

Electronic Course Substitution

These instructions detail the processes required for completing an electronic course substitution. This process is for undergraduate students only. Graduate students' course substitutions must still be submitted manually. Manual (paper) submissions for undergraduates will no longer be accepted. Advisors should instruct their advisees on their part in this process at the time of advisement.

Review this document as it pertains to your role in this

Electronic Course Substitution

The electronic course substitution request should flow as follows:

1. Student meets with advisor regarding request.
2. Student submits request to advisor, electronically.
3. Advisor completes his/her activity, relating to the substitution request.
4. Process flows electronically from advisor to department chair.
5. Department chair completes his/her activity, relating to the substitution request.
6. Process flows electronically from department chair to dean.

Electronic Course Substitution (cont'd)

7. Dean completes his/her activity, relating to the substitution request.
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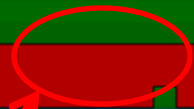
Electronic Course Substitution

The following subset of instructions detail how a dean completes his/her portion of an electronic undergraduate student course substitution request.



After the department chair completes his/her activity, you (the dean) will receive an e-mail similar to the above e-mail. Simply follow the instructions to complete your portion of the electronic course substitution process.

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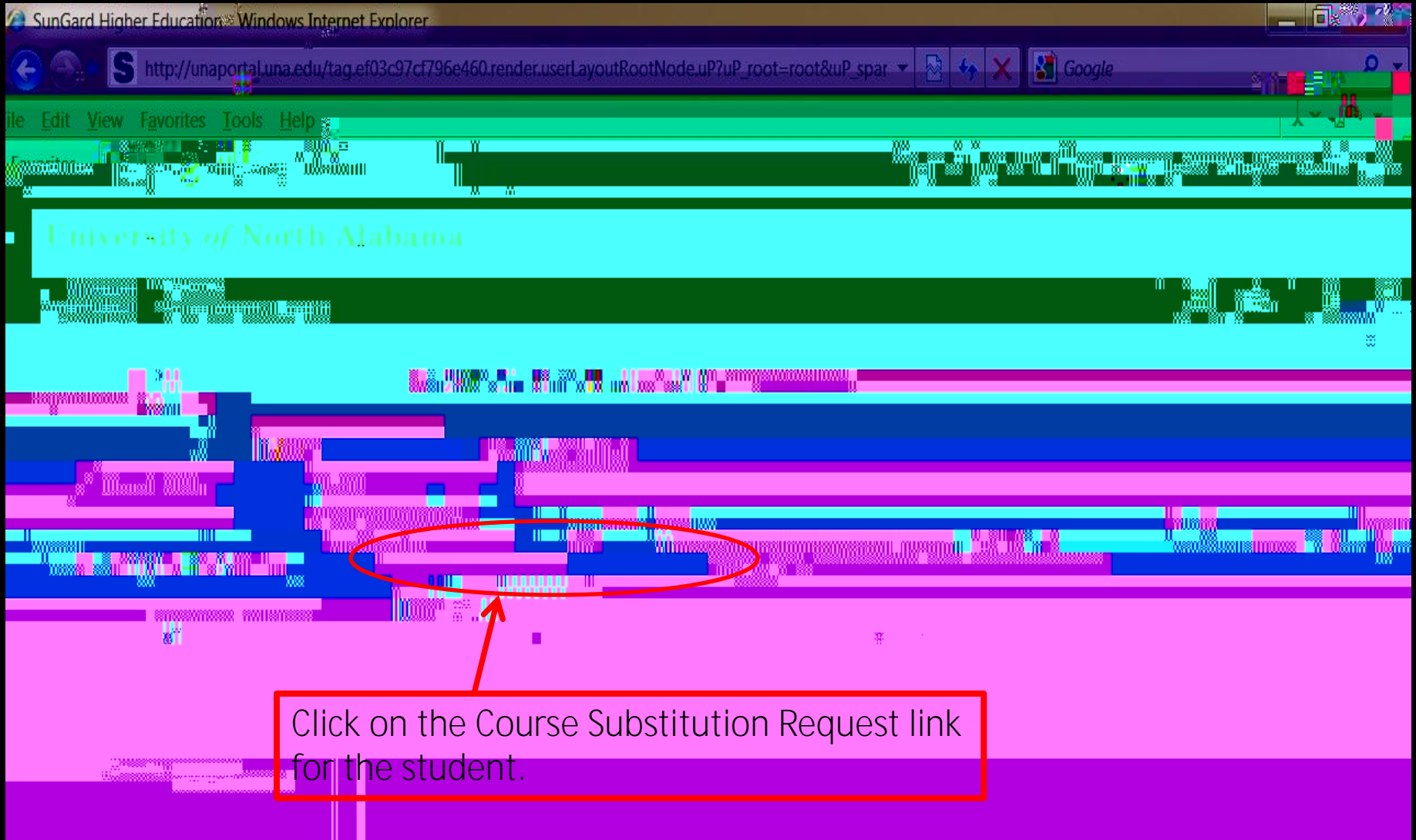
Click on the Workflow tab to open your Workflow worklist

