

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 process. For the full process instructions, review the full instruction set. Also, make sure to review the final the final page(s) for notes and special instructions.

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)

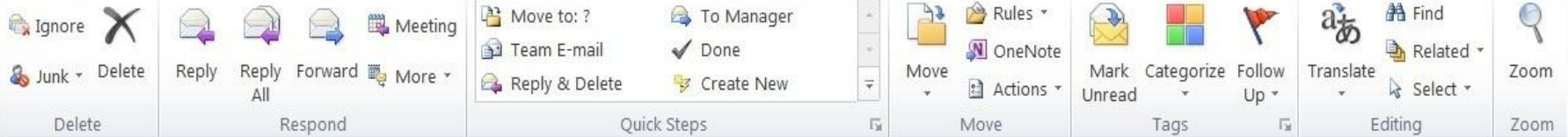
7. Dean completes his/her activity, relating to the substitution request.
8. Upon approval, process flows to the departmental administrative/executive assistant of the original advisor.
9. Administrative/Executive assistant completes the Banner related work by entering substitution information.
10. Upon completion, an e-mail notification is sent to the student informing him/her of the approval and completion of process of the request with a copy to all approvers and advisors.

Any denial of the request will result in an immediate e-mail to the student regarding the denial with a copy to all advisors and any previous approvers.

Electronic Course Substitution

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

File Message Developer



From: aadvisor@una.edu

Sent: Wed 9/1/2010 11:04 AM

To:

Cc:

Subject: Course Substitution Request for Example Student

TO: dchair@una.edu

Department Chair:

There has been a course substitution request that needs your approval. Please review the request below and take the appropriate action.

Substitute Course: Substitute Course

FOR

Required Course: BI 101

Please log into [UNAPortal](#) and click the Workflow tab to review this request and take the necessary action(s).

After the advisor completes his/her activity, you (the department chair) 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.

University of North Alabama

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Welcome
You are currently logged in.

E-mail Groups Admin Logout Help

MyUNAPORTAL University Calendar Tutorial Self-Service Banner **Workflow**

September 1, 2010

Personal Announcements
There are no announcements

Request Campus Announcement
To request a Campus Announcement Click here

UNA Live@edu Email
[Click Here To Access Your Live@edu Email](#)



Windows Live Features

- 10 GB of email storage, 20 mb attachments.
- 25 GB of file storage in your Sky Drive for office documents, photos, etc
- Create private, shared and public folders.
- The ability to synchronize email, contacts and calendar with your mobile phone
- Office Live Workspace supporting online document collaboration with others, even if they do not have Microsoft Office.

Attn: Users Who Requested WE Move Your Email:

If you submitted your password on the form provided to have your email moved and you think you are missing old email, please contact cpsupport@una.edu

Click on the Workflow tab to open your Workflow worklist.

