

Softdocs etrieve - Form Instructions REG Course Intensification Application

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

The screenshot shows the Softdocs etrieve interface. On the left, a sidebar lists various form categories: Drafts (2), Available Forms (Business Office, Information Technology, Office of Justice, Equity and Inclusion, Office of People and Organizational Culture, Office of the Registrar), and specific forms like Additional Canvas Extension Request, Course Alteration Approval, and Course Intensification Application. The 'Course Intensification Application' form is currently selected and displayed on the right. The form header reads 'Course Intensification Application V1' with a 'Draft saved' status. It features the Dominican University logo and address. The main content area is titled 'Course Intensification Application' and includes a note that the request will expire in 3 days if not approved by all parties. It also mentions the University Bulletin and the Course Intensification Option, stating that undergraduate students can propose a special project for one additional semester hour credit. The bottom of the form has buttons for 'Save', 'Add Attachment(s)', and 'Submit'.

Alternate access:

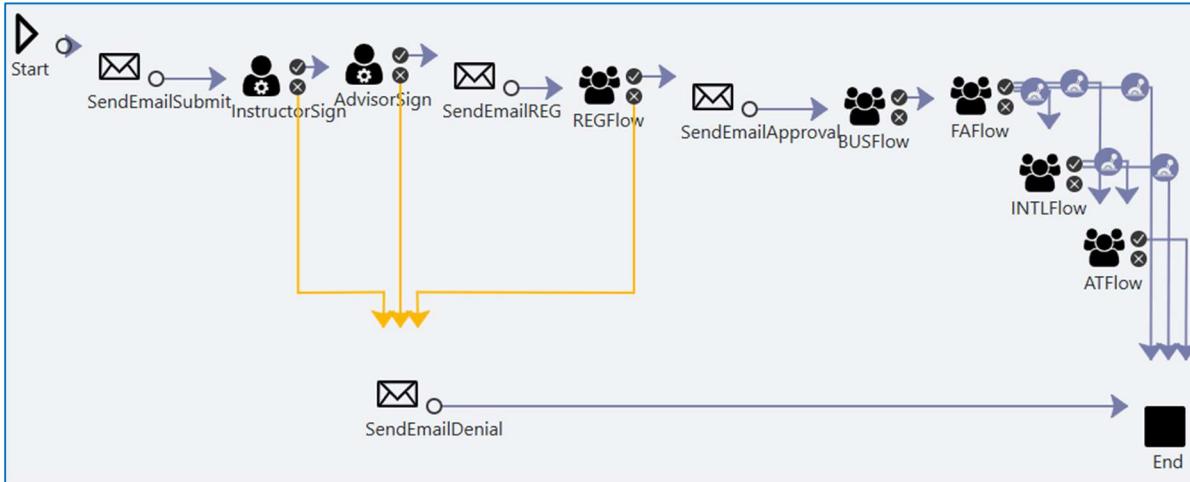
1. Open Softdocs etrieve: <https://dom.trieve.cloud/central>
2. Click on "Forms"
3. Scroll down to "Office of the Registrar" section (or search form name in box at top)
4. Click on desired form

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		
Search	Needs Review	In Progress	Completed	Clear all
Package Name ↑↓	Lock ↑↓	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

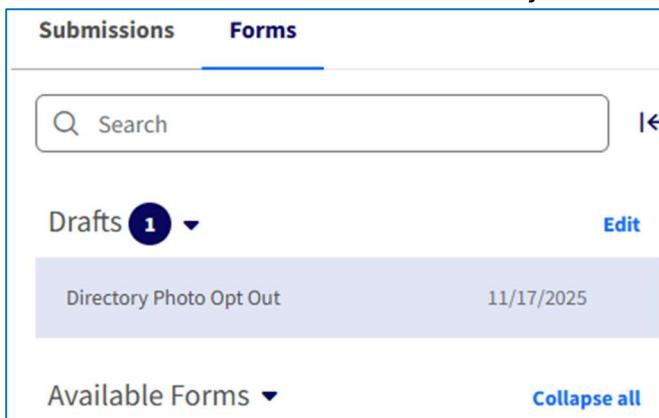
In Progress = SOMEONE ELSE needs to act

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**

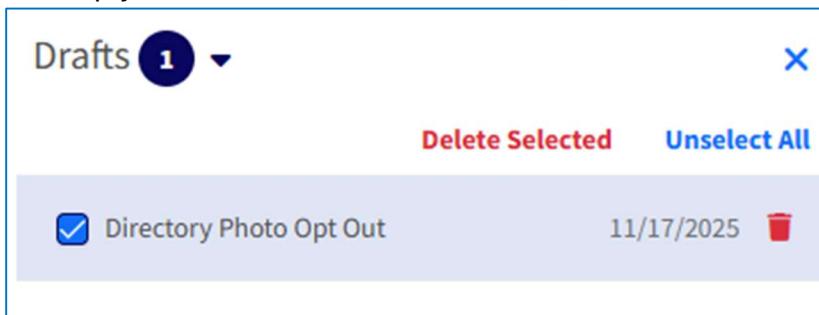
Search

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 **trash**

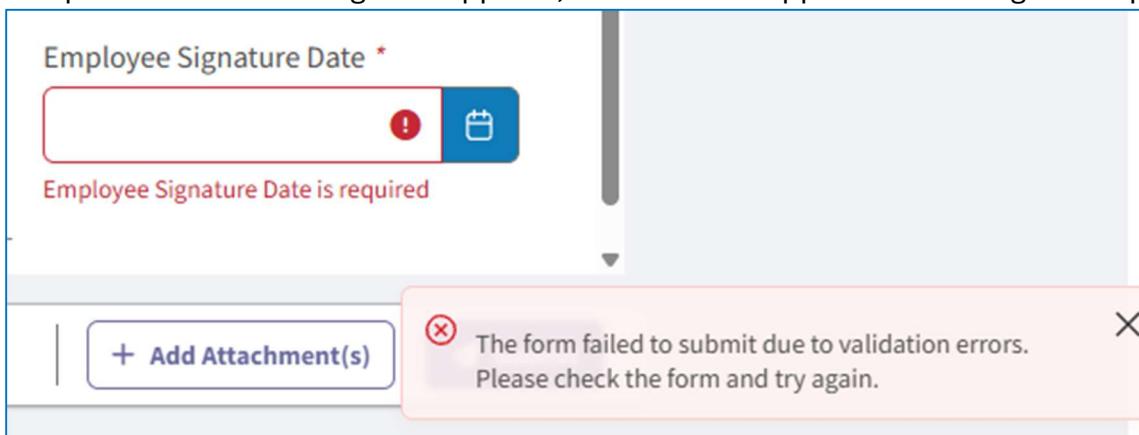
When a draft is open, it can also be deleted using trash icon at bottom of form.



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.

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	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	

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](mailto: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 X

Draw Type

Clear

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

Cancel Create Signature

Draw OR Type your signature

Signature X

Draw Type

Full Name

Preview

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

Cancel Create Signature

Student Signature * Student Signature Date *

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

01/25/2026 Save

[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.



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



Notes

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!!