

Course Submission – Walk Through – Screen Prints in order

- 1> Find iManage on the home page

iTransfer
Illinois Transfer Portal

Search iTransfer...

Transfer Planning About IAI Find IAI Courses Veterans Transfer Credit Beyond IAI

Helping Students Successfully Transfer in the State of Illinois

The iTransfer website and the Illinois Articulation Initiative (IAI) transferable General Education Package (GECC) assists students with planning ahead for a successful transfer of higher education coursework within Illinois. We're here to help you with your transfer.

[IAI Panel Members](#) [IAI Course Submitters](#) [TCs and Advisors](#) [IAI Policies and Documents](#)

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Contact Information
Accessibility Information

Illinois Board of Higher Education/ Illinois Community
Illinois State Board of Education
Website Disclaimer Statement

iManage
Report a Transfer-related Problem

2> Login

iTransfer

A-Z Index Contact Us Feedback

Enter Your Search Here

Students Faculty Transfer Coordinators Resources IAI MyCreditsTransfer IManage Home

Illinois Articulation Initiative

MyCreditsTransfer

Transfer Resources

Articulation Advocate

Are you at Right Place?

Feedback

Contact Us

Log In

To Access the IManage System.
Use your email address and password associated with IManage.
No more dropdowns required.

eMail Address: kmjack2@ilstu.edu

Password:

Login

[Forgot your password ?](#)

Not registered with the IAI Panel Web Review system?
[Register for a new account ?](#)

If password is forgotten, follow these steps

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Password Recovery

Please enter the email address associated with your iTransfer account. Upon clicking the "Retrieve password" button, an email will be sent to you email account to continue the recovery process.

* eMail Address :
* Confirm eMail :

PRIVATE Ardal CAPTCHA

Type the text Privacy & Terms

Reset Password

[Return to iManage Login](#)

3> Click Course Review at the top of the page to work with courses in the submission process

The screenshot displays the iTransfer iManage web interface. At the top, there is a dark blue header with the iTransfer logo and navigation links: A-Z Index, Contact Us, Feedback, and a search bar. Below this is a secondary navigation bar with links for Students, Faculty, Transfer Coordinators, Resources, IAI, MyCreditsTransfer, iManage, and Home. On the left side, there is a vertical iManage menu with options: Course Review (highlighted with a plus icon), Panel Vacancies, Account Settings, Institutional Contacts, and Log Out. The main content area features a blue banner that says "Welcome to iManage!". Below the banner, a welcome message reads: "Welcome Krista Jackson, You last logged in on Wednesday, July 15, 2015 at 10:37 AM". A table titled "iManage User options" lists several menu items: Course Review (with a black arrow pointing to it), End/Change A Course, Database Reports/Statistics, Panel Vacancies, Request Panel Membership, iManage Account Settings, View My iTransfer Assignments (Panel membership), and IAI Contact Information. At the bottom of the page, there is a section titled "Upcoming iTransfer Meetings" which states "You currently have no upcoming meetings."

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iManage Home | IAI Contact Information | Log Out

Course Review

Panel Vacancies

Account Settings

Institutional Contacts

Log Out

Welcome to iManage!

Welcome Krista Jackson,
You last logged in on Wednesday, July 15, 2015 at 10:37 AM

iManage User options
Course Review
End/Change A Course
Database Reports/Statistics
Panel Vacancies
Request Panel Membership
iManage Account Settings
View My iTransfer Assignments (Panel membership)
IAI Contact Information

Upcoming iTransfer Meetings

You currently have no upcoming meetings.

- 4> To submit a new course, click the link “[Submit a New Course to This Panel](#)” for the appropriate panel. Each panel has their own submission form within iManage. As such, the submission must be done separately within each panel section. To navigate to the panel you are seeking, use the drop at the top.

The screenshot shows the iManage interface for the 'iTransfer Course Review' page. The top navigation bar includes 'Students', 'Faculty', 'Transfer Coordinators', 'Resources', 'IAI', 'MyCreditsTransfer', 'iManage', and 'Home'. The left sidebar contains 'iManage' and a menu with 'Course Review', 'Panel Vacancies', 'Account Settings', 'Intitutional Contacts', and 'Log Out'. The main content area is titled 'iTransfer Course Review' and includes a sub-header '[GenEd] Communication Panel'. Below this, there is a message: 'Below are the list of panels you have access to. Please email us at iai@ittransfer.org with any questions.' A 'Quickly Jump to:' dropdown menu is set to '[GenEd] Communication Panel'. The main content area contains several links: 'Institutional Course Options', 'Submit a New Course to This Panel', '1 Course(s) Require Additional Action from your institution', 'Reports', 'Track The Status Of Your Institution's Submitted Courses', 'View the Voting Results for the Panel', 'Panel Member Options', and 'View Courses Submitted To This Panel'. A 'Back to Top' link is at the bottom right.

