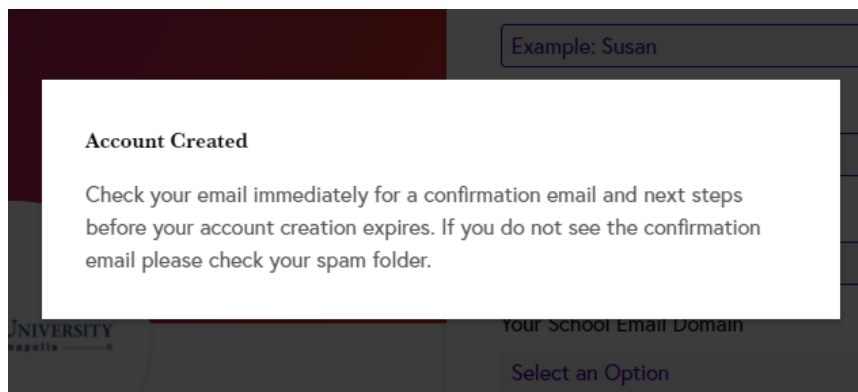


Acadeum CIC Student Registration Setup and Request for Approval Steps

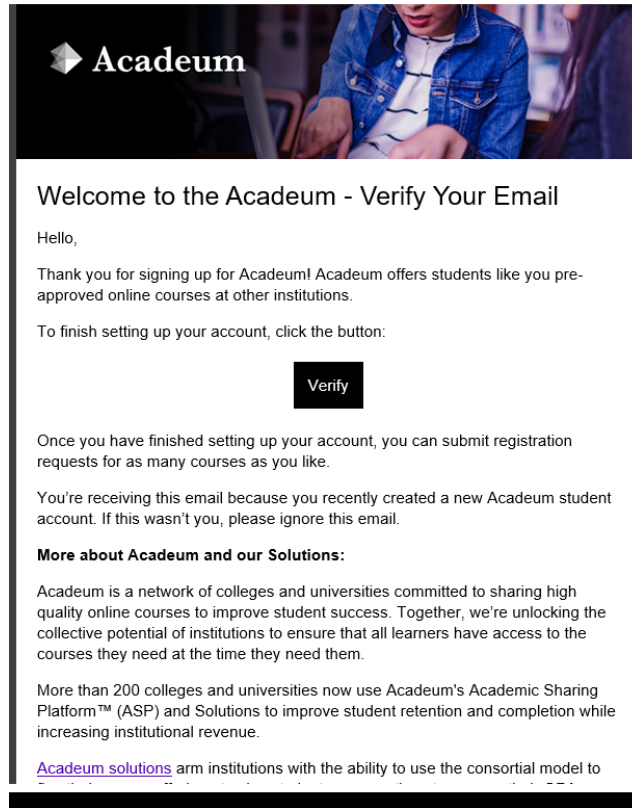
1. Go to <https://www.marian.edu/current-students/registrar/transfer-credit-approval>
2. Scroll down to the bottom on the page and expand the Acadeum Consortium for Independent Colleges (CIC) header. When expanded, you should see a link called “Log into Acadeum”
3. Complete the “Create Your Account” details below. You will need to create a password for future use. This does not connect to your Marian password.

The screenshot shows the 'Acadeum COURSE SHARE' interface. On the left, a purple and red banner reads 'Welcome Marian University (IN) Students' and 'FIND ONLINE COURSES FOR COLLEGE CREDIT'. Below this is a circular logo for 'MARIAN UNIVERSITY Indianapolis' and the text 'MARIAN UNIVERSITY (IN)'. On the right, the 'Create Your Account' form is displayed. It includes fields for First Name (Hanna), Last Name (Varys), Your School Email Prefix (hvarys172), and Your School Email Domain (marian.edu). A password field is also present. A checkbox is checked, indicating agreement to the Terms of Use and Privacy Policy. A 'CREATE ACCOUNT' button is at the bottom right of the form, and a 'LOGIN' button is below it.

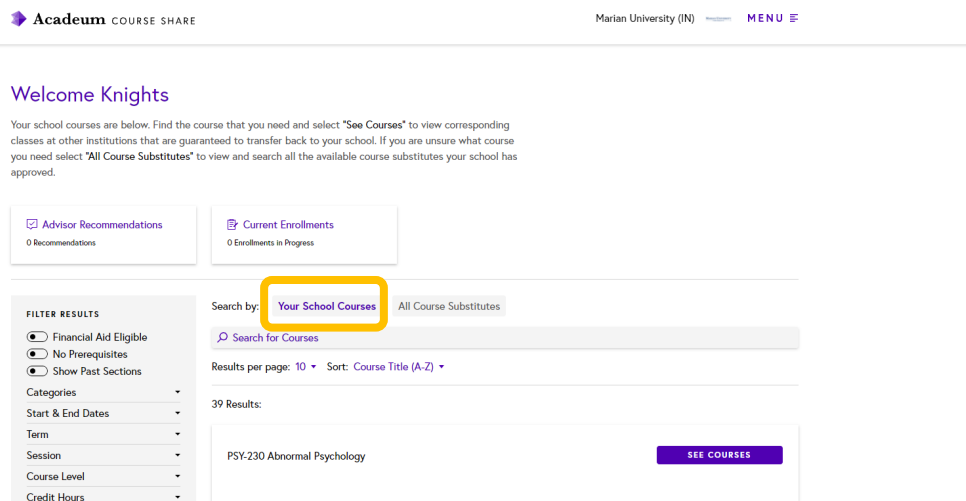
4. You will receive a screen message to notify you that they have sent the final step to your Marian email.



