

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

The screenshot shows a web form titled "CARMin: Course Approval". It has two main sections: "Document Overview" and "Course Request Key Fields". The "Document Overview" section is currently expanded, showing a "Document Description" field. The "Course Request Key Fields" section is also expanded and contains four numbered rows of input fields:

1.	Requesting Campus: *	Campus... ▾
2.	School: *	School... ▾
3.	Subject: *	Subject... ▾
4.	Course Number: *	** [] - [] ** if applicable, include subject letter designation

At the bottom right of the form, there is a note: "* required field". At the bottom center, there is a "continue" button.

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.

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CARMin: Course Approval

Document Overview

Document Description: New ENG-X 205 IUINA LIBA

Course Request Key Fields

1.	Requesting Campus: *	IN - IUPUI
2.	School: *	LIBA - School of Liberal Arts
3.	Subject: *	ENG - English
4.	Course Number: *	** X - 205 ** if applicable, include subject letter designation
5.	Document to Initiate: *	<input checked="" type="radio"/> Create a new course

* required field

- 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.
- 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.

*1a	Requestor Campus	Indicate the campus submitting the request. Select the Campus in which the course will be offered.
1b	Other Campuses (if System-Wide School)	System-wide schools should check all appropriate campuses. This field is only available for a small set of schools that have system-wide approval.
2	Is this a matching course?	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 > Curriculum Management > Course Catalog > Catalog Summary
3	School	Select the School in which the course will be offered. Examples: COLL, LIBA, MUS, etc.
4	Subject	Academic Subject is the same as department code. Examples: PHYS, MUS, etc
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

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		letter. Letter not required if Purdue. (number) The course number must be 3 digits for IU courses or 5 digits for Purdue courses.
5b	Has course number been reserved with <u>Student Enrollment Services</u>?	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.
6	Credit Type	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.
7	Is this a Purdue Course?	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.
8a	Course Title	Check the proposed course title for clarity, brevity and correct spelling. List the title as it should appear in the bulletin or course catalog.
8b	Recommended Abbreviation	An abbreviated title of no more than 30 characters should be listed. This title will appear on the students' records.

NOTE:	Click <input type="button" value="▼ hide"/> to hide one or multiple sections of the form. Click <input type="button" value="▶ show"/> to display a section of the form that has been hidden.
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Course Catalog Attributes

The screenshot shows a web form titled "Course Catalog Attributes" with a "hide" button. The form contains the following fields:

- 9. Academic Career: * (Dropdown menu)
- 10. Effective Term (anticipated): * (Dropdown menu)
- 11. Credit Hours: * (Radio buttons for Fixed and Variable)
- 12. Contact Hours: * (Radio buttons for Fixed and Variable)
- 13. Is S-F grading approval being requested? * (Radio buttons for Yes and No)
- 14. Is variable title approval being requested? * (Radio buttons for Yes and No)
- 15. Prerequisites/Corequisites (Information Only): * (Text area with up/down arrows)
- 16. Course Description: * (Text area with up/down arrows)

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

9	Academic Career	Select the Academic Career (ugrd, grad, med, opt, etc.)
10	Effective Term (anticipated)	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.
11	Credit Hours	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 Notes and Attachments section at the bottom of the page.
12	Contact Hours	Indicate the contact hours that meets each week, in a regular semester format.
13	Is S-F grading approval being requested?	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 "S" may be awarded only for such approved special courses, "S" and "F" 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, "S" grades are not permitted.
14	Is the variable title approval being requested?	Variable title approval will normally be given only for courses whose official title is "Research in....," "Independent Study in....," 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.

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		Variable titles need not be used even if the course has been approved for them.
15	Prerequisites/Corequisites (Information Only)	List all pre-requisites that apply using this format: "P: X-999, X-999" etc.
16	Course Description	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.

