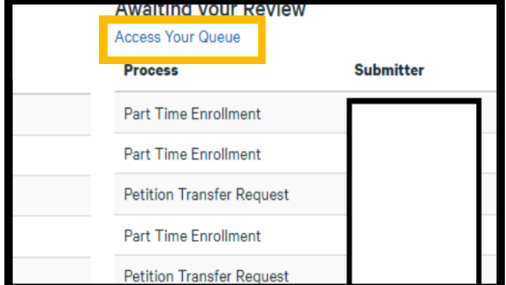
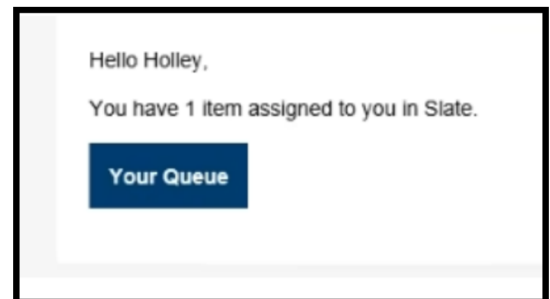


How to Process Petitions for Transfer Credit as a Department Chair

This guide will show how to process the Petition for Transfer Credit (PTC) form from the perspective of a Department Chair.

Checking for Items in the Queue

- You will receive an email from **workflow@ithaca.edu**. You will receive this email each day at around 7:30am.
 - Please do not respond to this email. The email is for processing only and is not monitored.
- This email will let you know you have an item in your "Queue".
 - There will also be a link to 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" will take you to Slate Student
 - 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.



Awaiting your Review	
Access Your Queue	
Process	Submitter
Part Time Enrollment	
Part Time Enrollment	
Petition Transfer Request	
Part Time Enrollment	
Petition Transfer Request	

How to Guide continues on Page 2



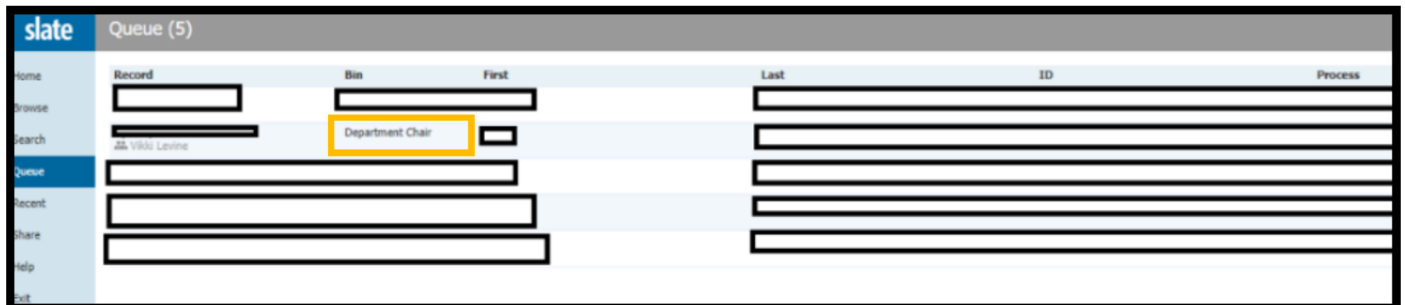
For More Information

Visit www.ithaca.edu/registrar
Email registrar@ithaca.edu
Call (607) 274-3127

How to Process Petitions for Transfer Credit as a Department Chair

Opening the Form

- **Option 1:** Once you have navigated to your queue, click anywhere on the line to view the PTC.