SunGard Higher Education Windows Internet Explorer

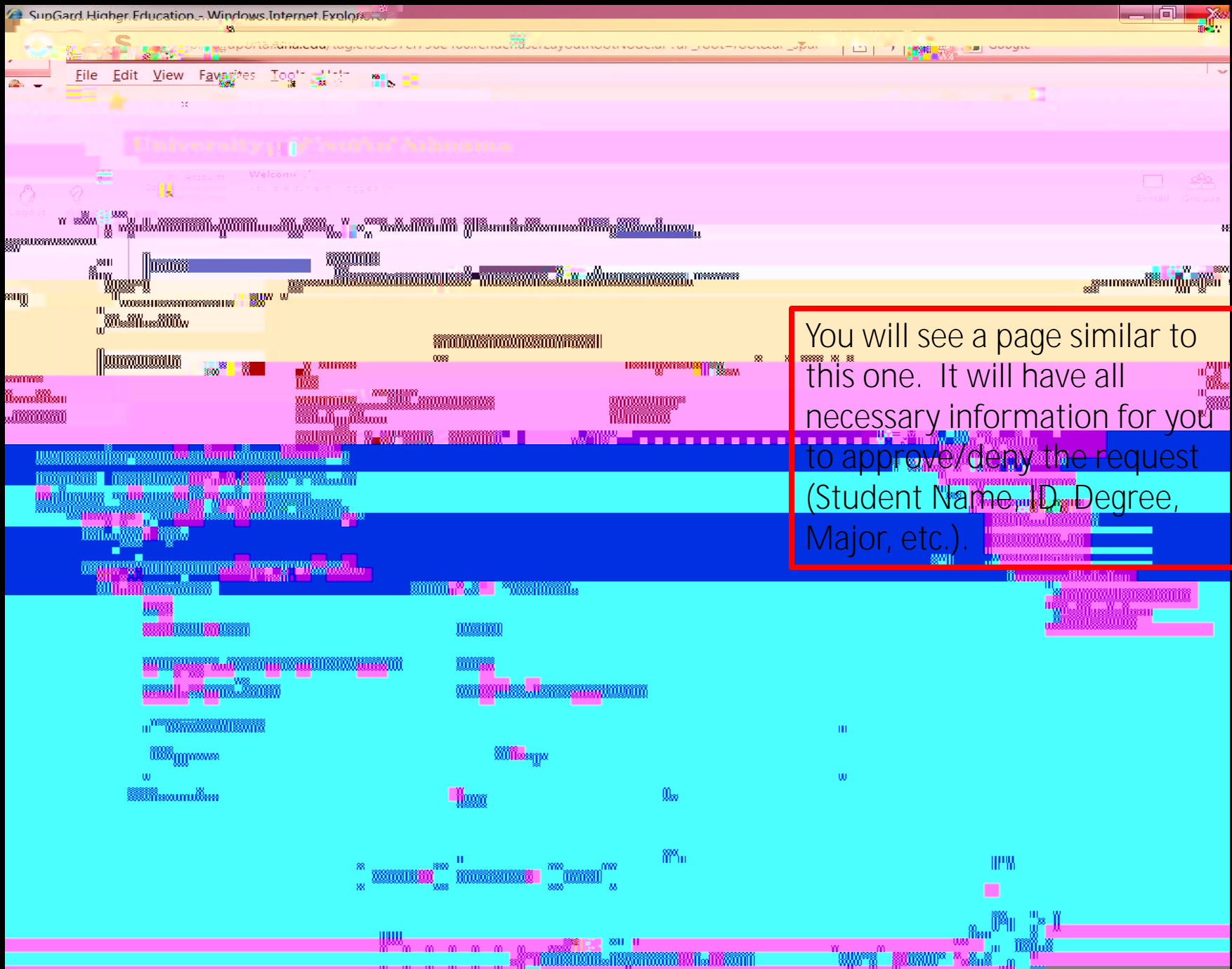
http://unaportal.una.edu/tag.ef03c97cf796e460.render.userLayoutRootNode.up?uP_root=root&uP_spar

