

Softdocs etrieve - Form Instructions

REG Course Alteration Approval

Direct link to form: <https://dom.etrieve.cloud/central/forms/281>

The screenshot displays the 'etrieve | CENTRAL' web interface. On the left, a sidebar lists 'Submissions' and 'Forms'. Under 'Forms', there's a search bar and a list of categories: Drafts (2), Available Forms (with an 'Expand all' link), Business Office, Information Technology, Office of Justice, Equity and Inclusion, Office of People and Organizational Culture, and Office of the Registrar. Under 'Office of the Registrar', the following forms are listed: Additional Canvas Extension Request, Course Alteration Approval (highlighted), and Course Intensification Application. The main content area shows the 'Course Alteration Approval V1' form, marked as 'Draft saved'. It features the Dominican University logo and address. The form title is 'Course Alteration Approval' with a subtitle 'Substitution/Waiver of Requirements - Major / Minor / Core / Honors'. It states 'Form started by: advisor' and includes a red warning: 'This request will EXPIRE within 7 days if not approved by all parties.' Below this, it notes 'Expired requests must be resubmitted.' and provides instructions: 'This form must be approved and submitted to the Office of the Registrar for any change to be applied to degree requirements.' A note mentions that approval is required by the School of Education if a student has been accepted into the teacher licensure program. At the bottom right, there are buttons for 'Save', 'Add Attachment(s)', and 'Submit'.

Alternate access:

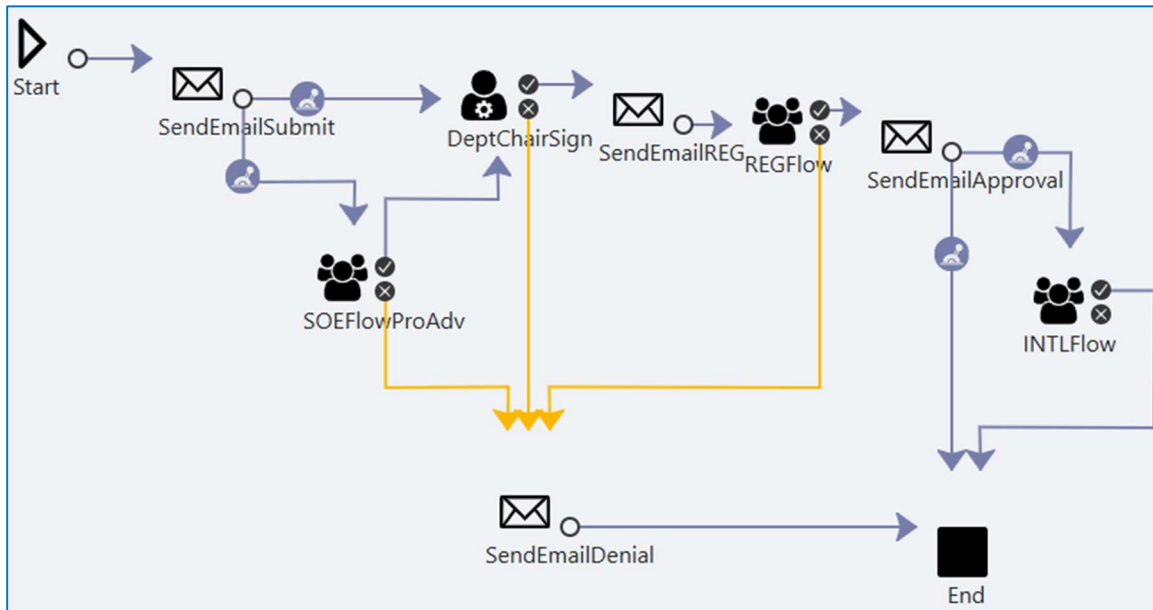
1. Open Softdocs etrieve: <https://dom.etrieve.cloud/central>
2. Click on “Forms”
3. Scroll down to “Office of the Registrar” section (or search form name in box at top)
4. Click on desired form

Softdocs etrieve issues: Please submit a Support Ticket to Information Technology
https://support.dom.edu/TDCClient/2074/Portal/Requests/TicketRequests/NewForm?ID=CneTR2sN8Jk_&RequestorType=Service

Workflow process:

1. Advisor starts form and their information autofills.
2. Advisor completes their sections and signs.
3. Advisor receives an email confirming submission.
4. School of Education Program Advisor receives an email notification to approve/deny, if applicable.
5. Department Chair receives an email notification to approve/deny.
6. Registrar's Office processes approval requests.

7. If denied, email notifications sent to: Advisor, Student, Registrar
8. If approved, email notifications sent to: Advisor, Student
9. International receive email notification to review, if applicable.
10. Form files in Softdocs etrieve Content (document repository).



Submissions: Once someone touches a form (submitted, reviewed, approved, denied, or signed), then they can check the status at any time via their Submissions tab in etrieve Central. The form is viewable as it is filled out at that moment in time. It will show which step in the workflow it is at and the status. Each column can be sorted or filtered.

etrieve CENTRAL				
Submissions		Forms		
<input type="text" value="Search"/>		Needs Review In Progress Completed Clear all		
Package Name ↑↓	Workflow ↑↓	Step ↑↓	Status ↑↓	
Return to Work Certification V1 - Marjorie Luce - [REDACTED]	Return to Work Certification	End	Completed	
Directory Change Request V1 - Marjorie Luce [REDACTED]	Directory Change Request	End	Completed	
Directory Change Request V1 - Marjorie Luce [REDACTED]	Directory Change Request	End	Completed	
Student Employment Work Authorization V2 - Marjorie Luce [REDACTED]	Student Employment Work Authorization	End	Completed	

Needs Review = YOU need to act

In Progress = SOMEONE ELSE needs to act

Completed = All done!

