Course Approval System
Initiating a Course Request

Overview

The Course Approval System is used to request a new course or request a course change. This system is based on approval route nodes; these nodes are linked to your document and the document is routed through a workflow process.

Steps

Locating the Course Forms

The course forms are located in OneStart.

1. The initiate new course/change course requests link will be available in OneStart. If you are an Administrative staff member, you will find the link under the SIS Admin eForms content area. If you are a Faculty member, you will find the link under the Curriculum Management content area.

2. Click the link and refer to the instructions below for help.

How does the system know where to route your form?

By the Campus, School, and the Academic Subject Area you select:

This system is based on route nodes, these nodes are linked to your document. The nodes are in a particular order, so when a document is routed, it routes to the first node. That node then looks at your document to see what campus, school, and academic subject area you have selected to determine which workgroup the document should be routed to for approval. A workgroup is comprised of an approver and in most cases a back-up for that approver. Once one of the workgroup members has approved the document, it will route to the next node. If your school or department does not have a workgroup at a particular node, the document will skip the node and move to the next one.

Be sure to select the correct school and academic subject area to ensure your form is routed correctly. If you discover you have selected the incorrect school and/or academic subject area, check the route log to see who the document has routed to and contact those people to ask them to return the form to you so you can correct it. You can also contact SES.
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Entering Data into the Course Request Forms

1. Select the **Requesting Campus**. This is the campus submitting the request and where the course will be offered.

2. Select the **School**. Select the School in which the course will be offered. For example, SPEA, COLL, LIBA, MUS, etc.

3. Select the **Subject**.

4. Enter the **Course Number** (example format: W 131). When you tab out of this field, a new field (Document to Initiate) should appear.
5. The **Create a new course** button will be selected. Click . You may also see ‘course change’ or ‘matching course’ here depending on the values previously selected. See the **Course Change Document** section or the **Matching Course** section of this document for more information.

6. The **New Course Document** page will be displayed. We have broken this page into sections for the purpose of this training document. Again, you may also see ‘course change’ or ‘matching’ here depending on the values previously selected.

**NOTE:**

The form will time out if you have it open for too long, so it is recommended, if you get interrupted to **save** the form.

You must enter data in all of the required fields, which are marked with an asterisk, before submitting the document. You can save the document with required fields unanswered, but it will display a warning message.
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New Course Document

1. In the Document Overview section, you will see a Document Description with the information you added on the previous page.

2. In the Course Request Key Fields section, complete the fields that are not already populated. See the information below for each field.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>*1a Requestor Campus</td>
<td>Indicate the campus submitting the request. Select the Campus in which the course will be offered.</td>
</tr>
<tr>
<td>1b Other Campuses (if System-Wide School)</td>
<td>System-wide schools should check all appropriate campuses. This field is only available for a small set of schools that have system-wide approval.</td>
</tr>
<tr>
<td>2 Is this a matching course?</td>
<td>A “matching” course indicates that another campus currently has approval to offer the same course. You are requesting that your campus be given approval to offer the course, using the existing course information. This information can be found in the SIS course catalog from the following path: Home &gt; Curriculum Management &gt; Course Catalog &gt; Catalog Summary</td>
</tr>
<tr>
<td>3 School</td>
<td>Select the School in which the course will be offered. Examples: COLL, LIBA, MUS, etc.</td>
</tr>
<tr>
<td>4 Subject</td>
<td>Academic Subject is the same as department code. Examples: PHYS, MUS, etc</td>
</tr>
</tbody>
</table>
| 5a Course Number | The proposed course number may include a course letter designation as a preface to the course number (for example W-131 for English composition). (letter) Course letter designation must be a single
### Course Approval System

