

Change to Course Enrolment workflow

Approval Screen—Quick Reference Guide

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Course Application Approval

1 Application Type: ENRL Change Course Enrolment Application For: 2 Enrol in Over Max CP
 ID: sxxxxxxx Miss Daisy Duck Application Nbr: 00000159
 Student Program: 1101 B Nursing Application Date: 10/21/2014 Student Centre

3 Course Offering Summary

Term:	3145	Sem 2 2014	
Course ID:	089083	Accounting Principles	Class Nbr: 50503
Catalogue Nbr:	1101AFE	Accounting Principles	Campus: NA Nathan Campus
Course Offering:	1		Fee Status:
Academic Career:	UGRD	Undergraduate	
Campus Convenor:	Mouse, Mickey		

Student Reason

Reason/s
1

4 Supporting Documentation

File	Date Received
1 Supporting Documentation.docx	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	Description
1	

7 View Joint Course Application Approval 0 8 View Submitted Application History 0

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.

Comment to Student

10 Internal Comments:

11 Submit

12 Item Status History

Status	Details	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		Duck, Donald		
3	1101AFE	Evaluation Required	Request is being reviewed	Duck, Donald		
4	1101AFE	Waiting Documentation	Request is being reviewed	Miss Daisy Duck		

Refresh

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	<p>Approved = Application is approved. Further action will be taken with this application by the Student Centre. Select reason from drop-down list *****</p> <p>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 *****</p> <p>Push back = Returns application to Student Centre Internal comments recommended</p>
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

