

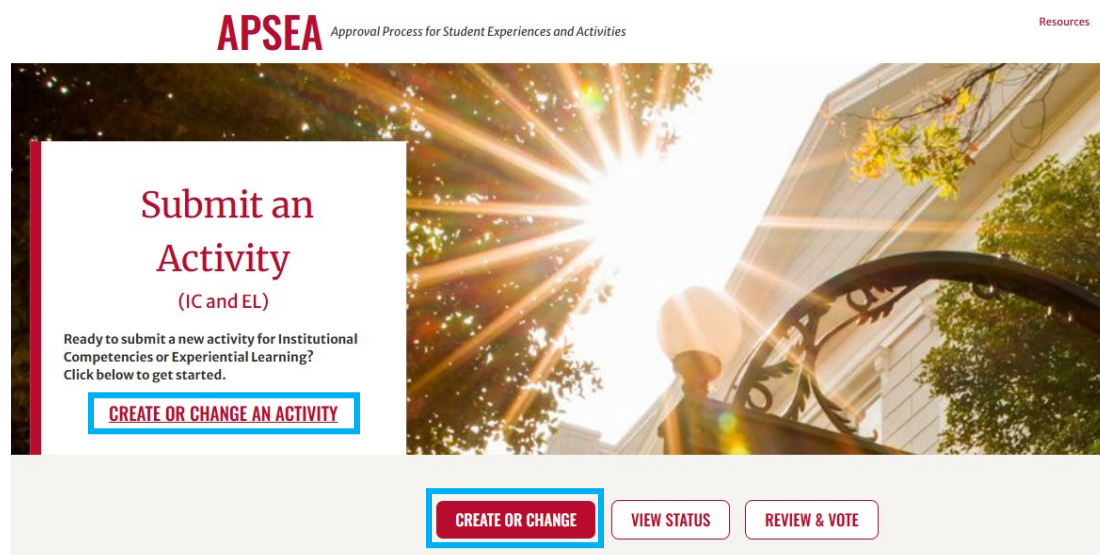


This reference guide will explain the process for College/School Dean or Vice President review of activity proposals in APSEA (Approval Process for Student Experiences and Activities).

Note: Activities in APSEA must be submitted for consideration for Institutional Competencies (IC) or Experiential Learning (EL). Submitting an activity for both EL and IC is also acceptable.

STEP 1: Log into APSEA.

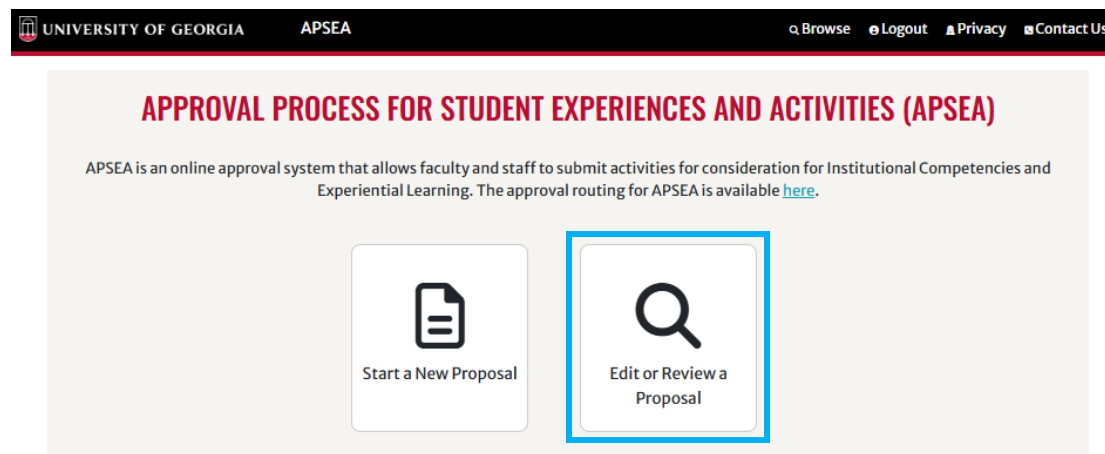
- Go to <https://apsea.uga.edu/>.
- Select the “Create or Change an Activity” link or button.



- Log into APSEA with your UGA MyID and Password.
 - If you need access to a reviewer role in APSEA, please reach out to the Office of the Registrar at clr@uga.edu.

STEP 2: Select an activity proposal for review.

- Select the “Edit or Review a Proposal” button.



- Select your Unit from the “Unit” dropdown menu.

APPROVAL PROCESS FOR STUDENT EXPERIENCES AND ACTIVITIES (APSEA)

APSEA is an online approval system that allows faculty and staff to submit activities for consideration for Institutional Competencies and Experiential Learning. The approval routing for APSEA is available [here](#).



Start a New Proposal



Edit or Review a Proposal

UNIT

Select a Unit

- Select your role – “VP” or “College/School Dean” – from the “Role” dropdown menu.

