How to submit a Course Waiver Substitution (CWS) in IC Workflow NEW

- Log in to IC Workflow New using your Netpass Credentials.
- Only advisors, department chairs, dean's offices and ICC Director can submit CWS.
- Definitions and examples of each type of CWS can be found on the request form.
- Select **CWS** from the list of Available Forms.

Course Waiver Substitution

- **Student Lookup**

Student Lookup

Search for a student by Banner ID or first / last name

- Student information will autofill the top section of the form

- If you need to refer to Degree Works (DW), you can click here:

Click here to go to Degreeworks

- Note, advisors will need to use the drop down list to find the student; administrative users will need to enter the student's ID in DW, it will not autofill.

- Under Request Details, select the Major or Minor the CWS pertains to:

Request Details

What Area does this waiver apply to? *   Concentration

⦿ Music Education [Major]   Saxophone

◯ Psychology [Minor]

Is this relevant to their Concentration?

☐ Yes

- Select which one the CWS applies to. You may only select one area for each submission.

- If the CWS is relevant to the Concentration, please click **Yes**, if not, leave blank.
- If the student does not have a concentration, this question will not populate on the form.

- Another example of Major/Minor you may see:

Request Details

What Area does this waiver apply to? *

○ Writing [Major]

○ Sociology [Major]

○ German Area Studies [Minor]

○ Psychology [Minor]

   o   Select which one the CWS applies to. You may only select one area for each submission.

- Next, select the **Change Type**

○ Course Substitution

○ Area Substitution

○ Course Substitution with Credit Waiver

○ Course Waiver

○ Area Waiver

○ Course Credit Waiver

- Click Submit

- You will receive an on-screen confirmation of the submission, and the student will receive an email notification that the form has been submitted.