



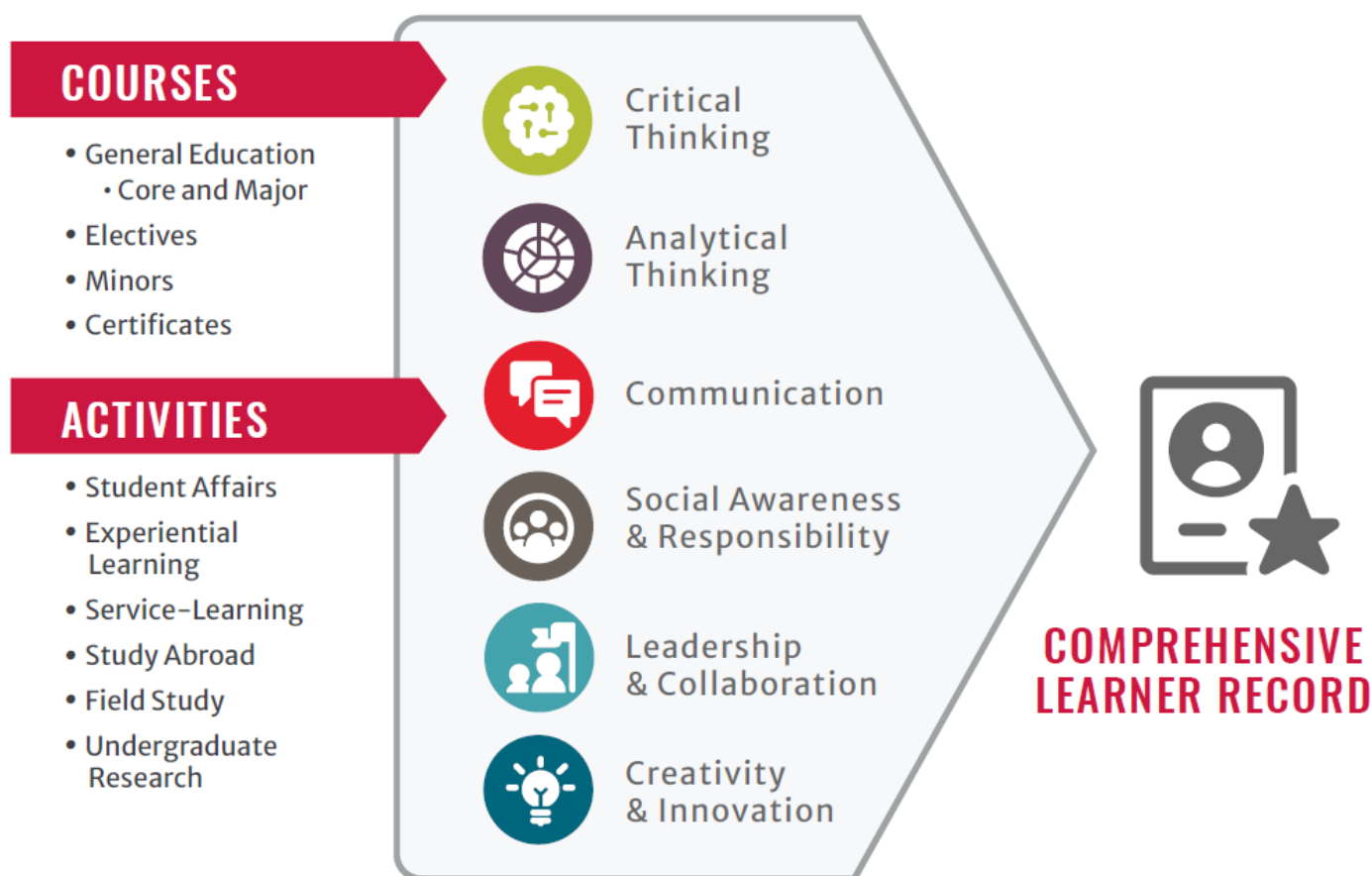
This reference guide will explain the process for Initiators to:

- Submit new activities in APSEA (Approval Process for Student Experiences and Activities) for fulfillment of Institutional Competencies (ICs) and/or Experiential Learning (EL).

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

- Revise activity proposals that have been returned to the Initiator level for edits.