This screenshot is similar to the one above but with the 'Quickly Jump to:' dropdown menu open. The dropdown list includes: '[GenEd] Communication Panel', '[GenEd] Communication Panel', '[GenEd] Humanities/Fine Arts Panel', '[GenEd] Life Sciences Panel', '[GenEd] Mathematics Panel', '[GenEd] Physical Sciences Panel', '[GenEd] Social and Behavioral Sciences Panel', '[Major] Agriculture Panel', '[Major] Art Panel', '[Major] Biology Panel', '[Major] Business Panel', '[Major] Chemistry Panel', '[Major] Criminal Justice Panel', '[Major] Computer Science Panel', '[Major] Early Childhood Education Panel', '[Major] Engineering Panel', '[Major] Media and Communication Arts Panel', '[Major] Mathematics Panel', '[Major] Physics Panel', and '[Major] Political Science Panel'. The main content area below the dropdown is partially obscured by the menu. The 'Back to Top' link is visible at the bottom right. At the very bottom of the page, a blue bar displays '[GenEd] Humanities/Fine Arts Panel'.

iTransfer
Illinois Transfer Portal

iManage

MyCreditsTransfer iManage Home

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iTransfer Course Review

Below are the list of panels you have access to. Please email us at iaj@transfer.org with any questions.

Quickly Jump to : [GenEd] Communication Panel

[GenEd] Communication Panel

- Institutional Course Options
- Submit a New Course to This Panel**
- 0 Course(s) Require Additional Action from your institution
- Reports
- Track The Status Of Your Institution's Submitted Courses
- View the Voting Results for the Panel
- Panel Member Options
- View Courses Submitted To This Panel

Each panel has its own submission form within iManage. You must submit each course individually to the appropriate panel. Courses with internal curricular changes should be submitted as a new course.

[Back to Top](#)

5> Once the submission is begun, the following page loads

Students Faculty Transfer Coordinators Resources IAI MyCreditsTransfer iManage Home

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Submit a Course to Web Review (Step 1 of 3)

Note: The following course will be submitted to IAI administrator for submission to course review process. **Deadlines for course submission are October 1st for Fall review and March 1st for Spring review.**

Course Information

Institution Name:	Illinois State University
Panel:	[GenEd] Communication Panel
IAI Course Number:	No Course Selected
Institution's Course Number:	
Institution's Course Title:	
Number of Credit Hours: <i>Indicate semester or quarter credit.</i>	<input type="text"/> Sem
Prerequisite: <i>Institutional prefix, number and title (IAI # if applicable)</i> Panel requires the prereq course title for decision	

Contact Information

Please enter your contact information here so that iTransfer coordinator could contact you in case of questions.

IAI Submitter:

Person compiling submission if not IAI Submitter:

Contact Number: Ext:

Date:

Contact Email:

[Next Step](#)

Course Submission Step 1 of 3

Fill in the information for the course, including course department coding and titles, semester or quarter hours, and any prerequisites. Please include course titles and any IAI codes that match the prerequisite. This helps panel evaluate the prerequisite information.

Once the information is completely entered, click the "Next Step" button.

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Submit a Course to Web Review (Step 1 of 3)

Note: The following course will be submitted to IAI administrator for submission to course review process. **Deadlines for course submission are October 1st for Fall review and March 1st for Spring review.**

Course Information

Institution Name:	Illinois State University
Panel:	[GenEd] Communication Panel
IAI Course Number:	C1900: Writing Course Sequence
Institution's Course Number:	ENG 101
Institution's Course Title:	Composition I
Number of Credit Hours: <i>Indicate semester or quarter credit.</i>	3 Sem
Prerequisite: <i>Institutional prefix, number and title (IAI # if applicable) Panel requires the prereq course title for decision</i>	NA

Contact Information

Please enter your contact information here so that iTransfer coordinator could contact you in case of questions.

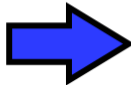
IAI Submitter: Krista Jackson

Person compiling submission if not IAI Submitter:

Contact Number: 3094388640 Ext.

Date: 8/31/2017 2:35:50 PM

Contact Email: kmjack2@ilstu.edu

 [Next Step](#)

Course Submission Step 1 of 3

- 6> On the next screen, check your document(s) to ensure all the pieces requested are included in your documentation you will be attaching to the submission. You can find information published by each panel in the “Course Submitters” section of the site. We will add a walk through at the end of this document for navigating to the “Panel Related Documents” section. As the submitter, by checking the boxes here, you are indicating that the information requested in the checklist is present. Please read the entire list as important information and directions to you as the submitter may be included in the items.

MyCreditsTransfer iManage Home

[iManage Home](#) | [IAI Contact Information](#) | [Log Out](#)

Submit a Course to Web Review (Step 2 of 3)

Final Checklist

Please verify (Check) that the course submission materials provide evidence of the following:

- Review any Panel-specific criteria and documents ([see Panel-Specific Criteria](#)).
- Course prefix/number and title, number of credit hours and contact hours, and studio or laboratory hours, if applicable, must be included on syllabi and course outlines.
- Catalog description including any prerequisites.
- Course goals and expected student learning outcomes.
- Weekly or Daily topical outline.
- Method(s) of evaluating student performance (including the number, length and type of assignments).
- Text(s) used and required reading lists, if applicable.
- Date the syllabus and any supportive materials were prepared.
- All delivery modes are identified (traditional and non-traditional).