**Initiating a Course Request**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>letter. Letter not required if Purdue. (number) The course number must be 3 digits for IU courses or 5 digits for Purdue courses.</td>
<td></td>
</tr>
<tr>
<td>5b</td>
<td><strong>Has course number been reserved with Student Enrollment Services?</strong></td>
<td>Student Enrollment Services must give clearance for the proposed course number before the course number is included on this form. Call Student Enrollment Services at 812-855-2218 to receive the appropriate clearance.</td>
</tr>
<tr>
<td>6</td>
<td><strong>Credit Type</strong></td>
<td>Indicate type of Credit. Graduate credits require University Graduate School approval. You can look at which degree this particular course will fulfill to help determine if a course number above 500 is Graduate Credit or Professional Credit. There are some courses that are both Graduate and Professional Credit. Professional credit is given for a graduate-level course that does not require University Graduate School approval and that is generally offered by a Professional School. Undergraduate credits for Lower Division courses are generally numbered 100 through 499.</td>
</tr>
<tr>
<td>7</td>
<td><strong>Is this a Purdue Course?</strong></td>
<td>Indicate Yes for Purdue Course, which require approval from Purdue University – West Lafayette. Purdue courses follow the Purdue format of a five digit catalog number. Example CSCI 12300 Fort Wayne numbers will be converted at a later time.</td>
</tr>
<tr>
<td>8a</td>
<td><strong>Course Title</strong></td>
<td>Check the proposed course title for clarity, brevity and correct spelling. List the title as it should appear in the bulletin or course catalog.</td>
</tr>
<tr>
<td>8b</td>
<td><strong>Recommended Abbreviation</strong></td>
<td>An abbreviated title of no more than 30 characters should be listed. This title will appear on the students’ records.</td>
</tr>
</tbody>
</table>

**Note:** Click **hide** to hide one or multiple sections of the form. Click **show** to display a section of the form that has been hidden.
### Course Catalog Attributes

In the **Course Catalog Attributes** section, complete the following fields:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td><strong>Academic Career</strong></td>
<td>Select the Academic Career (ugrd, grad, med, opt, etc.)</td>
</tr>
<tr>
<td>10</td>
<td><strong>Effective Term (anticipated)</strong></td>
<td>Indicate the semester that the new course is to become effective. Requests must receive at least interim (school/division) approval prior to the campus Schedule of Classes deadline for the effective semester.</td>
</tr>
<tr>
<td>11</td>
<td><strong>Credit Hours</strong></td>
<td>Check that the proposed hours of credit meet the standard number of instructional minutes required. If they do not, other rationale should be noted in the <strong>Notes and Attachments</strong> section at the bottom of the page.</td>
</tr>
<tr>
<td>12</td>
<td><strong>Contact Hours</strong></td>
<td>Indicate the contact hours that meets each week, in a regular semester format.</td>
</tr>
<tr>
<td>13</td>
<td><strong>Is S-F grading approval being requested?</strong></td>
<td>According to the Academic Guide: Permission must be sought from the School Dean and the Dean of the Faculties to offer a course on a Satisfactory/Fail basis. The grade of &quot;S&quot; may be awarded only for such approved special courses, &quot;S&quot; and &quot;F&quot; are the only grades which may be awarded to enrollees in such a course. If a course is approved for S-F grading, you may elect to use either S-F grading or letter grading by each section. If S-F grading is not elected, &quot;S&quot; grades are not permitted.</td>
</tr>
<tr>
<td>14</td>
<td><strong>Is the variable title approval being requested?</strong></td>
<td>Variable title approval will normally be given only for courses whose official title is &quot;Research in...,&quot; &quot;Independent Study in....,&quot; etc., with variability being used to specify special topics. Variable title permission is only required one time for each course, and specific variable titles do not require formal approval. Variable titles are processed by submitting them on Schedule Copy forms to the campus scheduling officer. Variable titles are used at the section level, and are not variable by student.</td>
</tr>
</tbody>
</table>
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<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Variable titles need not be used even if the course has been approved for them.</td>
</tr>
<tr>
<td>15</td>
<td>Prerequisites/Corequisites (Information Only)</td>
<td>List all pre-requisites that apply using this format: &quot;P: X-999, X-999&quot; etc.</td>
</tr>
<tr>
<td>16</td>
<td>Course Description</td>
<td>The Bulletin description should not exceed 50 words. (In the bulletin, the description will begin by listing all prerequisites.) Check the proposed course description for clarity, brevity and correct spelling.</td>
</tr>
</tbody>
</table>

