

Submitting a Major/Minor/Certificate Course Substitution E-form

1. Click on "Course Substitution" in green
2. Enter the user name and password you use to log into UWGB accounts
3. Click on "Complete this Form"
4. Click on "Enter Contact Information"
 - a. For BUS ADM and ACCTG courses, you will enter the contact information for either Kay Voss, Student Success Advisor, vossk@uwgb.edu or the Chair, Professor James Loeb, loebj@uwgb.edu. Click "save."
5. Click on "Continue to Form"
6. Enter your information into the boxes
7. Use the textbox to explain your desired substitutions. For example, BUS ADM 384 substituted for BUS ADM 327.
8. Click the "Next" button at the bottom
9. Sign your name on the next screen and click "Sign Electronically"