

April 24 - New OCS Course Approval Form in the time of Social Distancing

Dear Spring '21 OCS students,

First we want to inform you that Whitman Off-Campus Studies (OCS) has **extended the deadline for Spring'21 programs to June 1** in order to give students and major advisers more time to complete the application tasks.

Second, a new **Whitman OCS Course Approval Form** has been created as a Google Doc so that students, major advisers, and OCS advisers can share, edit, and approve more easily the Off-Campus Studies Course Approval form in this time of social distancing.

We intend for this new OCS Course Approval form to be used by students who have not yet met with their major advisers to get course approvals for Spring '21 off-campus studies. (We will continue to accept the old paper version of the OCS Course Approval Form if it is signed by the major adviser and uploaded to the student's OCS Application in myOCS.)

We hope this online workaround helps students and major advisers work through the process of selecting and pre-approving OCS courses for transfer back to Whitman in a time when in-person meetings are not possible.

For your reference, please see below the step-by-step instructions for both students and major advisers as to how to complete the **Google doc OCS Course Approval Form**.

(Note that all faculty received this same mail today so your major adviser will have the instructions too.)

Student Instructions:

1. Open your OCS Application in myOCS and scroll down to the item named **Semester/Academic Year: OCS Course Approval Form**. Then click on the **New OCS Course Approval Form** link to open the Google doc form.
2. **Copy and Save the Google doc form naming it with your information StudentNameTermYear** (ex. BettySmithSpring2021).
3. Complete all student sections of the form:
 - o **In the top section:** Name, WID, Majors and Major Adviser(s), OCS Program, OCS Term & Year, and OCS Adviser.
 - o **In the Course Approval Section:** List the courses and alternate courses you hope to take on your program. Include the program course number when possible and the number of credits. The student should not complete the Adviser sections.
4. Share your completed form with your Major Adviser(s) and OCS Adviser.
5. After you meet with your Major Advisor(s), please sign the form electronically and date it.

Major Adviser Instructions:

1. After the student shares with you their OCS Course Approval Form with courses listed, please meet via GoogleMeet or Zoom with your advisee to discuss how OCS courses will transfer as well as the student's degree progress.
2. In the Course Approval Section of the form indicate any major credit the student will earn on their OCS program. Please be specific about the type of major credit the student will receive. Initial next to each course approval.
3. Complete the section at the bottom of the form, sign and date.
4. Comment (if necessary) in the comment box.
5. If you have questions, use the comment function on the Google form to share questions with the student's OCS adviser, or contact Susan Holme or Barbara Hoffman directly via email.

OCS Adviser Instructions:

1. Approve OCS courses for general education distribution and general degree credit.
2. Review all course approvals and complete the OCS Adviser section by signing and dating.
3. When the approvals are finalized, the OCS Adviser will then email the student indicating that the form is ready for the student to save as a pdf and upload to their Spring21 OCS Application in their myOCS portal.

If you have any questions or concerns, please do not hesitate to contact me at offcampusstudies@whitman.edu. I would be happy to schedule for you a Google Meet advising time with one of our Advisers to discuss your OCS plans.

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