEF 322
<input type="checkbox"/> ELEM 325/334



Once the originator submits the eSub, it will go to the department chair; the chair has ~~14~~ 12 days to respond, the eSub will automatically move forward to the dean approval.



At times when the eSub is denied, an email will be sent to each involved for notification.

If the eSub is denied, a new eSub needs to be submitted again no matter if you are using the same courses or not; the eSub cannot be re-used.

DO NOT REPLY TO ANY OF THE EMAILS SENT TO YOU.



Emails: It may be handy for you to add a rule to your Outlook email account, so these emails go directly to a folder you designate.

Be sure to check it regularly!



Questions?

Check with your college evaluator:

CAH - Karen Malella

CEPS – Gina Gilbert

COTS – Joe Sheeran

CB – Jen Ham

Problems?

Contact: Rose Spodobalski-Brower, Associate Registrar

Rose.Spodobalski-Brower@cwu.edu -OR- 509.963.3552