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

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		<p>component types will be used for instruction, select those in the additional components.</p> <p>Lab = Students spend largest part of class meetings participating in hands-on exploratory activities in real-world or simulated settings.</p> <p>Lecture = Students spend largest part of class meeting time listening to oral presentations or recorded media.</p> <p>Activity = Students engage in educational activities guided by the instructor during class meetings.</p> <p>Discussion = Students spend largest part of class meeting in structured interchanges with other students.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
20	Instruction Mode (select all that apply)	<p>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):</p> <p>Audiovisual-live = Most instructor-student communication for the course is completed synchronously and one-way (from instructor to</p>

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		<p>student) through students' viewing or listening to broadcast audio and/or video programs.</p> <p>Audiovisual-recorded = Most instructor-student communication for the course is completed asynchronously and one-way (from instructor to student) through students' viewing or listening to pre-recorded audio and/or video programs.</p> <p>Correspondence = Most instructor-student communication for the course is completed asynchronously through paper-based mailings.</p> <p>Face-to-Face = Most instructor-student communication for the course is completed through live, face-to-face class meeting and office hours.</p> <p>Teleconference Systems = Most instructor-student communication for the course is completed synchronously through class meetings that are conducted using two-way interactive audio/video connections that link people in different locations using phone or cable lines.</p> <p>World Wide Web = Most instructor-student communication for the course is completed through World Wide Web technologies, and may be synchronous, asynchronous or a combination.</p>
21	Instructor Name	If available, indicate the instructor or this course.
22	Estimated Enrollment	Please enter the estimated enrollment.
23	Estimated Enrollment Percent Expected to be Graduate Students	Please enter the estimated enrollment percent expected to be Graduate Students.
24	Frequency of Schedule	Enter the frequency of schedule.
25	Course Typically Offered	The purpose of the Course Typically Offered 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.
26	Will this course be required for majors?	Indicate Yes if required for majors. Otherwise, indicate No .

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Additional Course Information

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

27	Justification for New Course	Enter a justification for the course change.
28	Does this course overlap with existing courses?	Indicate Yes or No . If yes, explain the course overlap.
28b	Please explain	
28c	Have you contacted the appropriate department, school, etc. affected by the overlap?	
29	Are the necessary reading materials currently available in the appropriate library?	Indicate Yes if the reading materials are available.
30	Does this course require a special fee (anticipated)? (Information Only)	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.

Campus Specific Questions		
Bloomington campus fields		
* BL 1	Course Content:	Describe the Course Content.
* BL 2	Representative Bibliography or Resources:	
* BL 3	Teaching and Learning Methods:	
* BL 4	Learning Outcome/Objectives:	
* BL 5	Student Learning Assessment:	
IUPUI campus fields		
IN 1	Principles of Undergraduate Learning (PUL)	The Major emphasis is required. The moderate emphasis and some emphasis are optional. 1a = Communication 1b = Quantitative 1c = Information Resource

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		<p>2 = Thinking 3 = Knowledge 4 = Intellect 5 = Society 6 = Values</p> <ul style="list-style-type: none"> • 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. <p>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.</p>
South Bend campus fields		
* SB 1	Does this course satisfy General Education requirements?	Indicate Yes or No
Career Specific Questions		
University Graduate School fields		
UGS 1 a	Is this a cross-listed course?	Indicate Yes or No
b	Please list the cross-listed courses.	
c	Is this cross-listing being permanently removed?	Indicate Yes or No
d	Additional comments:	
UGS 2 a	Is this a joint-listed (combined section) course?	Indicate Yes or No
b	Please list the join-listed (combined section) courses?	
c	Is this joint-listing (combined section) being permanently removed?	Indicate Yes or No
d	Additional comments:	
For Student Enrollment Services Use Only		
SES 1	Course ID:	A new Course ID generated from the SIS Course Catalog will be assigned for new courses. If "Matching" then the same Course ID will be used.
SES 2	Remonstrance List:	The number of the monthly remonstrance list on the remonstrance list website.

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1. Enter any Notes and Attachments necessary. See below.

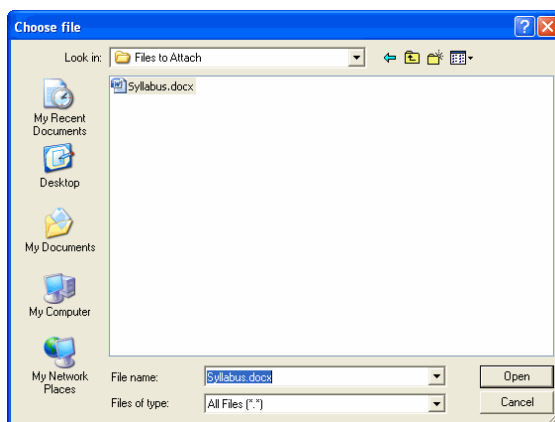
Attaching a Syllabus or Other Documents

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.

