Softdocs etrieve - Form Instructions
REG Prerequisite Approval

Direct link to form: https://dom.etrieve.cloud/central/forms/167

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

8. Business Office receive email notification to review.
9. Financial Aid receive email notification to review.
10. International receive email notification to review, if applicable.
11. Athletics receive email notification to review, if applicable.
12. Residence Life receive email notification to review, if applicable.
13. Form files in Softdocs etrieve Content (document repository).
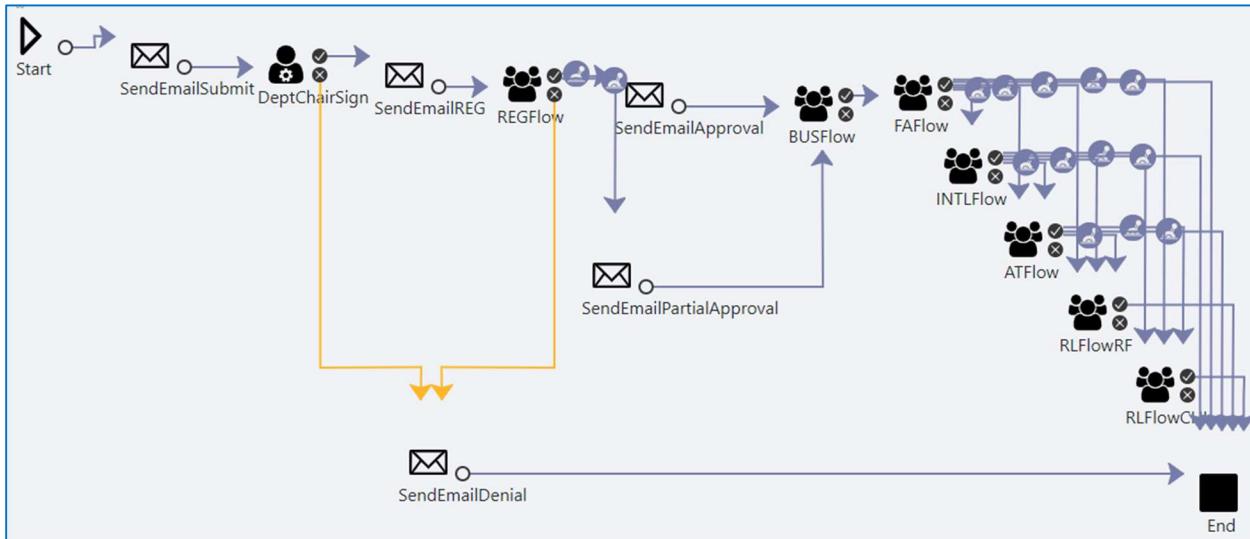
Submissions: Once someone touches a form (submitted, reviewed, approved, denied, or signed), then they can check the status at any time via their Submissions tab in etrieve Central. The form is viewable as it is filled out at that moment in time. It will show which step in the workflow it is at and the status. Each column can be sorted or filtered.

Needs Review = YOU need to act
In Progress = SOMEONE ELSE needs to act
Completed = All done!

Draft form:

A draft form will be saved automatically and can be resumed at any time (or deleted).
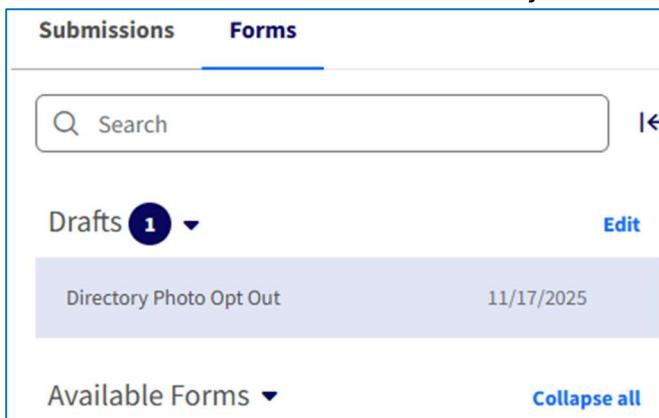
From the form list, click "edit," checkmark draft to delete, click trash icon.
Or simply hover over the draft form name, then click trash icon.
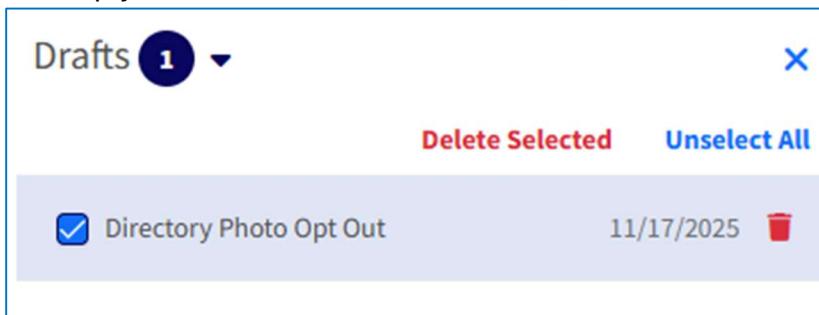
When a draft is open, it can also be deleted using trash icon at bottom of form.

