

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

Information for Faculty – Department Chairpersons - Deans



Student and Course Information

STUDENT INFORMATION

Current Date 06/03/2020

Student BU ID 408089

Student Name Alicia Denisse Laubscher

Student Email adl99771@huskies.bloomu.edu

Student Phone 570/713-8412

COURSE INFORMATION

\* Grade should entered only if course being added is in a term previous to the current term.

Term\* 2018 Spring

2018 Spring

Instructor Steven T Rier

Subject Area BIOLOGY

Biological Allied Health Sci

Meeting Days W

Catalog Nbr 456

ECOSTREAMS

Start Time 6:30 PM

Class Section 01

01

End Time 9:00 PM

Class Number 2895

Credits 3

Grade - Only for PAST Terms - Not Current Term B

FILE ATTACHMENTS

Status	Action	Description	File Name	Remove
1		View	Documentation 2508632020-06-03-13.15.27Authorization_to_Add_a_Course.pdf	Delete

COMMENTS

Search Approve Deny Recycle Hold Print

- 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.

Student and Course Information

STUDENT INFORMATION

Current Date 06/03/2020

Empl ID 408089

Student Name Alicia Denisse Laubscher

Student Email adl99771@huskies.bloomu.edu

Student Phone 570/713-8412

COURSE INFORMATION

Term 2018 Spring 2018 Spring

Instructor Michael F Ruffini

Class Nbr 2321 EDUC TECHNOLOGY

Meeting Days MW

Subject Area EDFOUND

Start Time 9:30 AM

Catalog Nbr 204

End Time 10:45 AM

Course Title EDUC TECHNOLOGY

Class Section 04

Credits 3

FILE ATTACHMENTS

Status	Action	Description	File Name	Remove
1	<a href="#">View</a>	Documentation	2508632020-06-03-13.20.56Authorization_to_Delete_a_Course.pdf	<a href="#">Delete</a>

[Add Row](#)

COMMENTS

[Search](#) [Approve](#) [Deny](#) [Recycle](#) [Hold](#) [Print](#)

- 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.