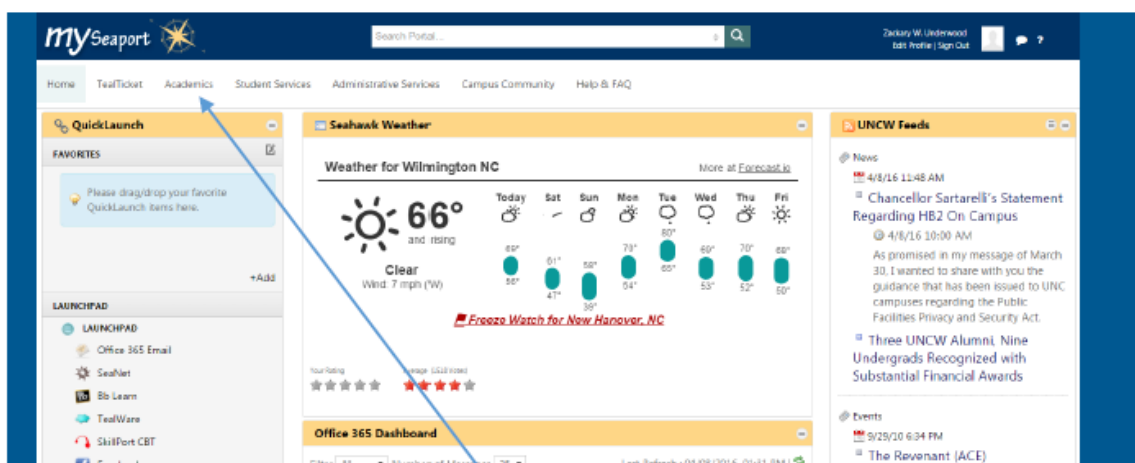


How to Approve a Transient Study

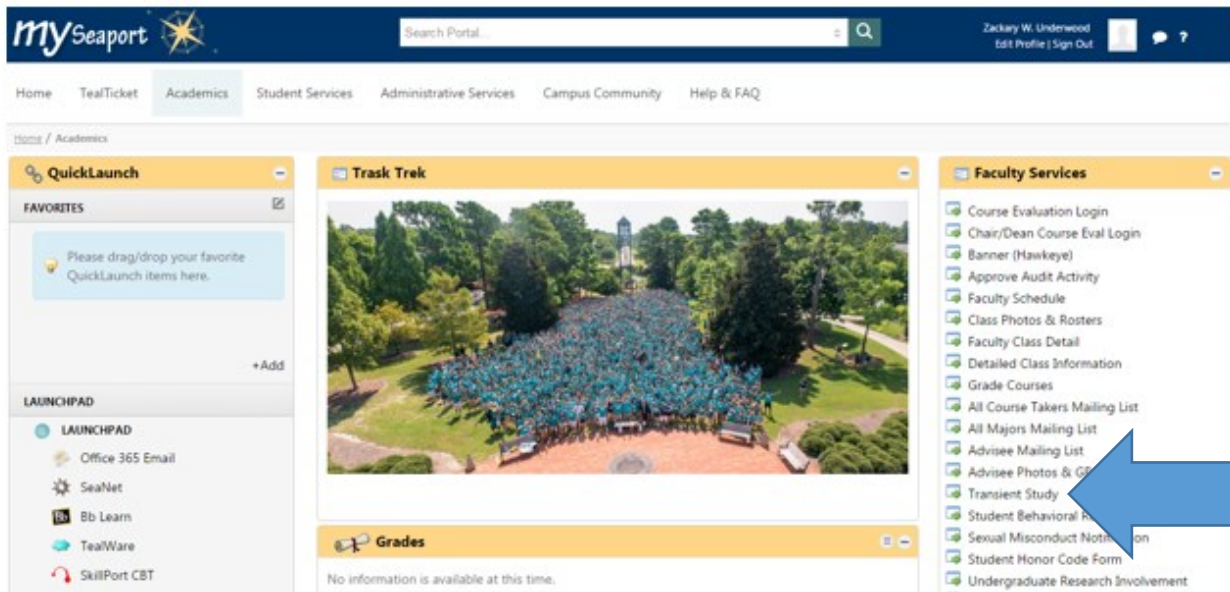
1. Once a student completes a Transient Study, their advisor will receive an email with directions. The email will say "A new Transient Study Request has been submitted. Please login (<http://www.myseaport.uncw.edu>) to approve it." The email will also have the course and equivalents in it.
2. Log into MySeaPort using your username (email without the @uncw.edu) and your email password



3. Click on Academics in the top navigation



4. Click on Transient Study



5. Select the Student, then click on Department Approvals. Double check the equivalencies using the Office of the Registrar’s Transfer Equivalency site and make sure the student is not taking a class they have already taken or in which they have previous credit. Once you select a student, you will see all courses they are requesting to take at another institution. The advisor can approve or deny the credit and add a personalized message for either choice. Credits must all be approved or denied. Advisors cannot be selective in the courses they approve or do not approve. Once finished, click on the Approval button at the bottom of the screen.

Dept	Course Number	Title	Credits	UNCW Dept	UNCW CN	UNCW Hours	Comments
MAT	140	Applied Calculus	4	MAT	152	3	
MAT	140	Applied Calculus	4	MAT	001	1	
ECN	211	Macro-Economics	3	ECN	222	3	
ACG	212	Principles of Accounting II	3	ACG	001	3	
MKT	412	Sales Management	3	MKT	448	3	
MKT	460	Marketing Research	3	MKT	343	3	