CourseLeaf CLSS Workflow

DEAN
High-Impact
Course Section Change Requests
(Approvals and Rollbacks)

December 2023
What?

Many section modification requests require approval due to significant student impact. These request types can include:

- Part of term
- Schedule Type
- Instructional Method
- Meeting pattern
- Building changes
- High-enrolled cancellations (where actual enrollment exceeds 50% of the maximum enrollment, or 10+ students, whichever is greater)
- Credit ratio changes (when students are enrolled)
- Campus budget code
Why?

- Minimizes student impact
- Improves time to registration
- Consistent functionality across CourseLeaf products
  - *Process is the same for all colleges/schools*
  - *Automates the approval process*
  - *Eliminates extra steps*
- Budget wise
Who?

Deans and Associate Deans from each college/school are primarily responsible for approving specific course section modification requests.

Please notify the Academic Scheduling Office of organization changes promptly.

CourseLeaf CLSS Approval Workflows must be updated by the ASO for correct routing of each department’s requests.
When?

**Phase 5 – Publish.** Student views are open for planning. For more information, refer to:

- **ASO Guidelines**
  [https://www.uvu.edu/academicscheduling/](https://www.uvu.edu/academicscheduling/)

- **CourseLeaf CLSS**
  [https://nextcatalog.uvu.edu/wen/](https://nextcatalog.uvu.edu/wen/)
How is workflow triggered?

Before a department chair (or authorized scheduler) can submit section modification requests, they’re presented with a “Validation Details” screen. This screen reflects the scheduling rules the requests passed (or failed), and which CLSS workflow will be triggered for an approval. *For example:*
The Section data you have provided can be saved, but will require approval. You can submit this Section for approval by clicking the Start Workflow button below.

Any Change
Changes are reviewed for accuracy prior to syncing with Banner, and may be rolled back for corrections.

High Impact changes need Dean's office approval
Your request includes a high impact change that requires Dean's office approval. This has been forwarded to the appropriate office for review.

- Any High Impact - Schedule type - WF
- Any High Impact - Bldg - WF
- Any High Impact - Part of Term - WF
- Any High Impact - Meeting pattern - WF
- Any High Impact - Campus code - WF
- Any High Impact - High enrolled cancellation - WF
- Any High Impact - Credit hours - WF

Section Numbering
1. Section numbers must be 3 characters, and should coincide with the Schedule Type code selected. Refer to ASO website ("Section..."
How are approvers notified?

Once the section validation passes and the authorized scheduler clicks the button, an email is automatically sent to the designated approver. For example:
Designated approvers should check for email notifications regularly. Each email's subject line will include the semester, subject, course, and section number awaiting approval.

Each email also includes a unique CourseLeaf CLSS link that will route you to the specific request.

[CLSS] 2023 Summer HLTH 1100-TST Pers Health Wellness TE Review Request

Cheryl:

There are pending schedule changes awaiting your review, including 2023 Summer - HLTH 1100-TST Pers Health Wellness TE.

Please visit: https://nextcatalog.uvu.edu/courseleaf/approve/?role=HP%20Dean%20CLSS to review the changes and provide your feedback.

For questions or information regarding this email, please reply to (academic_scheduling@uvu.edu).

Thank you.

Academic Scheduling
Utah Valley University
https://nextcatalog.uvu.edu/courseleaf/approve/?role=________
Rollback Template

Always use the Comments box to indicate why you are rolling back a request.
The yellow ribbon indicates if the section is in workflow.

Authorized schedulers must enter a clear justification for the section modification request by typing it into the Comments field before submitting to workflow. If it's missing, roll the request back to the scheduler.

When an authorized scheduler clicks the red “Workflow Status” button, the “In Workflow” box appears and will reflect which approval queue the request is currently in. Clicking the orange workflow step allows them to email that person/office.
Tips

- Identify who will process requests during an absence.
- Look for Workflow emails frequently.
- Respond to requests quickly (*rollback or approve*).
- Rollback all sections that are missing a clear justification.
- Encourage all high-impact requests be submitted *before* Phase 5—Publish to minimize student impact.
Resources

Academic Scheduling Office
  Web Site:  https://www.uvu.edu/academicscheduling/
  Email:  academic_scheduling@uvu.edu
  Staff:  https://www.uvu.edu/academicscheduling/contact.html

CourseLeaf CLSS
  https://nextcatalog.uvu.edu/wen/
Thank You!

ACADEMIC SCHEDULING OFFICE