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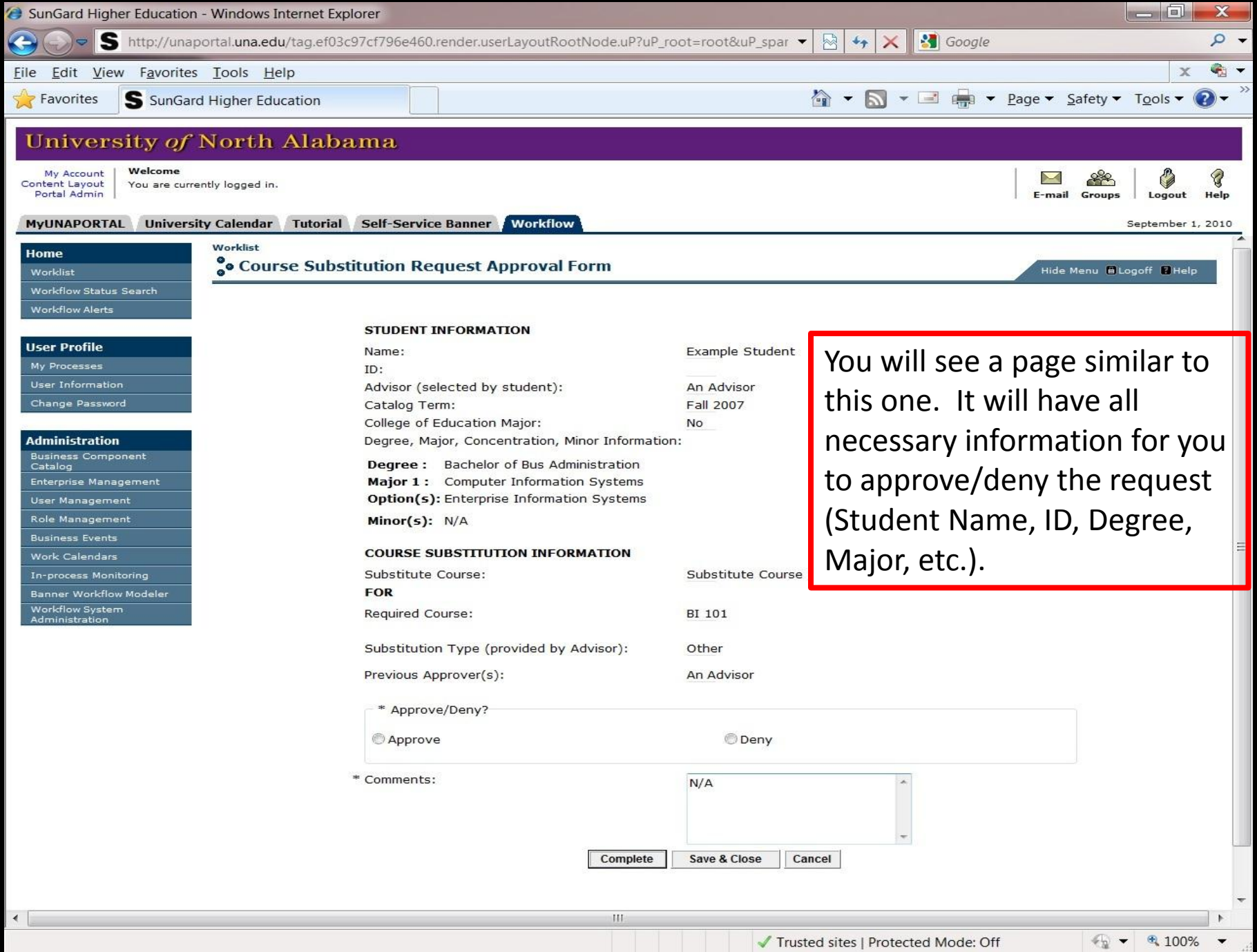
Worklist Logoff Help

| Organization | Workflow | Activity | Priority | Created |
|--------------|--|------------------------------|----------|-------------------------|
| UNA | <u>Course Substitution Request for - Example Student</u> | Course Substitution Approval | Normal | 01-Sep-2010 10:46:55 AM |

1 - 1 of 1 First Previous Next Last Go to page: 1

Show Reserved Items

Click on the Course Substitution Request link for the student.



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Course Substitution Request Approval Form

Hide Menu Logoff Help

STUDENT INFORMATION

Name: Example Student
ID: _____
Advisor (selected by student): An Advisor
Catalog Term: Fall 2007
College of Education Major: No
Degree, Major, Concentration, Minor Information:

Degree : Bachelor of Bus Administration
Major 1 : Computer Information Systems
Option(s): Enterprise Information Systems
Minor(s): N/A

COURSE SUBSTITUTION INFORMATION

Substitute Course: Substitute Course
FOR
Required Course: BI 101
Substitution Type (provided by Advisor): Other
Previous Approver(s): An Advisor

