How to Start a Request

To create a new request, click the REQUEST button in the top right corner. You will then be presented with a list of requests to choose from.

Select START next to “Course Maintenance Form” to generate a new request.

The new request will appear under your Tasks, select “Fill Course Schedule Maintenance Form.”
Your new Schedule Maintenance Form Request will open.

Your information will automatically fill. You will need to enter your Department and Term Code.

Once your department and term code are entered, an add button will appear. Select add to select an action to the request.
Date: 2023-08-21

Term Code: 202420

6-digit code. First 4 digits is the year. Last 2 digits is the semester. Spring = 20, Summer = 40, Fall = 80. For College of Medicine, the second to last digit will be an odd number for Fall or an even number for Spring. The last digit will be a 6.

ADD

Select an action from the “Action Code” drop down and select “Confirm” to begin filling out the required information for the action.

Field is required

Once all actions have been added to the request, select “Submit” to submit the request for approval and processing.