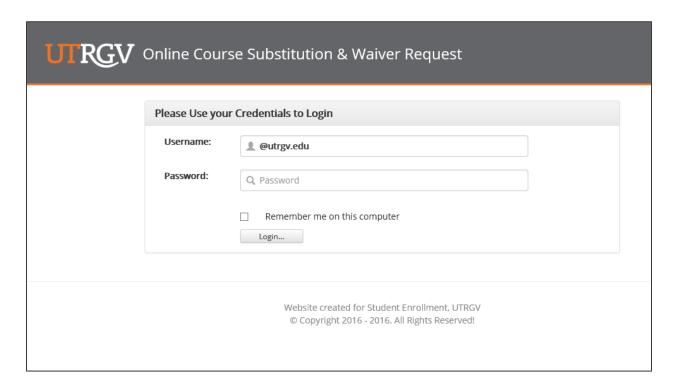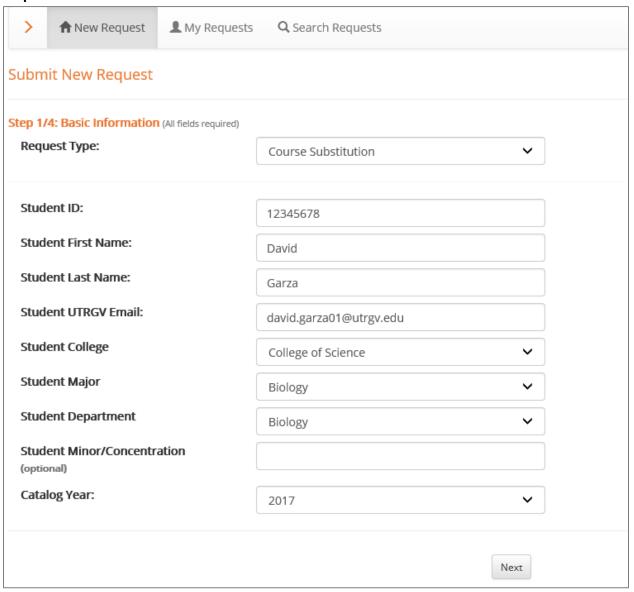# Online Course Substitution/Waiver Training Manual

Login URL: https://enrollment.utrgv.edu/CourseSubst

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):

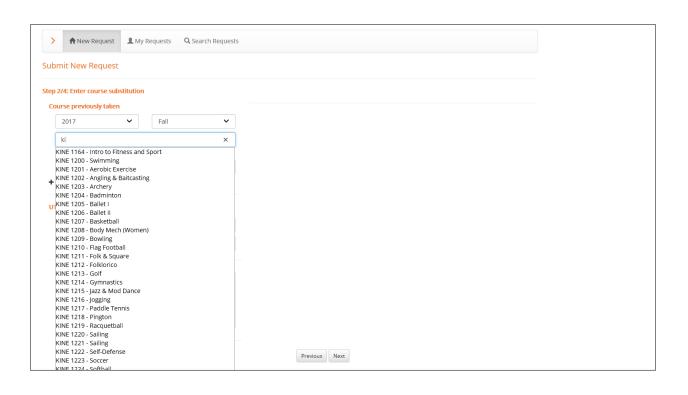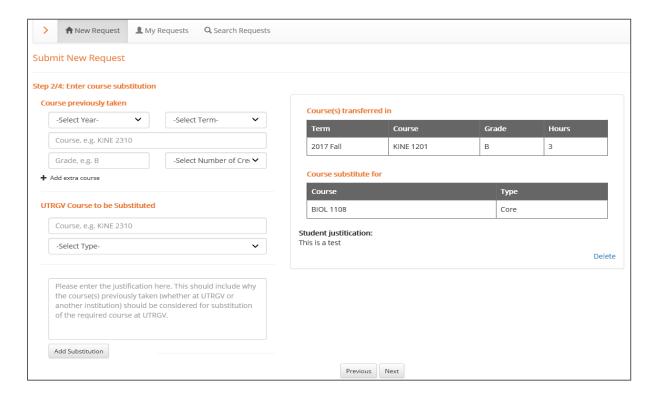➢ **Step 1: fill the basic information**

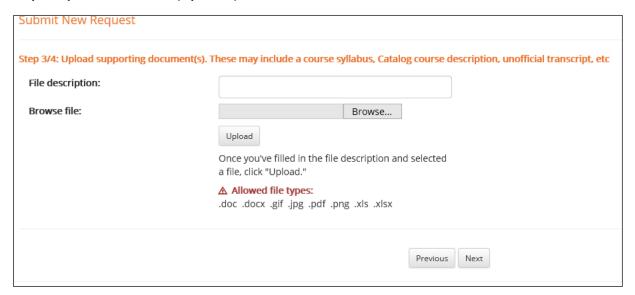➢ **Step 2: Enter course substitution.**
When the course is being entered, type in the first 2 or more letters of the course, e.g. "ki", to get all courses starting with "KI as shown below. If the course is not available, it can be typed in as it was done with the paper form.

