How to Submit a Course Waiver Substitution in IC Workflow

ITHACA COLLEGE

Office of the Registrar

This guide will show how to submit a course waiver substitution form (CWS) in IC Workflow.

Getting Started
- **Login to IC Workflow using your IC credentials.**
- **Only the following people can submit CWS forms**
  - Advisors
  - Department Chairs
  - Academic Support Offices
  - ICC Director
- **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

Filling Out the Form
- **Search for a student by using their Banner ID or First and Last Name**
  - The student's information will autofill in the top section of the form.
- **If you need to refer to DegreeWorks, click the link.**
  - Advisors will need to use the drop down list to find the student
  - Administrative users will need to enter the student's Banner ID to find the student

Student Lookup

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

Click here to go to Degreeworks

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- **Under "Request Details", select the Major or Minor the CWS pertains to**
  - You may only select one area for each submission
- **If the CWS is relevant to the concentration, click "Yes"**
  - If not, leave is blank
  - If a student does not have a concentration, this questions will not appear
- **Select the "Change Type"**
  - Each change type will request information

- **Complete "Required Course / Area" items all required items and**
  - Enter "Substituted Course Information" if applicable
- **Complete "Reason for Request"**
  - Note: If you are selecting an elective course, it is very helpful to have the term that the course was taken listed in the comments. This helps determine which course will be used, as there are often more than one elective course.
- **Click "Submit"**
- **You will receive an on-screen confirmation of the submission**
  - The student will also receive an email notification that the form has been submitted.

Request Details

What Area does this waiver apply to? *
Concentration
- ● Music Education [Major]
Saxophone
- ○ Psychology [Minor]

Is this relevant to their Concentration?
- ☐ Yes

Request Details

What Area does this waiver apply to? *
- ○ Writing [Major]
- ○ Sociology [Major]
- ○ German Area Studies [Minor]
- ○ Psychology [Minor]

- ○ Course Substitution
- ○ Area Substitution
- ○ Course Substitution with Credit Waiver
- ○ Course Waiver
- ○ Area Waiver
- ○ Course Credit Waiver

Required Course / Area

Reason for Request *

Comments

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

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