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 <u>actual</u> enrollment exceeds 50% of the <u>maximum</u> enrollment, or 10+ students, whichever is greater)

- ➢ Credit ratio changes
  (when students are enrolled)
- ➢ Campus budget code

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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

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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.

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When?

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

➢ ASO Guidelines
https://www.uvu.edu/academicscheduling/

➢ CourseLeaf CLSS
https://nextcatalog.uvu.edu/wen/

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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:*

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Validation Details ❓ ✕

👥 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 web site ("Section

✖ Close   👥 Start Workflow

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How are approvers notified?

Once the section validation passes and the authorized scheduler clicks the **Start Workflow** button, an email is automatically sent to the designated approver. For example:

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

CourseLeaf <uvu@notify.courseleaf.com>
To ● Cheryl St. Pierre

Reply | Reply All | →

ⓘ We removed extra line breaks from this message.

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

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.

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Pages Pending Approval

Filter List   Refresh List   Your Role: HP Dean CLSS

PAGE	USER
/wen/202330/pubh/3060: HLTH 1100-TST Pers Health Wellness TE	Cheryl St Pierre

★ https://nextcatalog.uvu.edu/courseleaf/approve/?role=_____

Page Info | Workflow Status | Attached Files | Revision History

Title: HLTH 1100-TST Pers Health Wellness TE
Last Update: Jul 3, 2023 12:07pm
Template: wen
Page Authors: PUBH DUS
Workflow:
College:
Department:

PAGE REVIEW   Hide Changes   View Changes By: All Changes

Edit   Rollback   Approve

In Workflow
1. HP Dean CLSS
2. Academic Scheduling
3. Banner CLSS

HLTH 1100-TST Pers Health Wellness TE

Rules Triggered
- Any Change
- High Impact changes need Dean's office approval

Section Information

2023 Summer, pubh

Course: HLTH 1100
Title:

CRN: 21332
Part of Term:
Block Full Term (1) - 1 First 7 1/2 weeks (B1) - B1 (5/10/23 to 6/23/23) 8/11/23)
Campus: M

Section: TST
Credit Hours: 2
Status: Active
Special Approval: (None Assigned)
Grade Mode: Standard Letter
Final Exam: N--Classroom/Lab is NOT needed
Cross-list With:

Instructional Method: Regular Class without Lab (LLC)
Visible: No
Schedule Type: Online (W)
URL:
Session: Not Applicable

Does Not Meet   Online (Class)   ONLINE ONLINE
(None Assigned)

Enrollment
Maximum: Waitlist Maximum:
0   0

0 current, 0 prior, 0 waiting   Section Text (visible in student views)

Comments (details for ASO and/or justifications for Dean/FM approvals)

Section header

Rules triggered

Red/Green markup

Comments box
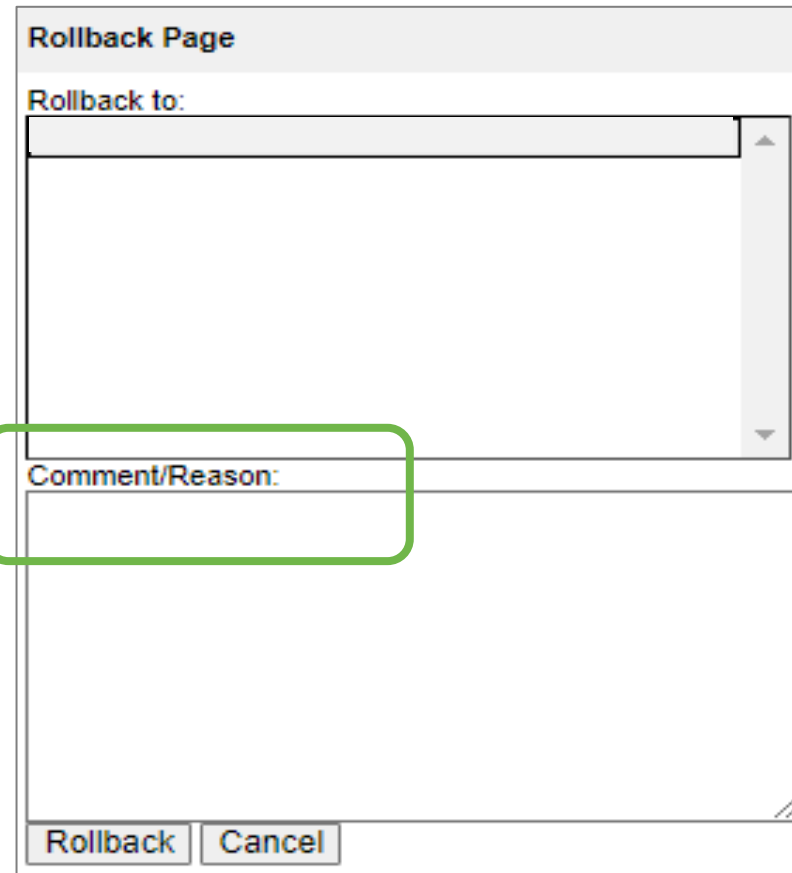
Date requested

Your Role and the Requestor

Workflow queue
Rollback and
Approve buttons
(*never* click the Edit button!)

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Rollback Template

Always use the **Comments** box to indicate why you are rolling back a request

Rollback Page

Rollback to:

Comment/Reason:

Rollback   Cancel

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Edit Section – HLTH 1100-TST: Pers Health Wellness TE (CRN: 21332; CLSS ID: 3060)

This section and/or cross-listed sections are now in Workflow.

Section Information   2023 Summer, pubh

Title	Pers Health Wellness TE (Default Value)	Part of Term	Full Term (1) - 1 (5/10/23 to 8/11/23)
Section	TST	Campus	M
Credit Hours	2	Instructional ...	Regular Class without Lab (LEC)
Status	Active	Visible	No
Special Approval	(None Assigned)	Schedule Type	Online (W)
Grade Mode	Standard Letter	URL	
Final Exam	N--Classroom/Lab is NOT needed	Session	Not Applicable
Cross-list With	Select section...	Restrictions	Level ✏

Section Attributes ✏
Canvas Course Mats $34/Pearson
Integrative Applied Learning
Intellectual/Practical Skills

Course Attributes
Canvas Course Mats $34/Pearson
Integrative Applied Learning
Intellectual/Practical Skills

Instructor ✏
STAFF, Coll of Health and Public Service (10000509)

Building and Room
ONLINE ONLINE (99999)

Meeting Pattern
📅 Does Not Meet

Enrollment 0 current, 0 prior, 0 waiting

Maximum	Waitlist Maxim...
0	0

Section Text (visible in student views) ✏

Comments (details for ASO only)

In Workflow
1. HP Financial Manager CLSS
2. Academic Scheduling
3. Banner CLSS

🔧 Bridge Tools   🔒 User View

Workflow Status ▲   ✖ Cancel   ✔ Save Section

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.

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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.

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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/

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Thank You!

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ACADEMIC SCHEDULING
OFFICE

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