Authorization to Add-or- Delete A Course from the Student Record eForm

Information for Faculty – Department Chairpersons - Deans
The Worklist may still be accessed via the link on the MyHusky home page.

Instructions follow:
• You will receive the Authorization to Add a Course in your worklist upon approval from the Office of the Registrar to add the course to the student record.
• You will also receive an email with a link to the form.
• The documentation you provided to the Office of the Registrar when requesting the add will be attached to the form.
• The student and course information from your documentation will be populated on the form.
• Simply approve the form to route for approvals and processing.
• You will receive an email notification once the add has been processed.
You will receive the Authorization to Delete a Course in your worklist upon approval from the Office of the Registrar to delete the course from the student record.

You will also receive an email with a link to the form.

The documentation you provided to the Office of the Registrar when requesting the delete will be attached to the form.

The student and course information from your documentation will be populated on the form.

Simply approve the form to route for approvals and processing.

You will receive an email notification once the delete has been processed.
Routing and Notifications:

- Notification of the request to Add –or- Delete a course with a link to view the form will be sent to:
  1. Department Secretary
  2. Graduate Studies Administrative Assistant (only for courses at the 500-600 level)

- Notification with a link to evaluate the form and a worklist item will route in this order:
  1. Instructor
  2. Department Chairperson
  3. College Dean
  4. Graduate College Dean (only for courses at the 500-600 level)

Once the Add – Delete is processed an email notification will be sent to the Instructor – Chair – Dean and student. Graduate Dean and Graduate Administrative Assistant will receive a notification if a 500-600 level course has been added or deleted.