

## Softdocs etrieve - Form Instructions REG Transfer Credit Pre-Authorization

**Direct link to form:** <https://dom.etrieve.cloud/central/forms/264>

The screenshot displays the Softdocs etrieve web application. At the top, the header shows 'etrieve | CENTRAL' and a user profile icon. Below the header, there are two tabs: 'Submissions' and 'Forms', with 'Forms' being the active tab. A search bar is located on the left side of the 'Forms' tab. Below the search bar, a list of forms is displayed under the 'Office of the Registrar' section. The forms listed are: 'Additional Canvas Extension Request', 'Course Alteration Approval', 'Course Intensification Application', 'Grade Change Request', 'Grade of Incomplete Request', 'Information Request - Current Student', 'Information Request - Past Student', 'Prerequisite Approval', and 'Registration Request (+ Add/Drop)'. The 'Transfer Credit Pre-Authorization' form is highlighted at the bottom of this list. The main content area shows the 'Transfer Credit Pre-Authorization V1' form, which is in a 'Draft saved' state. The form header includes the Dominican University logo and address: 'DOMINICAN UNIVERSITY, Office of the Registrar, 7900 W. Division St, River Forest, IL 60305'. The form title is 'Transfer Credit Pre-Authorization'. 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 section for 'Credits Earned Elsewhere' with a detailed paragraph about the requirements for credit approval. At the bottom of the form, there are buttons for 'Save', 'Add Attachment(s)', and 'Submit'.

### Alternate access:

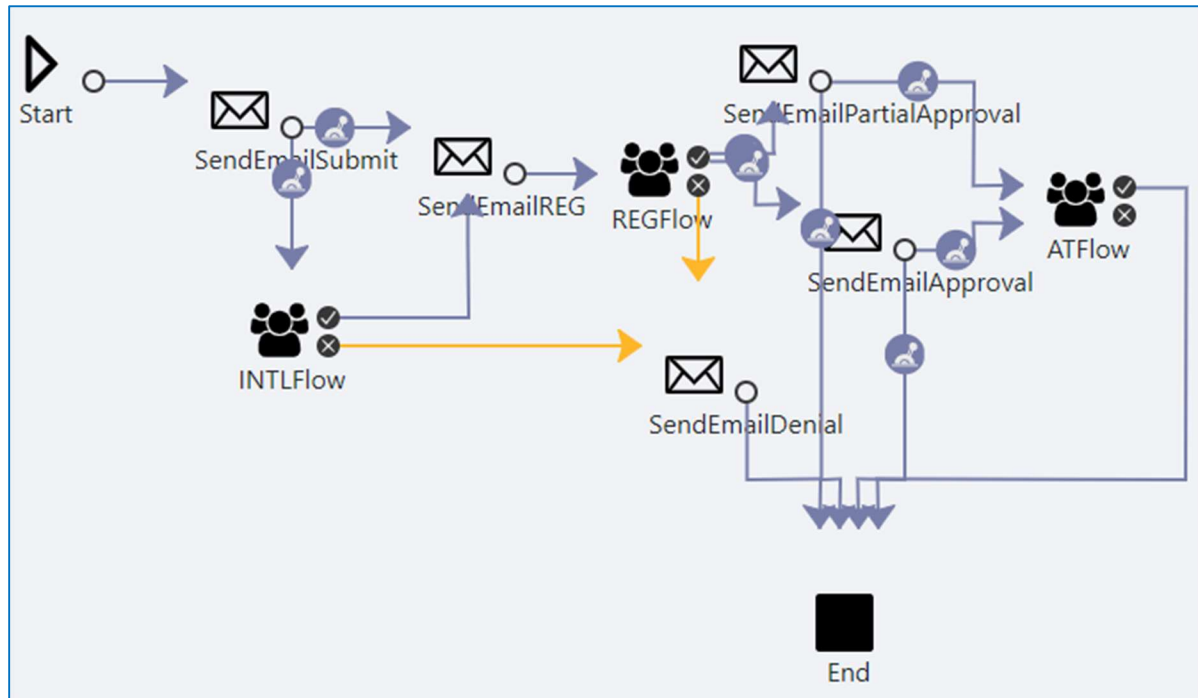
1. Open Softdocs etrieve: <https://dom.etrieve.cloud/central>
2. Click on “Forms”
3. Scroll down to “Office of the Registrar” section (or search form name in box at top)
4. Click on desired form

**Softdocs etrieve issues:** Please submit a Support Ticket to Information Technology  
[https://support.dom.edu/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 completes their sections and signs.
3. Student receives an email confirming submission.
4. International receives an email notification to approve/deny, if applicable.
5. Registrar’s Office processes approval requests (might consult Director/Dept Chair)
6. If denied, email notifications sent to: Student, Advisor, Registrar
7. If approved, email notifications sent to: Student, Advisor

8. Athletics receive email notification to review, if applicable.
9. Form files in Softdocs retrieve 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"/>		<span>Needs Review</span> <span>In Progress</span> <span>Completed</span> <span>Clear all</span>		
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:

