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 Perfect Form

From: SHSU PerfectForms <forms@shsu.edu>
Sent: Monday, March 23, 2020 3:15 PM
To: Sanchez, Edgard
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=7dwPkgAggAAagwV

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=7dwPkgAggAAagwV
Review the sender information to verify the form was initiated by the appropriate person.
Next, open the attachment. The attachment should be the Schedule Build Template (Excel) for the semester of Schedule Build

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.

Finally, submit the form with the approval or denial
Once you click Submit, you will receive a message stating that the “Form has been successfully submitted.”
You can now click OK
Depending on which browser you use, you will receive the following message

Microsoft Edge
The site you're on is trying to close this window. Do you want to close this window?

Yes  No
Before closing your browser, 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
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  (000xxxxx)
- 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

Once the confirmation email is received, you may now close your browser.

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.

<table>
<thead>
<tr>
<th>Reviewed by:</th>
<th>Date:</th>
<th>Comments: (Optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edgard Sanchez</td>
<td>03/23/2020</td>
<td>This schedule is not meeting the demand of the growing student population.</td>
</tr>
</tbody>
</table>
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 [REDACTED]
- 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