File Edit View Favorites Tools Help

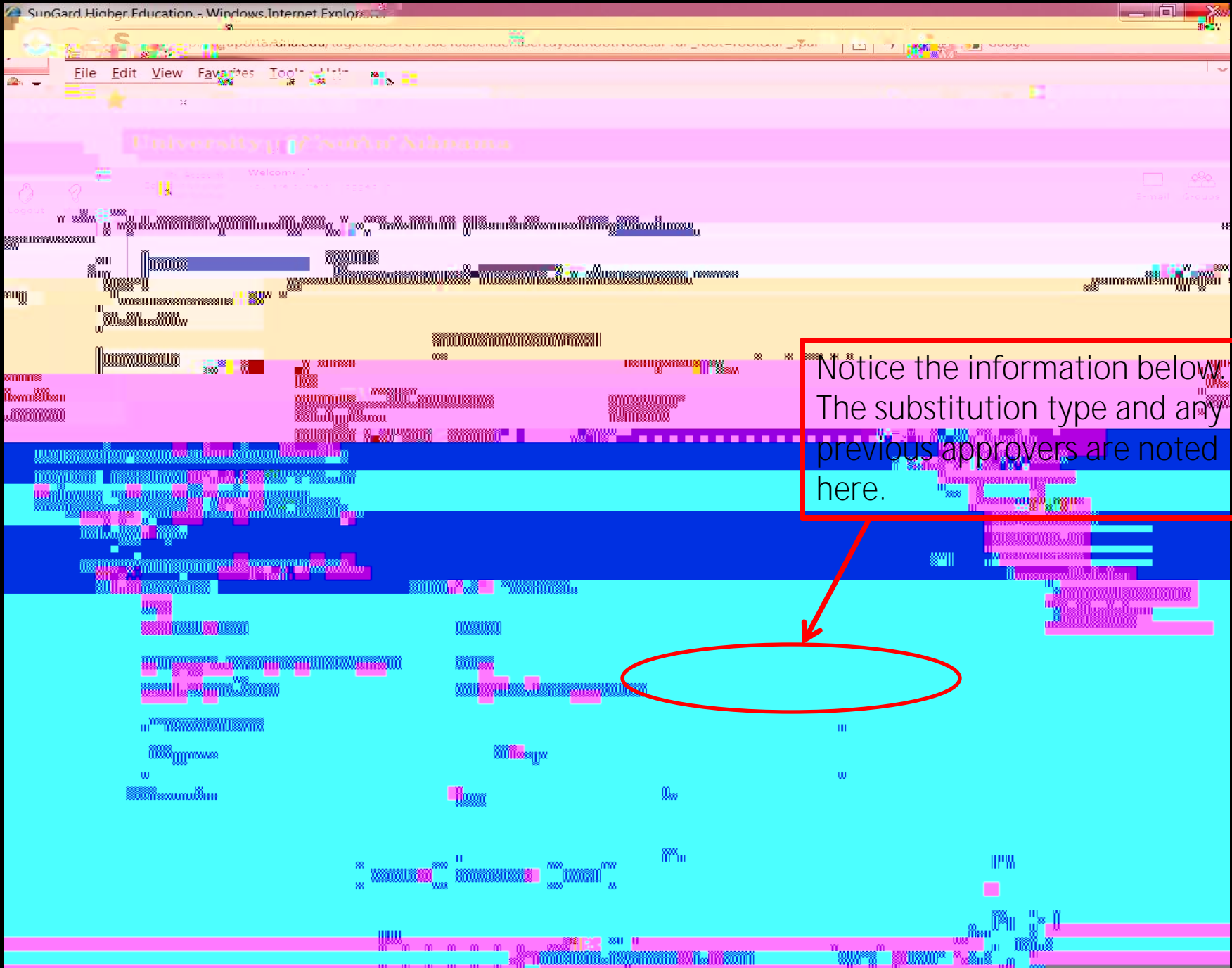
University of North Alabama



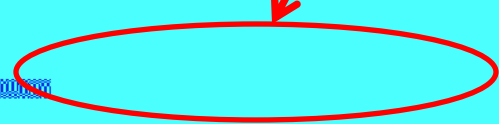
Click on the Course Substitution Request link for the student.



You will see a page similar to this one. It will have all necessary information for you to approve/deny the request (Student Name, ID, Degree, Major, etc.).



Notice the information below.
The substitution type and any
previous approvers are noted
here.



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Select either approve or deny for this request. By selecting approve, the request flows to the next approver. By selecting deny, the student is sent a denial e-mail from you with your comments.



