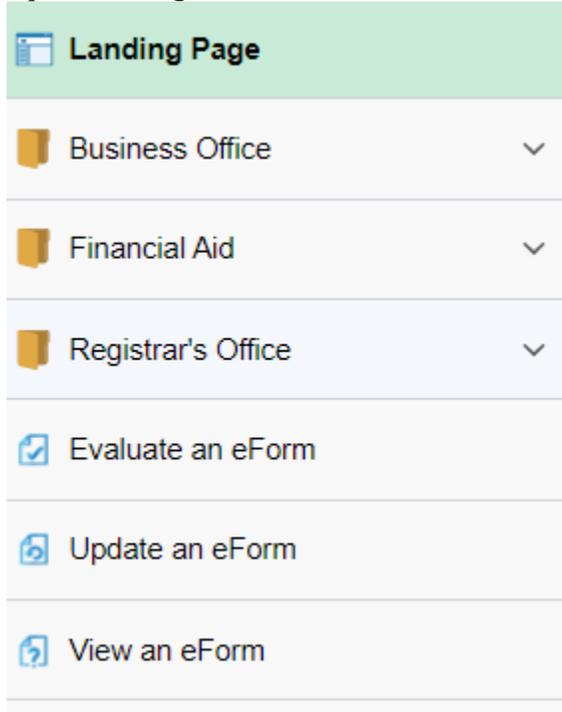


How to Submit a Substitution Form

1. Log in to Campus Connection.
2. Click the MiSU eForms tile.



3. Open the Registrar's Office folder in the menu on the left.



4. Click Admin-Course Substitution.



5. Enter the Student Information: What the substitution is for, student program (major/minor/concentration), student EMPLID, and Term.

Student Information

*What is this Course Substitution for?

*Program

*EMPLID

Name

Email Address

*Term

6. Enter the Course Substitution Information: Institution, Course Subject, Course Catalog Number, MiSU Course Name, MiSU Subject, and MiSU Catalog Number

Course Substitution Information

	*Institution ◊	*Course Subject ◊	*Course Catalog Number ◊	*MiSU Course Name ◊	*MiSU Subject ◊	*MiSU Catalog Number ◊
1	<input type="text" value="Land U"/>	<input type="text" value="DIGG"/>	<input type="text" value="101"/>	<input type="text" value="Environmental Geology"/>	<input type="text" value="GEOL"/>	<input type="text" value="101"/>

7. Click the plus sign button to add more courses

**Insert
A
Row**



8. Look up the Department Chair by clicking on the magnifying glass.

Department Chair Information

*Department Chair Lookup

- a. Open the Search Criteria by clicking the triangle to the left.

▶ **Search Criteria**

Cancel Lookup

Search for: Department Chair Lookup

▼ **Search Criteria**

Last Name (begins with)

First Name (begins with)

Email ID (begins with)

Search

- b. Enter the first few letters of the chair's Last Name and First Name and click the Search button.

▼ **Search Criteria**

Last Name (begins with)

First Name (begins with)

Email ID (begins with)

Search

- c. Find the correct chair and click on their name.

▼ **Search Results**

Last Name <input type="checkbox"/>	First Name <input type="checkbox"/>	Email ID <input type="checkbox"/>
Schmidt	Bryan	b.schmidt@minotstateu.edu

9. Change the toggle to Yes on the Acknowledgement.

Acknowledgement

1 No I hereby certify that this information is to the best of my knowledge and belief, true and correct and accurately reflects my status at the present time.

Acknowledgement

1 Yes I hereby certify that this information is to the best of my knowledge and belief, true and correct and accurately reflects my status at the present time.

10. Click the Submit button.