Instructions for the Request to Substitute Courses in Major or Minor Field Form on Etrieve

Step 1: Log in to Single Sign On

Step 2: Click on Etrieve

Step 3: Click on Forms

Step 4: Click on Request to Substitute Courses in Major or Minor Field

Step 5: Complete the form

SWOSU
Southwestern Oklahoma State University

Request to Substitute Courses in Major or Minor Field

TO THE STUDENT: Please consult with your advisor to complete this form. **DO NOT** use this form for substitution requests in General Education or in the College of Pharmacy.

First Name **Middle Name** **Last Name**

Address

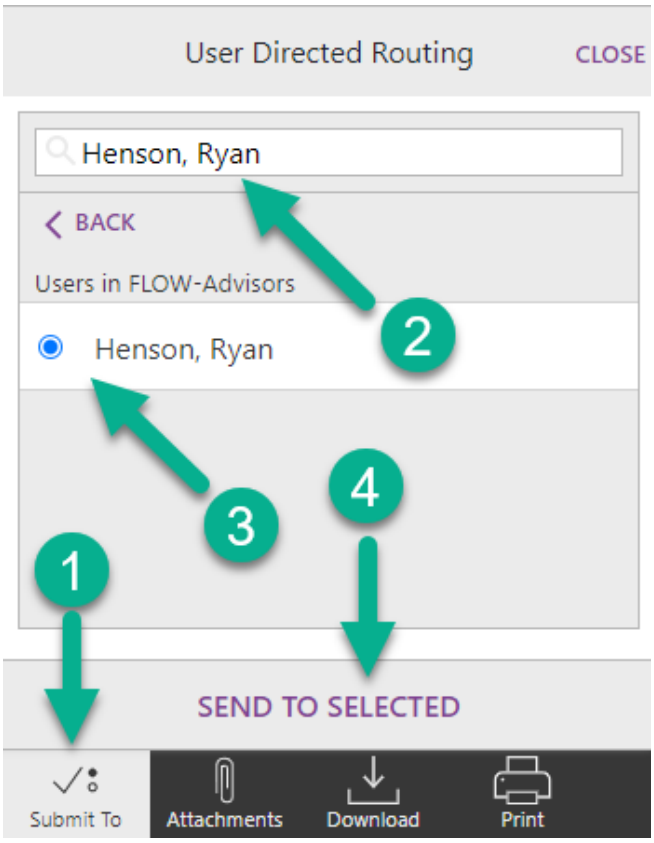
City **State** **Zip Code**

Student ID **Date**

College **Indicate Major** **Indicate Minor**

CHOOSE ONE: To fulfill partial requirements in my

I request to substitute as follows:

Step 6: Once completed

1. Click the “Submit To” button at the bottom of the form
2. Search for your Advisor
3. Select your Advisor
4. Click on “SEND TO SELECTED”