All above boxes must be checked before proceeding

Panel Specific Checklist:

Please verify (Check) that your course material fulfills the following additional Panel Specific criteria:

- Catalog Description is included in documentation
- For full details on course submissions (new and ongoing review), please be sure to fully review the panel's course approval criteria at: <http://www.itransfer.org/IAI/PanelRelatedDocuments.aspx>.
- Note from the panel: If the institution submits more than one representative syllabus/multiple syllabi, please ensure the information they each contain are aligned. Courses with misaligned multiple syllabi will be returned for clarification by the panel.
- For online speech courses, please indicate the course is an online course in the course number or title, even if the actual course number and title are the same as the face-to-face course. This ensures the panel is properly evaluating the course.
- ****Submit online C2 900 courses separately (as a new course). If the institution's face-to-face course is being evaluated in the ongoing review process, please separate the online section and submit it as a new course to the panel.

All above boxes must be checked before proceeding

Required Files

Please add the syllabus and other related files which will help the reviewing panel to make a decision for the course. The preferred format is Adobe Acrobat Reader PDF files. We also accept doc, docx.

NOTE: PDF's are the preferred format when submitting a document. If a .doc / .docx document is to be submitted, ensure that there are no tables included within it.
Any table data within a .doc / .docx document will be lost if not first converted to a .pdf BEFORE submitting.

[+ Course Review](#)[Panel Vacancies](#)[Account Settings](#)[Institutional Contacts](#)[Log Out](#)**Submit a Course to Web Review (Step 2 of 3)****Final Checklist**

Please verify (Check) that the course submission materials provide evidence of the following:

- Review any Panel-specific criteria and documents ([see Panel-Specific Criteria](#)).
- Course prefix/number and title, number of credit hours and contact hours, and studio or laboratory hours, if applicable, must be included on syllabi and course outlines.
- Catalog description including any prerequisites.
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- Weekly or Daily topical outline.
- Method(s) of evaluating student performance (including the number, length and type of assignments).
- Text(s) used and required reading lists, if applicable.
- Date the syllabus and any supportive materials were prepared.
- All delivery modes are identified (traditional and non-traditional).

All above boxes must be checked before proceeding

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All above boxes must be checked before proceeding

Required Files

Please add the syllabus and other related files which will help the reviewing panel to make a decision for the course. The preferred format is **Adobe Acrobat Reader PDF** files. We also accept doc, docx.

NOTE: PDF's are the preferred format when submitting a document. If a .doc / .docx document is to be submitted, ensure that there are no tables included within it.
Any table data within a .doc / .docx document will be lost if not first converted to a .pdf **BEFORE** submitting.

- 7> Once the checklist is completed, you can attach your documents. We recommend converting all documents, including any online resources or documentation, into the pdf format before completing the submission and attaching them to the submission. You can use the fields and drop boxes to identify your files to panel. Be sure that your file titles do not have any special characters in them.

- Note from the panel: If the institution submits more than one representative syllabus/multiple syllabi, please ensure the information they each contain are aligned. Courses with misaligned multiple syllabi will be returned for clarification by the panel.
- For online speech courses, please indicate the course is an online course in the course number or title, even if the actual course number and title are the same as the face-to-face course. This ensures the panel is properly evaluating the course.
- ****Submit online C2 900 courses separately (as a new course). If the institution's face-to-face course is being evaluated in the ongoing review process, please separate the online section and submit it as a new course to the panel.

All above boxes must be checked before proceeding

Required Files

Please add the syllabus and other related files which will help the reviewing panel to make a decision for the course. The preferred format is Adobe Acrobat Reader PDF files. We also accept doc, docx.

NOTE: PDF's are the preferred format when submitting a document. If a .doc / .docx document is to be submitted, ensure that there are no tables included within it. Any table data within a .doc / .docx document will be lost if not first converted to a .pdf BEFORE submitting.

Currently Submitted Files



Count	Selected File	Type of File	File Notes
File 1:	<input type="button" value="Browse..."/> No file selected.	Representative Syllabus ▾	<input type="text"/>
File 2:	<input type="button" value="Browse..."/> No file selected.	Representative Syllabus ▾	<input type="text"/>
File 3:	<input type="button" value="Browse..."/> No file selected.	Representative Syllabus ▾	<input type="text"/>
File 4:	<input type="button" value="Browse..."/> No file selected.	Representative Syllabus ▾	<input type="text"/>
File 5:	<input type="button" value="Browse..."/> No file selected.	Representative Syllabus ▾	<input type="text"/>

Please ensure your files have been attached

Below you will find any additional questions required by the [GenEd] Communication Panel.

Course Submission Step 2 of 3

- Note from the panel: If the institution submits more than one representative syllabus/multiple syllabi, please ensure the information they each contain are aligned. Courses with misaligned multiple syllabi will be returned for clarification by the panel.
- For online speech courses, please indicate the course is an online course in the course number or title, even if the actual course number and title are the same as the face-to-face course. This ensures the panel is properly evaluating the course.
- ****Submit online C2 900 courses separately (as a new course). If the institution's face-to-face course is being evaluated in the ongoing review process, please separate the online section and submit it as a new course to the panel.

All above boxes must be checked before proceeding

Required Files

Please add the syllabus and other related files which will help the reviewing panel to make a decision for the course. The preferred format is Adobe Acrobat Reader PDF files. We also accept doc, docx.

NOTE: PDF's are the preferred format when submitting a document. If a .doc / .docx document is to be submitted, ensure that there are no tables included within it. Any table data within a .doc / .docx document will be lost if not first converted to a .pdf BEFORE submitting.

Currently Submitted Files

Count	Selected File	Type of File	File Notes
File 1:	<input type="button" value="Browse..."/> Spr16IAIUpdates2.pdf	Representative Syllabus	Representative
File 2:	<input type="button" value="Browse..."/> No file selected.	Representative Syllabus	
File 3:	<input type="button" value="Browse..."/> No file selected.	Catalog Description	
File 4:	<input type="button" value="Browse..."/> No file selected.	Lab Form/Info	
File 5:	<input type="button" value="Browse..."/> No file selected.	Other/Unknown	
File 5:	<input type="button" value="Browse..."/> No file selected.	Representative Syllabus	

Please ensure your files have been attached

Below you will find any additional questions require

Course Submission Step 2 of 3

Use the boxes and options to identify your files as you attach them.
 Important NOTE: No special characters in your file titles. Please utilize pdf's whenever possible.
 Contact IAI if you need to attach more than 5 files.

8> Click "Submit" to proceed through the process.

Note from the panel: If the institution submits more than one representative syllabus/multiple syllabi, please ensure the information they each contain are aligned. Courses with misaligned multiple syllabi will be returned for clarification by the panel.

For online speech courses, please indicate the course is an online course in the course number or title, even if the actual course number and title are the same as the face-to-face course. This ensures the panel is properly evaluating the course.

****Submit online C2 900 courses separately (as a new course). If the institution's face-to-face course is being evaluated in the ongoing review process, please separate the online section and submit it as a new course to the panel.

All above boxes must be checked before proceeding

Required Files

Please add the syllabus and other related files which will help the reviewing panel to make a decision for the course. The preferred format is Adobe Acrobat Reader PDF files. We also accept doc, docx.

NOTE: PDF's are the preferred format when submitting a document. If a .doc / .docx document is to be submitted, ensure that there are no tables included within it. Any table data within a .doc / .docx document will be lost if not first converted to a .pdf BEFORE submitting.

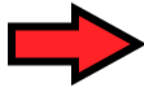
Currently Submitted Files

Count	Selected File	Type of File	File Notes
File 1:	<input type="button" value="Browse..."/> Spr16IAIUpdates2.pdf	Representative Syllabus ▾	Representative
File 2:	<input type="button" value="Browse..."/> No file selected.	Representative Syllabus ▾	
File 3:	<input type="button" value="Browse..."/> No file selected.	Representative Syllabus ▾	
File 4:	<input type="button" value="Browse..."/> No file selected.	Representative Syllabus ▾	
File 5:	<input type="button" value="Browse..."/> No file selected.	Representative Syllabus ▾	

Please ensure your files have been attached

Below you will find any additional questions required by the [GenEd] Communication Panel.

Course Submission Step 2 of 3



- 9> If you missed any of your checklist items, you will get an error screen. All items must be checked and all fields must be filled in to proceed through the process.

Final Checklist

Please verify (Check) that the course submission materials provide evidence of the following:

All the boxes in PANEL SPECIFIC CHECKLIST must be checked

OK

Date the syllabus and any supportive materials were prepared.
 All delivery modes are identified (traditional and non-traditional).

All above boxes must be checked before proceeding

Panel Specific Checklist:

Please verify (Check) that your course material fulfills the following additional Panel Specific criteria:

Catalog Description is included in documentation
 For full details on course submissions (new and ongoing review), please be sure to fully review the panel's course approval criteria at: <http://www.itransfer.org/IAI/PanelRelatedDocuments.aspx>.
 Note from the panel. If the institution submits more than one representative syllabus/multiple syllabi, please ensure the information they each contain are aligned. Courses with misaligned multiple syllabi will be returned for clarification by the panel.
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All above boxes must be checked before proceeding
 *Check all the boxes

Required Files


If you do get an error and need to fix anything, be sure to reattach your documents as they will clear off your submission if there is an error! Reattach the files, and click "Submit" again.

Count	Selected File	Type of File	File Notes
File 1:	<input type="button" value="Browse..."/> Spr16IAIUpdates2.pdf	Representative Syllabus	Representative
File 2:	<input type="button" value="Browse..."/> No file selected.	Representative Syllabus	
File 3:	<input type="button" value="Browse..."/> No file selected.	Representative Syllabus	
File 4:	<input type="button" value="Browse..."/> No file selected.	Representative Syllabus	
File 5:	<input type="button" value="Browse..."/> No file selected.	Representative Syllabus	

Please ensure your files have been attached

Below you will find any additional questions required by the [GenEd] Communication Panel.