Course Attributes for Scheduling

In the **Course Attributes for Scheduling** section, complete the following fields:

| 17 | Equivalent Course(s) | Please list all equivalent courses. A student will only receive credit for one of the courses taken. |
| 18a-d | Repeatable for Credit? | If the course may be taken more than once for credit, please indicate Yes. If yes, please also note the total number of credit hours that a student may receive for the course (Total Career Credit Hours Allowed), the total number of times a student may take the course (Total Career Completions Allowed), and whether or not a student will be allowed to take the course more than once per semester. |
| 19a | Type of Instructional Experience (Select primary component) | Indicate the primary approach that will generally be used for instruction in the course. |
| 19b | Additional component(s) that apply: | Indicate the approach that will generally be used for instruction in the course. If more than one of these... |
component types will be used for instruction, select those in the additional components.

- **Lab** = Students spend largest part of class meetings participating in hands-on exploratory activities in real-world or simulated settings.
- **Lecture** = Students spend largest part of class meeting time listening to oral presentations or recorded media.
- **Activity** = Students engage in educational activities guided by the instructor during class meetings.
- **Discussion** = Students spend largest part of class meeting in structured interchanges with other students.
- **Independent Study** = Students meet with an instructor to establish requirements for receiving course credit, then work independently to complete the requirements, meeting periodically with the instructor for feedback and guidance.
- **Internship** = Students receive course credit for working in an area related to their academic studies under the direct supervision of an employer in a workplace setting with oversight by an instructor.
- **Practicum** = Students receive course credit for working under the supervision of an instructor on a project that provides practical experience related to their academic studies.
- **Readings** = Students receive course credit for engaging in intensive, focused reading and review of literature on a concentrated topic related to their academic studies under the guidance of an instructor.
- **Research** = Students receive course credit for engaging in intensive, focused research on a concentrated topic related to their academic studies under the guidance of an instructor, typically culminating in an intellectual product.
- **Seminar** = During class meetings, students and the instructor work together in focused exploration typically involving some combination of reading, research, discussion, and production of an intellectual product related to their academic studies.

### Instruction Mode (select all that apply)

Indicate the media / technology that will generally be used to deliver instruction in the course; (if more than one of these modes will be used for instruction, check all that apply):

- **Audiovisual-live** = Most instructor-student communication for the course is completed synchronously and one-way (from instructor to
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<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>Instructor Name</td>
</tr>
<tr>
<td></td>
<td>If available, indicate the instructor or this course.</td>
</tr>
<tr>
<td>22</td>
<td>Estimated Enrollment</td>
</tr>
<tr>
<td></td>
<td>Please enter the estimated enrollment.</td>
</tr>
<tr>
<td>23</td>
<td>Estimated Enrollment Percent Expected to be Graduate Students</td>
</tr>
<tr>
<td></td>
<td>Please enter the estimated enrollment percent expected to be Graduate Students.</td>
</tr>
<tr>
<td>24</td>
<td>Frequency of Schedule</td>
</tr>
<tr>
<td></td>
<td>Enter the frequency of schedule.</td>
</tr>
<tr>
<td>25</td>
<td>Course Typically Offered</td>
</tr>
<tr>
<td></td>
<td>The purpose of the <strong>Course Typically Offered</strong> field is to provide information for the students’ ‘My Planner’. This allows students to add courses to their course planner and then assign them to a particular term, allowing the students to plan ahead. Please do not answer this question if you do not know the answer because the students will be counting on its accuracy.</td>
</tr>
<tr>
<td>26</td>
<td>Will this course be required for majors?</td>
</tr>
<tr>
<td></td>
<td>Indicate <strong>Yes</strong> if required for majors. Otherwise, indicate <strong>No</strong>.</td>
</tr>
</tbody>
</table>
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Additional Course Information

