Advisor/Student Submit Requests

Advisors and students can submit, view submitted requests and search requests. To submit a request, please following the 4 easy steps (taking course substitution for example):
Step 1: fill the basic information

- Request Type: Course Substitution
- Student ID: 12345678
- Student First Name: David
- Student Last Name: Garza
- Student UTRGV Email: david.garza01@utrgv.edu
- Student College: College of Science
- Student Major: Biology
- Student Department: Biology
- Student Minor/Concentration (optional)
- Catalog Year: 2017

Step 2: Enter course substitution.

When the course is being entered, type in the first 2 or more letters of the course, e.g. “ki”, to get all courses starting with “KI as shown below. If the course is not available, it can be typed in as it was done with the paper form.

After the courses information is filled, click “Add Substitution” button before click “Next”
### Submit New Request

#### Step 2/4: Enter course substitution

**Course previously taken**

<table>
<thead>
<tr>
<th>Year</th>
<th>Term</th>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>Fall</td>
<td>KINE 1201</td>
<td>KINE 1201</td>
</tr>
<tr>
<td></td>
<td></td>
<td>KINE 1202</td>
<td>KINE 1202</td>
</tr>
<tr>
<td></td>
<td></td>
<td>KINE 1203</td>
<td>KINE 1203</td>
</tr>
<tr>
<td></td>
<td></td>
<td>KINE 1204</td>
<td>KINE 1204</td>
</tr>
<tr>
<td></td>
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<td>KINE 1205</td>
<td>KINE 1205</td>
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<td>KINE 1206</td>
<td>KINE 1206</td>
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<td>KINE 1207</td>
<td>KINE 1207</td>
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<td>KINE 1208</td>
<td>KINE 1208</td>
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<td>KINE 1209</td>
<td>KINE 1209</td>
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<td></td>
<td>KINE 1210</td>
<td>KINE 1210</td>
</tr>
<tr>
<td></td>
<td></td>
<td>KINE 1211</td>
<td>KINE 1211</td>
</tr>
<tr>
<td></td>
<td></td>
<td>KINE 1212</td>
<td>KINE 1212</td>
</tr>
</tbody>
</table>

**UTRGV Course to be Substituted**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>KINE 2310</td>
<td></td>
</tr>
</tbody>
</table>

Please enter the justification here. This should include why the course(s) previously taken (whether at UTRGV or another institution) should be considered for substitution of the required course at UTRGV.

### Course(s) transferred in

<table>
<thead>
<tr>
<th>Term</th>
<th>Course Code</th>
<th>Grade</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017 Fall</td>
<td>KINE 1201</td>
<td>B</td>
<td>3</td>
</tr>
</tbody>
</table>

**Course substitute for**

<table>
<thead>
<tr>
<th>Course</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1108</td>
<td>Core</td>
</tr>
</tbody>
</table>

**Student justification:**

This is a test
Step 3: Upload documents (Optional)

Submit New Request

Step 3/4: Upload supporting document(s). These may include a course syllabus, catalog course description, unofficial transcript, etc.

File description:

Browse file: [Upload] [Browse...]

Once you’ve filled in the file description and selected a file, click “Upload.”

⚠️ Allowed file types:
.doc .docx .gif .jpg .pdf .png .xls .xlsx

Step 4: Verify department chair or designee and submit

Step 4/4: Submit for approval.

☑️ Frederic Zaldivar
☑️ Daniele Provanzano

⚠️ Note: if you don’t see an approver listed, contact The Office of University Registrar at certification@utrgv.edu for assistance.

After the request is submitted, it will be displayed under “My Requests” Tab and the detailed information, including the full workflow path and current pending approver, can be viewed from view detail page.

Waiver request is similar to that of course substitution with a little variation, but can be easily be completed following the same steps.

Note: if you stopped in the middle entering the request, you can always come to “My Requests” and find that request to resume the data entry.
**Request Details**

### Course(s) Transferred In

<table>
<thead>
<tr>
<th>Term</th>
<th>Course</th>
<th>Grade</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017 Fall</td>
<td>KINE 1201</td>
<td>8</td>
<td>3</td>
</tr>
</tbody>
</table>

### Course Substitute For

<table>
<thead>
<tr>
<th>Course</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1108</td>
<td>Core</td>
</tr>
</tbody>
</table>

**Student Justification:**
This is a test

**Current Queue:**
Department

**Completed Date:**

**Flow Path:** Advisor > Department > Dean > Provost > Registrar

**Workflows**

- From: advisor@utrgv.edu - Advisor
- To: fredrick.zaidan@utrgv.edu - Department
- Decision:
- Decision by:
- Decision Justification:
Course Substitution and Waiver Workflows

**Figure 1:** workflow
How to Approve Requests

- Approvers login and see a list of pending requests
  - Click "Select" and go to view detail page

Requests pending approval, click Select to view details

<table>
<thead>
<tr>
<th>ID</th>
<th>Request Type</th>
<th>SID</th>
<th>Student Name</th>
<th>Major</th>
<th>Department</th>
<th>Catalog Year</th>
<th>Submitted By</th>
<th>Date Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select 4</td>
<td>Course Substitution</td>
<td>12345678</td>
<td>David Garza</td>
<td>Biology</td>
<td>Biology</td>
<td>2017</td>
<td><a href="mailto:advisor@utrgv.edu">advisor@utrgv.edu</a></td>
<td>11/11/2016</td>
</tr>
</tbody>
</table>

- Click “Select” and go to view detail page

View Request Details and Workflows

Form ID 4

- Request Type: Course Substitution
- Student ID: 12345678
- Student Name: David Garza
- Major: Biology
- Department: Biology
- College: College of Science
- Minor/Concentration:
- Catalog Year: 2017
- Submitted Date: 11/11/2016
- Submitted By: advisor

<table>
<thead>
<tr>
<th>Course(s) Transferred in</th>
<th>Course Substitute for</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term</td>
<td>Course</td>
</tr>
<tr>
<td>2017 Fall</td>
<td>KINE 1201</td>
</tr>
</tbody>
</table>

- Student Justification: This is a test
- Current User: fredrick.zaidan@utrgv.edu
- Current Queue: Department
- Completed Date:

Workflows

- Make a Decision

Flow Path: Advisor > Department > Dean > Provost > Registrar

Queue: fredrick.zaidan@utrgv.edu - Department
Decision:
Decision by:
Decision Justification:
➢ Click “Make a Decision” button to get the popup, enter decision, justification and submit.

Note: if you don’t see an approver listed, contact The Office of University Registrar at certification@utrgv.edu for assistance.
New workflow is generated.

<table>
<thead>
<tr>
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<td>Term</td>
<td>Course</td>
</tr>
<tr>
<td>2017 Fall</td>
<td>KINE 1201</td>
</tr>
</tbody>
</table>

Student Justification: This is a test

Current User: parwinder.grewal@utrgv.edu

Current Queue: Dean

Completed Date:

Workflows

Queue: fredrick.zaidan@utrgv.edu - Department

Decision: Approved

Decision by: fredrick.zaidan@utrgv.edu

Decision Justification: I am approving this request

Queue: parwinder.grewal@utrgv.edu - Dean

Decision:

Decision by:

Decision Justification: