Course Substitution: Student

iROAR STUDENT TRAINING GUIDE
1. Log into [IROAR](#) > Dashboard > Student Self-Service

2. Request Substitution for an Academic Requirement
3. You may choose to either “Enter a Request for a Course Substitution” or “Check the Status of a Course Substitution Request”
   First, let’s Enter a Request.

4. Your current program(s) will populate. Please select the one from which the substitution should apply and hit Continue.
5. You will, then, be asked to which requirement will the substitution be applied, then write a justification for request.
   - Maximum 500 characters
   - Click the box that you “have read and understood the Substitution Policy” (hyperlink below)
   - Hit Continue

6. Select up to TWO courses for which are the basis for the substitution. Scroll to the bottom and hit Continue.

7. You will, then, select for which course the student should receive credit for.
   - Must enter Subject AND Course Number (Example: ENGL 1030)
   - You may also describe the academic requirement with a maximum of 100 characters
   - Hit Continue
8. You will get a confirmation of the substitution request with a notice of “Are you sure you want to submit this substitution request” If so, hit Submit.
9. A notice will appear “The Substitution Request for an Academic Requirement has been submitted!”
   - The student’s records will be updated after all approvals have been completed.
   - The student will receive an email after the request has been approved or denied.
   - Print or save the notice for your records.
To check on the status of a course substitution request:

1. Click Return to Menu > Check the status of a course substitution request

2. You will see an update on if the substitution has been approved, denied, or pending.

3. If you hit “Details”, you’ll be able to see your course substitution request that was submitted.
Workflow details for workflow 129606

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Grade</th>
<th>Term taken</th>
<th>Notes</th>
<th>Institution</th>
<th>Degree level</th>
<th>Subject</th>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL</td>
<td>1030</td>
<td>Composition and Rhetoric</td>
<td>3</td>
<td>A</td>
<td>Fall 2018</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Substitute THIS:**

- ENGL 1030 - Composition and Rhetoric

**For THIS:**

- ENGL 3010 - Great Books of Western World

**To meet this requirement:**

- Major Requirement for Psychology

**For the following program:**

- Bachelor of Science
- Level: Undergraduate
- Program: BS Psychology
- Catalog term: Fall 2019
- College: Behavioral, Soc and Hlt Sci