In the **Additional Course Information** section, complete the following fields:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>27</td>
<td>Justification for New Course</td>
<td>Enter a justification for the course change.</td>
</tr>
<tr>
<td>28</td>
<td>Does this course overlap with existing courses?</td>
<td>Indicate <strong>Yes</strong> or <strong>No</strong>. If yes, explain the course overlap.</td>
</tr>
<tr>
<td>28b</td>
<td>Please explain</td>
<td></td>
</tr>
<tr>
<td>28c</td>
<td>Have you contacted the appropriate department, school, etc. affected by the overlap?</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Are the necessary reading materials currently available in the appropriate library?</td>
<td>Indicate <strong>Yes</strong> if the reading materials are available.</td>
</tr>
<tr>
<td>30</td>
<td>Does this course require a special fee (anticipated)? (Information Only)</td>
<td>This question may be helpful to you if you are the contact for the Registrar’s Office when they are determining which courses require a fee. Any answers to this question will NOT be used by the Registrar or Bursar.</td>
</tr>
</tbody>
</table>

Campus Specific Questions

**Bloomington campus fields**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>* BL 1</td>
<td><strong>Course Content:</strong> Describe the Course Content.</td>
</tr>
<tr>
<td>* BL 2</td>
<td><strong>Representative Bibliography or Resources:</strong></td>
</tr>
<tr>
<td>* BL 3</td>
<td><strong>Teaching and Learning Methods:</strong></td>
</tr>
<tr>
<td>* BL 4</td>
<td><strong>Learning Outcome/Objectives:</strong></td>
</tr>
<tr>
<td>* BL 5</td>
<td><strong>Student Learning Assessment:</strong></td>
</tr>
</tbody>
</table>

**IUPUI campus fields**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>IN 1</td>
<td><strong>Principles of Undergraduate Learning (PUL)</strong> The Major emphasis is required. The moderate emphasis and some emphasis are optional. 1a = Communication 1b = Quantitative 1c = Information Resource</td>
</tr>
</tbody>
</table>
# Course Approval System

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<table>
<thead>
<tr>
<th>Course ID:</th>
<th>A new Course ID generated from the SIS Course Catalog will be assigned for new courses. If &quot;Matching&quot; then the same Course ID will be used.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remonstrance List:</td>
<td>The number of the monthly remonstrance list on the remonstrance list website.</td>
</tr>
</tbody>
</table>

### South Bend campus fields

<table>
<thead>
<tr>
<th>* SB 1</th>
<th>Does this course satisfy General Education requirements?</th>
<th>Indicate Yes or No</th>
</tr>
</thead>
</table>

### Career Specific Questions

#### University Graduate School fields

<table>
<thead>
<tr>
<th>UGS 1</th>
<th>Is this a cross-listed course?</th>
<th>Indicate Yes or No</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b</td>
<td>Please list the cross-listed courses.</td>
<td></td>
</tr>
<tr>
<td>c</td>
<td>Is this cross-listing being permanently removed?</td>
<td>Indicate Yes or No</td>
</tr>
<tr>
<td>d</td>
<td>Additional comments:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UGS 2</th>
<th>Is this a joint-listed (combined section) course?</th>
<th>Indicate Yes or No</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b</td>
<td>Please list the join-listed (combined section) courses?</td>
<td></td>
</tr>
<tr>
<td>c</td>
<td>Is this joint-listing (combined section) being permanently removed?</td>
<td>Indicate Yes or No</td>
</tr>
<tr>
<td>d</td>
<td>Additional comments:</td>
<td></td>
</tr>
</tbody>
</table>

### For Student Enrollment Services Use Only

<table>
<thead>
<tr>
<th>SES 1</th>
<th>Course ID:</th>
<th>A new Course ID generated from the SIS Course Catalog will be assigned for new courses. If &quot;Matching&quot; then the same Course ID will be used.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SES 2</td>
<td>Remonstrance List:</td>
<td>The number of the monthly remonstrance list on the remonstrance list website.</td>
</tr>
</tbody>
</table>

