

Change to Course Enrolment workflow

Approval Screen—Quick Reference Guide

Favourites -> Main Menu -> Records and Enrolment -> Course Enrolment Application -> Course Applications Approval

Course Application Approval																															
1 Application Type: ENRL Change Course Enrolment ID: S1000000X Miss Daisy Duck Student Program: 1161 B Nursing	2 Application For: Enrol in Over Max CP Application Nbr: 00000159 Application Date: 10/21/2014 Student Centre																														
3 Course Offering Summary																															
Term: 3145 Sem 2 2014 Course ID: 089083 Accounting Principles Catalogue Nbr: 1101AFE Accounting Principles Course Offering: 1 Academic Career: UGRD Undergraduate Campus Convenor: Mouse, Mickey																															
Student Reason																															
Reason/s 1																															
4 Supporting Documentation																															
File 1 Supporting Documentation.docx Date Received 10/29/2014																															
5 Applicant Comments:																															
I am requesting to enrol in over the max credit point for my program as I would like to graduate at the end of this semester.																															
6 Application Attributes																															
Attribute Type 1																															
7 View Joint Course Application Approval																															
8 View Submitted Application History																															
9 Approval																															
Decision: Approved Reason: Request has been approved Your request to add a new course to your enrolment has been approved. An email will be sent to your Griffith student email account once this process has been completed.																															
10 Comment to Student																															
11 Internal Comments																															
12 Submit																															
Item Status History																															
Status Details Find View All First 1-4 of 4 Last <table border="1"> <thead> <tr> <th>Catalogue Nbr</th> <th>Application Item Status</th> <th>Status Reason</th> <th>Name</th> <th>Internal Comment</th> <th>Comment for Student</th> </tr> </thead> <tbody> <tr> <td>1 1101AFE</td> <td>Pending Decision</td> <td>Your request is being assessed</td> <td>Mouse, Mickey</td> <td></td> <td></td> </tr> <tr> <td>2 1101AFE</td> <td>Submit for Approval</td> <td>Request is being reviewed</td> <td>Duck, Donald</td> <td></td> <td></td> </tr> <tr> <td>3 1101AFE</td> <td>Evaluation Required</td> <td>Request is being reviewed</td> <td>Duck, Donald</td> <td></td> <td></td> </tr> <tr> <td>4 1101AFE</td> <td>Waiting Documentation</td> <td>Request is being reviewed</td> <td>Miss Daisy Duck</td> <td></td> <td></td> </tr> </tbody> </table>		Catalogue Nbr	Application Item Status	Status Reason	Name	Internal Comment	Comment for Student	1 1101AFE	Pending Decision	Your request is being assessed	Mouse, Mickey			2 1101AFE	Submit for Approval	Request is being reviewed	Duck, Donald			3 1101AFE	Evaluation Required	Request is being reviewed	Duck, Donald			4 1101AFE	Waiting Documentation	Request is being reviewed	Miss Daisy Duck		
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Help—I am not the convenor. What do I do?

Select **Pushback** to return the application to the Student Centre and complete the internal comments field advising the current convenor.

#	Title	Explanation
1	Application Type	ENRL = Change Course Enrolment SWAP = Swap Classes
2	Application For	Displays the selected permission request: <ul style="list-style-type: none"> Enrol/Swap in Full Class Add/Swap Enrolment after Week 2 (late enrolment/swap) Enrol in Over Maximum Credit Points Enrol/Swap in Course with Prerequisites Enrol/Swap in Restricted Course Swap Existing Enrolment
3	Course Offering Summary	Identifies the selected: Term, Course ID, Catalogue Number, Course Offering, Class Number and Campus
4	Supporting Documentation	Links to supporting documents if any have been provided
5	Applicant Comments	Comments as entered by the student
6	Application Attributes	Provided to assist the Convenor in making a decision
7	View Joint Course Application Approval	Click to view all the courses that relate to this application
8	View Submitted Application History	Click to view other applications submitted by this student for the relevant Application Type (refer point 1)
9	Approval - Decision/Reason/Comments	Approved = Application is approved. Further action will be taken with this application by the Student Centre. Select reason from drop-down list ***** Rejected = Application is declined. An email will automatically be sent to the student notifying them of the final outcome of their application. Select reason from drop-down list Internal comments recommended ***** Push back = Returns application to Student Centre Internal comments recommended
10	Comments	Please note that Comment to Student is visible by students whilst Internal Comments is visible only to Student Administration
11	Submit	Click to save and submit the decision which returns you to the worklist
12	Item Status History	Provides an audit trail. Expand history to view more detail



Contact Student Centre

System help: EIS-Assist telephone 3735 5544