MASTER SCHEDULE FORM

UPDATE and/or CANCEL a Course
Submit
Approve/Deny
Access for the DEPARTMENT CHAIRPERSONS will be via the Electronic Forms link on the dashboard.

Click on Electronic Forms, then choose the form you wish to complete from the form links returned.

ALTERNATELY:
Department Chairpersons may click on the MyHusky Full Site link and proceed by clicking on Work Center from the MyHusky home page and completing the steps that follow for the Department Secretary.
Access for the DEPARTMENT SECRETARY will be through the Work Center:

Click on Work Center from your MyHusky home page.

In the Master Schedule section click Update/Cancel a Course.
UPDATE A COURSE

• Follow the bulleted instructions listed on the eForm.
• Each field associated with the course will appear in succession after the prior one is populated beginning with Term.
• ALWAYS use the look ups (magnifying glass) to choose the data to populate the fields.
• All fields are REQUIRED.
• YOU CANNOT TYPE DATA INTO THE FORM FIELDS. You MUST use the look ups (magnifying glass and/or drop downs).
• Original course information will populate the form.

• Changes to the meeting details of the course will be made in the “Updated Meeting Details” segment.

• You may change the:
  • Instructor – look up will populate only Faculty associated with the subject chosen on the form.
  • Facility – (Room) drop down will populate facility ID’s and room descriptions.
  • Meeting Days – drop down will populate with standard meeting day patterns.
  • Meeting Times – drop down will populate with standard meeting times for the meeting days chosen.

• Instructions for Non Standard Meeting Patterns follows on the next page.
When using NON STANDARD Meeting Times

- First choose Non Standard in the drop down for Meeting Days.
- Choose the start and end times of the course from the look up next to each field.
- Check the days the course will be taught by clicking on the box under the days of the week.
Original Mode of Instruction will populate the form.

<table>
<thead>
<tr>
<th>Instruction Mode</th>
<th>Online 100%</th>
<th>50% or more Y asynchronously?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section Notes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enrollment Capacity</td>
<td>32</td>
<td>Wait List Capacity 32</td>
</tr>
</tbody>
</table>
Update Mode of Instruction: Follow the instructions in the segment on the form:

- Update the Instruction Mode by choosing one from the drop-down.
  - If the mode of instruction is not IN PERSON the Asynchronously question will populate and must be answered.

- Section Notes or any important information related to the course can be manually entered in the Section Notes text box.

- Update enrollment capacity by changing the number in the box. This defaults to the current cap but can be updated.

- Update the waitlist capacity by changing the number in the box. This defaults to the current waitlist cap but can be updated. If this course is not enable for waitlisting the number will default to 0. You can enable waitlisting by entering a number greater than 0 here.

- Update/Enter applicable enrollment requirement group information in the box.

- Attach any necessary documentation, this is optional.

- Enter any additional information in the Comments box.
Changes to any of the fields for Meeting Details or Mode of Instruction will be highlighted on the form.

Fields designated with an (*) asterisk are required.

Once all desired changes are made click “update course”.

The form will then route to the appropriate approver.

If conflicts with the requested updates exist the Office of the Registrar will recycle the form back to you for corrections.

Once updated and resubmitted the form will route the approval process.

Once the update is complete you will receive an email notification.
CANCEL A COURSE

- Follow the bulleted instructions listed on the eForm.
- Each field associated with the course will appear in succession after the prior one is populated beginning with Term.
- Choose “Cancel this Course” in the drop down, then click Next.
• Once the course to be cancelled is chosen the next “page” containing the course information will appear.

• All fields on this page are static and cannot be changed.

• Simply click “Cancel Course”.

• The form will then route to the appropriate approver.

• Once the cancellation is complete you will receive an email notification.

• Students enrolled in the cancelled course will be dropped from the course and will receive an email notification alerting them to the cancellation.
Department Chairperson and Dean will have 2 options of accessing their eForms.

1. Go to MyHusky and click on “Worklist” in the upper right corner. This will open all eForms pending your approval.
2. Each time an eForm is submitted for your approval you will receive an email notification containing a link to the form requiring an action from you. First, you must be logged into MyHusky, then when you click on the link in the email the form will open.
3. Changes to the original course details will be highlighted as in the examples above.
4. Once you take action on the form an email notification will be generated and the form will follow the appropriate workflow to completion.

** If the Department Chairperson is the submitter of the form they will receive an email notification and a worklist item to also approve the form they submitted.**