eBy-Arrangement Credit Request

Students & Faculty

With the electronic By-Arrangement form, each student and faculty member will have a customized dashboard where you can initiate new requests, track the status of pending requests, and view details of previous requests.

Initiating a Request

By-Arrangement Dashboard

Either a student or an instructor may initiate a request. <u>Log into your dashboard</u> to initiate or review previous requests.

Start a New Request Initiate a new request Select a Term New Request Action needed Current step in process Awaiting My Approval ID ↑↓ Course Last Update Instructor Q FILM-401 Yuya Sano a week ago Student Approval RES: BW Film 1927-1942 21 ELP-509 Luke Norman a week ago Returned for Correction Summer 2020 Q PRAC: STUDENT DATA ANALYTICS **Pending Requests** Course Last Update Status 10 FILM-399 Mark Berrettini 2 weeks ago RO Processing Summer 2020 Q

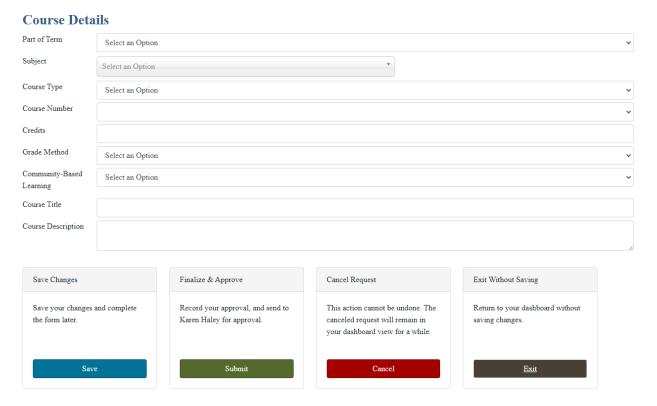
Completing the Request

SPST: Test Title

Students and instructors should have a conversation about the by-arrangement credit prior to initiating a request. You will need the following information to complete the request:

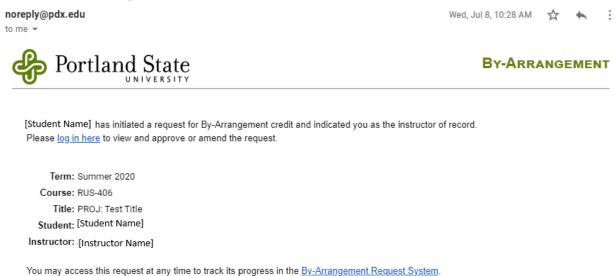
- Instructor Name (if student is initiating request)
- Student's PSU ID (if instructor is initiating request)
- Subject Code (e.g. ACTG, FILM, PSY, etc.)
- Course number (199,405, 503, 601, etc.)
- Number of credits
- Grade Mode (P/NP, A-F, etc)
- Course Title

• Course Description



Reviewing & Approving a Request

If a student initiates the request, it will be routed to the instructor for approval. The instructor will receive an email alerting them to the request.



The link in the email will take you through SSO authentication, and to the specific request.

FILM-402 IS: Film in	n Portland
Study the most recent fi	lms produced in Portland.
Part of Term:	Begins Week 1 - Lasts 8 Weeks
Department:	FILM - Film
Credits:	4
Grade Method:	Pass/No Pass
Community-Based Lea	arning: No

Available Actions



You will have the opportunity to approve the request, make changes and send back to the student for approval, or cancel the request.

If an instructor initiates the request, it will be routed to the student for approval. The student will receive an email alerting them to the request. The student will have the same options, to confirm, make changes and re-submit to the instructor, or cancel the request.

Next Steps and Status Updates

After both student and instructor have approved the request, it will be routed to the academic department for approval. Upon department approval, the request will be routed to the Registrar's Office for course creation and registration. Once registration is complete, both the student and the instructor will receive an email confirming the completion of the request.

to me 🕶







BY-ARRANGEMENT

This By-Arrangement request has been completed. The course reference number (CRN) is 12345

CRN: 12345

Term: Summer 2020 Course: ANTH-406

Title: PROJ: Very Long Title 30 chara

Student: [Student Name] Instructor: [Instructor Name]

At any time after request submission students, instructors and departments may login to the eBy-Arrangement dashboard to look up the status of the request.

Direct link for the dashboard: https://by-arrangement.campus.wdt.pdx.edu/