

Online Course Substitution Form

Training v.2

“Practice the philosophy of continuous improvement. Get a little bit better every single day.” -Brian Tracy

Today's Agenda & Goals

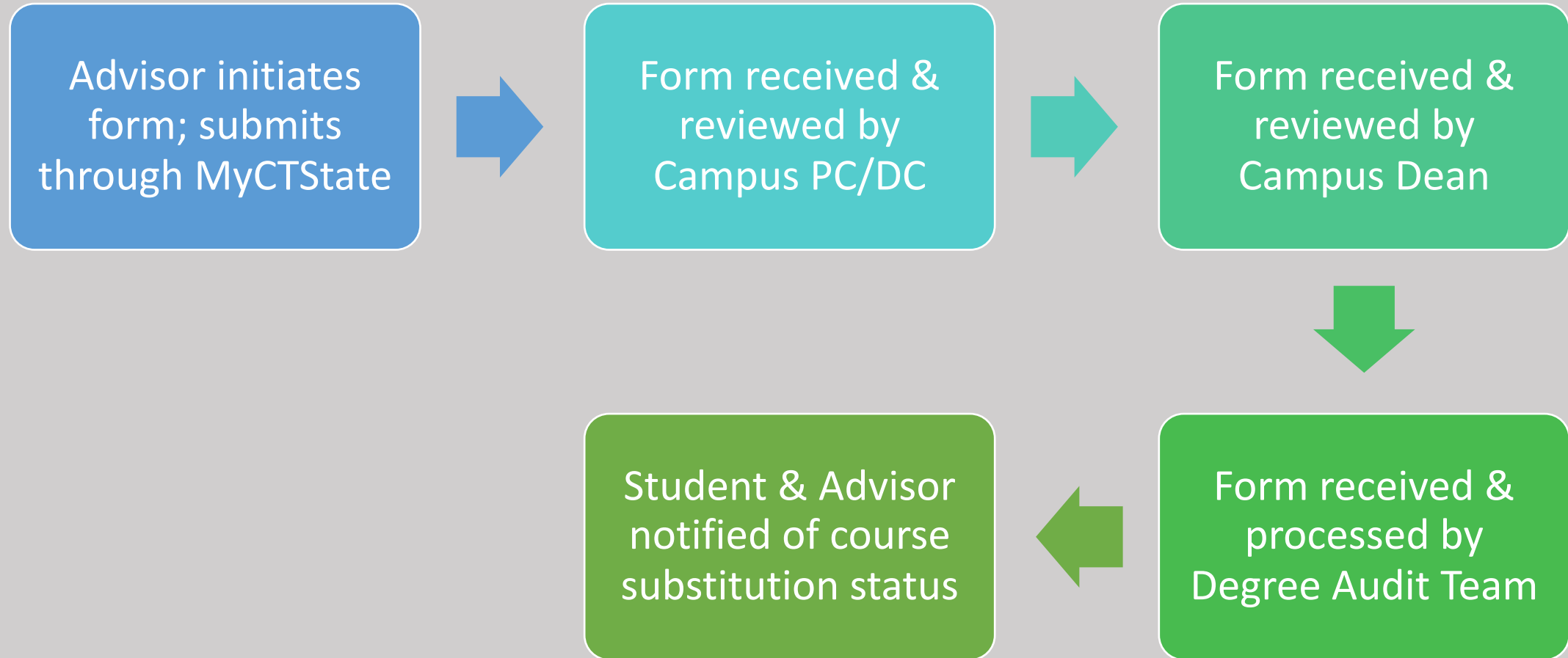
Goals

- Review Course Substitution Workflow (no changes)
- Highlight changes based on faculty feedback
- Provide information about where to direct questions

Agenda

- Online Course Substitution Initiation
- The Course Substitution Process
- Initiator Section – what's important?
- PC/DC (first approver) – what's important?
- Dean of Faculty and Students (second approver) – what's important
- Where do I direct questions?

CT State Course Substitution Form *Workflow*



Advisor Online Forms Card

- Click on the Course Substitution link in the Advisor Online Forms card in [MyCTState](#)
- Those assigned the advising role, will have access to the card and course substitution form.
- The course substitution form can be completed by those who working in an advising capacity.

Advisor Online Forms



NOTE: For the best experience, complete the forms using a laptop or desktop computer, rather than a mobile device.

• [Course Substitution](#)

Initiator: View 1 Student Information



Form Initiator: View 1

Course Substitution

All information requested on this form must be accurately and legibly completed. Substitution forms must be submitted to your Department Chairperson or Division Director for signature. Attach a course description if you are requesting a substitution with a course outside of CT State Community College.

