

## Softdocs etrieve - Form Instructions REG Information Request - Prior Student

**Anonymous link to form:** <https://dom.etrieve.cloud/central/a/templates/259>

This form is meant for prior students and is accessed via an Incognito or Private browser

- Incognito (Chrome)
- InPrivate (Edge)
- Private (Firefox, Safari, and Brave)

The screenshot shows a web browser window with the URL <https://dom.etrieve.cloud/central/a/templates/259>. The page title is "Information Request - Prior Student V1". The header includes the Dominican University logo and the text "DOMINICAN UNIVERSITY Office of the Registrar 7900 W. Division St, River Forest, IL 60305". Below the header is a link: "DU-IT's Softdocs etrieve website: form instructions, troubleshooting, Support Center help". The main content area features a dark blue banner with the text "Information Request (prior student only)". Below the banner, it says "Form started by: student". There is a section titled "Student Information" with four input fields: "Student DU ID", "Student Full Name \*", "Student Email \*", and "Student Personal Phone # \*". A "Submit" button is located at the bottom right of the form.

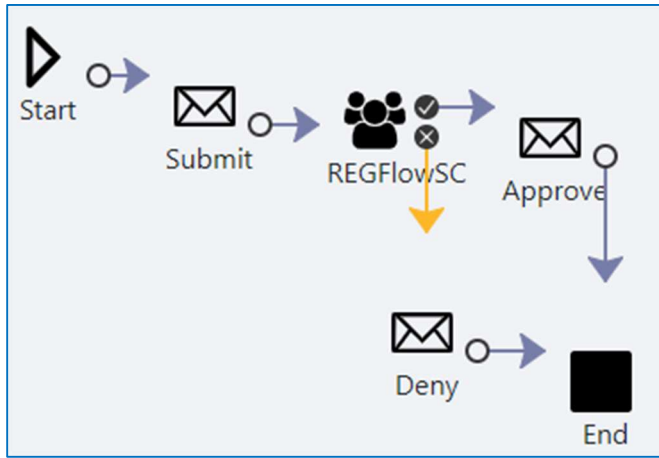
### Alternate access:

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](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 signs form and receives pop up message confirming submission (no emails sent to originator due to anonymous form).
3. Stars Connect processes approval requests.
4. If denied, email notifications sent to: Stars Connect (not student)
5. If approved, email notifications sent to: Stars Connect (not student)
6. Form files in Softdocs etrieve Content (document repository).
7. Boomi process adds the Content document weblink to student record in J1 Document Master. When weblink is clicked in Document Master, then document opens in Softdocs etrieve.



**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.

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

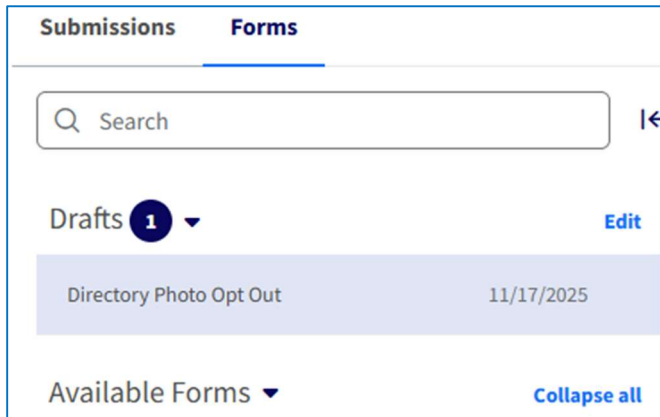
In Progress

Completed

**Clear all**

### Draft form:

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



Submissions **Forms**

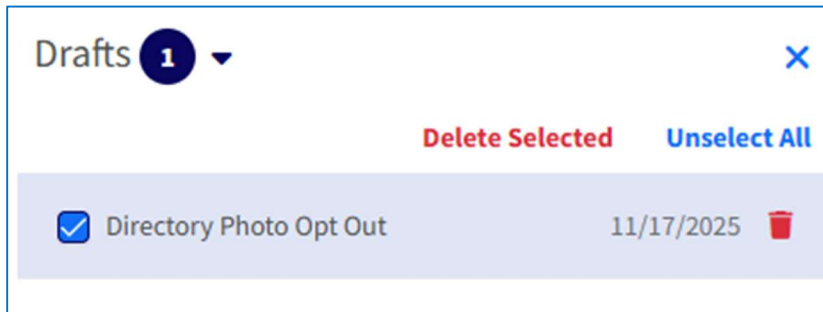
Search

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** [×](#)