Course Submission Step 2 of 3



10> You will get a review screen that indicates all the information you provided in the submission forms and your files that you can click to review and view to ensure things look as they should. You can edit items if you need to.

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Course Review
Submit a Course to Web Review (Step 3 of 3)

Please confirm all information below for accuracy. If this information looks correct, please press the "Submit Course" box at the bottom of the page to submit this course to be reviewed by IAI and the panel.

Institution:	Illinois State University
Panel Submitted To:	[GenEd] Communication Panel
IAI Course Number:	C1900 Writing Course Sequence
Institution Course Number:	ENG 101
Institution Course Name:	Composition I
Credit Hours:	3 Semester
Prerequisite:	NA - placement

Files Submitted With This Course

File 1: [Spr16IAIUpdates220180206123512627.pdf](#)

[Edit Course Details](#)
[Edit Course Files](#)

Additional Questions Answered With This Course

There are no questions associated with this course submission.

NOTE: PDF's are the preferred format when submitting a document. If a .doc / .docx document is to be submitted, ensure that there are no tables included within it. Any table data within a .doc / .docx document will be lost if not first converted to a .pdf BEFORE submitting.

Course Submission Step 3 of 3

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 If you have questions about transferring in Illinois, we may be able to help. Reach us at
itransfer@itransfer.org, Phone: (309) 438-8640

Illinois Board of Higher Education,
 Illinois Community College Board and
 Illinois State Board of Education
 Tuesday, February 6, 2018
[Site disclaimer statement](#)

Ensure that the course information is correct.

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Submit a Course to Web Review (Step 3 of 3)

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Institution:	Illinois State University
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Institution Course Name:	Composition I
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File 1: [Spr16IAIUpdates220180206123512627.pdf](#)

[Edit Course Details](#)
[Edit Course Files](#)

Additional Questions Answered With This Course

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NOTE: PDF's are the preferred format when submitting a document. If a .doc / .docx document is to be submitted, ensure that there are no tables included within it. Any table data within a .doc / .docx document will be lost if not first converted to a .pdf *BEFORE* submitting.

Course Submission Step 3 of 3

Review your files.

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Submit a Course to Web Review (Step 3 of 3)

Please confirm all information below for accuracy. If this information looks correct, please press the "Submit Course" box at the bottom of the page to submit this course to be reviewed by IAI and the panel.

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Prerequisite:	NA - placement

Files Submitted With This Course

File 1: [Spr16IAIUpdates220180206123512627.pdf](#)

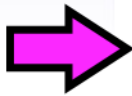
[Edit Course Details](#)
[Edit Course Files](#)

Additional Questions Answered With This Course

There are no questions associated with this course submission.

NOTE: PDF's are the preferred format when submitting a document. If a .doc / .docx document is to be submitted, ensure that there are no tables included within it. Any table data within a .doc / .docx document will be lost if not first converted to a .pdf *BEFORE* submitting.

Course Submission Step 3 of 3



When you are satisfied with your submission, click "Submit Course."

MyCreditsTransfer iManage Home

[iManage Home](#) | [IAI Contact Information](#) | [Log Out](#)

Submit a Course to Web Review (Step 3 of 3)

Please confirm all information below for accuracy. If this information looks correct, please press the "Submit Course" box at the bottom of the page to submit this course to be reviewed by IAI and the panel.

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Prerequisite:	NA - placement

Files Submitted With This Course

File 1: [Spr16IAIUpdates220180206123512627.pdf](#)

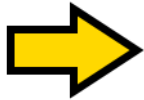
[Edit Course Details](#)
[Edit Course Files](#)

Additional Questions Answered With This Course

There are no questions associated with this course submission.

NOTE: PDF's are the preferred format when submitting a document. If a .doc / .docx document is to be submitted, ensure that there are no tables included within it. Any table data within a .doc / .docx document will be lost if not first converted to a .pdf *BEFORE* submitting.

Course Submission Step 3 of 3



11> You will be given a confirmation that the course is sent. It may look slightly different than this but it will provide a note that the course has been sent to the IAI Administrators for further review and loading into the system. You will receive an email confirmation that this occurred as well. If you are ever concerned that there was a mishap along the way, please contact the IAI staff at iai@itransfer.org to verify we have the course and things are okay. We are here to help!

