Student Approver eSpecial Credit

Overview

Academic departments authorize the awarding of special credit based on other kinds of credentials such as life experience, work, and departmental assessment tests. eSpecial Credit allows an administrator to initiate an electronic request instead of using the paper form. Once the request is submitted, you will receive an email notification.

If there are fees associated with the request, you will be required to take action on the electronic document. When the document is pending your approval, you will receive an additional email notification that instructs you to take action by clicking a hyperlink to the document.

If there are not fees associated with the request, you will not receive an email requesting your action. You can open the document once it has reached final status using ‘Track my SIS eDocs’ from One.IU.

Steps

Approver Action – Student

You will receive an email notification to take action on the document if there are fees associated with the request. If you have not taken action for seven days, a follow-up email will be automatically sent to you as a reminder to take action. If the request does not include fees, you will not be notified to take action and the document will continue to route to obtain the remaining necessary approvals.

1. Retrieve the email notification and click on the document Id to open the document.
2. If there is only one document (for the same term and authorizing school) pending your action, the document selected will be displayed. If there are multiple documents (for the same term and authorizing school) pending your action, you will be given the option to view all documents or view the document selected only.

- To view the document selected, click **Continue** and move on to step 4.
3. Viewing all enroute documents will allow you to view multiple documents on one page with the ability to take action on each document individually. Each document will initially be closed, click the arrow to view the individual document details.

4. Review the credits awarded and the associated fees to determine the appropriate action to take. The following actions will be available:

   - **Approve**: You accept the credit and are aware of the associated costs. After approving the document, the request will be sent to the Registrar’s Office for final approval.
   - **Disapprove**: You no longer want to receive the credit and do not want to be charged the associated fees. If you take this action, you will not receive the credit and will not be charged the associated fees. You will immediately receive a confirmation email that the document was disapproved.
   - **Cancel**: You were not aware of the request and believe it was created in error. If you take this action, you will not receive the credit and will not be charged the associated fees. You will immediately receive a confirmation email that the document was canceled.
   - **Add Note**: Notes should always be used if disapproving or cancelling a request to explain the reason for such action. Note that Notes are visible to anyone on the route path. Do not enter any information that should not be considered part of the academic record, to be viewed by personnel in the academic departments, schools or the Registrar. Once a note is added, the message will display: “Note Added to Document ID #.”

5. If the document is ready for approval, click **Approve**.

   After the document is approved, the following message is displayed.

   ![Special Credit Request Approved!](image)
6. When you are finished reviewing/approving the request(s), close the browser window.

After the document has received all the necessary approvals and is in **FINAL** status, you will receive a final confirmation email. After receiving the confirmation email, you will be able to review the special credit on your unofficial transcript by using the **Unofficial Transcript** task from One.IU and selecting **Unofficial Transcript with Current Enrollment**. The fees can be reviewed by selecting the **View/Pay Bursar Bill (IU Bursar Pay)** task from One.IU.

**Viewing the Status of Your eDocs**

You can view the status of your electronic documents (eDocs) via One.IU.

1. Sign in to One.IU (if you have not done so already).
2. Using the One.IU **Search** bar, type “eDocs” and press **ENTER**.
3. Click on the **Track My SIS eDocs** task.

The **My SIS eDocs** page is displayed.

Any SIS eDocs associated with your university ID will appear at the bottom of the page. You will not be able to open the eSpecial Credit documents unless the document is routed to you for approval or is in **FINAL** status. eSpecial Credit documents you cannot open will return this message:
Other Information

- If you are unable to locate the email notification requesting your action, contact the Registrar’s Office on your campus to have another email notification sent. You can also use the Track My SIS eDocs task from One.IU to retrieve the document.

- Documents not fully approved within 120 days of initiation will be cancelled automatically. Email notifications are not sent when the document is cancelled automatically.

- A note is automatically added to the document anytime a user takes action (approved, disapproved or canceled).