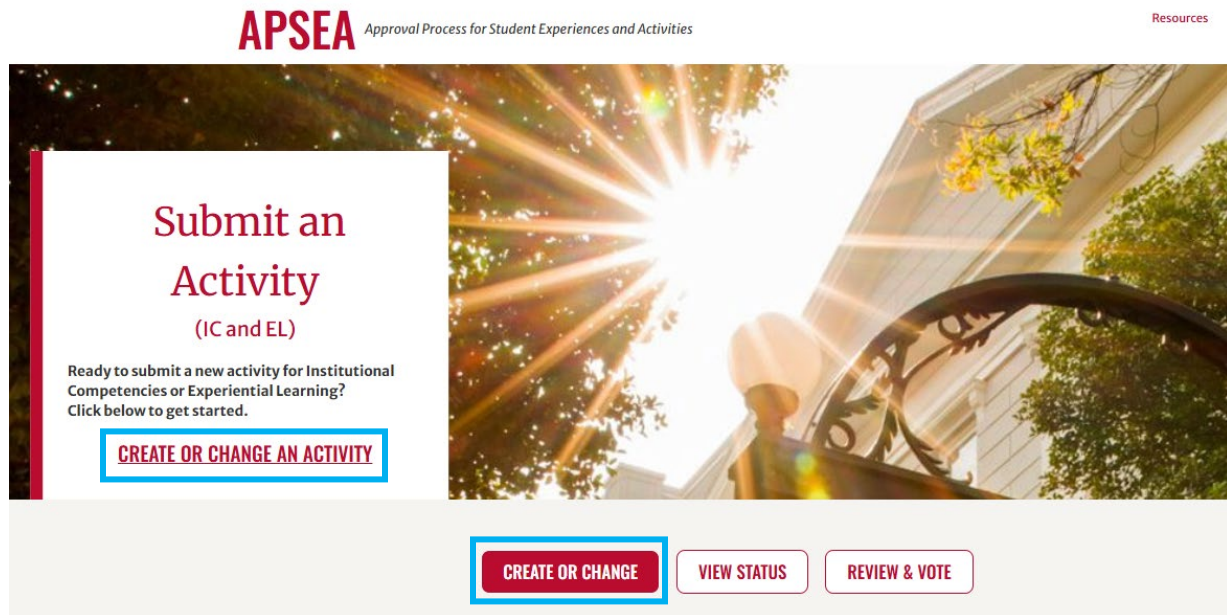
These processes support the Comprehensive Learner Record (CLR) at the University of Georgia, as activities that meet Institutional Competencies will be displayed in the CLR. The CLR is designed to highlight students' validated competencies and achievements that they have acquired through their UGA coursework and activities.



Submitting New Activities in APSEA

STEP 1: Log into APSEA.

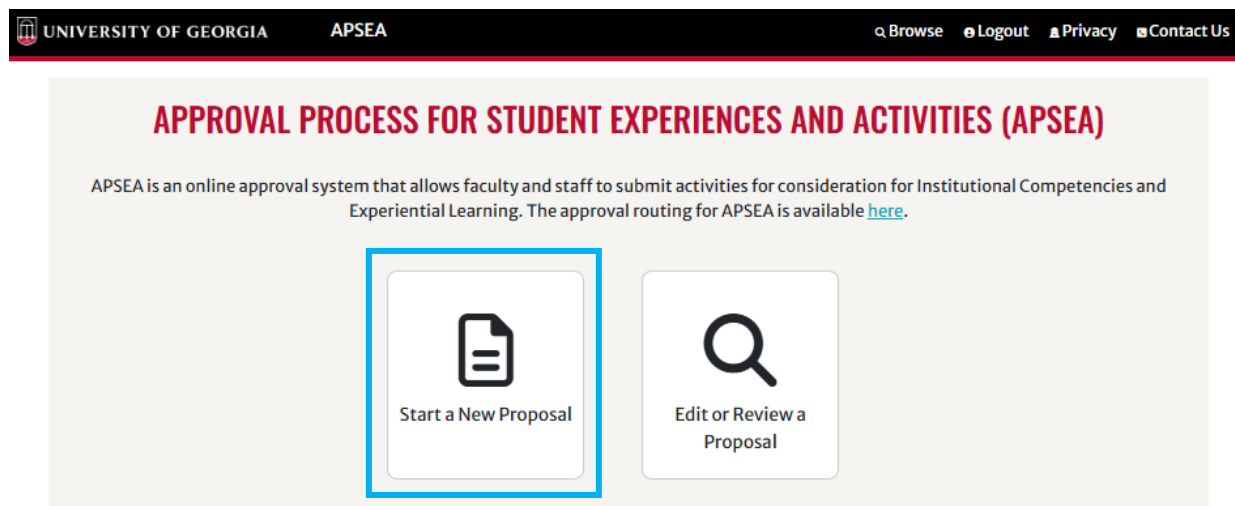
- Go to <https://apsea.uga.edu/>.
- Select the “Create or Change an Activity” link or button.



