



Sam Houston State University

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

OFFICE OF THE REGISTRAR

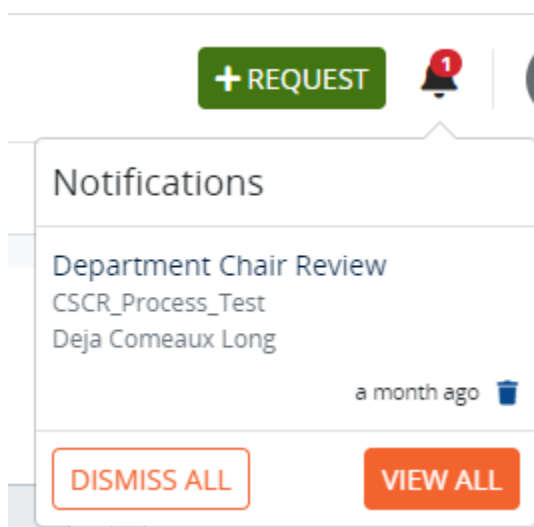
Viewing and Responding to Requests

Department Chair: As a Department Chair, all requests will need your review and approval except in the event that you create a request as the Chair. The request will then not need Chair approval and will move forward in the process automatically.

Dean: Only additions of new sections require your approval.

Viewing Requests

When a request is pending your view, you will be notified via email and in the notifications within the platform.



Requests requiring your review will be found under Tasks from your main dashboard.



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Requests Tasks

Tasks / To Do Tasks

You have 2 overdue tasks pending

Filter

Status: In Progress

Task	Status	Request	Assignee	Due
Department Chair Review	In Progress	#2778 Course Maintenance Form	dc	07/28/2023 11:10
Revise Change Request	In Progress	#2683 Course Maintenance Form	dc	06/26/2023 09:42

1 - 2 of 2 Tasks

Once you select the request, a summary of the request will appear, that will then allow to select the request number to review the details of the request.

Tasks Summary Completed File Manager Forms

#	TASK	ASSIGNED	DUE
#21984	Department Chair Review	dc Deja Comeaux Long	07/28/2023 11:10

07/25/2023 11:10 Tyler Poston has completed the task Fill Course Schedule Maintenance Form

07/25/2023 11:10 Tyler Poston has completed the task Initialize Data

07/25/2023 11:10 Tyler Poston has completed the task Assignment Check

07/25/2023 11:10 Requester is Chair?: No

07/25/2023 11:11 System has sent a notification to dac043@shsu.edu for Department Chair Review

Responding to Requests

At each stage of review, approvers can choose to do one or more of the following actions.

Review line-by-line each request made to verify the details of the request.

Each role from Requestor to Registrar will be able to see the details of the changes being requested to the schedule of classes. These changes will be listed line-by-line, which allows a user to inspect the details of each request item individually as well as take action upon it that is independent of the others.

Approve each request.

The most typical action a user will take. Each request must be approved line-by-line after reviewing the details provided by the Requestor.

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A request can be approved by selecting the Approve radio button but will not be finalized until the Submit button is clicked. Therefore, if you select Approve but decide to Reject instead or wish to make other changes, you will be able to change your selection as long as you have not submitted the overall request.

Once a request has been submitted with the Approve selection, the request will route to the next stage of approvals for review.

Approve

Reject

Reject each request.

Rejecting a request will function nearly identically to the Approve action. The corresponding radio button must be selected for each item of the request before clicking the Submit button to initiate approval routing.

Conversely to approving, rejecting a request will route the request back to the initial Requestor regardless of which stage of approval the request is currently at. The user rejecting the request will be required to include a comment that will pass along with the request to inform the initial Requestor why a request was not approved.

Registrar Approval:

Approve

Reject

Notes to Requester:

Field is required

Changes the requester should make for resubmission.

Edit each request.

At each stage of approval routing. Each user can also directly edit the request prior to approving or rejecting any line item.

In order to do this, click the Edit Change Requests button which will display a screen to select which request to edit.

[EDIT CHANGE REQUESTS](#)

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From the Edit Change Request screen, edits can be made by clicking the pencil action under the Actions area. You can also opt to delete a request item by clicking the trash can action. Please note that this will only delete that line item of the request and not the request entirely.

Edit Change Request

CRN	Action Code	Subject	Course	Section	Actions
80001	Change hour credit	TEST	2001	01	 

[GO BACK TO PREVIOUS PAGE](#)

On clicking the pencil action, a screen will display to enter changes to the request.



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Edit Record



Action Code:

Change hour credit

CRN:

80001

Subject:

TEST

Course:

2001

Section:

01

Credit Hours:

- 0
 1
 2
 3
 4

CANCEL

SAVE

Once changes have been completed, click SAVE. Once all line items have been edited, click GO BACK TO PREVIOUS PAGE to return to the approval screen.

Add notes.

Notes can be added into a request at each stage of approval. Notes can be either general Comments or Notes to Registrar Staff specifically. These notes will be visible by all approvers and are included at each stage of approval for review.

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Comments

Notes to Registrar Staff: