



# How To Approve a Student's ISS Request as an Academic Approver





You will receive an email from the ISS team stating the type of request and the student's name.



## International Students and Scholars

### Reduced Course Load Request (RCL) Requires Approval

Dear Genoveva Villa:

Test Genevieve Test Villa is requesting a reduced course load and identified you as their advisor.

Please follow the link below to respond to this request:

[Reduced Course Load \(RCL\) Request](#)

Client Name: Test Genevieve Test Villa  
Client ID Number: \*\*\*\*\*3796  
Your Login ID: [gvilla2@scu.edu](mailto:gvilla2@scu.edu)  
Your Password: BDE7E94-C3

To view the request, you will need to click on the link with name of the request.

Please contact [iss@scu.edu](mailto:iss@scu.edu) with any questions. Thank you for your time and attention to this matter.

International Students and Scholars Team  
Tel: 408-551-3019  
Email: [iss@scu.edu](mailto:iss@scu.edu)  
Web: <https://www.scu.edu/globalengagement/>

CONFIDENTIALITY NOTICE: This email message, including all attachments, is for the sole use of the intended recipients and may contain confidential and privileged information.

International Students and Scholars  
Aloysius Varsi Hall, Santa Clara University  
500 El Camino Real, Santa Clara, CA 95053





You will arrive at the login page and all the information will be prepopulated.

## Login to Review / Comment on an E-Form Request

Please comment / review on the request you received via an email from our system. Use the credentials given to you in the email message to log into this system. This request was generated when an international student or scholar made an online request of the international office that needs a secondary verification.

*(\*) Information Required*

Client ID Number (Student - Employee University ID)

\*\*\*\*\*3796

Your Login ID\*

gvilla2@scu.edu

Your Password \*

.....

**You *cannot* access the system with your university network ID and password. The login ID and password to use was included in the email that you received. You must use the information from that email to log into the system.**

Login

Proceed to click Login



Global Engagement

SANTA CLARA UNIVERSITY

You will be able to review the information for each request type and confirm if the information is correct.

## Reduced Course Load (RCL) Request

The following links provide you with information submitted as part of the e-form request tied to the following client record:

[✓ Reduced Course Load \(RCL\) Request](#)

(\*) Information Required

CLIENT NAME & ID NUMBER: TEST GENEVIEVE TEST VILLA | \*\*\*\*\*3796

COMMENTS / REVIEW FOR REDUCED COURSE LOAD (RCL) REQUEST

### Academic Program Confirmation

Student Academic Degree:  
Student Major/program: -Psychology Major

Name of person completing this form\*

The student Test Genevieve Test Villa TEMP783796 is requesting a reduce course load for:  
Final Term for Winter 2025

Student Reduced Course Reason:\*

The student noted 0 to having been previously approved for a reduced course load.

Previously approved term and reason provided by the student: Not Applicable

### Final Term

Relationship to Student\*

I confirm the student has completed all degree requirements or is enrolled in the final degree requirements (please review student's degree audit to confirm).\*

I confirm student is on track to graduate\*

Optional comments

I confirm that the above information is correct \*

Submit

After reviewing and confirming the information, you can proceed to complete the form and click Submit.

## Reduced Course Load (RCL) Request

The following links provide you with information submitted as part of the e-form request tied to the following client record:

[✓ Reduced Course Load \(RCL\) Request](#)

(\*) Information Required

CLIENT NAME & ID NUMBER: TEST GENEVIEVE TEST VILLA | \*\*\*\*\*3796

COMMENTS / REVIEW FOR REDUCED COURSE LOAD (RCL) REQUEST

### Academic Program Confirmation

Student Academic Degree:  
Student Major/program: -Psychology Major

Name of person completing this form\*

Genoveva Villa

The student Test Genevieve Test Villa TEMP783796 is requesting a reduce course load for:  
Final Term for Winter 2025

Student Reduced Course Reason:\*

Final Term

The student noted 0 to having been previously approved for a reduced course load.

Previously approved term and reason provided by the student: Not Applicable

### Final Term

Relationship to Student\*

Program Advisor

I confirm the student has completed all degree requirements or is enrolled in the final degree requirements (please review student's degree audit to confirm).\*

Yes

I confirm student is on track to graduate\*

Yes

Optional comments

I confirm that the above information is correct \*

Submit





You will receive confirmation that the eForm has been sent to the ISS team for approval.

## Reduced Course Load (RCL) Request

The following links provide you with information submitted as part of the e-form request tied to the following client record:

✓ [Reduced Course Load \(RCL\) Request](#)

**FORM SUBMITTED**

Thank you for submission of this information. The International Students and Scholars Team will review what you submitted concerning this Reduced Course Load (RCL) Request.

