

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

Either a student or an instructor may initiate a request. [Log into your dashboard](#) to initiate or review previous requests.

By-Arrangement Dashboard

Start a New Request

Select a Term

New Request

Initiate a new request

Action needed

Awaiting My Approval

Current step in process

ID	Course	Instructor	Last Update	Status	Term	
9	FILM-401 RES: BW Film 1927-1942	Yuya Sano	a week ago	Student Approval	Summer 2020	Q
21	ELP-509 PRAC: STUDENT DATA ANALYTICS	Luke Norman	a week ago	Returned for Correction	Summer 2020	Q

Showing 1 to 2 of 2 entries

Pending Requests

ID	Course	Instructor	Last Update	Status	Term	
10	FILM-399 SPST: Test Title	Mark Berrettini	2 weeks ago	RO Processing	Summer 2020	Q

Completing the Request

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

Course Details

Part of Term	Select an Option
Subject	Select an Option
Course Type	Select an Option
Course Number	
Credits	
Grade Method	Select an Option
Community-Based Learning	Select an Option
Course Title	
Course Description	

Save Changes Save your changes and complete the form later. Save	Finalize & Approve Record your approval, and send to Karen Haley for approval. Submit	Cancel Request This action cannot be undone. The canceled request will remain in your dashboard view for a while. Cancel	Exit Without Saving Return to your dashboard without saving changes. Exit
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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.

noreply@pdx.edu
to me

Wed, Jul 8, 10:28 AM ☆ ↩ ⋮



BY-ARRANGEMENT

[Student Name] has initiated a request for By-Arrangement credit and indicated you as the instructor of record. Please [log in here](#) to view and approve or amend the request.

Term: Summer 2020
Course: RUS-406
Title: PROJ: Test Title
Student: [Student Name]
Instructor: [Instructor Name]

You may access this request at any time to track its progress in the [By-Arrangement Request System](#).

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

FILM-402 IS: Film in Portland

Study the most recent films produced in Portland.

Part of Term:	Begins Week 1 - Lasts 8 Weeks
Department:	FILM - Film
Credits:	4
Grade Method:	Pass/No Pass
Community-Based Learning:	No

Available Actions

 Confirm Request

Record your approval, and send to the department for approval

Confirm

 Make Changes

 Cancel

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.

noreply@pdx.edu
to me ▾

Tue, Jun 30, 4:01 PM ☆ ↩ ⋮



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/>