- **PUL** - Major Emphasis (Mandatory): This PUL is prominent in at least one course objective; it is a focus of the course. Student learning of this PUL is assessed via at least one major assignment.
- **PUL** – Moderate Emphasis (Optional): This PUL is explicitly emphasized in the course. It is prominent in at least one course assignment and is assessed via that assignment.
- **PUL** – Some Emphasis (Optional): This PUL is identified in one or more assignments and is implicitly emphasized in the course.

**NOTE**: PUL designations made here are for information as part of the course approval process. PULs will continue to be updated and maintained at IUPUI in building the schedule of classes each term.
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1. Enter any Notes and Attachments necessary. See below.

Attaching a Syllabus or Other Documents
You can attach any number of documents to the course request forms. Some school do require a syllabus.

1. Located the **Notes and Attachments** section at the bottom of the form.

2. Enter a note in the **Note Text** box. If attaching a syllabus, a note is also required. You can also share additional information to expand on the course information. If you are returning the form to a prior level for approval, the note can also be used to inform that person why you are returning the form.

3. Click **Browse...** to search for your file/attachment (for example, a syllabus).

4. Select the file you want to attach and click **Open**.

5. Now that you have selected your file to attach you will need to click **add** to attach it to the form. *It is recommended that you click add before the document is routed to make sure the attachment is saved.*

6. When the note and attachment are added, it will look like this:
7. You can add another note with an attachment if needed.

**Routing Your Form**

After you have entered all of the necessary information on your form and attached the syllabus, you will need to route the form.

You will notice the following buttons at the bottom of the form: submit, save, close, and cancel.

- **submit**: This will route your form to the next node.
- **save**: Your form will time out if you have it open for too long. In this case, you will want to save it. If you save your form, it will be in your action list as saved.
- **close**: This will close the form without saving it.
- **cancel**: This will cancel the form. As the initiator, if you previously saved the document and no longer want to submit the request, you can cancel the document. It will then no longer be saved or en route.

After you have routed the form you might want to write down the **Document Id** for your records. If you should forget to write down the **Document Id**, you will be able to do a document search.

- **print**: Click this button to print the form. The E-Doc system archives your requests, so it is not necessary to print them. However, if you click it, it will allow you to open the document in PDF format and print your request.

**Saving Your Form**

The form will time out if you have it open for too long, so it is recommended, if you get interrupted to **save** the form.

You must enter data in all of the required fields before submitting. However, if you save the document without completing all of the required fields, you will receive a warning message. You can later go into the forms and complete all of the appropriate fields before submitting the document.

You will need to click the save button at the bottom of the form.
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After clicking this button, your document will go to your action list with a Route Status of Saved and an Action Requested of Complete. You can then go to your action list from OneStart and open the document to submit it. Another option is to go to the Document Search and enter the Document ID number to retrieve the document.

Troubleshooting Problems with the Form
You have a few resources when you are having trouble entering data into the form:

1. You can hover over the question label to receive the help text, which is also provided in this training guide.
2. If you have questions about completing the form, please contact Student Enrollment Services by phone at 855-2218 or e-mail SES-CourseCatalog@exchange.iu.edu.

Change Course Document

1. Select the Requesting Campus. This is the campus submitting the request and where the course will be offered.
2. Select the School. Select the School in which the course will be offered. For example, SPEA, COLL, LIBA, MUS, etc.
3. Select the Subject.
4. Enter the Course Number (example format: W 131). When you tab out of this field, a new field (Document to Initiate) should appear.

