

Softdocs etrieve - Form Instructions REG Course Intensification Application

Direct link to form: <https://dom.etrieve.cloud/central/forms/252>

The screenshot displays the Softdocs etrieve web application. The top navigation bar includes the 'etrieve | CENTRAL' logo and a user profile icon. Below this, there are tabs for 'Submissions' and 'Forms', with 'Forms' being the active tab. A search bar is located on the left side of the 'Forms' tab. The left sidebar lists various categories: 'Drafts' (with a count of 2), 'Available Forms' (with a 'Collapse all' button), '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', there are links for 'Additional Canvas Extension Request', 'Course Alteration Approval', and 'Course Intensification Application'. The main content area shows the 'Course Intensification Application V1' form, which is marked as a 'Draft saved'. The form header includes the Dominican University logo and address. The form title is 'Course Intensification Application'. Below the title, it states 'Form started by: student' and 'This request will EXPIRE within 3 days if not approved by all parties.' It also mentions 'Expired requests must be resubmitted.' The form content includes a reference to the 'University Bulletin' and a section titled 'Course Intensification Option' which describes the process for undergraduate students to earn additional credit. At the bottom of the form, it states 'Approved applications must be filed in the Office of the Registrar by the end of the fourth'. The bottom right of the form has buttons for 'Save', 'Add Attachment(s)', and 'Submit'.

Alternate access:

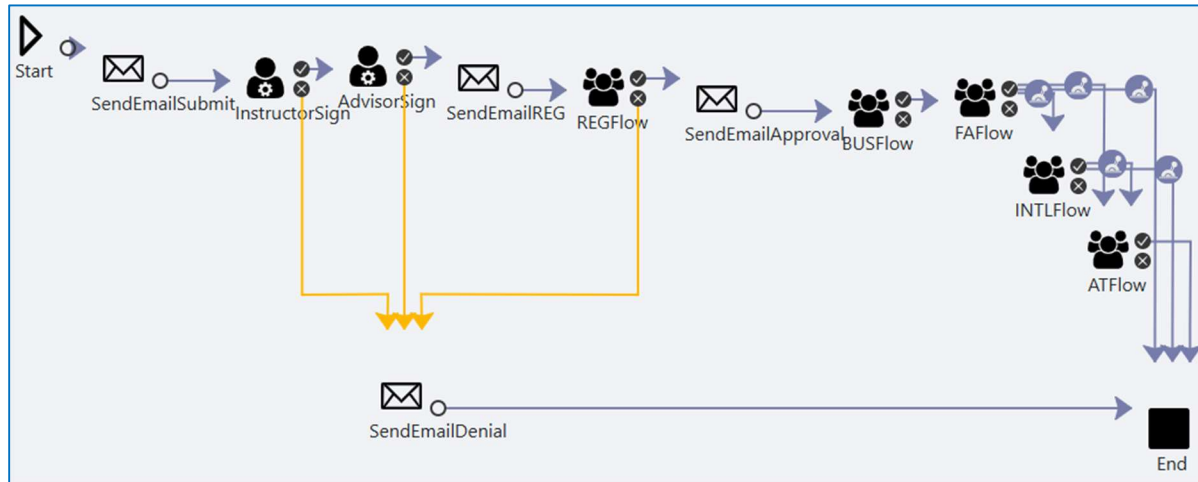
1. Open Softdocs etrieve: <https://dom.etrieve.cloud/central>
2. Click on “Forms”
3. Scroll down to “Office of the Registrar” section (or search form name in box at top)
4. Click on desired form

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

Workflow process:

1. Student starts form and their information autofills.
2. Student completes their sections and signs.
3. Student receives an email confirming submission.
4. Instructor receives an email notification to approve/deny.
5. Advisor receives an email notification to approve/deny.
6. Registrar’s Office processes approval requests.
7. If denied, email notifications sent to: Student, Instructor, Registrar

8. If approved, email notifications sent to: Student, Instructor
9. Business Office receive email notification to review.
10. Financial Aid receive email notification to review.
11. International receive email notification to review, if applicable.
12. Athletics receive email notification to review, if applicable.
13. 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 Intensification Application

Form started by: student

This request will EXPIRE within 3 days if not approved by all parties.

Expired requests must be resubmitted.

As per the [University Bulletin](#):

Course Intensification Option

Undergraduate students may propose a special project for earning one (1) additional semester hour credit in one course in which they are already enrolled. The course must be listed in the undergraduate course schedule for three (3) or more credit hours. The student is responsible for completing a course intensification application and obtaining authorization from the instructor.

Approved applications must be filed in the Office of the Registrar by the end of the fourth week of the fall or spring semester, or by the end of the second week of any eight week sessions. Students who request the course intensification option may not alter this request once it has been approved-i.e., students may not drop the single credit. The course intensification option requires additional student work, and under no circumstances should it be considered a substitute for regular course work. Students will receive the same grade for the entire course, including the additional work completed as part of the course intensification.

Students may take no more than one course per semester with the intensification option. Some academic programs may require majors to take certain courses using the intensification option. Consult departmental program descriptions for more details.