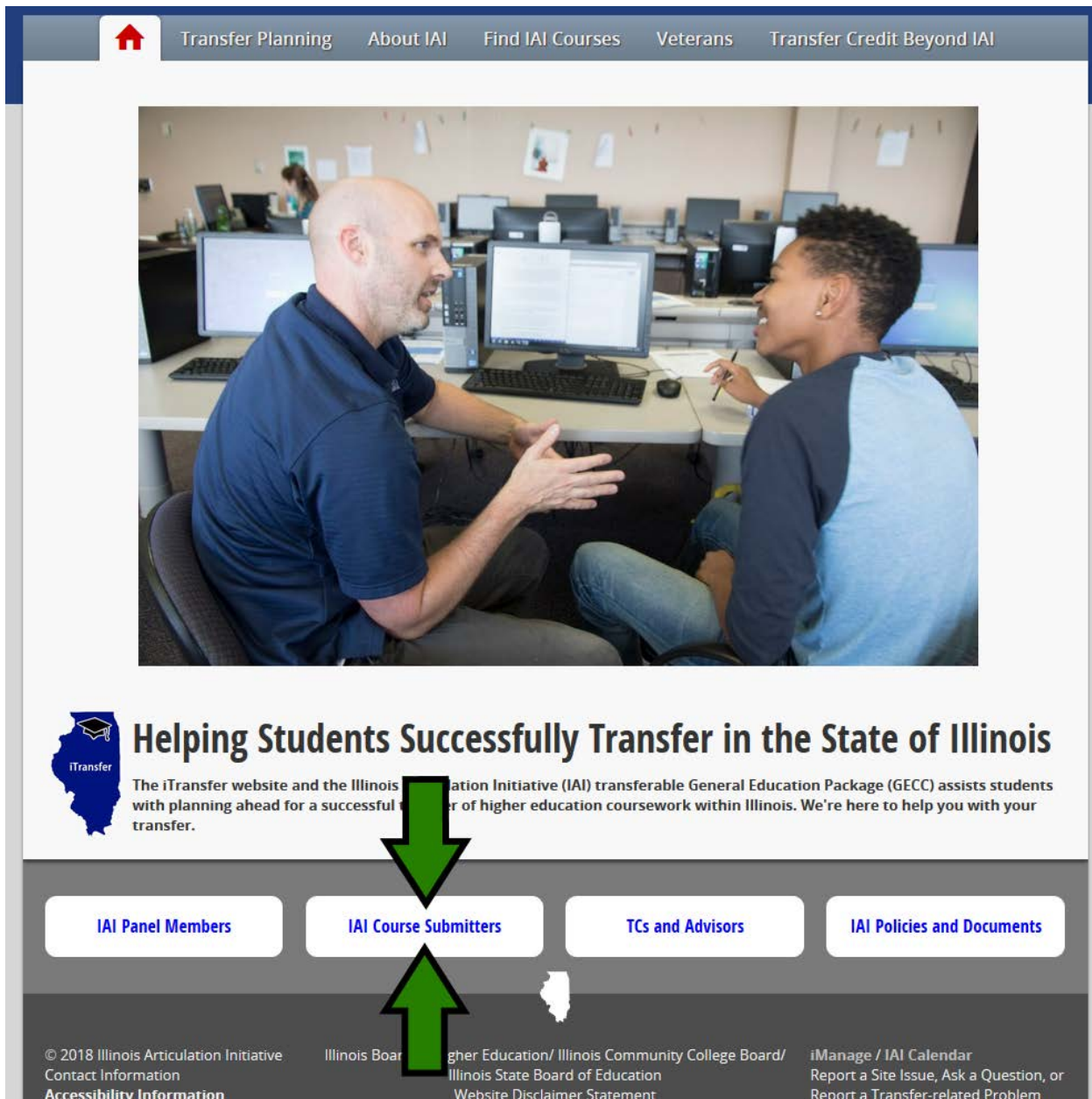
The screenshot displays the iManage web application interface. At the top, there is a navigation bar with links for "MyCredits Transfer", "iManage", and "Home". Below this, a secondary navigation bar includes links for "iManage Home", "IAI Contact Information", and "Log Out". On the left side, a vertical menu labeled "iManage" contains several options: "Course Review", "Panel Vacancies", "Account Settings", "Intitutional Contacts", and "Log Out". The main content area features a prominent yellow warning box with the text: "NOTICE: This course is a part of a [GenEd] Communication Panel sequence. It will not be loaded for voting until all the courses within the sequence have been submitted." Below this, a white box with a red border contains the following information: "The GECC Comm panel writing se" (partially cut off), "The writing courses for the GECC Communication panel must be submitted together in review of new or ongoing review courses.", "The School's course ENG 101 - IAI Code - C1900", "IAI Courses required for the sequence C1900 C1901R", and "Sequence Effective Date 2/7/2017". A separate white box with a black border contains the message: "The course has been successfully submitted to the [GenEd] Communication Panel.. You will receive an email confirming your submission, and a second email after IAI administrators approve the course for panel review." At the bottom of this message box is a "Continue" button.

Click the "Continue" button to return to the main Course Review page to working on another course, etc.

The screenshot displays the iManage web application interface. At the top, there is a navigation bar with links for "MyCredits Transfer", "iManage", and "Home". Below this, a secondary navigation bar includes links for "iManage Home", "IAI Contact Information", and "Log Out". On the left side, a vertical menu labeled "iManage" contains several options: "Course Review", "Panel Vacancies", "Account Settings", "Intitutional Contacts", and "Log Out". The main content area features a yellow highlighted notice: "NOTICE: This course is a part of a [GenEd] Communication Panel sequence. It will not be loaded for voting until all the courses within the sequence have been submitted." Below the notice, a box contains the following information: "The GECC Comm panel writing se" (partially cut off), "The writing courses for the GECC Communication panel must be submitted together in review of new or ongoing review courses.", "The School's course ENG 101 - IAI Code - C1900", "IAI Courses required for the sequence C1900 C1901R", and "Sequence Effective Date 2/7/2017". A subsequent box states: "The course has been successfully submitted to the [GenEd] Communication Panel.. You will receive an email confirming your submission, and a second email after IAI administrators approve the course for panel review." At the bottom of this box, a "Continue" button is visible, which is pointed to by a blue arrow.


