How to submit
An eSub

Rose Spodobalski-Brower, Associate Registrar
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 the program and the requirement term (this is the catalog year the student is admitted to)

*Notice the student has applied for graduation.
Run the Academic Requirement (AR) Report from the Student Center.
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.
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.
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”.
You will come to this screen.

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.
You will use the drop-down and choose the correct Program type: Honors Program, Major, Minor, PEP.
The major was chosen - the Elementary Education automatically fills in as well as the requirement term (right) and applied for graduation and term (left).
Now to search for the course you want to use for the substitution.
You can enter the prefix and number if you know it already.

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

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

*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.

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.

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.

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

<table>
<thead>
<tr>
<th>Reviewer</th>
<th>Approved</th>
<th>Approved</th>
<th>Pending</th>
</tr>
</thead>
</table>
| [blank]   | Yukari Amos  
Department Chair  
10/06/21 7:39 AM | Duane Dowd  
CEPS A-DEAN  
10/06/21 8:21 AM | Multiple Approvers  
Registrar Services |
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.
Choose which eSub to look at and see where it is pending.

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.

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.
Once the originator submits the eSub, it will go to the department chair; the chair has $\frac{12}{4}$ 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

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