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.
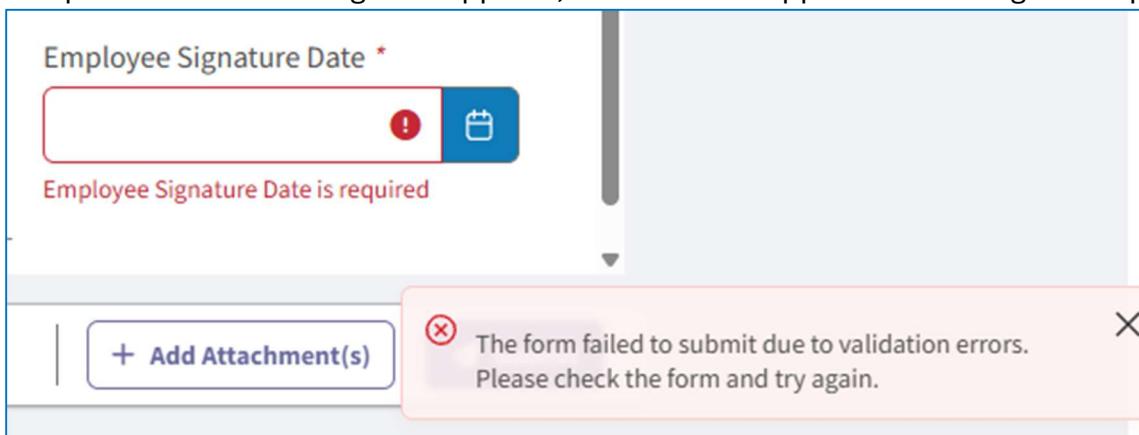
Example screenshots:

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

Prerequisite Approval

Form started by: advisor

This request will EXPIRE within 5 days if not approved by all parties.

Expired requests must be resubmitted.

An advisor use this form to request department chair approval for waiver of a prerequisite for a specific course. Advisor and student are notified when it is approved or denied.

Student Information

Student DU ID *

9▮▮▮▮

Type ID # for student information to autofill

Student Full Name

Marjorie Luce

Student DU Email

mluce1@dom.edu

Student Personal Phone #

5▮▮▮▮

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

Athlete	Resident Housing	Visa
No	No - Commuter	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).

Employee Information (who fills out form)

Employee Full Name

Marjorie Luce

Employee DU Email

mluce1@dom.edu

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

Reason for Request *

Whatever reason the advisor puts here.

If a course is being taken elsewhere to satisfy a prerequisite, then proof of registration from the external institution is required. Please attach it here.
PDF and JPEG only

Drag and drop files here to upload

— OR —

+ **Browse Files**

If a course is being taken elsewhere to satisfy a prerequisite, then proof of registration from the external institution is required. Please attach it here.
PDF and JPEG only

✔ Test Attachment.pdf ✏ 🗑

Dept Chair Information

Department Chair Full Name *

Marjorie Luce - IT Form Testing Only

Department Chair DU Email

mluce1@dom.edu

Signatures

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

Advisor Signature Date *

Signature

✎ Draw   ⌨ Type

M Luce

Clear

☑ 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**

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

Marjorie Luce ✎

Advisor Signature Date *

01/25/2026   📅

⬇ Save | + Add Attachment(s) 🚀 Submit

✓

Prerequisite Approval V1 submitted
Your form has been submitted and will be processed soon.

Dept Chair Signature *

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

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!

Approved? *

Partial

Partial Approval Reason *

You asked to add the same class twice, so it is only approved once (partially).

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, Residence Life

⤓ Save   🔓 Unlock   ✓ Reviewed

DON'T FORGET TO CLICK REVIEW!!