To get to the “Panel Related Documents” section of the site

1> From any page on the main site, click “Course Submitters” at the lower part of the page.



The screenshot shows the top navigation bar of the iTransfer website. The navigation items are: Home (house icon), Transfer Planning, About IAI, Find IAI Courses, Veterans, and Transfer Credit Beyond IAI. Below the navigation bar is a large photograph of a man and a woman sitting at a computer workstation, engaged in a conversation. Underneath the photo is the iTransfer logo (a blue outline of Illinois with a graduation cap) and the heading "Helping Students Successfully Transfer in the State of Illinois". A paragraph of text follows, describing the website's purpose. Below this text is a horizontal row of four white buttons with blue text: "IAI Panel Members", "IAI Course Submitters", "TCs and Advisors", and "IAI Policies and Documents". A large green arrow points down from the text area to the "IAI Course Submitters" button. Below the buttons is a footer section with a small white outline of Illinois, copyright information, and contact details.

Transfer Planning About IAI Find IAI Courses Veterans Transfer Credit Beyond IAI



iTransfer Helping Students Successfully Transfer in the State of Illinois

The iTransfer website and the Illinois Articulation Initiative (IAI) transferable General Education Package (GECC) assists students with planning ahead for a successful transfer of higher education coursework within Illinois. We're here to help you with your transfer.

[IAI Panel Members](#) [IAI Course Submitters](#) [TCs and Advisors](#) [IAI Policies and Documents](#)

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Contact Information
[Accessibility Information](#)


Illinois Board of Higher Education/ Illinois Community College Board/
Illinois State Board of Education
[Website Disclaimer Statement](#)

iManage / IAI Calendar
[Report a Site Issue, Ask a Question, or Report a Transfer-related Problem](#)

2> The “Course Submitters” page has the items that course submitters use most often in exploring IAI and in the submission process.

Home

Transfer Planning About IAI Find IAI Courses Veterans Transfer Credit Beyond IAI



Institutional Course Submitters and Articulation and Evaluations Experts

This page is especially designed to meet the needs of the institutional IAI course submitter and articulation or evaluations experts at Illinois institutions. The institutional course submitter's role is to provide the institution with a contact person who works with IAI and the faculty at the institution to submit courses. They also review the institutional course database for accuracy and maintain the records for working with courses on the administrative side of IAI and the panels. The role of the articulation and evaluations expert is to ensure credits earned by students are transferring as identified by the institutions and the Illinois Articulation Initiative, or IAI.

As a course submitter or articulations and evaluations expert, the resources in this section will help you with collecting what you need for course submissions and maintaining the institutional IAI database of courses, as well as reviewing institutional information on IAI and courses. You are the front line of keeping IAI running and accurate for you institutions and Illinois students.

- [Custom Course Searches](#) - GECC and Major Course searches at institutions
- [Course Comparison Grids](#)
- [Database Updates](#) - Requires logging into iManage to view the End/Change Reports
- [Panel Related Documents](#)
- [Submission Requirements](#)

[Login to iManage](#)

You can:

- [Review IAI approved courses for your institution](#)
- [Submit a Course](#)

Pull down through the page and find the link for “Panel Related Documents.” Click the link to go to the page.

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- [Course Comparison Grids](#)
- [Database Updates](#) - Requires logging into iManage to view the End/Change Reports
- [Panel Related Documents](#)
- [Submission Requirements](#)
- [IAI Calendar](#)
 - [IAI News and Transfer Coordinator Meeting Information](#) - as IAI expert at your institution, you are invited to attend the TC meeting if you wish
- [School Review](#) - Institutional IAI Details
- [Participating Schools](#)
- [Detailed IAI Course Information](#)
 - [IAI GECC Structure](#) - Details include credit hour and course requirements to fulfill the package
 - [GECC Course Descriptions by panel](#) - Details include links to important information in submission such as criteria and other panel related documents
 - [IAI Major Panel Recommendations](#)
 - View a [full list](#) of active general education courses with titles
 - View a [full list](#) of active major courses with titles.
- [Course Decision Tracking](#) - track course decisions made by the panels
- [Training](#) - includes best practices
- [Panel Vacancies](#)
- [Panel Membership](#)
- [MyCreditsTransfer - Support Information](#)
- [Articulation Information](#)
- [P&P IAI Institutional Catalog Policy](#)
- [IAI Policies and Documents](#)
- [IAI News and Announcements](#)
- Form 13 Information
 - [Form 13 Contact Information](#)
 - [Form 13 fillable pdf](#)
 - [Form 13 Transferology Instructions](#)
Transferology Form 13 option can only be used in renewing a previously articulated course
 - [ICCB System Rules Manual \(August 2017\)](#)

[Login to iManage](#)

You can:

- Review IAI approved courses for your institution
- Submit a Course
- Update contact information for your institution



IAI Panel Members IAI Course Submitters TFC and Advisors IAI Policies and Documents

3> The Panel Related Documents page provides links to individual pages for each panel.