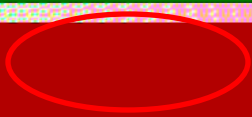
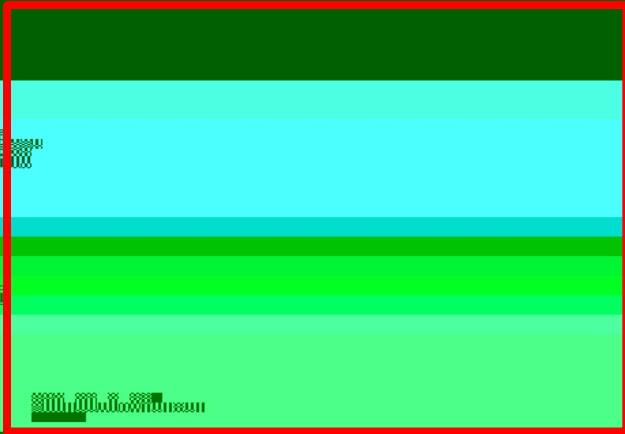
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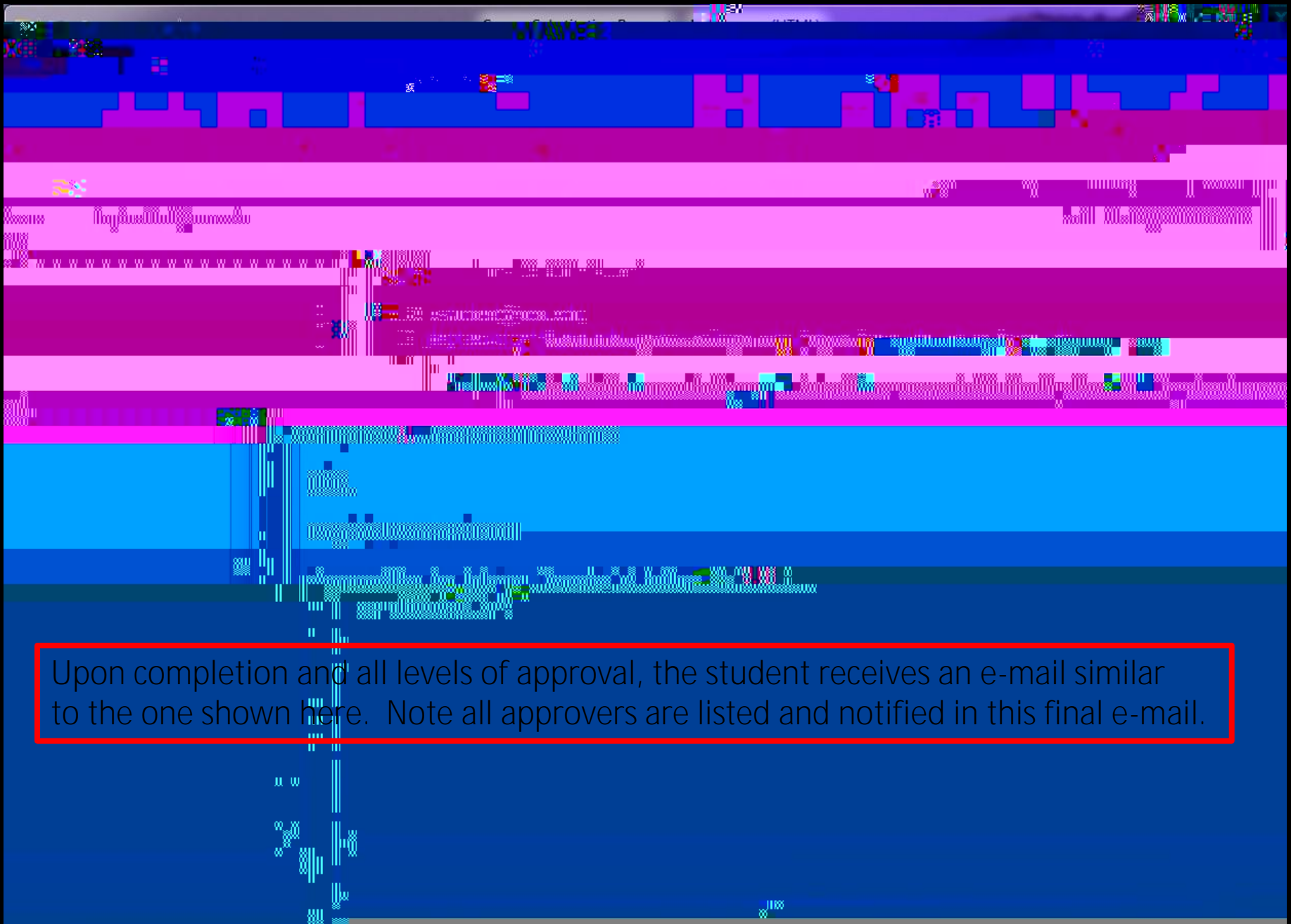
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After all sections are marked appropriately, c

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Electronic Course Substitution

This ends the dean's required portion of an electronic course substitution request.



Upon completion and all levels of approval, the student receives an e-mail similar to the one shown here. Note all approvers are listed and notified in this final e-mail.

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Notes and Special Instructions (cont'd)

NOTE: All activities that use the Workflow prodv0Wt