Change to Course Enrolment workflow

Approval Screen—Quick Reference Guide

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: • 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