5. The below is a sample of the email you will receive upon registering and you should click the “Verify” to move to the next step.



6. It will log you into the full access site where you can view courses that have already been approved, and it will default to the “Your School Courses” tab. If you want to search all courses, you will need to click over to the “All Course Substitutions” tab.



7. When you locate the course that you would like to see options for, click the “SEE COURSES” button. When you click the “SELECT SECTION” button, it will provide you with detailed information about the course including dates, cost, etc. You must click the “REGISTER” button to move forward with your request.

The screenshot shows the Acadeum Course Share interface for PSY 323 Abnormal Psychology. The page is divided into two main sections. On the left, the course details are listed: Trine University, PSY 323 Abnormal Psychology, Psychology, Undergraduate | 3 Credits, and Financial Aid Eligible. Below this is a description of the course and a link to view the syllabus. On the right, there is a table of session information, including the session name (Fall 2021: Fall 2 | OL2), section start and end dates, add and drop dates, and a date & time section. A yellow box highlights the 'REGISTER' button at the bottom right of the page.

7. Upon clicking the Register button, it will ask you which Marian course you wish to use this course in place of. If there is a Marian equivalent loaded, it will populate when you click in the box. If not, you will need to use the Marian catalog to list the course. **Please also include your reason for taking the course.**

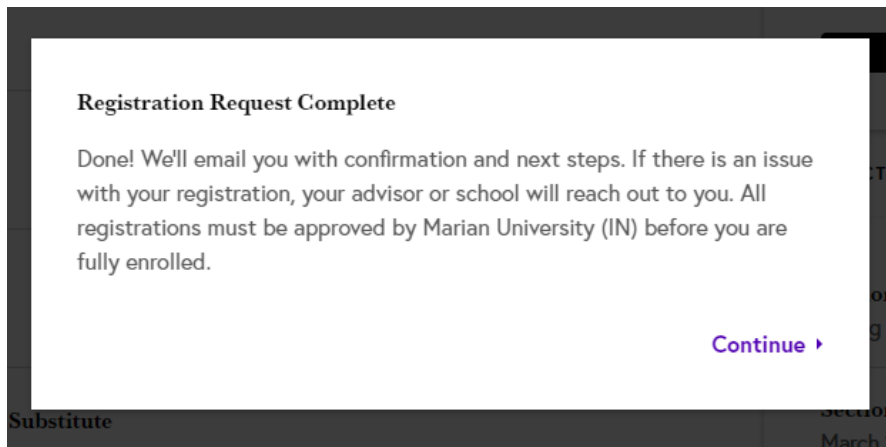
The screenshot shows the Course Registration Request form. The title is 'Course Registration Request'. Below the title is the question 'Which course will this replace for credit?'. A dropdown menu is open, showing 'PSY-230: Abnormal Psychology'. Below this is the text 'Let your school know why you need to take this course:'. A text box contains the message 'Your response will help get approval.'. At the bottom of the form are two buttons: 'CANCEL' and 'REGISTER'. The 'REGISTER' button is highlighted with a yellow box.

8. The system will request an updated student profile. This will be used to confirm your active status as a student and provide us with additional details needed to process your request for registration. You will be required to provide Personal, Academic and Contact information on each tab. A final “SAVE” at the bottom will be required.


The screenshot shows a web form titled "Profile Information" with a "CANCEL X" link in the top right. Below the title is a message: "Please complete your student profile to register for this course. Your profile will be saved for future registrations." There are three tabs: "Personal Information" (selected), "Academic Information", and "Contact Information". The form contains the following fields:

- First Name: Input field with "Knights" entered.
- Middle Name: Input field with "(Optional)" to the right and the text "If applicable, please provide your middle name" inside.
- Last Name: Input field with "Marian" entered.
- Date of Birth: Input field with "MM/DD/YY" as a placeholder.
- Gender: A dropdown menu with "Unspecified or Nonbinary" selected.

9. If you see the below screen, your request has now been submitted to Marian. The request has now been sent to the Registrar’s Office at Marian for approval. You are not officially registered until final approval is granted from the host school. Please check your email for further steps. The below is an auto generated email you will receive. Please wait for final confirmation from The Marian University Registrar’s Office.



10. You will receive the below auto generated email from Acadeum, but again, please wait to hear from Marian about final approval.



Acadeum

Your registration request has been sent!

Hello,

This message is to confirm that you have submitted the following registration request:

Teaching Institution: Trine University
Course: PSY 323 Abnormal Psychology
Term: Fall 2021
Course Substitute: PSY-230 Abnormal Psychology

Your school has now received this registration request for review. We will notify you when your school accepts your request. If they do accept the registration request, Trine University will be sent an enrollment request which they can still accept or deny.

No further action is required on your behalf. In the meantime, you can register for any other courses you need on Acadeum!

[Find Courses](#)

If you have any questions or comments, please reply directly to this email and we'll be in touch shortly.

Thanks,