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.
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.

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.
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.

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.

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.
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.

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