

Prior Approval for Transfer Credit eform – Approval

Academic Advisor and Department Chair Tutorial

MyHusky PeopleSoft Links Dashboard

https://sispdev.buad.bloomu.edu:8255/psp/cspdev/EMPLOYEE/SA/s/WEBLIB_HCX

BLOOMSBURG UNIVERSITY
MY HUSKY

Dashboard

Schedule

Class Roster

Grade Roster

View Advisees

Lookup Student

Electronic Forms

Class Information

Worklist

Advisor Center

MyHusky Full Site

Hello [redacted]!

Teaching Schedule 2020 Winter

Mon	Tue	Wed	Thu	Fri
You have no classes on this day				

From the Dashboard click on the link to the Worklist.

The Worklist may still be accessed via the link on the MyHusky home page.

Instructions follow:

Bloomington University of Pennsylvania

Favorites Main Menu

Personalize Content Layout Fri, Aug 12, 16 3:17 PM

My Husky Menu

Click on Campus Solutions

[Campus Solutions](#)
Access to the Campus Solutions application.

[Faculty Center](#)
View your class and exam schedules.

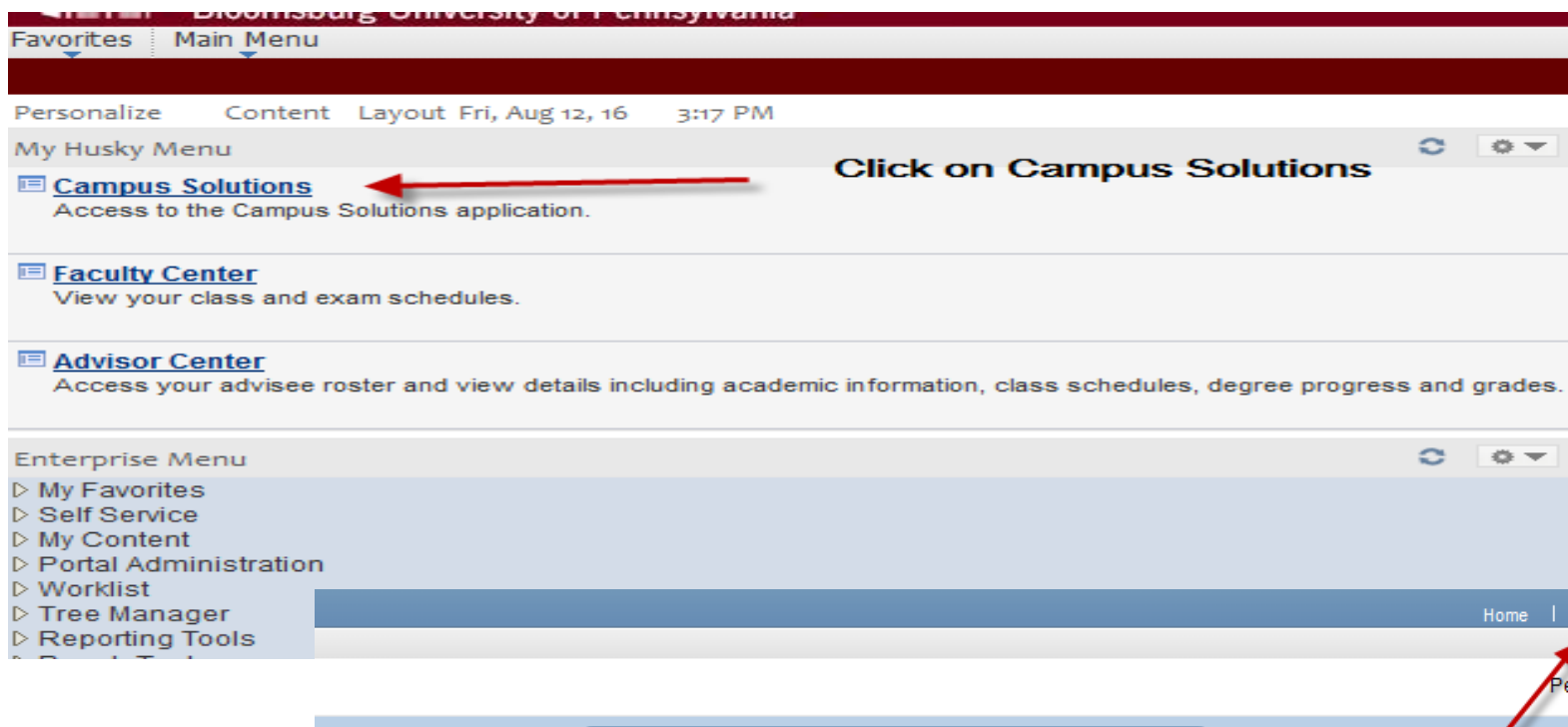
[Advisor Center](#)
Access your advisee roster and view details including academic information, class schedules, degree progress and grades.

