

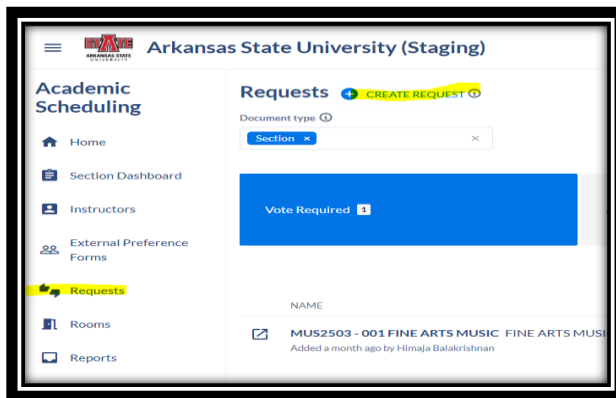


How to Submit Requests

Section Change Request – Used to add a new or edit an existing section

Rule Exception Request – takes the place of the Course Deviation and Class Change with Enrollment forms, also used to ask the Academic affairs office to process specific changes in Banner (credit hours, Change of title in case it is a Variable hours course etc..)

To submit a request, navigate to the **Requests** tab on the top left side of the class Scheduling Management homepage and click the “+ Create Request” button.



Selecting “**Section Change**” will prompt you to submit a request to either **ADD** a new section or **EDIT** an already existing section.

We kindly ask that you refrain from submitting requests to change section details that are editable in the Section Editor and Section Dashboard.

Two side-by-side screenshots of the request form. The left screenshot shows the 'Term' dropdown set to '2025 Fall', 'Type of change' set to 'Add Section', and 'Select a course' set to 'FIN3723 FINANCIAL ANALYTICS MODELING'. The right screenshot shows the 'Term' dropdown set to '2025 Fall', 'Type of change' set to 'Edit Section', and 'Select a course' set to 'FIN3723 FINANCIAL ANALYTICS MODELING' with 'Which section?' set to '002'. Both screenshots show a 'Reason for request' text area and 'START OVER' and 'SUBMIT REQUEST' buttons.

The option to “Add a section from Course Inventory” should only be used for courses that do not yet have sections scheduled for the selected term.

Checking the Status of a Request:

Vote Required2

Assigned To Me10

Created By Me9

All Requests13

COLUMNS (4 OF 10)

NAME	PROPOSAL TYPE	CURRENT STEP	REQUEST STATUS
FIN3723 - 002 FINANCIAL ANALYTICS MODELING FINANCIAL ANALYTICS MODELING Added 2 minutes ago by Himaja Balakrishnan	Section Change		Pending
MUS2503 - 001 FINE ARTS MUSIC FINE ARTS MUSIC Added a month ago by Himaja Balakrishnan	Section Change		Pending
BIOL1003 - 924 BIOLOGICAL SCIENCE BIOLOGICAL SCIENCE Added 2 months ago by Himaja Balakrishnan	Section Change		Approved

Self Help?

To view the status of a request that you are the author of, click the **Requests** tab on the left side of the class Scheduling Management homepage, the “Created by Me” box in the middle of the page:

NAME		PROPOSAL TYPE		CURRENT STEP ①	REQUEST STATUS ①
[REDACTED]		Rule Exception		✓○○○	Pending
[REDACTED]					
Added 10 minutes ago by [REDACTED]					

This will display all requests submitted by you. Click on the section name to review the details of the request on the left side of the screen. On the right side is the **Request Toolbox**:

Request Toolbox

Status: Pending

Decisions: ✓○○○

DECISION WORKFLOW ACTIVITY

What would you like to do with this request? You can...

✓ APPROVE

✗ REJECT

⌛ SUSPEND

↩ ROUTE BACK

Please comment on your decision below.

Enter comment here

SUBMIT DECISION

If the request has been completely approved and processed, the Status will be displayed as **Approved**. If the status is displayed as **Pending**, you can click on the WORKFLOW tab to review at which step the request currently resides, as well as the ACTIVITY tab to review any notes made by participants in the workflow.

The screenshot displays a vertical timeline of events for a request. It begins with a green system message: "The AS Dean Review step was approved, and the proposal advanced to the next step - Registrar Approval" (9/24/2024 5:39 PM). This is followed by a user comment from Molly Raine: "Instructional minutes: 2400/1600. Note: Meeting pattern is standard for 3 credit hours." (9/25/2024 10:21 AM). Another user comment from Molly Raine follows: "Molly Raine voted to UG/GR Deviation this request." (9/25/2024 10:21 AM). A green system message then states: "Users voted to UG/GR Deviation, and the proposal moved to UG/GR Vice Provost-D" (9/25/2024 10:21 AM). The log continues with another green system message: "Users voted to Approved for Long Term Deviation, and the proposal moved to Registrar Processing" (9/25/2024 4:50 PM). This is followed by a user comment from Samantha Lee: "Samantha Lee approved this request." (9/26/2024 9:54 AM). The final entry is a green system message: "The Registrar Processing step was approved, and the proposal advanced to the next step - Auto Advance Filter" (9/26/2024 9:54 AM).

- Clicking on each step name under the WORKFLOW tab will open a new window with the name of the step reviewer and their email address:

The screenshot shows a window titled "Email to Registrar's Office" with a close button in the top right corner. The window is divided into two sections. The "Participants" section lists two individuals: "Jeffrey Hatch" and "Jesse Blankenship", each with a small information icon to their right. The "Information" section displays the text "Votes Required For Approval: Not Set" and "No deadline". A blue "CLOSE" button is located in the bottom right corner of the window.