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

Directory Photo Opt Out 11/17/2025 [🗑️](#)

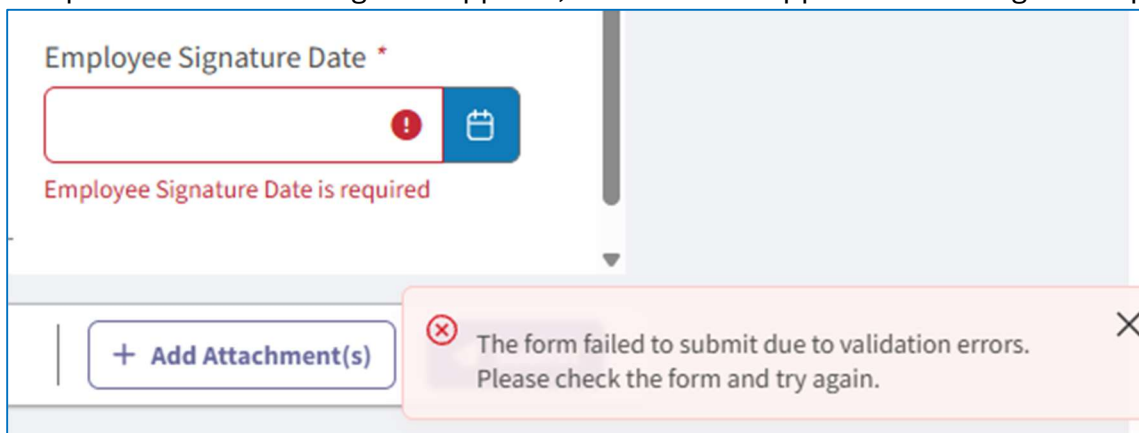
When a draft is open, it can also be deleted using trash icon at bottom of form.



[🗑️ 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. [×](#)

**Example screenshots:**



**DOMINICAN UNIVERSITY**  
Office of the Registrar  
7900 W. Division St, River Forest, IL 60305

[DU-IT's Softdocs etrieve website](#): form instructions, troubleshooting, Support Center help

## Information Request

(prior student only)

Form started by: student

### Student Information

Student DU ID	Student Full Name *
<input type="text" value="123456"/>	<input type="text" value="Marjorie Luce"/>
Student Email *	Student Personal Phone # *
<input type="text" value="██████████1@gmail.com"/>	<input type="text" value="123.456.7890"/>

Student Other Names, if any

Use semi-colon (;) to separate multiple names

Student Physical Address \*

Student City *	Student State *	Student Zip Code *
<input type="text" value="Anywhere"/>	<input type="text" value="IL"/>	<input type="text" value="12345"/>

## Information Requested

Academic Year \*

2025-26

Example: 2026-27

Academic Term \*

Spring



I am requesting (check all that apply) \*

- Letter of Full Time/Half Time/Less Than Half Time Status
- Letter of Good Standing
- Number of Semester Hours Currently Enrolled
- Completion of a Form
- Other Special Request (please describe below)

What is the name of the form(s) to be complete? \*

Test Form

Email the form(s) to "starsconnect@dom.edu" with subject line "Supplemental Material for Information Request - your name"

Please attach form to be completed by Stars Connect \*

PDF and JPEG only

[Test Attachment.pdf](#)

Other Special Request (please describe below)

Special Request Details \*

Delivery Option \*

Pick up in Stars Connect office

Send to my DU email

Send to my DU email + ADDITIONAL email(s) listed below

Mail to my physical address

Delivery Option \*

If choosing email option, then you consent to electronic delivery of documentation via Secure Transfer.

Additional email(s) to send requested information to \*

separate each email with a comma

Any additional notes you want to provide to Stars Connect staff? (optional)

## Family Educational Rights and Privacy Act (FERPA)

I understand that information about my rights under FERPA is available on the [Office of the Registrar FERPA website](#). I further understand that this serves as my annual notification of my rights as required by FERPA. I understand that it is my responsibility to monitor my Dominican email account for questions from Stars Connect regarding my request.

## Signature

Student Signature \*

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


Student Signature Date \*



Click on the blue pen icon to draw or type your signature

Signature

Draw Type



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

Cancel Create 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

Signature


Student Signature \*  
I understand that this constitutes my legal signature on this document.  
*Marjorie Luce*

Student Signature Date \*  
05/03/2026

1. GOVERNMENT ISSUED PHOTO ID (copy) must be emailed to starsconnect@dom.edu to verify your identity before this request will be processed  
2. Use subject line "Supplemental Material for Information Request (your name)"  
3. Don't forget to include any forms you need completed

**DON'T FORGET TO SUBMIT!**

 Save |  Add Attachment(s) |  Submit



Information Request - Prior Student V1 submitted

Your form has been submitted and will be processed soon.

