

# ONLINE COURSE OF STUDY FORM: A step by step guide

Off-Campus Study & Exchanges

Congratulations on deciding to study abroad! Before completing your course approval form, you should have **declared your major** and then started your [online application](#) with OCSE.

The following slides will show you how to complete the online course approval form. Please read each step carefully and refer to it as you go through the process.

If you have questions, please contact [ocse@Skidmore.edu](mailto:ocse@Skidmore.edu)

# Getting Started – Before you login

1. Select your courses using your program's website NOT the departmental Matrix or online course form! Courses on the Matrix or course form indicate what has been offered in the past and might NOT be offered the semester you plan to study off campus.
2. Refer to the Course Equivalency Matrix (<http://www.skidmore.edu/apps/ocse/ce/index.php>) to determine which courses have been pre-approved for your academic area of interest.
3. For the courses that are not pre-approved, you will need the following information to get them approved:
  1. Course title (at the host institution not at Skidmore)
  2. Course number (at the host institution not at Skidmore)
  3. Credit amount
  4. Link to course description or syllabus

# 1. LOG INTO SYSTEM

You will find the link to the course approval form in your MyOCSE student account. Log in using your Skidmore User Name (\***without**\* @skidmore.edu) and Password

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Enter your username and password below and click the "Login" button.

**Username \***

**Password \***


\* indicates required field

Login

# 2. SELECT YOUR PROGRAM

- Select the program you are applying to, as well as the term/year. **This form is NOT for summer programs.**
- You can only have one active form for a given term/year combination. If you have one and wish to start another, you must come speak to OCSE.
- Please Note – if you are petitioning for a Non-Approved program, you will submit a paper form instead of using this online form.
- Non-Skidmore students will not be able to use this system. They and their faculty will not have access to the Skidmore system. They will submit a paper form.

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Approved Program Selection

[Main Menu](#) | [Select Program](#) | [Logout](#)

Select an approved program and term

Select an approved program and academic term from the following choices. Click the 'Continue' button to move on to the next section of the application.

Program \*

-- Select --

Term \*

-- Select --

Continue

# 3. STARTING APPROVAL FORM

Click “add a new form” if you are logging in for the first time or are starting a new form. If you have already started your form, click the name of the program to access it.

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### Proposed Course of Study Form

Welcome to the Course Approval Process

[Main Menu](#) | [Select Program](#) | [Logout](#)

Please use this electronic form to indicate your intended course enrollment for the semester(s) you are off campus. **You must enroll in a full course of study while off campus** (generally between 15 and 18 U.S. credit hours per semester). “Full course load” is determined by the host institution and is considered the number of credits the host institution requires students to take in order to remain at full-time status. **If you want to take fewer than 15 U.S. credits or more than 18 U.S. credits, you must receive pre-approval from the host institution and from Skidmore’s Office of Off-Campus Study & Exchanges.**

Before you begin, please have available courses titles and numbers and any web links for course descriptions and syllabi for the off-campus courses you want to take. Note: You may return to the form to complete it at a later time in case you need to gather additional information.

To start a new Proposed Course of Study Form, click the “Add New Form” link that follows.

[Add New Form](#)

### Proposed Course of Study Forms

program	term	status	started on	advisor	registrar	ocse
College Year in Athens	Fall 2015	Cancelled	12/17/2014	x	x	x
CIEE Buenos Aires: Liberal Arts	Fall 2015	Cancelled	12/11/2014	✓	✓	x

# 4. ADDING COURSES

- List ALL the courses you would like to take abroad, including backup options. If your course was found on the matrix, you should see it listed in the “Course Title” dropdown menu. It may be listed more than once if it has been pre-approved by more than one department.
- If you see your course, hit “add course” and it will appear under the “Proposed Courses” section.
- If your course was not pre-approved or it has not yet been pre-approved by the department you are seeking credit towards, you must “manually enter course”. This option is listed at the bottom of the dropdown menu.

(See next page for instructions on manually entering a course)

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Proposed Course of Study Form

[Main Menu](#) | [Select Program](#) | [Course of Study Form](#) | [Logout](#)

A new Proposed Course of Study Form has been created successfully.

- Please include courses that total at least 15 credit hours (typically a full course load). We suggest you propose additional courses in case you are not able to register for your first choices once on site.
- Many courses have been pre-approved by Skidmore's academic departments and programs. Pre-approved equivalencies can be viewed and selected on the “Proposed Course of Study Form”. **These pre-approved courses do not need additional signatures or approval.**
- There will be courses that have not yet been approved by any academic department or program. If this is the case with one of your courses, select “**Manually Enter Course Number and Title**” and complete the form as instructed.
- All courses that have not been pre-approved will be reviewed and approved electronically by the chair or director of the appropriate major or minor. You will be required to provide a link to a course syllabus or description; please have that ready before you complete the form. We suggest you inform your chair/director of your plans ahead of time in order to avoid a delay.
- Once all courses have been approved, the “Proposed Course of Study Form” will be sent electronically to your advisor for final review and approval. We suggest you inform your advisor of your plans ahead of time in order to avoid a delay. Be sure that you discuss with your advisor how your course selections will affect your progress toward graduation.
- Your final approved “Proposed Course of Study Form” will be sent electronically to the Registrar for a degree audit.
- The “Proposed Course of Study Form” with notes regarding your degree progress will be returned to you once the Registrar has completed the audit.