UNIT

Office of Vice President for Student Affairs

ROLE

Select a Role

Select a Role

VP

TASK

- Select a task – “VP Review” or “College/School Dean Review” – from the “Task” dropdown menu.
 - If the proposal has been returned for edits by the Office of the Registrar or the IC/EL Subcommittee, it will be found through the “Proposals Returned for VP/Dean Action” task. Otherwise, all new activity proposal submissions will be found through the “VP Review” or “College/School Dean Review” task.

UNIT

Office of Vice President for Student Affairs

ROLE

VP

TASK

Select a Task

Select a Task

VP Review

Proposals Returned for VP Action

- Select an activity type from the “Select a Type” dropdown menu.
 - This menu will be populated with the activity types of any proposals in your Unit that have been submitted for your review.

UNIT

Office of Vice President for Student Affairs ▼

ROLE

VP ▼

TASK

VP Review ▼

VP REVIEW

Select a Type ▼

- Select the radio button beside the activity proposal in your Unit that you wish to review, then select “Proceed”.

VP REVIEW

Exhibition ▼

New Activity Proposals

Activity Change Proposals

☒ EXHIBITION - SAMPLE ACTIVITY

Proceed

STEP 3: Review the activity proposal.

- Review and edit the submitted information for the activity proposal on each of the four tabs as needed:
 - 1. Activity Info
 - 2. Student Learning Outcomes
 - 3. EL
 - *Note: After Dean/VP approval, the Experiential Learning Subcommittee will review the activity proposal for fulfillment of the EL requirement if applicable.*
 - 4. IC
 - *Note: After Dean/VP approval, the Institutional Competencies Subcommittee will review the activity proposal for fulfillment of any submitted ICs.*

View Proposal in New Window

NEW ACTIVITY PROPOSAL SAMPLE ACTIVITY

1. Activity Info

2. Student Learning Outcomes

3. EL

4. IC

UNIT*

Non-Academic Unit
Office of the Vice President for Student Affairs

TITLE*

Sample Activity

DESCRIPTION*

In this activity, students will...

STEP 4: Preview or share the activity proposal.

- To display a preview of the activity proposal in a new window that does not have text boxes and will allow you to print a copy of the proposal, click the “View Proposal in New Window” button at the top right of the proposal page.

View Proposal in New Window

NEW ACTIVITY PROPOSAL SAMPLE ACTIVITY

1. Activity Info

2. Student Learning Outcomes

3. EL

4. IC

- To copy a link to the preview of the activity proposal, click the icon in the top right corner of the preview page.
 - This will allow you to share the activity proposal that is in progress. Once the activity is submitted, the proposal will be viewable in APSEA Browse.

NEW ACTIVITY PROPOSAL 

UNIT
Academic Unit – Vice President for Instruction

TITLE
Sample Activity

DESCRIPTION

STEP 5: Save the activity proposal for further review, return the activity proposal to the Initiator for edits, or approve the activity proposal.

- Navigate to the bottom of the proposal page.
- To save the activity proposal for further edits or review, select the “Temporary Save” radio button and the “Submit” button. To access this saved proposal, follow **Step 1** and **Step 2** above.

Complete the additional tabs found at the top of this page as needed before submitting the form. At least one tab, EL or IC, must be completed. Submitting for both EL and IC is also acceptable.

SAVE OR SUBMIT

One of the following must be selected:

- ☒ **Temporary Save**
- ☐ **Return to Initiator**
- ☐ **VP Approval of Activity**

Submit

- To return the activity proposal to the Initiator for further edits, first enter an explanation or feedback in the “Comments” text field. This information will be viewable by the Initiator and is meant to assist with making any requested edits.
- Select the “Return to Initiator” radio button, then the “Submit” button.

TEMPORARY SAVE/SUBMIT

ORIGINATOR OF REQUEST

First Name

John

Last Name

Sample

Email

jsample@uga.edu

Office of the Vice President for
Student Affairs

7/30/2025 10:21:09 AM

COMMENTS

A comment must be entered when an activity is being returned.

Activity will be effective immediately following UCC approval.

Complete the additional tabs found at the top of this page as needed before submitting the form. At least one tab, EL or IC, must be completed. Submitting for both EL and IC is also acceptable.

SAVE OR SUBMIT

One of the following must be selected:

☐ Temporary Save

☒ Return to Initiator

☐ VP Approval of Activity

Submit

- To approve the activity proposal and send it forward for review by the Institutional Competencies Subcommittee and/or the Experiential Learning Subcommittee, select the “VP Approval of Activity” or “College/School Dean Approval of Activity” radio button, then the “Submit” button.

Complete the additional tabs found at the top of this page as needed before submitting the form. At least one tab, EL or IC, must be completed. Submitting for both EL and IC is also acceptable.

SAVE OR SUBMIT

One of the following must be selected:

- ☐ Temporary Save
- ☐ Return to Initiator
- ☒ VP Approval of Activity

Submit