REG Office Use Only

Approved? \*

If **Yes** chosen, then click **Approve** at bottom of form. No comment required.

If **Partial** chosen, then put a **reason** in the comment panel to right of form. Click **Send Comment** and then click **Approve** at bottom of form.

If **No** chosen, then put a **reason** in the comment panel to right of form. Click **Send Comment** and then click **Decline** at bottom of form.

Attach completed Stars Connect documentation (no need for declined form)

PDF and JPEG only

Drag and drop files here to upload

— OR —

+ Browse Files



Add Additional Document

Notes

Attach completed Stars Connect documentation \*  
PDF and JPEG only

✓ [Test Attachment.pdf](#)  

## Approve, Partial Approve, Deny

Approved?

If **Yes** chosen, then click **Approve** at bottom of form. No comment required.

If **Partial** chosen, then put a **reason** in the comment panel to right of form. Click **Send Comment** and then click **Approve** at bottom of form.

If **No** chosen, then put a **reason** in the comment panel to right of form. Click **Send Comment** and then click **Decline** at bottom of form.

### EXAMPLE 1: Approved

Signatures

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

Advisor Signature Date \*  
04/27/2026

Approved? \*

If **Yes** chosen, then click **Approve** at bottom of form. No comment required.

If **Partial** chosen, then put a **reason** in the comment panel to right of form. Click **Send Comment** and then click **Approve** at bottom of form.

If **No** chosen, then put a **reason** in the comment panel to right of form. Click **Send Comment** and then click **Decline** at bottom of form.

Save Unlock Decline Approve Send Comment

- Marjorie Luce Submitted 'Marjorie's Play Place' 04/27/2026 at 2:25 PM
- Marjorie Luce Received 04/27/2026 at 2:26 PM

### EXAMPLE 2: Partially Approved

Approved? \*

If **Yes** chosen, then click **Approve** at bottom of form. No comment required.

If **Partial** chosen, then put a **reason** in the comment panel to right of form. Click **Send Comment** and then click **Approve** at bottom of form.

If **No** chosen, then put a **reason** in the comment panel to right of form. Click **Send Comment** and then click **Decline** at bottom of form.

Save Unlock Decline Approve Send Comment

- Marjorie Luce Submitted 'Marjorie's Play Place' 04/27/2026 at 2:26 PM
- Marjorie Luce Received 04/27/2026 at 2:26 PM

I approve ENGL 1010, but not ACCT 301 as there is a prerequisite that has not been met.

Send Comment

Approved? \*

If **Yes** chosen, then click **Approve** at bottom of form. No comment required.

If **Partial** chosen, then put a **reason** in the comment panel to right of form. Click **Send Comment** and then click **Approve** at bottom of form.

If **No** chosen, then put a **reason** in the comment panel to right of form. Click **Send Comment** and then click **Decline** at bottom of form.

Save Unlock Decline Approve Send Comment

Marjorie Luce  
I approve ENGL 1010, but not ACCT 301 as there is a prerequisite that has not been met.  
04/27/2026 at 2:33 PM

Edit Delete

### EXAMPLE 3: Denied

Approved? \*

No

If **Yes** chosen, then click **Approve** at bottom of form. No comment required.

If **Partial** chosen, then put a **reason** in the comment panel to right of form. Click **Send Comment** and then click **Approve** at bottom of form.

If **No** chosen, then put a **reason** in the comment panel to right of form. Click **Send Comment** and then click **Decline** at bottom of form.

Save Unlock Decline Approve

- Marjorie Luce Submitted 'Marjorie's Play Place'  
04/27/2026 at 2:26 PM
- Marjorie Luce Received  
04/27/2026 at 2:26 PM

Student did not meet with their advisor yet to discuss schedule and get hold cleared.

Send Comment

Approved? \*

No

If **Yes** chosen, then click **Approve** at bottom of form. No comment required.

If **Partial** chosen, then put a **reason** in the comment panel to right of form. Click **Send Comment** and then click **Approve** at bottom of form.

If **No** chosen, then put a **reason** in the comment panel to right of form. Click **Send Comment** and then click **Decline** at bottom of form.

Save Unlock Decline Approve

Marjorie Luce  
Student did not meet with their advisor yet to discuss schedule and get hold cleared.  
04/27/2026 at 2:41 PM

Send Comment