

Internal Memo (How to for departments)

Accessing/Logging In

<http://www.nyu.edu/registrar/internal/memo>

User Name = Your NetID

Submitting a Memo

- Select one:

[Course Substitution](#)

[Completion of Requirement / Waiver](#)

[Transfer Credit](#)

[Academic Standing](#)

[Honors and Awards](#)

[Academic Level / Term Activation](#)

[Major/Minor Completion](#)

[Miscellaneous](#)

[List Upload](#)

When to use...

- **Course Substitution:** when you want to use a course that doesn't typically satisfy the requirement
- **Transfer Credit:** to either request to award or allocate transfer credit
 - o Option to upload a transcript
- **Honors and Awards:** dean's list and Phi Beta Kappa
- **Major/Minor Completion:** list courses that are fulfilling major/minor requirements
- **Completion of Requirement/ Waiver:** enter course(s) or non-course information to complete or waive a requirement
- **Academic Standing:** enter standing information for term and can include service indicator is applicable
- **Academic Level/ Term Activation:** used to change academic level or term activate for a term
- **List Upload:** if you have a file of students for Discontinuation, English Proficiency Exam, Core Foreign Language, or other
 - o Must be a .csv file with Net IDs in the first column, and have a header in the first row.

- **Miscellaneous:** free form text box to be used for any purpose or if you are unsure of which category to select
 - o Option to upload supporting documentation

Workflow (optional): to be used when a memo needs additional approval

Checking on the Status of a previously submitted memo

- Click on View All Memos (you will only see memos that you have submitted)
- Status:
 - o Submitted: memo has been successfully entered
 - o Awaiting Approval: waiting approval by Dean's Office
 - o Assigned: assigned to a member of the Academic Records team in the Office of the Registrar
 - o Pending: typically means that more information is needed
 - o Pending – High Priority: more information needed ASAP, possibly because the student is graduating
 - o Pending – Awaiting Matriculation: memo cannot be processed until matriculation
 - o Completed: memo has been processed
 - o Denied: memo not processed because of invalid request
 - o Cancelled: memo is no longer needed or submitted in error
- If you go into a memo you can see Memo Activity at the bottom for all status history

Approve/Deny a Memo (For authorized approvers only)

- Click on View Memos Pending Review
- Click Update
- In the Workflow Process section, select Approve or Deny; Adding comments is optional

Workflow Process

Level 1 Approval

Emiko Sanchez

Status: Awaiting Approval

Enter comments here (optional)

Approve Memo

Deny Memo