The screenshot shows a web form titled "Notes and Attachments (0)" with a "hide" button. Below the title is a table with columns: "Posted Timestamp", "Author", "Note Text *", "Attached File", and "Actions". The "Note Text" column has a text input field. The "Attached File" column has a "Browse..." button and a "CANCEL" button. Below the table are sections for "Ad Hoc Recipients" and "Route Log", each with a "show" button. At the bottom right, there is a note "* required field" and a row of buttons: "submit", "save", "close", and "cancel".

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:

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Notes and Attachments (1) hide					
Notes and Attachments					
	Posted Timestamp	Author	Note Text *	Attached File	Actions
add:			<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="add"/>
1	12/31/2009 11:16 AM		Attached the syllabus for this course.	Syllabus.docx (9 KB, application/vnd.openxmlformats-officedocument.wordprocessingml.document)	<input type="button" value="cancel"/>

Ad Hoc Recipients

Route Log

* required field

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 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.

The screenshot shows the 'CARMIn: Course Approval' form. The 'Document Overview' section shows 'Document Description: Course Change BL ENG-W 131'. The 'Course Request Key Fields' section contains the following fields:

1.	Requesting Campus: *	BL - Bloomington
2.	School: *	COLL - College of Arts & Sciences
3.	Subject: *	ENG - English
4.	Course Number: *	W - 131
5.	Document to Initiate: *	Change course ENG-W 131

A red circle highlights the 'Document to Initiate' field. A 'continue' button is visible at the bottom of the form. A note at the bottom right states '* required field'.

5. The **Change course** button will be selected. Click .
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 ?		Doc Nbr: 1219835	Status: INITIATED
		Initiator: kkwade	Created: 01:27 PM 03/24/2010
		expand all	collapse all

Course Change Document

Document Overview ▼ hide

Document Overview

Description: BL ENG-W 131

Course Request Key Fields ▼ hide

1.	Requesting Campus: *	Current: BL - Bloomington	Change to:
2.	Is this a Purdue Course?	No	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Change
3.	School: *	COLL - College of Arts & Sciences	
4.	Current Academic Subject Area:	ENG - English	
5.	Current Course Number:	W-131	

Required Information ▼ hide

6.	Academic Career:	Undergraduate
7.	Credit Type: *	Credit Type...
8.	Effective Term (anticipated): *	Term...

Course Catalog Attributes ▼ hide

9a.	Change Course Title:	Current: ELEMENTARY COMPOSITION 1	Change to:
b.	Abbreviation (30 characters):	ELEMENTARY COMPOSITION 1	
10a.	Change Academic Subject Area:	ENG - English	Subject...
b.	Change Course Number:	W-131	** if applicable, include subject letter designation
c.	Has course number been reserved with Student Enrollment Services?		<input type="radio"/> Yes <input type="radio"/> No
11a.	Is the current course being discontinued?		<input type="radio"/> Yes <input type="radio"/> No clear
12.	Change Credit Hours:	From 2 to 3	<input type="radio"/> Fixed <input type="radio"/> Variable clear
13.	Change Contact Hours:	<input type="radio"/> Fixed <input type="radio"/> Variable clear	<input type="radio"/> Fixed <input type="radio"/> Variable clear
14.	Is S-F grading approval being requested?	No	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Change
15.	Is variable title approval being requested?	No	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Change
16.	Prerequisites/Corequisites (Information Only):		
17.	Course Description:		