Home

Transfer Planning About IAI Find IAI Courses Veterans Transfer Credit Beyond IAI

Panel Related Documents

Each IAI panel has documents that they have created and made available to you for submission information including course approval criteria. Please use the links below to view the panel page you are interested in obtaining more information for submission and panel review purposes.

Documents for ALL Panels

GECC Panels

- [GECC Communication Panel \(C\)](#)
- [GECC Humanities and Fine Arts Panel \(H/F/HF\)](#)
- [GECC Life Sciences Panel \(L\)](#)
- [GECC Mathematics Panel \(M\)](#)
- [GECC Physical Sciences Panel \(P\)](#)
- [GECC Social and Behavioral Sciences Panel \(S\)](#)

IAI Major Panels

- [Agriculture \(AG\)](#)
- [Art \(ART\)](#)
- [Biological Sciences \(BIO\)](#)
- [Business \(BUS\)](#)
- [Chemistry \(CHM\)](#)
- [Computer Science \(CS\)](#)
- [Criminal Justice \(CRJ\)](#)
- [Early Childhood Education \(ECE\)](#)
- [Engineering \(EGR\)](#)
- [Mathematics \(MTH\)](#)
- [Media and Communication Arts \(MC\)](#)
- [Physics \(PHY\)](#)
- [Political Science \(PLS\)](#)
- [Psychology \(PSY\)](#)
- [Theatre Arts \(TA\)](#)

- If you are looking for documents for a major that is not listed here, it is because those panels have all their courses in the GECC panels. Please check the appropriate GECC panel page for criteria information.
 - [English](#) = GECC [HFA](#)
 - [History](#) = GECC [HFA](#) and [SBS](#)
 - [Sociology](#) = GECC [SBS](#)

IAI Panel Members IAI Course Submitters TCs and Advisors IAI Policies and Documents

Find the panel for which you want to view published documents. Click the appropriate link for the panel.

Home

Transfer Planning About IAI Find IAI Courses Veterans Transfer Credit Beyond IAI

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- [GECC Social and Behavioral Sciences Panel \(S\)](#)

IAI Major Panels

- [Agriculture \(AG\)](#)
- [Art \(ART\)](#)
- [Biological Sciences \(BIO\)](#)
- [Business \(BUS\)](#)
- [Chemistry \(CHM\)](#)
- [Computer Science \(CS\)](#)
- [Criminal Justice \(CRJ\)](#)
- [Early Childhood Education \(ECE\)](#)
- [Engineering \(EGR\)](#)
- [Mathematics \(MTH\)](#)
- [Media and Communication Arts \(MC\)](#)
- [Physics \(PHY\)](#)
- [Political Science \(PLS\)](#)
- [Psychology \(PSY\)](#)
- [Theatre Arts \(TA\)](#)

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 - [History](#) = GECC [HFA](#) and [SBS](#)
 - [Sociology](#) = GECC [SBS](#)

IAI Panel Members IAI Course Submitters TCs and Advisors IAI Policies and Documents

4> You will land of the panel's page and can view documents and download or save them as necessary. Please feel free to share this information with your faculty and staff. These documents are reviewed and updated regularly.

The screenshot shows the iTransfer Illinois Transfer Portal website. The header features the iTransfer logo with the Illinois state outline, the text "iTransfer Illinois Transfer Portal", and a search bar labeled "Search iTransfer...". A navigation bar below the header includes a home icon and links for "Transfer Planning", "About IAI", "Find IAI Courses", "Veterans", and "Transfer Credit Beyond IAI".

The main content area is titled "GECC Life Science Panel Related Documents". It includes a "Home" breadcrumb and a list of links:

- [Spring 2017 Course Approval Criteria](#)
- [Sample Syllabus for Life Sciences Courses](#) - also includes information for lab course outline details

Below this is a section titled "Historical Documents - FYI" with two links:

- [Memo regarding the ending of courses as of 05/1/2017 within certain identifiers](#) - anatomy and physiology, animal sciences, botany, and other courses
- [Excel list of courses ended as of 05/01/2017](#)

A navigation bar at the bottom of the main content area contains four buttons: "IAI Panel Members", "IAI Course Submitters", "TCs and Advisors", and "IAI Policies and Documents".

The footer contains a small Illinois state outline and three columns of text:

- © 2018 Illinois Articulation Initiative
Contact Information
Accessibility Information
- Illinois Board of Higher Education/ Illinois Community College Board/
Illinois State Board of Education
Website Disclaimer Statement
- iManage / IAI Calendar
Report a Site Issue, Ask a Question, or
Report a Transfer-related Problem