Proposed Course of Study for:

Student:	Test Regis
Skidmore ID:	002375098
Email Address:	<a href="mailto:t_regis@skidmore.edu">t_regis@skidmore.edu</a>
Program:	University of Sydney, IFSA-Butler
Term:	Fall 2015
Academic Advisor:	Adam Reagan
Advisor Email:	<a href="mailto:areagan@skidmore.edu">areagan@skidmore.edu</a>
Application Status:	Started

Add Course

Course Title \*

-- Select --

\* indicates required field

Add Course

Proposed Courses

you have no courses on this form

Save or Cancel your Proposed Course of Study form

Click the “Submit” button to process your Proposed Course of Study Form. Click the “Cancel” button to cancel your Proposed Course of Study Form.

Submit

Cancel

# 5. ADDING NEW COURSE - MANUALLY

Add Course

Course Title \*

Manually Enter Course Number and Title

Number \*

FRE 234

Title \*

Impressionist Art

Credits \*

3

Course Desc. Link \*

http://www.art.com

Major/Minor Credit \*

☐ No ☒ Yes

Department \*

Test Department

Department Chair or Program Director

Name:

Adam Reagan

Email:

areagan@skidmore.edu

\* indicates required field

Add Course

- Select “Manually Enter Course Number and Title” from the dropdown menu
- The screen at left will appear.
- Complete the form using the number, title and credits of the OFF-CAMPUS COURSE. You need to have this information from the program web site. You will also need an **active link to the course description/syllabus**. DO NOT INCLUDE A LINK TO THE DEPARTMENT PAGE as it cannot be used to approve your course.
- If the want **only general-elective credit**, you should mark “**NO**” for the question “Major/Minor Credit” then “Add Course” to complete the step.
- If you **want major/minor credit**, mark “**YES**” for the question “Major/Minor Credit” and choose the department from which you hope to get credit.
- Click “Add Course” to complete this step.

\*The system will save your courses as you add them so that you can complete this form in more than one sitting.



# 6. REMOVING A COURSE

**Remove Course**

You are about to delete the following course:

Host Course Info	
Number:	IS 015
Title:	Art/Arch of SE Asia
Credits:	4

[Remove](#) [Close](#)

Please contact the office of Off-Campus Studies & Exchanges with any questions.

- Do not hit “Submit” until you are sure you have listed ALL courses you would like approved.
- **BEFORE** you submit your form, you may add and remove courses freely.
- To remove a course you should click on the specific course and choose “Remove”. This will delete the course from the course form.
- Once the form is submitted, no changes can be made.

If you decide you want to cancel the entire form and not just one course, you can click “Cancel” on the previous screen and the form will be deactivated. These forms cannot be re-activated. You would need to start a new form.

Please Note: If you are withdrawing your application to study abroad, you **MUST** also withdraw your online application with OCSE. Canceling the course form **DOES NOT** withdraw you for off-campus study.

# 7. SUBMIT – FINAL STEP

- Once you have listed ALL courses you would like sent for approval, you may hit “Submit” at the bottom of the page. The course list will then be sent to your advisor for approval, to any necessary Department Chairs for approval, to the Registrar’s office, and finally to OCSE for approval. When this process is complete, you will be notified via email.
- If the rest of your [OCSE online application](#) is complete, your application will be reviewed and you should hear an approval decision within 2 weeks of submitting your complete application. This approval decision will also be sent via email.

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Proposed Course of Study Form

[Main Menu](#) | [Select Program](#) | [Course of Study Form](#) | [Logout](#)

Proposed Course of Study for:

Student:

Test Regis

Skidmore ID:

002375098

Email Address:

[t\\_regis@skidmore.edu](mailto:t_regis@skidmore.edu)

Program:

University of Sydney, IFSA-Butler

Term:

Fall 2015

Academic Advisor:

Adam Reagan

Advisor Email:

[areagan@skidmore.edu](mailto:areagan@skidmore.edu)

Application Status:

Completed

Proposed Courses

host course	host credits	skidmore course	skidmore credits	approved	granted on	approved by	dept
IS 015 – Art/Arch of SE Asia	4	AH105	4	✓	01/05/2015		
FRNC 1621 – French: Intermediate III	3	FFELA	4	✓	01/05/2015		
FRE 234 – Impressionist Art	3	JPAH320	3	✓	01/05/2015	Adam Reagan	A1

Academic Advisor Approval Summary

Advisor Name:

Adam Reagan

Email Address:

[areagan@skidmore.edu](mailto:areagan@skidmore.edu)

Approved on:

01/05/2015

Registrar Summary of Requirements Not Met

Date entered:

01/05/2015

Comments:

Comments left by the registrar's office:

1. list item 1

2. list item 2

3. list item 3

4. something else

Everything looks good to me.

OCSE Review Summary

Completed on:

01/05/2015

# Important Points to Remember

- It is your responsibility to understand how many HOST institution credits you need to take in order to be registered full time. It may or may not be 15 credits. This includes knowing how host credits will convert to US credits.
- ONLY courses worth **3 or more credits** can be considered for **breadth and major/minor requirements**.
- Having your courses approved does not mean you are approved to study off-campus or that you have been approved by your program. Also, it does not mean that these courses are guaranteed.
- If you have questions, please email [ocse@Skidmore.edu](mailto:ocse@Skidmore.edu) or call 580-5355