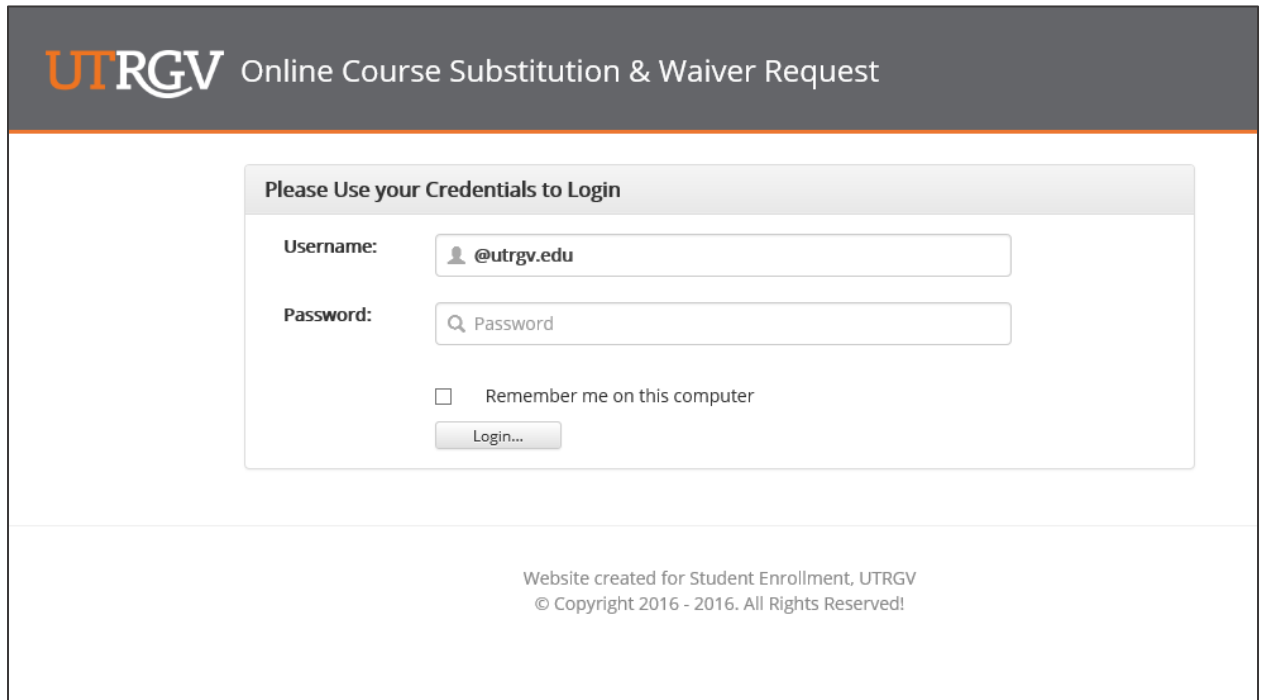


Online Course Substitution/Waiver Training Manual

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



The screenshot shows a login interface for the UTRGV Online Course Substitution & Waiver Request system. At the top, the UTRGV logo is displayed next to the page title. Below the title is a login form with the heading "Please Use your Credentials to Login". The form contains two input fields: "Username:" with the value "@utrgv.edu" and "Password:" with the placeholder "Password". There is a checkbox labeled "Remember me on this computer" and a "Login..." button. At the bottom of the page, there is a copyright notice: "Website created for Student Enrollment, UTRGV © Copyright 2016 - 2016. All Rights Reserved!"

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**

The screenshot shows a web interface for submitting a new request. At the top, there are navigation links: a home icon, 'New Request', 'My Requests', and 'Search Requests'. Below this is the heading 'Submit New Request'. The main section is titled 'Step 1/4: Basic Information (All fields required)'. The form contains the following fields:

- Request Type:** A dropdown menu with 'Course Substitution' selected.
- Student ID:** A text input field containing '12345678'.
- Student First Name:** A text input field containing 'David'.
- Student Last Name:** A text input field containing 'Garza'.
- Student UTRGV Email:** A text input field containing 'david.garza01@utrgv.edu'.
- Student College:** A dropdown menu with 'College of Science' selected.
- Student Major:** A dropdown menu with 'Biology' selected.
- Student Department:** A dropdown menu with 'Biology' selected.
- Student Minor/Concentration (optional):** An empty text input field.
- Catalog Year:** A dropdown menu with '2017' selected.

A 'Next' button is located at the bottom right of the form.

➤ **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"

> [New Request](#) [My Requests](#) [Search Requests](#)

Submit New Request

Step 2/4: Enter course substitution

Course previously taken

2017

ki x

- KINE 1164 - Intro to Fitness and Sport
- KINE 1200 - Swimming
- KINE 1201 - Aerobic Exercise
- + KINE 1202 - Angling & Baitcasting
- + KINE 1203 - Archery
- KINE 1204 - Badminton
- U KINE 1205 - Ballet I
- U 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

> [New Request](#) [My Requests](#) [Search Requests](#)

Submit New Request

Step 2/4: Enter course substitution

Course previously taken

-Select Year-

Course, e.g. KINE 2310

Grade, e.g. B

+ 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.