Needs Review
In Progress
Completed
Clear all

Draft form:

A draft form will be saved automatically and can be resumed at any time (or deleted).

Submissions **Forms**

Search

Drafts **1** [Edit](#)

Directory Photo Opt Out 11/17/2025

Available Forms [Collapse all](#)

From the form list, click “edit,” checkmark draft to delete, click trash icon. Or simply hover over the draft form name, then click trash icon.

Drafts **1** [X](#)

[Delete Selected](#) [Unselect All](#)

☒ Directory Photo Opt Out 11/17/2025

When a draft is open, it can also be deleted using trash icon at bottom of form.

Delete Draft [Save](#) [+ Add Attachment\(s\)](#) [Submit](#)

Form errors:

All boxes with red asterisk must be completed to “submit” a form. If all required fields are completed & error message still appears, submit an IT Support Ticket using link on page 1.


Employee Signature Date *

Employee Signature Date is required

[+ Add Attachment\(s\)](#)

The form failed to submit due to validation errors. Please check the form and try again. [X](#)

Example screenshots:

 DOMINICAN UNIVERSITY Office of the Registrar 7900 W. Division St, River Forest, IL 60305		
Course Alteration Approval Substitution/Waiver of Requirements - Major / Minor / Core / Honors		
Form started by: advisor		
This request will EXPIRE within 7 days if not approved by all parties.		
Expired requests must be resubmitted.		
This form must be approved and submitted to the Office of the Registrar for any change to be applied to degree requirements.		
Note: If student has been accepted into the teacher licensure program, approval is required by the School of Education.		
Student Information		
Student DU ID *	Student Full Name	
9 [REDACTED]	Marjorie Luce	
Student DU Email	Student Personal Phone #	
mluce1@dom.edu	[REDACTED]	
Advisor Full Name	Advisor DU Email	
Marjorie Luce	mluce1@dom.edu	
Total Credit Hours Earned	Division	Prospective Graduate
60	GR	No
Major	Additional Majors or Minors	
LIS	No No No No No	
Athlete	Resident Housing	Visa
Yes	Yes - River Forest	J-1

Athletes & Students Living On-Campus

- Must maintain at least 12 credit hours at all times during school year + 24 credits every 2 semesters.

International students (F-1/J-1 visa) - Undergraduate

- Must maintain at least 12 credit hours per semester.

International students (F-1/J-1 visa) - Graduate

- Need 9 credit hours per semester (or 18 credit hours over 3 semesters).

Employee Information (who fills out form)

Employee Full Name

Marjorie Luce

Employee DU Email

mluce1@dom.edu

Required Course

Academic Year *

2025-26

Academic Term *

Spring

Course Department *

CIS - Computer Information Systems

Select a Course *

CIS 120 04

Course Code/Section

CIS 120 04

Choose any section of course (01, 02, 03, etc.)

Course Title	Course Credit Hours
INTRO COMPUTER APPLICATIONS	3
Course Code Selected	APPID
CIS	97211
Course Substitution / Waiver	
Substituted / Waived Course Title *	
Introduction to Computing	
Intro to ...	
Substituted / Waived Course Code *	Applies to? *
CIS 122	Major
ACCT 101, ENGL 201, etc.	
Explanation for granting substitution / waiver *	
Whatever reason the Advisor provides	
Dept Chair Information	
Department Chair Full Name *	Department Chair DU Email
Marjorie Luce - IT Form Testing Only	mluce1@dom.edu
Signatures	

Signature

✕

Draw

Type

M Luce

Clear

☒ I understand that this constitutes my legal signature on this document.

Cancel

Create Signature

Draw OR Type your signature

Signature

✕

Draw

Type

Full Name

Marjorie Luce

Preview

Marjorie Luce

☒ I understand that this constitutes my legal signature on this document.

Cancel

Create Signature

Advisor Signature *

I understand that this constitutes my legal signature on this document.

M Luce

Advisor Signature Date *

01/25/2026

Save

Add Attachment(s)

Submit

DON'T FORGET TO SUBMIT!

Course Alteration Approval V1 submitted

Your form has been submitted and will be processed soon.

Signatures

Advisor Signature
I understand that this constitutes my legal signature on this document.

M Luce

01/25/2026 at 08:12 PM EST

Advisor Signature Date

01/25/2026
📅

SOE Program Advisor Signature
I understand that this constitutes my legal signature on this document.

SOE PA Signature Date

📅

Dept Chair Signature *
I understand that this constitutes my legal signature on this document.

[Signature]

Dept Chair Signature Date *

01/25/2026
📅

Approved? *

No
▼

Denial Reason *

Whatever good reason the Dean puts here.

📥 Save
🔒 Unlock

✖ Decline

✔ Approve

DON'T FORGET TO CLICK APPROVE OR DECLINE!

REG Office Use Only

Student Status *

Currently Enrolled
▼

Grad or Inactive Date

📅

Notes

📥 Save
🔒 Unlock

✖ Decline

✔ Approve

DON'T FORGET TO CLICK APPROVE OR DECLINE!