Course Attributes for Scheduling ▼ hide

18.	Equivalent Courses:	Current:	Change to:
19a.	Repeatable for Credit?	No	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Change
20a.	Type of Instructional Experience (Select primary component):	Lecture	Component ...
b.	Additional component(s) that apply:	<input type="checkbox"/> Discussion <input type="checkbox"/> Ind Study <input type="checkbox"/> Lecture	<input type="checkbox"/> Activity <input checked="" type="checkbox"/> Ind Study <input type="checkbox"/> Quiz <input type="checkbox"/> Clinic <input type="checkbox"/> Intern <input type="checkbox"/> Readings <input type="checkbox"/> Colloquium <input type="checkbox"/> Laboratory <input type="checkbox"/> Recitation <input type="checkbox"/> Demo <input checked="" type="checkbox"/> Lecture <input type="checkbox"/> Research <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Methods <input type="checkbox"/> Seminar <input type="checkbox"/> Drill <input type="checkbox"/> Practice <input type="checkbox"/> Wait List <input type="checkbox"/> Field <input type="checkbox"/> Practicum
21.	Instruction Mode (select all that apply):		<input type="checkbox"/> Audiovisual-live <input type="checkbox"/> Audiovisual-recorded <input type="checkbox"/> Correspondence <input type="checkbox"/> Face-To-Face <input type="checkbox"/> Teleconference Systems <input type="checkbox"/> World Wide Web
22.	Instructor Name:		
23.	Estimated Enrollment:		
24.	Estimated Enrollment Percent Expected to be Graduate Students:		
25.	Frequency of Schedule: *	Frequency ...	
26.	Change Course Typically Offered:	Fall, Spring and Summer Terms	Typically Offered ...
27.	Will this course be required for majors? *		<input type="radio"/> Yes <input type="radio"/> No

Additional Course Information ▼ hide

28.	Justification for Course Change: *	
29a.	Does this course overlap with existing courses? *	<input type="radio"/> Yes <input type="radio"/> No
30.	Are the necessary reading materials currently available in the appropriate library?	<input type="radio"/> Yes <input type="radio"/> No
31.	Does this course require a special fee (anticipated)? (Information Only)	<input type="radio"/> Yes <input type="radio"/> No

Student Enrollment Services ▼ hide

Notes and Attachments (0) ▼ hide

Notes and Attachments	Posted Timestamp	Author	Note Text	Attached File	Actions
add:				<input type="text"/> Browse...	add

* required field

[submit](#) [save](#) [close](#) [cancel](#) [print](#)

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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.

CARMLn: Course Approval

Document Overview

Document Description New Course EA BUS-X 101

Course Request Key Fields

1.	Requesting Campus: *	EA - East
2.	School: *	BUSE - Sch of Business and Economics
3.	Subject: *	BUS - Business
4.	Course Number: *	X - 101 ** if applicable, include subject letter designation
5.	Document to Initiate: *	<input checked="" type="radio"/> Create new course, matching this course <ul style="list-style-type: none">■ IUPUC Business BUS-X 101■ IUPUI Kelley School of Business BUS-X 101■ Bloomington Kelley School of Business BUS-X 101


* required field

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

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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 .

Your results will look something like this:

<u>Id</u>	<u>Type</u>	<u>Title</u>	<u>Status</u>	<u>Action Requested</u>	<u>Initiator</u>	<u>Delegator</u>	<u>Date Created</u>	<u>Group Request</u>	<u>Log</u>
5987598	SIS.SY CAR New Course Document	New course - New Course IN SPEA-A 125	ENROUTE	APPROVE	Doe, John		07:55 PM 03/26/2010	SIS.SY.CAR.IN.SPEA. ALL.APPROVAL	

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.

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Route Log refresh

ID: 5987659 hide

Title	New Course , CSCI-A 106, IUNWA, UGRD, Dental Aux Educ Undergraduate, Pre Dental Hygiene		
Type	New Course Request	Created	11:58 PM 03/26/2010
Initiator	Brown, John	Last Modified	11:58 PM 03/26/2010
Status	ENROUTE	Last Approved	
Node(s)	SIS.	Finalized	

Actions Taken hide

Action	Taken By	For Delegator	Time/Date	Annotation
COMPLETED	Brown, John		11:58 PM 03/26/2010	

Pending Action Requests hide

Action	Requested Of	Time/Date	Annotation
IN ACTION LIST APPROVE	SIS.NW.DAED*.ADV	11:58 PM 03/26/2010	

Future Action Requests show

6. If you would like to see who is in the workgroup, click the workgroup name.

Group expand all collapse all

Overview hide

Group Id: 2065766	Type Name: Default
Group Namespace: KUALI	Group Name: SIS.NW.DAED*.ADV
Active?: Yes	Group Description:

Assignees hide

Viewing rows 1 to 3

	Type Code	* Member Identifier	Name	Active From Dt	Active To Dt
1	Principal	0000111122	dkrause		
2	Principal	0000222211	jurobin		
3	Principal	0000222222	kkwade	05/07/2010	

close

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/