

How to Approve or Deny a Reviewed Submission of the Schedule Build Perfect Form / Schedule Build Template

(Dean Approver)

When a Schedule Build is initiated by a department in your college you will receive the following email and link to view the PerfectForm

From: SHSU PerfectForms <forms@shsu.edu>
Sent: Monday, March 23, 2020 3:15 PM
To: Sanchez, Edgard [REDACTED]
Subject: Action Required: Schedule Build Form - MCOM, (Edgard Sanchez, 23 Mar 2020)

Hello,

A Schedule Build Form has been submitted for your review:

- Department: MCOM
- Term: 202120
- Submitted by: Edgard Sanchez (000xxxxxx)
- Date Submitted: 23 Mar 2020

Link to form: <https://forms.shsu.edu/PerfectForms/p.aspx?f=7dwPgkgAggAAagwV>

Thank you!

Instance Number: 30

Click on the link within the email to open the Perfect Form

Link to form: <https://forms.shsu.edu/PerfectForms/p.aspx?f=7dwPgkgAggAAagwV>

Review the sender information to verify the form was initiated by the appropriate person

Sam Houston State University
Office of the Registrar

Feedback

Schedule Build Form

Semester **Year**
Please submit one form and spreadsheet per term.

First Name **Last Name** **Sam ID** ex: 000123456 **Date**

College **Department**

1. Fill and attach your

Detach [\(Fall\) Schedule Build Excel Template](#)

2. Authenticate Form:

Send to My Email for Authentication

Please remember the following guidelines as followed by the Strategic Scheduling Team and Office of the Provost:

- One term per form
- This submission should include all intended sections for the term.
- Note: A Schedule Maintenance Form is required for any changes, additions or deletions after initial submission and approval.

Dean Approval

Reviewed by: Date:

Approve Deny

Comments: (Optional)

Next, open the attachment. The attachment should be the Schedule Build Template (Excel) for the semester of Schedule Build

1. Fill and attach your

Detach [Fall+Schedule+Build+Template \(4\).xlsx](#) [\(Fall\) Schedule Build Excel Template](#)


2. Authenticate Form:

After reviewing the Template, please fill-in the Reviewed by area, the Date, Approve or Deny the request, then make any necessary comments.

Please remember the following guidelines as followed by the Strategic Scheduling Team and Office of the Provost:

- One term per form
- This submission should include all intended sections for the term.
- Note: A Schedule Maintenance Form is required for any changes, additions or deletions after initial submission and approval.

Dean Approval

Reviewed by: Date: 

Approve Deny

Comments:
(Optional)

Finally, submit the form with the approval or denial

Submit Form

Once you click Submit, you will receive a message stating that the “Form has been successfully submitted.” You can now click OK

Sam Houston State University
Office of the Registrar

Schedule Build Form

Semester: Year:

Please submit one form and spreadsheet per term.

Print

Feedback

First Name: Last Name: Sam ID: Date:

College: Department:

1. Fill and attach your

Detach

2. Authorize

Schedule Build Form

! Form has been successfully submitted.

OK

Please return to the Registrar's Office

Team

- One term per form
- This submission should include all intended sections for the term.
- Note: A Schedule Maintenance Form is required for any changes, additions or deletions after initial submission and approval.

Dean Approval

Reviewed by: Date:

Approve Deny

Comments: (Optional)

Submit Form

Please verify that you received the following email

From: SHSU PerfectForms <forms@shsu.edu>
Sent: Monday, March 23, 2020 4:40 PM
To: Sanchez, Edgard [REDACTED]
Subject: Approved Schedule Build Form - Registrar, MCOM, (Edgard Sanchez, 23 Mar 2020, Term: 202120 | Instan

Hello,

A Schedule Build Form Has Been Approved:

- Reviewed by: Edgard Sanchez
- Approval Date: 23 Mar 2020
- Comments: This schedule will meet the demand of the growing student population.

- College: Registrar
- Department: MCOM
- Term: 202120
- Submitted by: Edgard Sanchez (000xxxxxx)
- Original Submit Date: 23 Mar 2020
- Instance Number: 30

The form has been submitted to the Registrar's Office for processing.

Link to form: <https://forms.shsu.edu/PerfectForms/p.aspx?f=n-wPAwggAggAagAR>

Instance Number: 30

The form will now be routed to the Registrar's Office for input into Banner.

If the Schedule Build is to be denied

Please remember the following guidelines as followed by the Strategic Scheduling Team and Office of the Provost:

- One term per form
- This submission should include all intended sections for the term.
- Note: A Schedule Maintenance Form is required for any changes, additions or deletions after initial submission and approval.

The screenshot shows a 'Dean Approval' form. At the top, it says 'Dean Approval'. Below that, there are two input fields: 'Reviewed by: Edgard Sanchez' and 'Date: 03/23/2020'. There are two radio buttons: 'Approve' and 'Deny'. The 'Deny' radio button is selected and highlighted with a red box. Below the radio buttons is a 'Comments: (Optional)' field with the text 'This schedule is not meeting the demand of the growing student population.'

You will receive the following email

From: SHSU PerfectForms <forms@shsu.edu>
Sent: Monday, March 23, 2020 4:56 PM
To: Sanchez, Edgard [REDACTED]
Subject: Denied Schedule Build Form - Registrar, MCOM, (Edgard Sanchez, 23 Mar 2020, Term: 202120 | Instance

Hello,

A Schedule Build Form Has Been Denied:

- Reviewed by: Edgard Sanchez
- Date Denied: 23 Mar 2020
- Comments: This schedule is not meeting the demand of the growing student population.

- College: Registrar
- Department: MCOM
- Term: 202120
- Submitted by: Edgard Sanchez (000xxxxxx)
- Original Submit Date: 23 Mar 2020
- Instance Number: 31

Link to form: <https://forms.shsu.edu/PerfectForms/p.aspx?f=v-wPA5ggAggAagAT>

Instance Number: 31