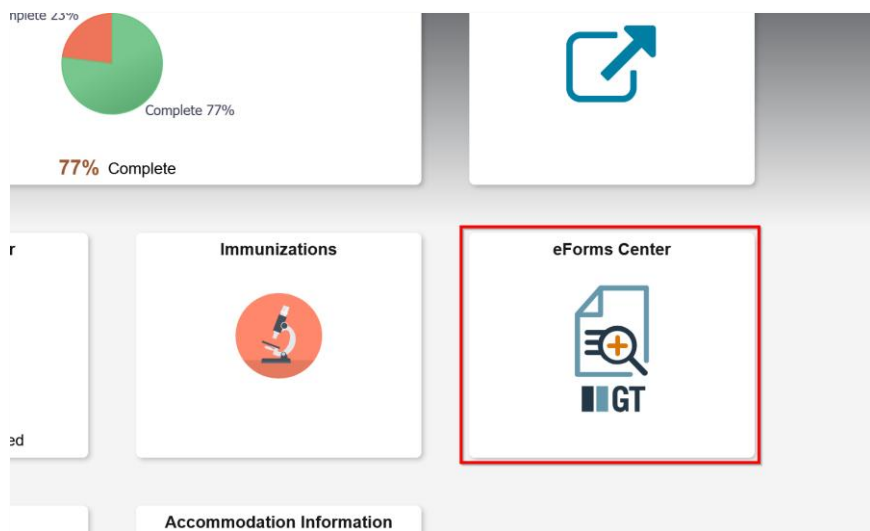
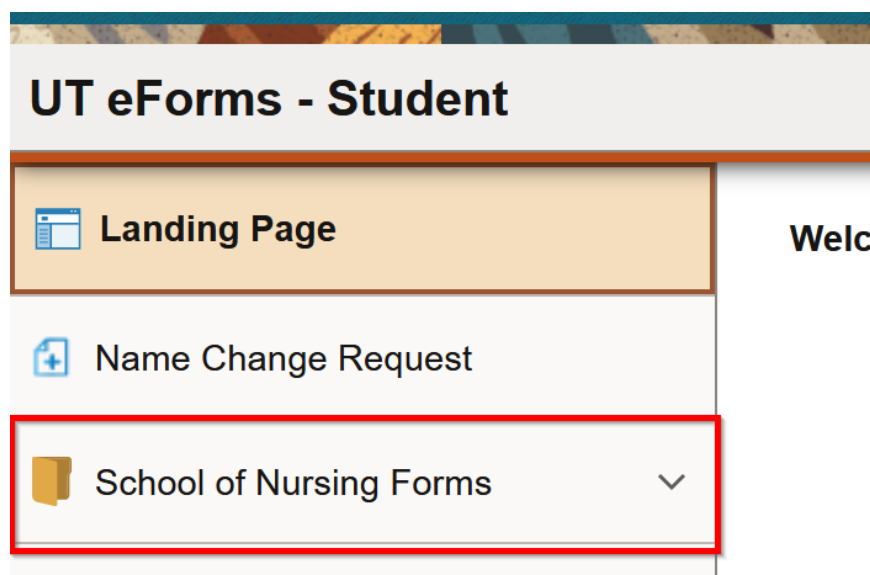


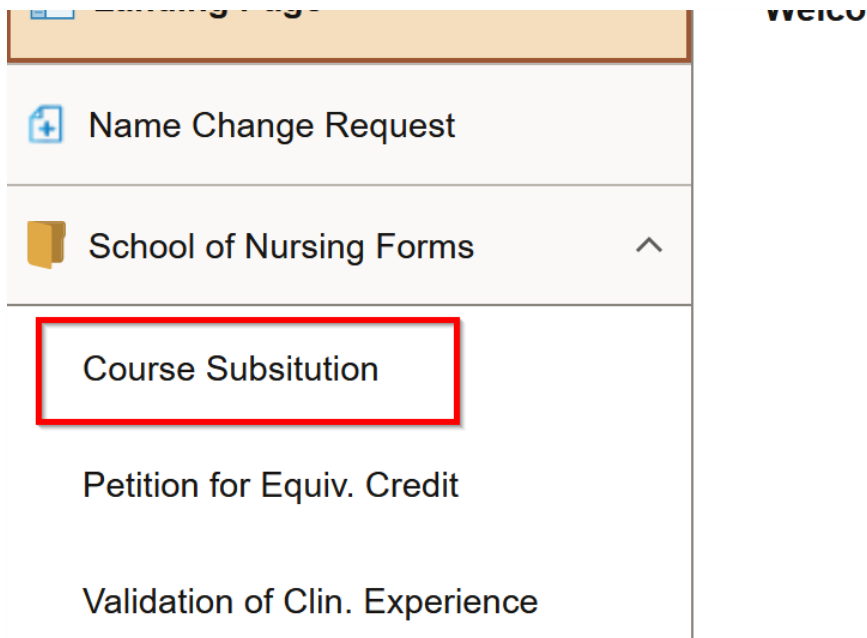


Log in to MyUTH and access **the eForms Center** at the bottom of the homepage.

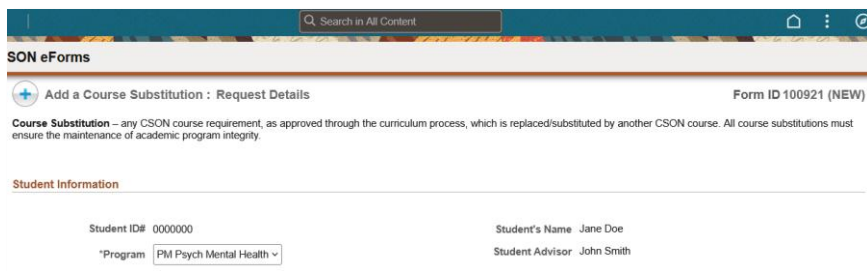


Then, click on the **School of Nursing Forms** menu.