- Log into APSEA with your UGA MyID and Password.

STEP 2: Start a new activity proposal.

- Select the “Start a New Proposal” button.



- Select the appropriate radio button for “Academic Unit” or “Non-Academic Unit”, then choose your unit from the dropdown.
 - If your unit does not appear in the dropdown, please contact the Office of the Registrar at clr@uga.edu.
- Enter the title of your activity as it should be displayed for students.
 - This title will also be displayed on the Comprehensive Learner Record.
 - The title field has a 75-character limit.
- Click the “Proceed” button.

ENTER NEW ACTIVITY PROPOSAL INFORMATION

UNIT*

Select the appropriate radio button, then choose the unit from the dropdown below. This is the unit that is responsible for managing the activity.

☐ Academic Unit

☐ Non-Academic Unit

▼

TITLE*

Proceed

Cancel

STEP 3: Complete the Activity Info tab.

NEW ACTIVITY PROPOSAL SAMPLE ACTIVITY

1. Activity Info

2. Student Learning Outcomes

3. EL

4. IC

- Complete each required field on the “1. Activity Info” tab.
 - All required fields are indicated by a red asterisk next to the field heading.
- Each heading in blue can be selected to display help text that will assist in completing the field.
 - If you have any additional questions regarding these fields, please contact the Office of the Registrar at clr@uga.edu.

DESCRIPTION*

STEP 4: Complete the Student Learning Outcomes tab.

**NEW ACTIVITY PROPOSAL
SAMPLE ACTIVITY**

1. Activity Info **2. Student Learning Outcomes** 3. EL 4. IC

- On the “2. Student Learning Outcomes” tab, provide the Student Learning Outcome(s) (SLOs) for your activity. **Student Learning Outcomes are required to submit the activity.**
 - Student learning outcomes describe the knowledge, skills, and abilities that students should attain through an academic experience. These outcomes should therefore use student-focused language and should describe the intent and the desired outcome of the activity.
 - Tips for writing SLOs can be found on the [Office of Instruction website](#).
 - Guidance for writing SLOs that will fulfill Institutional Competencies can be found on the [Office of the Registrar website](#).
 - SLOs must be added for the “4. IC” tab to populate correctly.
- **SLO Example:** “Students will assess their abilities as leaders and how to improve their leadership skills through written self-reflection and evaluation. In addition, they will give and receive systematic and specific feedback on leader attributes, values, and core leader competencies with other students participating in this activity.”
- Use the “+” button found beneath each SLO text field to add a new text field for additional SLOs. Each distinct SLO should appear in a separate text field.

Each Student Learning Outcome should be entered in a separate text box. If an activity has more than one Student Learning Outcome, click the “+” button below to add additional text boxes.

^ v + 🗑

STEP 5: Complete the EL (Experiential Learning) tab.

NOTE: While this tab is optional, an activity in APSEA must be submitted for fulfillment of Experiential Learning (EL) or Institutional Competencies (ICs). Submitting an activity for both EL and IC is also acceptable.

**NEW ACTIVITY PROPOSAL
SAMPLE ACTIVITY**

1. Activity Info 2. Student Learning Outcomes **3. EL** 4. IC

- On the “3. EL” tab, select the radio button of the EL Area that best fits your activity. Only one EL Area can be selected.

PLEASE SELECT ONE EL AREA THAT BEST FITS YOUR ACTIVITY.