Student Information

Student DU ID

9

Student Full Name

Marjorie Luce

Student DU Email

mluce1@dom.edu

Student Personal Phone #

Advisor Full Name

Marjorie Luce

Advisor DU Email

mluce1@dom.edu

Total Credit Hours Earned

60

Division

GR

Prospective Graduate

No

Major

LIS

Additional Majors or Minors

No|No|No|No|No

Type of Hold

Graduated

Description of Hold

Registration Hold: Completed previous program

To Resolve Hold

Graduated Hold: Contact the college/school in which you plan to enroll to continue your studies.

Holds must be cleared BEFORE submitting this form

Athlete

Yes

Resident Housing

Yes - River Forest

Visa

No

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).

Check box *

☒ I understand these requirements as they apply to my situation.

Course Information

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

Course Title

INTRO COMPUTER APPLICATIONS

Course Credit Hours

3

Instructor Full Name

Ellen Alamilla

Instructor DU Email

ealamilla@dom.edu

Course Code Selected

CIS

APPID

97211

Intensification Proposal *

Whatever logical reason the student puts here.

Terms

The University reserves the right to make schedule changes or changes in modality that are necessary due to any unforeseen event or circumstances beyond their control.

TERMS

PLEASE READ BEFORE SIGNING

Signature on registration form constitutes acceptance of these terms.

1. Payment of tuition and other fees becomes your obligation as soon as you register for classes. This obligation remains until the debt is paid in full or until you officially withdraw from the college within the refund period. The University reserves the right to make schedule changes or changes in modality that are necessary due to any unforeseen event or circumstances beyond their control.
2. Nonpayment of tuition and fees and nonattendance of classes does not constitute official withdrawals from Dominican University. Withdrawal from Dominican University can only be accomplished by completing the online [Registration Request - Add/Drop/Withdraw Softdocs etrieve form](#) by the appropriate [Academic Calendar deadlines](#).
3. All financial obligations are due in full by the first day of your class. If you are unable to pay in full, arrangements must be made with the Student Accounts Office.
4. If you leave Dominican University with an unpaid balance, Dominican University reserves the right to seek collection of your account. This includes assessing reasonable legal and collection fees to your account, assigning your account to an external collection firm, and reporting your account to national credit bureaus.
5. You will not have access to your diploma and/or transcripts until all financial obligations have been met.
6. If you feel the debt on your account is not valid you can file a dispute within 60 days of the first statement that contained the mistake. Please send all disputes to the [Student Accounts Office](#) at bursar@dom.edu.

WITHDRAWAL FROM CLASSES

Withdrawal from class must be done formally through the Office of the Registrar. Failure to attend classes or merely giving notice to the instructor will not be regarded as an official notice of withdrawal. Forms are available in Lewis 115 or on the registrar's website; if you cannot come in to complete a form, written notice via fax or mail will be accepted.

A student withdrawing from a class may be liable for part or all the tuition depending on the date of withdrawal. See the current refund schedule on the Student Accounts website.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

I understand that information about my rights under FERPA is available on the Registrar's website and I further understand that this serves as my annual notification of my rights as required by FERPA.

WAITLISTS

I agree to abide by the waitlist policy posted on the Registrar's website and acknowledge that the policy allows me to waitlist for no more than one section of a course in a given term. I further understand that:

- I can be enrolled in one section of a course and on the waitlist for no more than one other section
- if I am on the waitlist for a section of a course that is in a cross-listed relationship with other course section, I may not also add myself to the waitlist of one of the other course sections in the cross-list
- this restriction does not apply to variable topics courses – different courses that use the same numbers – that are designated as such in the course description

I acknowledge that if I am waitlisted for more than one section of a course (as outlined above), I will be dropped from the waitlist(s) of all but the last (i.e. most recent) section for which I waitlisted.

I also acknowledge that I am not to attend those classes for which I am waitlisted and am only eligible to attend after being notified that I have been moved from the waitlist onto the class list.

I understand that it is my responsibility to monitor my Dominican email account for questions from the Office of the Registrar regarding my schedule and for information on whether I have been enrolled into a section from the waitlist.

Signatures

Student Signature *

I understand that this constitutes my legal signature on this document. I confirm the details of this form to be true.

Student Signature Date *



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

Student Signature *

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

M Luce

Student Signature Date *

01/25/2026

Save

Add Attachment(s)

Submit

DON'T FORGET TO SUBMIT!

Course Intensification Application V1 submitted

Your form has been submitted and will be processed soon.

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

Ellen A.

Instructor Signature Date *
01/25/2026

Approved? *
Yes

Save Unlock Decline Approve

DON'T FORGET TO CLICK APPROVE OR DECLINE!

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

[Signature]

Advisor Signature Date *
01/25/2026

Approved? *
No

Denial Reason *
Whatever good reason the advisor 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
[Date Picker]

Notes
[Text Area]

Save Unlock Decline Approve

DON'T FORGET TO CLICK APPROVE OR DECLINE!

Business Office, Financial Aid, International, Athletics

Save Unlock Reviewed

DON'T FORGET TO CLICK REVIEW!!