<div data-bbox="534 243 592 315"></div> <div data-bbox="602 241 1084 340"><b>DOMINICAN UNIVERSITY</b> Office of the Registrar 7900 W. Division St, River Forest, IL 60305</div>
<div data-bbox="487 392 1131 438"><b>Transfer Credit Pre-Authorization</b></div>
<div data-bbox="675 510 943 535"><b>Form started by: student</b></div> <div data-bbox="500 554 1118 579"><b>This request will EXPIRE within 3 days if not approved by all parties.</b></div> <div data-bbox="643 594 972 619">Expired requests must be resubmitted.</div> <div data-bbox="241 636 508 659">As per the <a href="#">University Bulletin</a>:</div> <div data-bbox="241 676 482 699"><b>Credits Earned Elsewhere</b></div> <div data-bbox="241 716 1364 829">Permission of the academic advisor and the Office of the Registrar is required for undergraduate students who wish to take courses at other institutions and have the courses credited toward the Dominican baccalaureate degree. Students must complete this transfer credit approval form. For an upper division major course, permission of the major advisor is also required. Grades earned in courses completed elsewhere are not included in the Dominican cumulative grade point average when determining graduation honors and honor society enrollment. Credit is only awarded for courses in which a student earns a grade of C- or higher.</div> <div data-bbox="241 844 508 869">As per the <a href="#">University Bulletin</a>:</div> <div data-bbox="241 886 384 909"><b>Transfer Credit</b></div> <div data-bbox="241 926 1364 1016">Graduate-level credit from a regionally accredited college or university may be accepted in transfer at the time of matriculation into a Dominican University graduate program. All transfer credits are subject to approval by the receiving academic program. No transfer credit will be awarded unless an official transcript is provided showing that a grade of B or better was earned. Up to 6 credit hours may be transferred. Individuals should refer to the specific program of choice for any additional information.</div>
<div data-bbox="241 1035 472 1060"><b>Residency Requirements</b></div> <div data-bbox="241 1077 1336 1100">One hundred twenty-four semester hours are required for graduation. A certain number of these hours must be earned in residency.</div> <div data-bbox="241 1117 1063 1142">Students may meet Dominican's minimum residency requirement in any one of the following ways:</div> <div data-bbox="277 1159 1367 1287"><ol style="list-style-type: none"><li>1. Complete any 90 semester hours at Dominican University;</li><li>2. Complete from 45 to 89 semester hours at Dominican University, including the last 15 semester hours applied toward the degree; or</li><li>3. Complete the last 34 semester hours for the degree at Dominican University.</li><li>4. Up to 68 semester hours are accepted in transfer from community colleges and up to 90 semester hours from four-year colleges and universities.</li></ol></div> <div data-bbox="241 1306 1237 1329">Each department will determine the number of semester hours in the major and minor that must be taken at Dominican.</div>

## 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

DU Credit Hours Earned

60

Transfer Credit Hours Earned

0

Division

GR

Prospective Graduate

No

Major

LIS

Additional Majors or Minors

No | No | No | No | No

Athlete

No

Resident Housing

No - Commuter

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.

## Transcript

**Transcript Requirements:** I understand that no credit will be transferred to Dominican University without an official transcript from the other institution's registrar's office. An official transcript is one that is sent directly from the institution electronically or on official transcript paper. I understand that I am responsible for having the transcript sent to [Enrollment Operations \(operations@dom.edu\)](mailto:operations@dom.edu), or via mail to Enrollment Operations, Dominican University, 7900 West Division Street, River Forest, IL 60305. Preferred method for faster service is electronic.

Student Responsibility Acknowledgement \*

☒ I acknowledge the responsibility of providing official transcript(s) from the transfer institution listed on this form.

## Course Details

Transfer Institution Name \*

ABC College

Year Completed \*

2025

Example 2025

Term Completed \*

Summer

Transfer Course Title \*

Introduction to Computers

Intro to ...

Transfer Course Number \*

CS 101

ACCT 101, ENGL 201, etc.

Transfer Course Hours \*

3

1, 2, 3, etc.

**Please list the equivalent Dominican course (if known)**

Dominican Course Title

Intro Computer Applications

Intro to ...

Dominican Course Number

CIS 120

ACCT 101, ENGL 201, etc.

Dominican Course Hours

3

1, 2, 3, etc.

Is this course a repeat of a previously taken course? \*

No

Is this course a prerequisite for one being taken next semester at Dominican? \*

Yes

This course is being taken to fulfill the following requirement \*

Core

### Signatures

Student Signature \*

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

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!**

Transfer Credit Pre-Authorization V1 submitted

Your form has been submitted and will be processed soon.

International DSO Signature

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

M Luce

INTL DSO Signature Date

01/25/2026

**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).

Approved? \*

No

Denial Reason \*

Whatever reason the Registrar or International put here.

REG Office Use Only

Student Status \*

Currently Enrolled

Grad or Inactive Date

Academic Year \*

2025-26

Academic Term \*

Spring

Save Unlock Decline Approve

**DON'T FORGET TO CLICK APPROVE OR DECLINE!**

### Athletics

Save Unlock Reviewed

**DON'T FORGET TO CLICK REVIEW!!**