- ☐ CREATIVE – Articulate, implement, and reflect on a substantive application of their academic foundations to a real-world setting and/or challenge
- ☐ GLOBAL (DOMESTIC AND INTERNATIONAL) – Interact with a culture and/or region distinct from their own and engage in academic inquiry and application afforded by the specific off-campus setting
- ☐ INTERNSHIP – Practice skills or methods related to their field of study through supervised work in a professional or organizational setting
- ☐ LEADERSHIP – Articulate, implement, and reflect on a substantive application of their academic foundations to a real-world setting and/or challenge
- ☐ RESEARCH – Demonstrate and describe how systematic and in-depth inquiry into a problem contributes to the discovery or interpretation of knowledge significant to their field of study
- ☐ SERVICE – Demonstrate the ability to identify a community need and strategies for addressing it through mutual learning, critical analysis, reflection, and collaboration with a community partner

- Once an EL Area has been selected, complete the EL Learning Outcome sections with the relevant information for the proposed activity. The EL Learning Outcomes include:
 - Engagement Learning Outcome
 - Mentorship Learning Outcome
 - Challenge Learning Outcome
 - Ownership Learning Outcome
 - Self or Social Awareness Learning Outcome

A. ENGAGEMENT LEARNING OUTCOME

A. Engagement Learning Outcome () +

B. MENTORSHIP LEARNING OUTCOME

B. Mentorship Learning Outcome () +

C. CHALLENGE LEARNING OUTCOME

C. Challenge Learning Outcome () +

D. OWNERSHIP LEARNING OUTCOME

D. Ownership Learning Outcome () +

E. SELF OR SOCIAL AWARENESS LEARNING OUTCOME

E. Self or Social Awareness Learning Outcome () +

- The required fields in each section are indicated by a red asterisk next to the field heading.

A. ENGAGEMENT LEARNING OUTCOME

A. Engagement Learning Outcome ()

Justification of Engagement *

Hours of Participation *

45-89

B. MENTORSHIP LEARNING OUTCOME

B. Mentorship Learning Outcome ()

- For more information on Experiential Learning, visit the [Experiential Learning website](#) and the [Experiential Learning Rubric](#).

STEP 6: Complete the IC (Institutional Competency) tab.

NOTE: While this tab is optional, an activity in APSEA must be submitted for fulfillment of Experiential Learning (EL) or Institutional Competencies (ICs). Submitting an activity for both EL and IC is also acceptable.

NEW ACTIVITY PROPOSAL

SAMPLE ACTIVITY

1. Activity Info

2. Student Learning Outcomes

3. EL

4. IC

- On the “4. IC” tab, expand the section of any [Institutional Competencies](#) that are applicable to the activity. The Institutional Competencies include:
 - Critical Thinking
 - Analytical Thinking
 - Communication
 - Social Awareness & Responsibility
 - Creativity & Innovation
 - Leadership & Collaboration

IC Form Guidelines: In order to map your activity to individual Institutional Competency learning outcomes, please select the appropriate Student Learning Outcome check boxes listed below (check all that apply).

1. Critical Thinking	
2. Analytical Thinking	
3. Communication	
4. Social Awareness & Responsibility	
5. Creativity & Innovation	
6. Leadership & Collaboration	

- Within the relevant IC section(s), view the Student Learning Outcomes that have populated from the “2. Student Learning Outcomes” tab. Select the check boxes next to any SLOs that meet the relevant Learning Outcomes of the expanded IC.
 - An IC should only be mapped to an activity if it is evidenced by the activity SLOs.
 - Not all SLOs or IC Learning Outcomes under an Institutional Competency need to be selected for the activity to meet that Competency.

1. Critical Thinking


☒ **CRITICAL THINKING**
The ability to pursue and comprehensively evaluate information before accepting or establishing a conclusion, decision, or action.

☒ **a. IC Learning Outcome: Consider, engage, and analyze opposing viewpoints or arguments**

PROPOSED STUDENT LEARNING OUTCOMES:
☐ Students will analyze...
☒ Students develop...
☐ Students will assess...
☐ Students demonstrate...

☒ **b. IC Learning Outcome: Evaluate the credibility of information**

PROPOSED STUDENT LEARNING OUTCOMES:
☒ Students will analyze...
☐ Students develop...
☒ Students will assess...
☐ Students demonstrate...

☐ **c. IC Learning Outcome: Support one's own conclusion, decision, or action with sound reasoning and**

