

Petition for Transfer Credit (PTC) Slate Processing for Department Chair

If there is a PTC that needs action notifications are available as follow:

- Each day, via email at about 7:30 am, from workflow@ithaca.edu (please do not respond to this email as it is for processing and not monitored) an email will let you know you have item in your Queue with a hyperlink to access your Queue



- At any time, you can find a list of items Awaiting your review at <https://student.ithaca.edu/portal/workflow>
- Note:** Clicking Access Your Queue takes you to Slate Student

IC Workflow is in Transition

To access the legacy workflow landing page and the list of legacy workflows that may be assigned to you, please click [here](#).

Available Forms

Search:

[Academic Alert](#)

[Apex Forms](#)

[Change Catalog Year](#)

[Change Expected Graduation Date](#)

[Change of Major/Concentration](#)

[Commuter Status Request](#)

Awaiting your Review

[Access Your Queue](#)

Process

Submitter

Part Time Enrollment

Part Time Enrollment

Petition Transfer Request

Part Time Enrollment

Petition Transfer Request

Please only work on items that are assigned in your Queue, if you navigate to the Bin you will see every PTC submitted for every department.

Opening the form:

- Once you navigate to your Queue you can click anywhere on the line to bring up the PTC, for this example clicked on *Department Chair* for the form chosen to process:

Record	Bin	First	Last	ID	Process
1	Department Chair				
2					
3					
4					
5					

Or

- Click on the document icon to the right

Record	Bin	First	Last	ID	Process
Levine, Vikki Holley Westbrook	Registrar	Vikki	Levine	900048450	Petition Transfer Request

Reviewing a form:

On the left hand navigation, you can choose **form** and use the arrow keys on keyboard to move across multiple pages to review information the student provided on the PTC request form.

Click on **Syllabus information** to review information the student uploaded (an uploaded is not required).

(Use the arrow keys to move across multiple pages.)

After reviewing the request, click on lower right Review Form/Send to Bin

A student may copy and paste a course description in lieu of an upload.

That description will be located on the form:

your transfer institution?

Transfer Course Information

Course #: BUS

Title: Business 101

Credits: 3.0

Description asdfasdfsdf

When to upload this or you want this to apply to?

What program is this associated with? Extramural [Major]

Approving the form once it is in your Queue:

your transfer institution:

Transfer Course Information	
Course #:	000000
Title	Wow
Credits	1.0
Description	AAA
Please upload a Course syllabus or Other Documentation	Uploaded 07/15/2024
What IC subject area do you want this to apply to?	Astronomy
What program is this associated with?	Extracurricular (major)

On the submission form, the student chose the subject area the course would be applicable to.

Approval Pathways:

Search...

Petition Transfer Credit - Department Chair

Does the subject need to be changed?
☐ Yes
☒ No

Select an Equivalency Course
10100 - World of Business

Decision
Approved

Internal Department Chair Comments

Comments for Students
Will be viewable to the student and included in the student record.

Suggested Next Bin:
Dean

Next Reviewer

Send to Bin

Current Bin
Department Chair

Next Bin (required)

Next Reader (optional)

Send

Saving in 2s...

Review Form / Send to Bin

If Subject Area is Correct:

- If the subject area selected by the student is correct choose the radio button **NO** and a list of course will appear for you to **select equivalency**: (the list will include all courses with that subject code, including general elective courses at the end).
- If approver chooses an elective as the equivalency, you will be asked to indicate if the class is LA or NLA.
- If approved, choose Decision **Approved** – you may add an internal comment or comments that will be sent to the student.
- When you have completed the form under **Send to Bin**, choose **Dean** for next bin (required) and click, **Send**.

If Subject Area Needs to change:

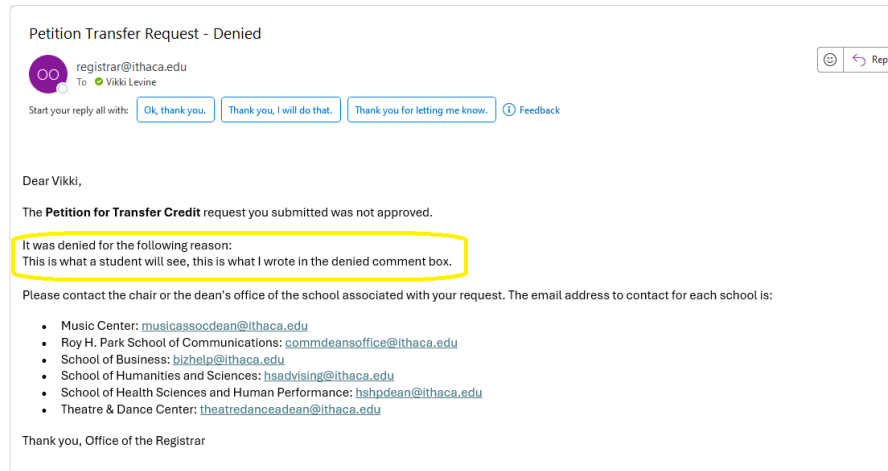
- If the subject area is not correct choose the radio button **YES** and a list of new subjects will be available for you to select from, choose the correct subject.
- A next reviewer name will appear in the next reviewer box.
- If the name of the new next reviewer does not appear in the next bin/reader (under **Send to Bin** header), please enter it by taking information from Next Reviewer under Suggested Next Bin field. (If name auto populates in the next bin/reader (required) field no action is needed.)
- Click **Send**.

If request is Denied:

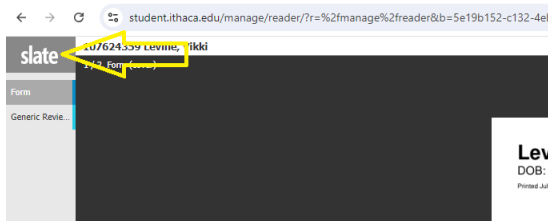
- Choose decision **DENIED**.
- Enter the denial reason that will be sent to student.

- When you have completed the form under **Send to Bin**, choose **Cancelled/Denied** and click, **Send**.

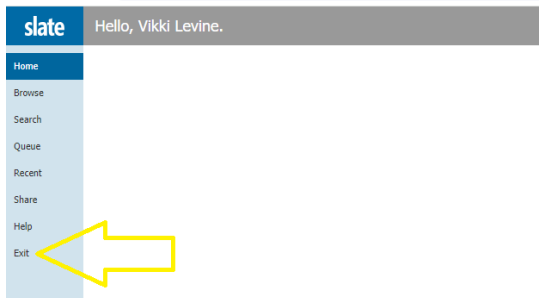
Sample of Denial email sent to student:



Navigation Pro Tips:



If you are in a form and want to navigate back to the processing page, click the word **slate** in the upper left corner



If you are in the reader and want to navigate back to the Slate home page for navigation and search, click **Exit** on the left