Enterprise Menu

- My Favorites
- Self Service
- My Content
- Portal Administration
- Worklist
- Tree Manager
- Reporting Tools

Home | Worklist | Add to Favorites | Sign out

Personalize [Content](#) | [Layout](#) ? Help



Advisors and Department Chairpersons will have 2 ways of accessing eForms for approval.

1. You will receive an email notification stating you have an item to approve. The email will contain a link to the form. You MUST have MyHusky open in order to access the form via the link provided in the mail.
2. Alternately you may access the forms via the Worklist by clicking on this link in the upper right corner of your screen



Worklist

Worklist for **John Smith 123456**

[Detail View](#)

Worklist Filters [Feed](#)

Worklist Items							Personalize Find View All First 1 of 1 Last	
From	Date From	Work Item	Worked By Activity	Priority	Link			
Jane Doe	08/12/2016	Notification Worklist			Prior Appr eForm - Form ID:804	Mark Worked	Reassign	



Click on desired form

Worklist will allow you to access the links to the forms waiting for your approval.

[Refresh](#)

Prior Approval Credit Transfer Request

Read instructions and polices before completing this form at <http://www.bloomu.edu/registrar-transfer-credits>

STUDENT INFORMATION

Current Date 10/06/2016

Name **John Smith**

Empl ID **123456**

Student Email **js123@huskies.bloomu.edu**

Student Phone **987-654-3210**

TRANSFER INSTITUTION AND TERM

Transfer Institution 255058

Kutztown University

Term 2016 Winter

2016 Winter

Transfer Subject: BIO

Biology

Transfer Course: Biology 141

TRANSFER COURSE

Transfer Course Number	Transfer Course Title	Transfer Course Credit
1 141	Physiology	3

BLOOMSBURG EQUIVALENCY

Bloomsburg EQ Crse Nbr	Bloomsburg EQ Course Title	Bloomsburg EQ Course Credit
1 199	BIOLOGY TRANSFER	3

COMMENTS

Search Approve Deny Recycle Hold Print

The pending Prior Approval for Transfer Credit form will display with the student, transfer institution, transfer course and BU equivalency information.

Advisors click approve to route to department chair. Department chair click approve for final approval

Click deny only if the student CANNOT take the transfer course.

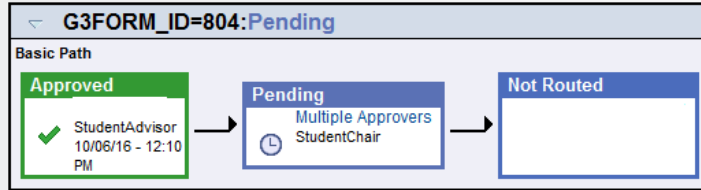
If there are questions or concerns regarding the intentions of the student and the transfer course requested you may add comments and click recycle to route the form with your comments back to the student for further consideration.

- Recycle should *only* be used when faculty wish to speak with the student regarding the transfer request and for clarification on the intended use of the transfer course.
- Comments must be added when using recycle. Please be specific with questions or information for the student.
- Once recycled the form will be updated by the student and resubmitted to the Advisor/Department Chair for approval.



Form Finalized

Basic Stage



Upon submission you will be routed to the transaction log where you can view the status of the form. At this point your approval process is complete and email notifications will be sent regarding the approval status.

TRANSACTION / SIGNATURE LOG

	Current Date Time	Stage	Path	Step	Step Title	User ID	User Description	Form Action	Time Elapsed
1	10/06/2016 12:04:36PM					123456	John Smith	Submit	
2	10/06/2016 12:10:15PM					987654	Jane Doe	Approve	

ACTION ITEM LOG

	Message Checkbox	Message Set Number	Message Number	Message Text	Description	User ID	Empl ID	Action Date/Time
1	<input checked="" type="checkbox"/>	24846	1	Policy Acknowledgement	By checking this box I acknowledge that I am responsible for ensuring that I have read and understand all applicable policies related to the transfer of credits to Bloomsburg University. Read instructions and polices before completing this form at http://www.bloomu.edu/registrar-transfer-credits .	305248	305248	10/06/16 12:04:32.000000PM
2	<input checked="" type="checkbox"/>	24846	3	PASSHE Institution Notification	If you are attending a PASSHE University and you want to transfer the grade along with the credit, you MUST fill out a Visiting Student Form. The Visiting Student Form must be returned to the Office of the Registrar with the Prior Approval form, prior to the beginning of the course(s). It is the responsibility of the student to complete the Visiting Student Notification Form and submit it to Bloomsburg University prior to enrolling in courses at another PASSHE institution.	305248	305248	10/06/16 12:04:33.000000PM