5. The Change course button will be selected. Click continue.
6. The Change Course Document page will be displayed. Many of the questions are the same as the New Course Document page and will not need to be completed, unless you would like to change the fields.
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Course Change Document

Document Description

Current: Change to:

1. Requesting Campus
   2. Is this a Required Course?
   3. Actual Credit Type
   4. Current Academic Subject Area
   5. Current Course Number

Requested Information

6. Academic Credit
   7. Credit Type
   8. Effective Term (Anticipated) Text:

Course Catalog Information

Current: Change to:

9. Change Course Title
   10. Abbreviation
   11. Change Academic Subject Area
   12. Change Course Number
   13. Has course number been reserved with Subject Department Approval?

   14. Is the current course being discontinued?
   15. Change Credit Hours
   16. Change Credit Hours Text
   17. Is the grading approval being requested?
   18. Is variable title approval being requested?

   19. Propositional/Proposition Information

   20. Course Description

   21. Credits

   22. Repeatable for Credit

   23. Type of Instructional Experience

   24. Instruction Mode

   25. Instructor Name

   26. Estimated Enrollment

   27. Estimated Enrollment Percent Expected to be Graduates

   28. Frequency of Schedule

   29. Will this course be required for majors?

   30. Additional Course Information

   31. Affiliation for Course Change

   32. Does the course overlap with existing courses?

   33. Are the necessary reading materials considered complete?

   34. Does this course require a special fee (Additional Information Only)

   35. Related StateBoard Revisions

   Notes and Attachments

   Is this a new course?

   Title:

   Dept: 

   Code: 

   Dates: 

   Adjunct:

   External:

   Title:

   Dept:

   Code:

   Dates:

   Adjunct:

   External:

   Title:

   Dept:

   Code:

   Dates:

   Adjunct:

   External:

   Title:

   Dept:

   Code:

   Dates:

   Adjunct:

   External:

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7. After you have made changes to the appropriate fields, follow the steps in the Routing Your Form section of this document.

Matching Course Document

1. Select the Requesting Campus. This is the campus submitting the request and where the course will be offered.

2. Select the School. Select the School in which the course will be offered. For example, SPEA, COLL, LIBA, MUS, etc.

3. Select the Subject.

4. Enter the Course Number (example format: W 131). When you tab out of this field, a new field (Document to Initiate) should appear.

5. The Create new course, matching this course button will be selected. Click continue.

6. The New Course Document page will be displayed. Many of the fields on the matching course form will not be editable because the data should always match the originating course.

7. After you have completed the appropriate fields, follow the steps in the Routing Your Form section of this document.
How to Determine Who Has Your Form in Their Action List

Using Document Search

1. Click the *Notifications* tab.
2. In the left side menu, click **Document Search**.
3. Type in the criteria for your search (for example, **Document/Notification Id** or **Date Created From**, etc).
4. Click **search**.

Your results will look something like this:

<table>
<thead>
<tr>
<th>Id</th>
<th>Type</th>
<th>Title</th>
<th>Status</th>
<th>Action Requested</th>
<th>Initiator</th>
<th>Delegator</th>
<th>Date Created</th>
<th>Group Request</th>
<th>Log</th>
</tr>
</thead>
<tbody>
<tr>
<td>S087395</td>
<td>SS SY CAR New Course Document</td>
<td>New course - New Course IN SPEA A 125</td>
<td>ENROUTE</td>
<td>APPROVE</td>
<td>Doe, John</td>
<td></td>
<td>07:55 PM 03/26/2010</td>
<td>SIS SY CAR IN SPEA ALL APPROVAL</td>
<td></td>
</tr>
</tbody>
</table>

5. Click in the **Log** column.

The *Route Log* page will give you all kinds of useful information, including, the name of the workgroup that is currently responsible for approving the form.
6. If you would like to see who is in the workgroup, click the workgroup name.

All levels of approval within the system have been set up with workgroups. This allows the schools, departments, etc. to have a back-up if someone should take a vacation or an extended leave.

Other Resources:

Workflow online demonstration/tutorial for Admin Users:
http://ses.indiana.edu/campusServices/sisTraining/SIS9.0_onlineHelp/job_aids/sr/eDocs/