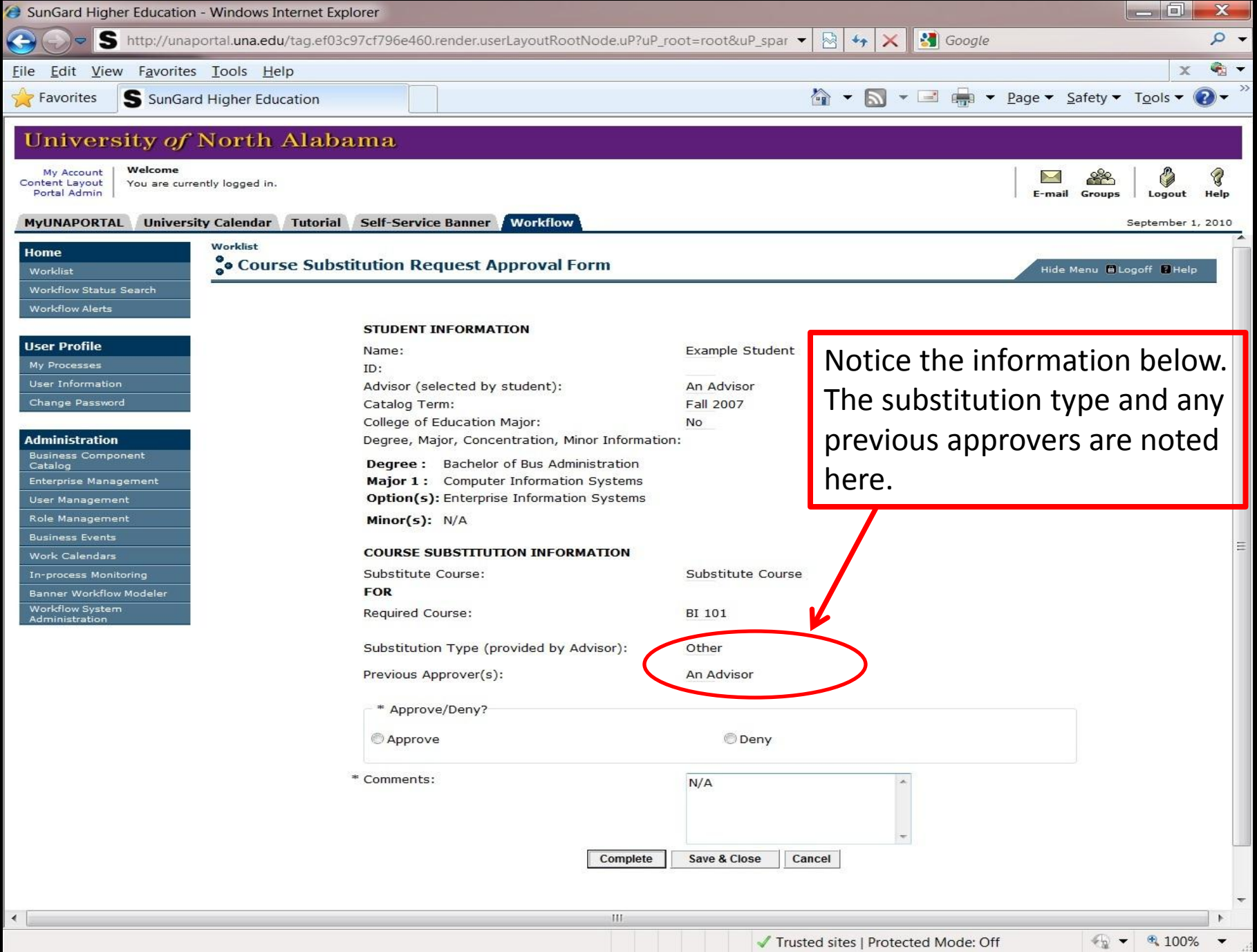
* Approve/Deny?

Approve Deny

* Comments: N/A

Complete Save & Close Cancel

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.

STUDENT INFORMATION

Name: Example Student
ID: _____
Advisor (selected by student): An Advisor
Catalog Term: Fall 2007
College of Education Major: No
Degree, Major, Concentration, Minor Information:

Degree : Bachelor of Bus Administration
Major 1 : Computer Information Systems
Option(s): Enterprise Information Systems
Minor(s): N/A

COURSE SUBSTITUTION INFORMATION

Substitute Course: Substitute Course
FOR
Required Course: BI 101
Substitution Type (provided by Advisor): Other
Previous Approver(s): An Advisor

* Approve/Deny?

Approve Deny

* Comments:

N/A

Complete Save & Close Cancel

SunGard Higher Education - Windows Internet Explorer

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

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Name: Example Student
ID:
Advisor (selected by student): An Advisor
Catalog Term: Fall 2007
College of Education Major: No
Degree, Major, Concentration, Minor Information:
Degree: Bachelor of Bus Administration
Major 1: Computer Information Systems
Option(s): Enterprise Information Systems
Minor(s): N/A

COURSE SUBSTITUTION INFORMATION

Substitute Course: Substitute Course
FOR
Required Course: BI 101
Substitution Type (provided by Advisor): Other
Previous Approver(s): An Advisor

* Approve/Deny?

Approve Deny

* Comments: N/A

Complete Save & Close Cancel

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.

SunGard Higher Education - Windows Internet Explorer

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

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STUDENT INFORMATION

Name: Example Student
ID: _____
Advisor (selected by student): An Advisor
Catalog Term: Fall 2007
College of Education Major: No
Degree, Major, Concentration, Minor Information:
Degree: Bachelor of Bus Administration
Major 1: Computer Information Systems
Option(s): Enterprise Information Systems
Minor(s): N/A

COURSE SUBSTITUTION INFORMATION

Substitute Course: _____
FOR
Required Course: BI 101
Substitution Type (provided by Advisor): Other
Previous Approver(s): An Advisor

* Approve/Deny?

Approve Deny

* Comments: N/A

Complete Save & Close Cancel

Enter appropriate comments in the comments section. Any comments will be passed on to future approvers and may be sent to the student (after final approval or a denial).

SunGard Higher Education - Windows Internet Explorer

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

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☆ Favorites SunGard Higher Education

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Degree : Bachelor of Bus Administration
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Minor(s): N/A

COURSE SUBSTITUTION INFORMATION

Substitute Course: Substitute Course
FOR
Required Course: BI 101
Substitution Type (provided by Advisor): Other
Previous Approver(s): An Advisor

* Approve/Deny?
 Approve Deny

* Comments: N/A

Complete Save & Close Cancel

After all sections are marked appropriately, click on the "Complete" button. This will save your responses, end your activity and will allow the process to continue to the next person.



Electronic Course Substitution

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

File

Message

Developer



From: deptassistant@una.edu

Sent: Wed 9/1/2010 11:16 AM

To:

Cc:

Subject: Course Substitution Request

TO: estudent@una.eduCC: deptassistant@una.edu, aadvisor@una.edu, dchair@una.edu, adean@una.edu

This is to inform you that your request for course substitution has been **approved** and processed.

Substitute Course: Substitute Course

FOR

Required Course: BI 101

Approved by: An Advisor, Department Chair, A Dean

Comment(s): N/A

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.

Electronic Course Substitution

Notes and Special Instructions

NOTE: If a department chair or dean is also a selected advisor, the process will account for this structure and there will be fewer total steps.

NOTE: If a dean is also a selected advisor, the Banner related activity will be sent to the dean's assistant instead of the department chair's assistant.

NOTE: If you have any questions regarding this process, please e-mail registrar@una.edu with your questions.

Electronic Course Substitution

Notes and Special Instructions (cont'd)

NOTE: All activities that use the Workflow product must be completed on a University provided computer and on campus, unless otherwise instructed.

If for any reason you are not ready to “Complete” your activity in Workflow, the “Save and Close” button will save your choice(s) but will leave the activity in your worklist to allow you to complete it at a later time.