

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 [link](#) to go to the decision page, or to the [list](#) 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

COURSE CHANGE REQUEST

The below student has submitted a course change request. Please review the request. To return to your list without submitting a decision, click Close.

When ready to submit the **final** decision, make your selection and click Submit. The student and advisor will be emailed your decision.

FALL 2021

Name: [REDACTED]

ID: [REDACTED]

Request type: Course change - add

BUS 345*001

Organiz Behavior

Session: 02

Instructor: Bowen, Janine

Student comments: [REDACTED]

Status

Decision by advisor (Janine Bowen): Approved

Decision by instructor (Janine Bowen): Approved

Select decision



Comments: *(optional)*

Maximum of 250 characters. Characters remaining: 250

SUBMIT

CLOSE

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.