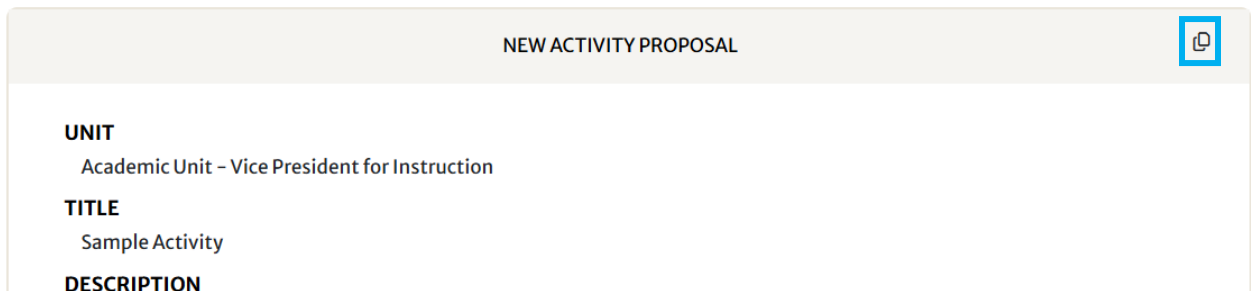
- For more information on Institutional Competencies, visit the [IC page](#) on the Office of the Registrar website.

STEP 7: 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.



- 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 at the Initiator level. Once the activity is submitted, the proposal will be viewable in APSEA Browse.



STEP 8: Save the activity proposal for further editing or submit the activity proposal for Dean/Vice President review.

- Navigate to the bottom of the proposal page.
- Complete the “Originator of Request” fields with the information of the person completing the activity proposal form (i.e., the Initiator).
- Add any desired comments for those who will view the proposal later in the review workflow.

ORIGINATOR OF REQUEST

First Name

Last Name

Email

Vice President for Instruction

7/25/2025 3:16:05 PM

COMMENTS

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

Activity will be effective immediately following UCC approval.

- To save the activity proposal for further edits, select the “Temporary Save” radio button and 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☐ Submit to College/School Dean**Submit**

- To submit the activity proposal forward for review by the Dean or Vice President of your Unit, select the “Submit to College/School Dean” or “Submit to VP” 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.

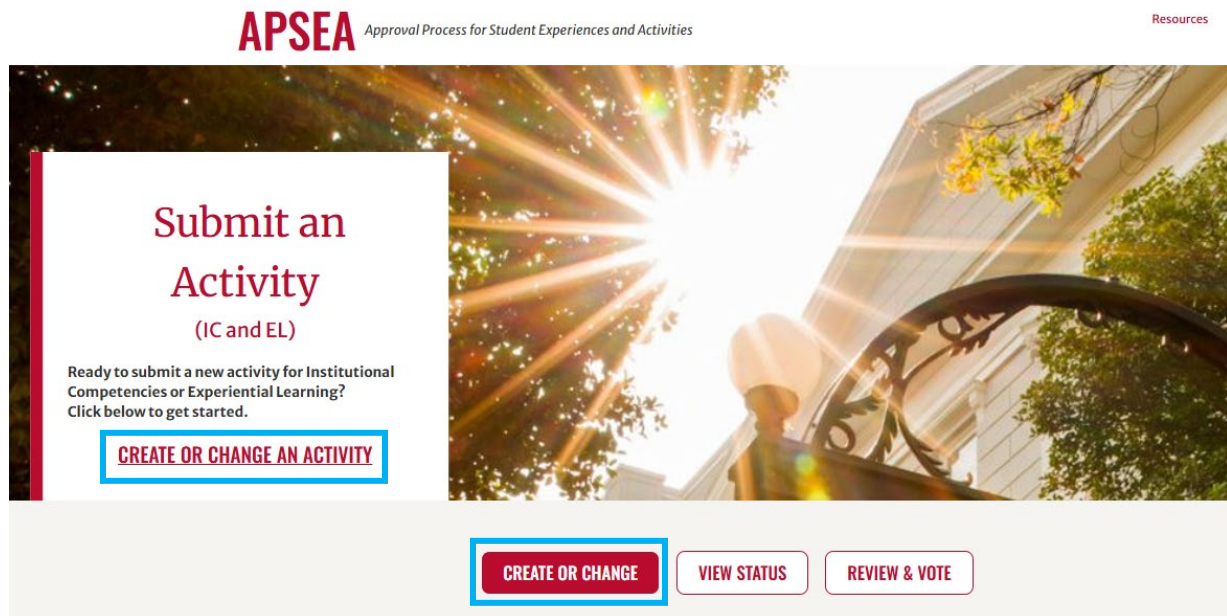
SAVE OR SUBMIT

One of the following must be selected:

