Approving and Denying Course Change Forms

Below is an example of an email received by the Registrar's office to alert us that a request has been made. Faculty members will receive a similar email when they have a request to approve. Click on the link to approve or deny the request.

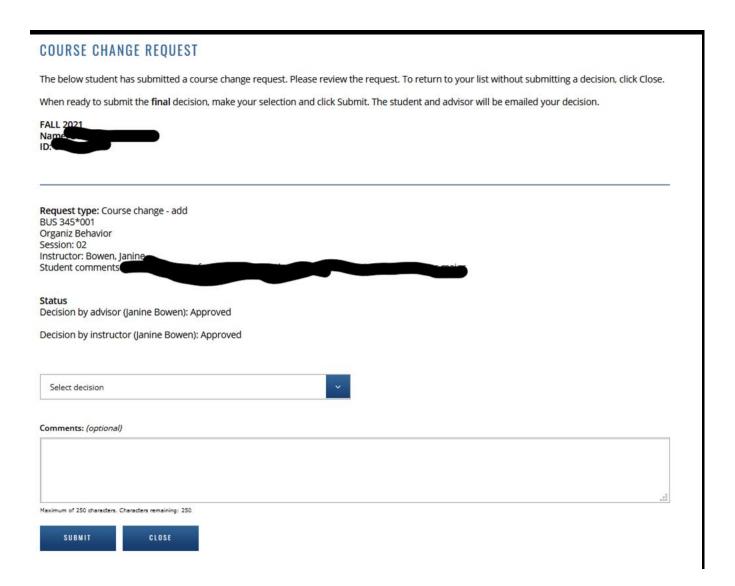
A course change request by XXX XXX, has been submitted (add - Organiz Behavior).

This request has been approved by their advisor and the instructor. To view the details of the request, please click this <u>link</u> to go to the decision page, or to the <u>list</u> of open requests.



Clicking on the link will open a decision page. Below is a decision page for the Registrar's office. Faculty will see a similar page.

- Select the Decision box to approve or deny the request
- Type an optional comment for the student to view
- Click the Submit button to submit the decision



Thank you for your attention to this new way of approving students to enroll in your class. We hope this can help smooth the process for everyone.