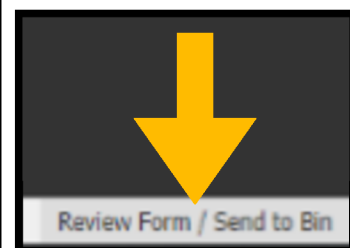
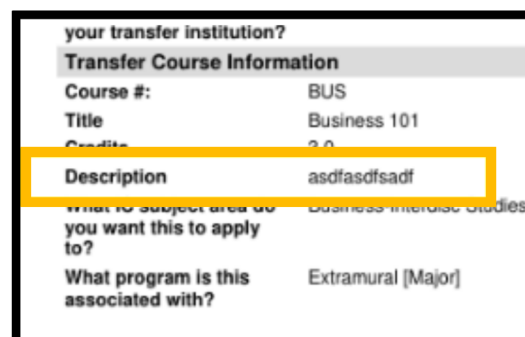
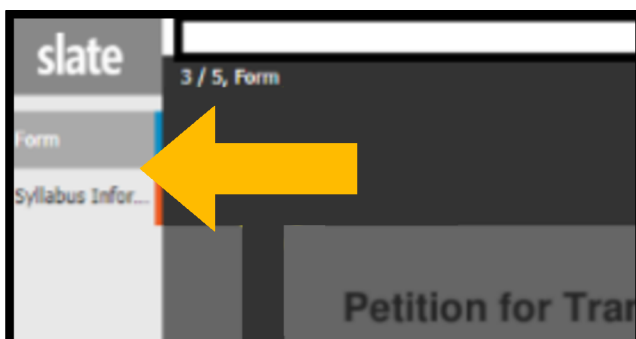


- **Option 2:** In your queue, click on the document icon at the far right.



Reviewing the Form

- On the left, select “Form”
- Use the arrow keys on the keyboard to move between pages of the form.
- Review the information the student provided on the PTC request form.
- Click on “Syllabus Information” to review information uploaded by the student.
 - **Note:** It is not required to upload information. Students may copy and paste a course description in place of uploading documents. Any descriptions provided will be displayed on the form.
- After reviewing the request, click “Review Form/Send to Bin”
 - This will be located at the bottom right of the screen.



How to Process Petitions for Transfer Credit as a Department Chair



Office of the Registrar

- **Approving the Form**
 - **On the PTC form, the student chose the subject area the course would be applicable to.**
 - **You must determine if the “Subject Area” is correct or incorrect.**
 - **If the “Subject Area” is CORRECT**
 - Select the circle next to “No”.
 - Select an equivalency course from the drop down menu.
 - This list includes all courses and general elective courses.
 - If an elective is chosen as the equivalent course, you will be asked to select if the course is Liberal Arts (LA) or Non-Liberal Arts (NLA)
 - If approved, select “Approved” from the “Decision” drop-down menu.
 - Enter comments under “Comments for Students, if desired.
 - When complete, select “Dean” from the “Next Bin (required)” drop-down menu. Do not enter a “Next Reader”.
 - Click “Send”.
 - **If the “Subject Area” is INCORRECT**
 - Select the circle next to “Yes”.
 - Select the correct the subject from the list that will appear.
 - The name of the next reviewer will appear in the “Next Reviewer” box.
 - In the “Send to Bin” section, select “Department Chair” under “Next Bin (required)”.
 - You must enter the name from “Suggested Next Bin” into the “Next Reader” field.
 - When complete, click “Send”.

How to Guide continues on Page 4

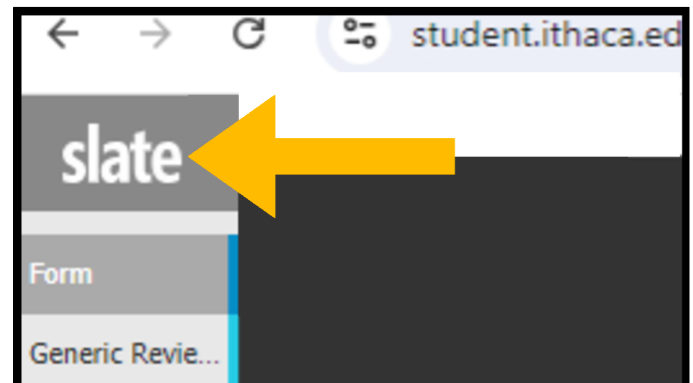
How to Process Petitions for Transfer Credit as a Department Chair



Office of the Registrar

- **Denying the Form**
 - Select **"Denied"** from the **"Decision"** drop-down menu.
 - Enter the reason for denial. This will be visible to the student.
 - See example below.
 - Under **"Next Bin (required)"**, select **"Cancelled/Denied"**.
 - Click **"Send"**.

- **Navigation 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 homepage
 - Click **"Exit"** on the left



If you have any questions or concerns, please contact the Office of the Registrar.

registrar@ithaca.edu
(607) 274-3127