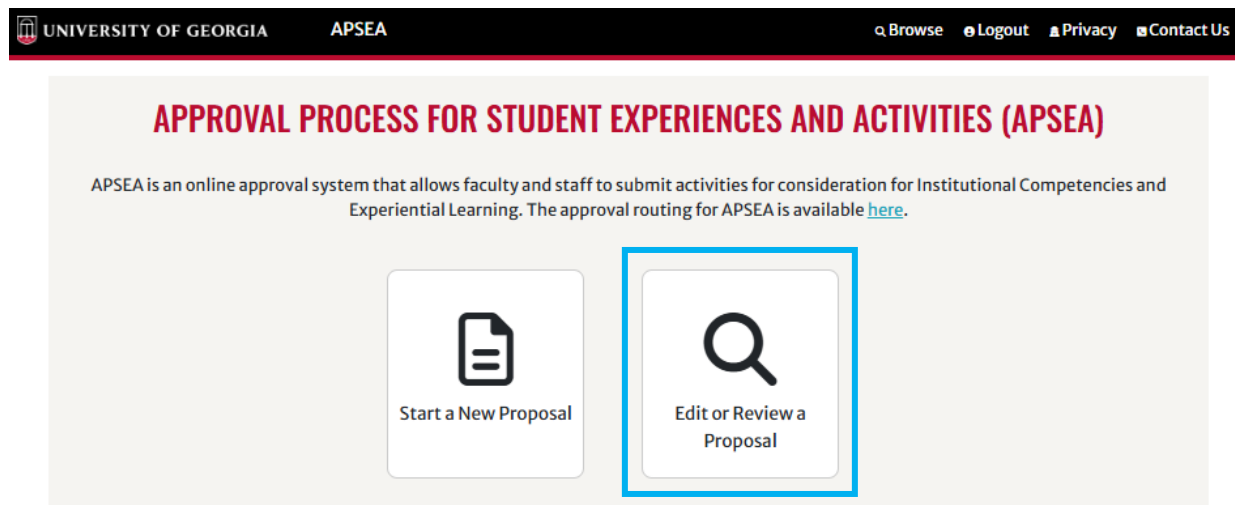
☐ Temporary Save☒ Submit to College/School Dean**Submit**

STEP 9: Continue working on a temporarily saved activity proposal.

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



- Select your unit from the “Unit” dropdown.
- Select the “Initiator” role from the “Role” dropdown.
- Select “Work on an Unfinished Activity Proposal” from the “Task” dropdown

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

Academic Enhancement

ROLE

Initiator

TASK

Work on an Unfinished Activity Proposal

- Select the radio button next to the activity proposal you wish to continue editing, then select the “Proceed” button.

ROLE

Initiator

TASK

Work on an Unfinished Activity Proposal

WORK ON AN UNFINISHED ACTIVITY PROPOSAL

New Activity Proposals



SAMPLE ACTIVITY

Proceed

Activity Change Proposals

None

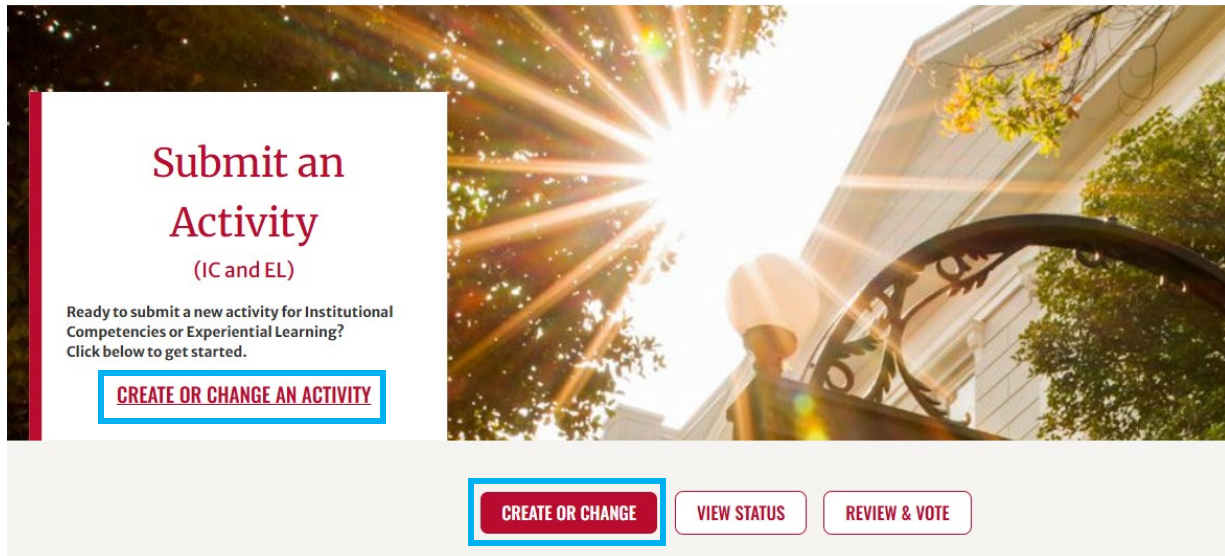
- Continue editing your activity proposal.

Revising Returned Activity Proposals in APSEA

Follow the steps below if a submitted activity proposal has been returned to the Initiator level for edits or revisions.

STEP 1: Log into APSEA.

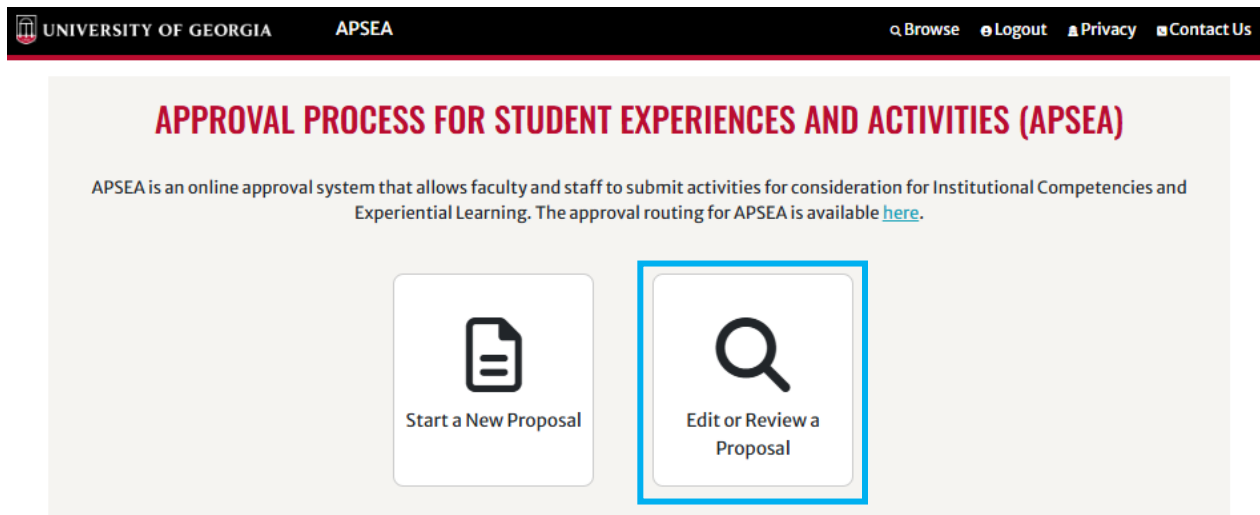
- Go to <https://apsea.uga.edu/>
- Select the “Create or Change an Activity” link or button.



- Log into APSEA with your UGA MyID and Password.

STEP 2: Select the activity proposal in need of revisions.

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



- Select your Unit from the “Unit” dropdown.
- Select the “Initiator” role from the “Role” dropdown.
- Select the “Proposals Returned for Initiator Action” option from the “Task” dropdown.

UNIT Office of the Vice President for Student Affairs ▼	
ROLE Initiator ▼	TASK Proposals Returned for Initiator Action ▼

- Select the radio button next to the activity in need of revision, then select the “Proceed” button.

UNIT

Office of the Vice President for Student Affairs ▼

ROLE

Initiator ▼

TASK

Proposals Returned for Initiator Action ▼

PROPOSALS RETURNED FOR INITIATOR ACTION

New Activity Proposals	Activity Change Proposals
☒ EXHIBITION – SAMPLE ACTIVITY Proceed	None

STEP 3: Make the necessary revisions to the activity proposal and resubmit it for review.

- Review any comments submitted by the user who returned the activity proposal to your level. These comments can be found near the bottom of the proposal page within the “COURSE RETURNS” field.

COURSE RETURNS

The course was returned by VP ([REDACTED]) on 7/30/2025 12:55:54 PM for the following reason:

Please edit the activity SLOs to include more details regarding...

- Make any necessary revisions to the activity proposal.
- Once you have completed your revisions, navigate to the bottom of the page and select the “Return to the person who sent this activity” button, then select 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 the person who sent this activity

Submit