ID *

College Email Address

First Name

Middle Name/Initial

Last Name

Is this student graduating at the close of the current term? *

Yes No

CT State Campus *

CT State Program *

Submit

Initiator: View 2 Course Details

Course Details

When was the substituted course taken (term/year) ? *

Winter 1996

Course subject & number (i.e.: ENG 1010) to be substituted into program *

COMM 1301

Course Description *

Public Speaking

At what college/university was the course taken (if applicable)?

NVCC

Link to course description (if transferred from outside CT State)

Course Subject & number of CT State course to be replaced by the substituted course *

Humanities Elective

Justification *

This student is looking to apply to the nursing program. This course used to fulfill the requirement and is no longer listed.

Please route this form as defined by your campuses academic structure by using the email address box below.

Assign to Campus Department Chair or Program Coordinator *

Campus Department Chair or Program Coordinator Email Address (i.e. name@email.com) *

@gatewayct.edu

Advisor/Faculty Initiator *

Email Address *

NOTE: All fields are required (*)
Email format required (*)

Date

01/24/2024

PC/DC Email Notification

Review Required: Student Course Substitution - JEAN MAIN



noreply@ctstate.edu

To Shuman, Jeffrey



Hello,

You have been assigned a Course Substitution form to review. Please review and approve/deny within 3 business days.

First Name: JEAN

Middle Name/Initial:

Last Name: MAIN

Please click on this link and review the request.

[Access the Course Substitution Form](#)



Click on this link to review course substitution details

Regards,

The Guided Pathway and Faculty Advising Team

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A reminder email will be
Sent every three days
until the form is routed.

PC/DC (First Approver) & Routing Section

Campus Department Chair Approval or Program Coordinator & Routing

Campus Department Chair or Program Coordinator*
Noel Rosamilio

Date
01/17/2024

Notes
connected with advisor for more [information](#)

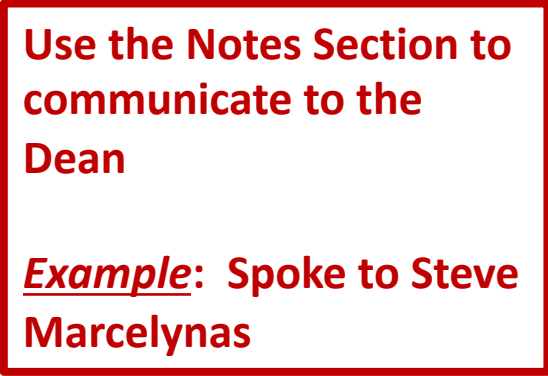
Approved?*
 Yes No

Assign to Campus Dean of Faculty or Dean of Students & Faculty*
John Hayes

Campus Dean of Faculty or Dean of Students & Faculty Email (i.e. user@email.com)*
jhayes@commnet.edu

Please close this window after you click submit.

Submi



Use the Notes Section to communicate to the Dean

Example: Spoke to Steve Marcelynas

Dean of Faculty or Dean of Faculty & Students (Second Approver) & Routing Section

Campus Dean of Faculty or Dean of Students & Faculty Approval

Campus Dean of Faculty or Dean of Students & Faculty*

Approved?*

Yes No

Date

Note: Required Fields (*)
New Section Labels

Submit

Degree Audit Technology Specialist

Degree Audit WF CSCC Name Filter 26 Items

[Inbox](#) [Related Items](#) [User Interaction](#)

Primary Viewer

REG Course Substitution - 1/29/2024 [REDACTED]

Course subject & number (i.e.: ENG 1010) to be substituted into program*

MFC 2230

Course Description*

Statistical Process Control

At what college/university was the course taken (if applicable)?

[REDACTED]

Link to course description (if transferred from outside CT State)

[REDACTED]

Course Subject & number of CT State course to be replaced by the substituted course*

MFC 1424

Final Correspondence – Post DW Updates

 noreply@ctstate.edu

To: _____

Dear Student,

Your request to substitute course S with SGREZ has been approved. To see the course substitution, log into myCTState and Degree Works. Please see your Guided Pathway or Faculty Advisor if you have any questions about the substitution. Please see your Guided Pathways or Faculty Advisor for details and to discuss your enrollment options.

Regards,
The Guided Pathway and Faculty Advising Team

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Tips & Questions?

TIPS

- ✓ *Steve Marcelynas, Director for the Office of Transfer & Articulation, must be consulted by PC/DC for substitutions related to TAP programs (smarcelynas@commnet.edu)*
- ✓ Double Check Spelling of names and email addresses
- ✓ If you've received multiple email reminders to review a substitution, please click on the link in the most recent email.
- ✓ Close the browser once you “submit” the form.
- ✓ Campuses provide a list of first approvers for each program
- ✓ Questions email or TEAM
 - Jean Main or Noel Rosamilio about the form and its function
 - ctstate-degreeworks@ct.edu for questions about Degree Works
 - Your campus Dean of Faculty with questions about substitutions

Tips & Questions?

