**Student Guide to using the Electronic Course Approval System**

Please use the following guide to get your study abroad courses approved for LUC credit. Please reference the information below and contact OIP at 773-508-3899 or studyabroad@luc.edu with any questions or concerns.

**Course Approval log-on page:** [https://studyabroad.luc.edu/oipcourseapproval/login.htm](https://studyabroad.luc.edu/oipcourseapproval/login.htm)

*Recommended internet browsers: Firefox or Internet Explorer*

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**Study Abroad Course Approval**

Please log onto the online course approval portal, using your UVID and password to access the forms waiting for your approval.
Homepage

This page shows all of your Incomplete Forms and Submitted Requested Courses, along with the courses that have been approved or rejected.

Click on the blue button to get started with a new course approval form.
New Course Approval Form

Once you click on the blue button, this form will appear. First, select your Study Abroad application here. Then click “Add a New Course Request” to get started.

If you haven't started an application to study abroad but would like to see what courses will count towards a certain program, please select "Not for an existing OIP Application" and choose the study abroad program which you would like to attend.
Requesting a Pre-Approved Course

Step #1: type in the name of your course. If the course is pre-approved, the field will self-populate.

Step #2: Click “Add” to add the course to your course approvals. If there’s more than one option, be sure to select the one with the correct LUC Equivalent that you desire.

Step #3: If you wish to continue getting more approvals, select “Add a New Course Request”
Requesting a New Course Approval

Step #1: type in the name of your course.

Step #2: Select Request a New Course for Approval and fill in all of the required fields.
Step #3: when you are finished with this new course approval request you can...

(a) Add a New Course Request (and keep working on the form)
(b) Save Form (to come back to it later)
(c) Cancel Form (delete all approval requests on this form)
(d) Submit form (send new approval to your advisor for approval)