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](#)

➤ **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 assistance.

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

[Student Information](#)

[Request & Workflow](#)

[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 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

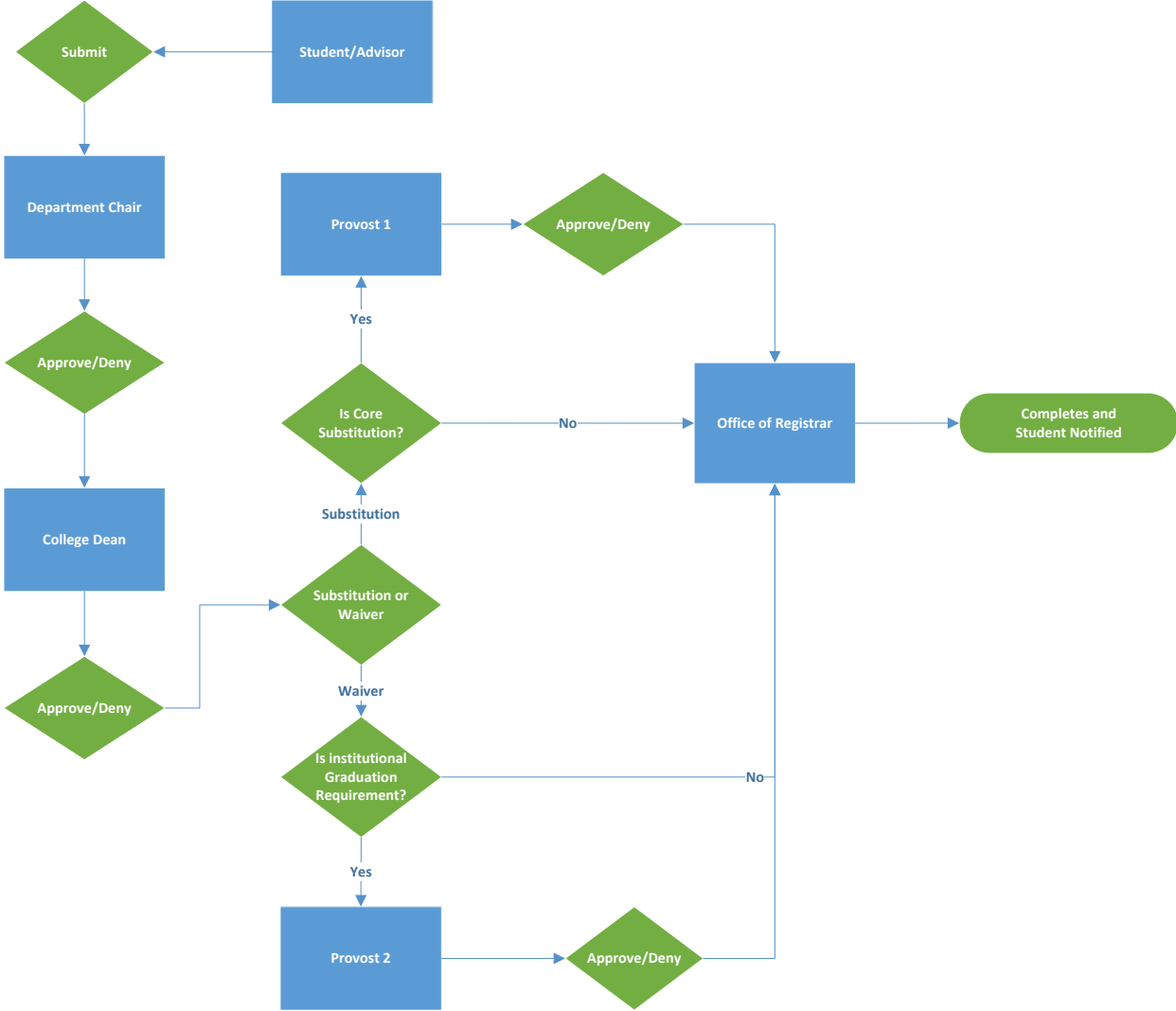


Figure 1: workflow

How to Approve Requests

➤ Approvers login and see a list of pending requests

[>](#)
[My Requests](#)

Requests pending approval, click Select to view details

	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

➤ Click "Select" and go to view detail page

[>](#)
[My Requests](#)

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				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: 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.

Make a decision (All fields required) ✕

Approve or Deny:

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 assistance.

Current Queue: Department

Completed Date:

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

Queue: fredrick.zaidan@utrgv.edu - Department

Decision:

Decision by:

Decision Justification:

➤ **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: