

To APPROVE a Course Substitution form:

You will receive an email from:

[donotreply@ndus.edu](mailto:donotreply@ndus.edu) with a subject line containing form ID number:

EFORM ACTION REQUIRED: RO-Course Substitution - Form ID: 305710 and the following email – you can click on the eForm link or log into Campus Connection:

Hello,

There is a RO-Course Substitution eForm that needs your action. To review this request, please access, then evaluate your [eForm](#) in Campus Connection. If you have any questions, please contact your ND University System campus.

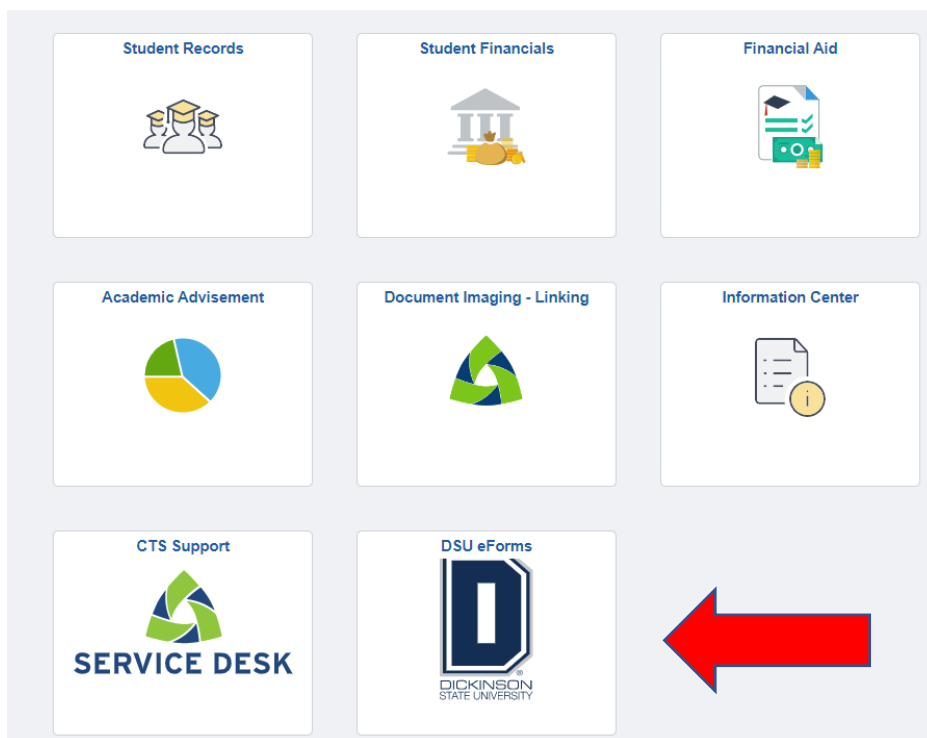
You can also Evaluate the eForm by:

1. Logging into [Campus Connection](#)
2. Select your institutional GT eForms tile
3. Select Evaluate an eForm on the left
4. Click Search

If you click on the eForm link it should take you to a Campus Connection login and once logged in , it should take you right to the specific form.

**OR**

Go to DSU e-forms tile on Campus Connection



Next, go to Evaluate an eForm on the left-hand navigation bar. Enter FORM ID number in FORM ID field. You may also search by form type by using the magnifying glass to search for Course Substitution. Click on blue Search button.

Campus Solutions Administrator DSU\_NDUS\_eForms

- Landing Page
- Records Office
- Evaluate an eForm
- Update an eForm
- View an eForm

Search by:

Form ID

Form Type

Form Status

Academic Institution

Student ID/Empl ID

Student Name

Original Date

Last Date

Form ID will appear. Click on any field and the form will appear:

3 214991 RO-Course Substitution Pending 0318770 Meyer,Kathy Kay (blank) 2023-01-14 kathleen.meyer 2023-01-14 DSU01 210\_CS

- Landing Page
- Records Office
- Admin-Cancel/Withdraw to Zero
- Cancel/Withdraw to Zero
- Collaborative Registration
- Continuing Enrollment
- Course Substitution
- FERPA Release
- Legal Name Change Request
- Major Minor Change
- Registration Action
- Resident Student Status
- Evaluate an eForm

**Course Substitution : Course Substitution**

If you have question about this form, please contact:  
**DSU Academic Records Office**  
 May Hall 111  
 Phone: 701-502-4389  
[dsu.records@dickinsonstate.edu](mailto:dsu.records@dickinsonstate.edu)

**Faculty/Advisor Request**

Are you submitting this form on behalf of a student (NOT YOURSELF)?

\*Option:

Are you an Administrative Assistant filling out this form?

\*Option:

**Faculty/Advisor Request - Student Look up**

Requestor Name Douthit,Johnna B  
 Requestor Email LoadTest@NDUS.edu

\*Student EMPLID you are requesting a Course Substitution for

**Substitution Information**

\*Is this a Substitution Request?

\*Is this a Waiver Request

\*Please describe the waiver request

\*Substitution In

\*Have you applied for graduation?

Review form contents. Enter action into Office Use Comments. You may click on blue Approve button or Route to Previous (submitter)

**Evaluation Information**

Feedback to Requestor (Recycle)

Final Feedback to Requestor (Approved or Denied)

Submission Date 2022-12-14

Route to Previous

View Approval Route

Office Use Comments

Approved

Search Save Deny Recycle Hold Approve

**IF IT HAPPENS TO BE A GENERAL EDUCATION COURSE:**

Move the button below to Yes and add the department chair for the general education course. Then click on the blue Approve button at the bottom of the page.

**Gen. Ed Sub. Information**

Is this a Gen. Ed Sub. Only?  Yes

\*Gen. Ed Sub. Lookup

Gen. Ed Sub. First Name

Gen. Ed Sub. Last Name

The department chair will get an email similar to the one at the very top of this document and they will need to log in, verify, and approve the substitution.