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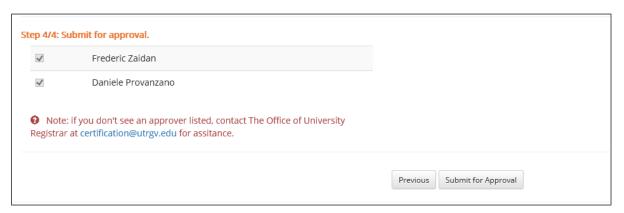
Submit New Request

Step 2/4: Enter course substitution

Course previously taken

2017	Fall

ki   ✕

KINE 1164 - Intro to Fitness and Sport
KINE 1200 - Swimming
KINE 1201 - Aerobic Exercise
KINE 1202 - Angling & Baitcasting
KINE 1203 - Archery
KINE 1204 - Badminton
KINE 1205 - Ballet I
KINE 1206 - Ballet II
KINE 1207 - Basketball
KINE 1208 - Body Mech (Women)
KINE 1209 - Bowling
KINE 1210 - Flag Football
KINE 1211 - Folk & Square
KINE 1212 - Folklorico
KINE 1213 - Golf
KINE 1214 - Gymnastics
KINE 1215 - Jazz & Mod Dance
KINE 1216 - Jogging
KINE 1217 - Paddle Tennis
KINE 1218 - Pington
KINE 1219 - Racquetball
KINE 1220 - Sailing
KINE 1221 - Sailing
KINE 1222 - Self-Defense
KINE 1223 - Soccer
KINE 1224 - Softball

Previous   Next

Submit New Request

Step 2/4: Enter course substitution

Course previously taken

-Select Year-	-Select Term-

Course, e.g. KINE 2310

Grade, e.g. B	-Select Number of Cre...

+ Add extra course

UTRGV Course to be Substituted

Course, e.g. KINE 2310

-Select Type-

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.

Add Substitution

Course(s) transferred in

Term	Course	Grade	Hours
2017 Fall	KINE 1201	B	3

Course substitute for

Course	Type
BIOL 1108	Core

Student justification:
This is a test

Delete

Previous   Next

➢ **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: [   ] [Browse...]

[Upload]

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

[Previous] [Next]

➢ **Step 4: Verify department chair or designee and submit**

Step 4/4: Submit for approval.

| ☑ | Frederic Zaidan |
| ☑ | Daniele Provanzano |

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

[Previous] [Submit for Approval]

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

Term	Course	Grade	Hours
2017 Fall	KINE 1201	B	3

Course Substitute for

Course	Type
BIOL 1108	Core

Student Justification:	This is a test
Current Queue:	Department
Completed Date:	

Workflows

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

From:	advisor@utrgv.edu - Advisor
To:	fredrick.zaidan@utrgv.edu - Department
Decision:	
Decision by:	
Decision Justification:	

Course Substitution and Waiver Workflows
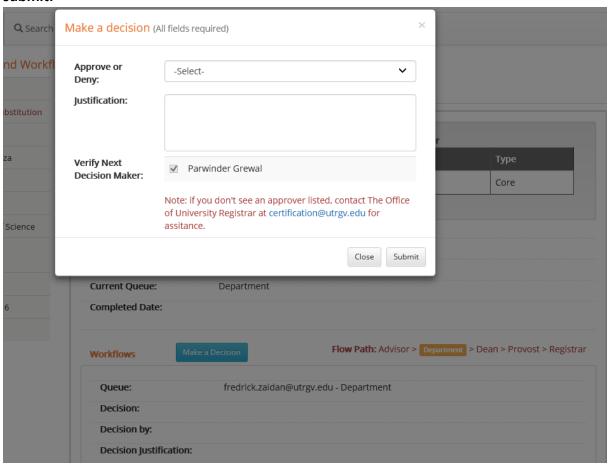

Figure 1: workflow

How to Approve Requests

➢ **Approvers login and see a list of pending requests**

	ID	Request Type	SID	Student Name	Major	Department	Catalog Year	Submitted By	Date Submitted
Select	4	Course Substitution	12345678	David Garza	Biology	Biology	2017	advisor@utrgv.edu	11/11/2016

Requests pending approval, click Select to view details

➢ **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

Request & Workflows | Supporting Documents (0)

Course(s) Transferred in

Term	Course	Grade	Hours
2017 Fall	KINE 1201	B	3

Course Substitute for

Course	Type
BIOL 1108	Core

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.**

Q Search

nd Workfl

stitution

za

Science

6

Make a decision (All fields required)   ×

Approve or Deny: -Select-   ▼

Justification:

Verify Next Decision Maker: ☑ Parwinder Grewal

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

Close   Submit

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:

Type

Core

➢ **New workflow is generated.**

Course(s) Transferred in				Course Substitute for	
Term	**Course**	**Grade**	**Hours**	**Course**	**Type**
2017 Fall	KINE 1201	B	3	BIOL 1108	Core

Student Justification:	This is a test
Current User:	parwinder.grewal@utrgv.edu
Current Queue:	Dean
Completed Date:	

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

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:	