Instructions for the Request to Substitute General Education Course(s) (Undergraduate) 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 General Education Course(s) (Undergraduate)

Step 5: Complete the form

SWOSU
Southwestern Oklahoma State University

Request to Substitute General Education Course(s) (Undergraduate)

Note: Use a separate form for each General Education substitution you are requesting, and do not use this form to request substitutions in majors or minors.

First Name	Last Name	Middle Name

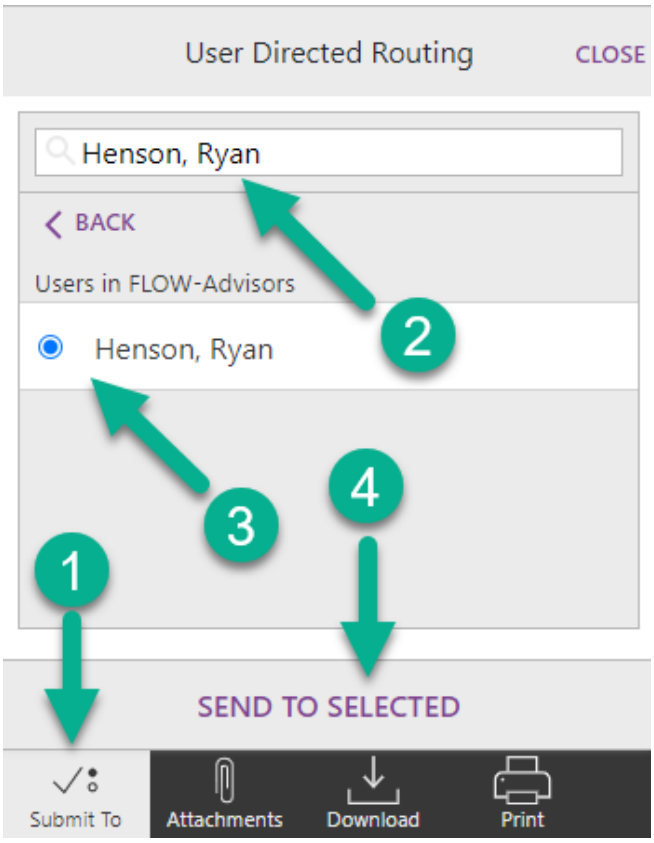
Student ID	Date	Major

College of:

I wish to substitute the course listed below in

fulfillment of the following SWOSU General Education Requirement:

Explanation/Comment from student:

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”