



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
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 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
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



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Click on the link at the top to
view the student's responses.

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:*

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*



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



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By clicking on the link, you can view the information the student provided.

REDUCED COURSE LOAD (RCL) REQUEST

E-Form Data

Field	Value
Select Academic Term of Reduced Course Load (RCL)	Fall
Year of when you're requesting RCL	2025
Select your reduced course load reason	Final Term
Have you previously been authorized for a reduced course load?	No
Name	Genoveva Test
Email	gvilla2@scu.edu
Re-type Email	gvilla2@scu.edu
CIP Major	
Academic Plan	
Degree Pursued	
Academic Career (Last Enrolled)	
Academic Career (Most Recent Admission)	
Admit Type	
Enrollment History	



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



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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.