You'll see the list of the forms that you can initiate. Click on **Add Course Substitution**



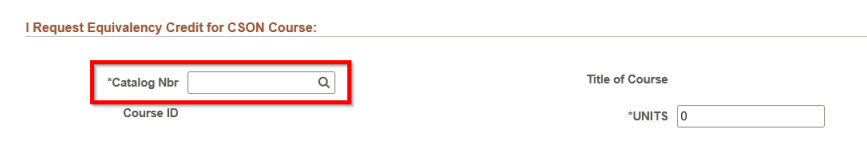
A screenshot of the SON eForms menu. The menu is a vertical list of options. The first option is 'Name Change Request' with a blue plus icon. The second option is 'School of Nursing Forms' with a yellow folder icon and an upward arrow. The third option, 'Course Substitution', is highlighted with a red rectangular box. Below it are 'Petition for Equiv. Credit' and 'Validation of Clin. Experience'.



A screenshot of the 'Add a Course Substitution' form. The form has a header with 'SON eForms' and a search bar. Below the header, it says 'Add a Course Substitution : Request Details' and 'Form ID 100921 (NEW)'. A paragraph explains that a course substitution is any CSON course requirement approved through the curriculum process. The 'Student Information' section contains fields for 'Student ID# 0000000', 'Student's Name Jane Doe', '*Program PM Psych Mental Health', and 'Student Advisor John Smith'.

On the top of the page that loads, you'll see your **Student ID, Name, Advisor Name, and Program**. In the dropdown box, click the arrow to select your academic program.

If you are active in multiple programs, choose the one for which the course substitution is intended. If you are only active in one program, only one will appear on the list.



A screenshot of the 'Request Equivalency Credit for CSON Course' form. The form has a section titled 'Request Equivalency Credit for CSON Course:'. It contains three input fields: '*Catalog Nbr' (highlighted with a red box), 'Title of Course', and '*UNITS' (with a value of 0).

In the next section, you'll see where you can choose the course from your current or future degree plan that you want credit for. Click on the search icon in the **Catalog Nbr** box to pull up the search menu.

Note: This search lets you find all courses at the School of Nursing. Check your degree plan or with your advisor to choose the correct course.

Lookup

Search for: Catalog Nbr

Search Criteria

Catalog Nbr (begins with) 6804W

Search Clear

Search Results

Catalog Nbr	Description	Subject Area	Course ID
6804W	Advanced Pathophysiology DNP	NURS	008014

In the results, click on the correct course. The pop-up will disappear, and you'll return to the previous view.

I Request Equivalency Credit for CSON Course:

*Catalog Nbr 6804W

Course ID 008014

Title of Course Advanced Pathophysiology for DNP

UNITS 0

Now, back on the main form screen, you can enter the credit hours that you'll need to substitute for. Refer to your degree plan or your advisor for the correct amount.

Substitution Course Information

Note: You should only select courses that do not fulfill a separate requirement for your Program.

*Catalog Nbr	Course ID	Description	Units	Official Grade	Term Completed
1					

In the next section of the form, you'll see where you'll choose from the courses you've previously taken, a course that will meet the requirements in your current degree plan.

Click on the search icon in the **Catalog Nbr** box to pull up the search menu.

Lookup

Search for: Catalog Nbr

Search Criteria

Value (begins with) 6151

Description (begins with)

Search Clear

Search Results

Value	Description
6151W	Adv Pathophysiology

In the search menu this time, you'll see the list of all courses you've previously taken at the Cizik School of Nursing. Search for the course you want to use for credit and then select it from the results.

Substitution Course Information

Note: You should only select courses that do not fulfill a separate requirement for your Program.

*Catalog Nbr T1	Course ID T1	Description T1	Units T1	Official Grade T1	Term Completed T1	
6151W	003597	Adv Pathophysiology	3	A	2011 Summer	+ -

1 row

Back on the main screen again, you'll now see that the **Substitution Course Information** section has been populated with the course you selected. If you have additional courses to use to meet the credit requirements, you can click on the **+** button to add the course by repeating the previous step. Otherwise, continue to the next section.

File Attachments

You must submit a course syllabus for each class you selected in the "Substitution Course Information" grid above.

Attachment Required	Upload	Description T1	File Name T1	Delete
1	Upload	Syllabus		Delete

Add

In the last section of the form, you'll upload a copy of the syllabus for the course you're using for credit and any other documents if necessary.

Click on the **Upload** button to open the file selection pop-up.

Click on the **My Device** icon to pull up a file selection window, navigate to where you have the file saved, choose the file.

File Attachment

Choose From

My Device

File Attachment

Choose From

My Device

Upload Clear

document.pdf
File Size: 1252KB

After you have selected the file, click on **Upload**

File Attachment

Done

Choose From



My Device



document.pdf

File Size: 1252KB

Upload Complete

The file will upload, and if it is successful, at the bottom of the status bar, it will show green and say **Upload Complete**. Now, click on the **Done** button at the top to close the pop-up.

Attachment Uploaded

View

Des

1



View

Syl

Add

> Comments

Submit

Back on the form page, at the bottom, you can click on the **Submit** button, and the form will be forwarded to the primary instructor of the course, then to the director of the track you are on, and then finally to the Student Affairs Office.