



**Business Process Guide  
COAS Faculty Course Approval  
(March 2009)**



## Introduction

Not all transfer course work is evaluated through the campus articulation process. Students who wish to have non-articulated transfer work applied to their major/minor must have the course reviewed by their faculty advisor. The current process was moved to the PeopleSoft environment for the reasons listed below. The new process will be available for use in March 2009.

- 1) The old system transmitted confidential student information through a non-secure web environment
- 2) The old system did not allow end users (faculty and students) to verify the submission and processing of information
- 3) The old system required the Processing Unit (UAS Advising) to follow a many-step process that sometimes resulted in data not getting reviewed and processed

This Faculty Course Approval Business Process Guide provides an overview to using Faculty Course Approval System functionality for Faculty in the College of Arts & Sciences (COAS) and UAS/EMS Staff.

There are three roles associated with Course Approvals:

- Faculty or Faculty Designee
- Student
- Processor – This is the person who processes the course approval

In addition to the actual course approval processing, there is a tracking component for the system and an email process that sends emails to all three roles listed above.

## 1.0 Accessing the Course Approval System for Faculty (COAS Faculty ONLY)

Faculty will access Alternative Course Approval form through the MyCSUSM data portal. Only COAS faculty will see the “Alternative Course Approval” link when they log into MyCSUSM.



## 2.0 Accessing the Course Approval System for Staff

UAS and EMS Advising Staff will access the Alternative Course Approval form through the Administrative Menu in PeopleSoft:

**Navigation:** CSUSM SA Custom → CSUSM SA Campus Community → Use → Alternative Course Approval

The screenshot displays the PeopleSoft interface. On the left is a navigation menu with a search box and a tree view. The tree view is expanded to 'Use', and 'Alternative Course Approval' is highlighted with a red box. The main content area shows a breadcrumb trail: 'Main Menu > CSUSM SA Custom > CSUSM SA Campus Community > Use'. Below this is a grid of application tiles. The tile for 'Alternative Course Approval' is highlighted with a red box. The tiles include:

- DSS Electronic Addresses (Disabled Student Services Electronic Addresses)
- DSS Student Information (Disabled Student Services Student Information)
- Orientation Maintain Student (Orientation Maintain Student)
- Orientation Roster (Orientation Roster)
- Setup QBU Functions (Setup QBU Functions)
- Setup QBU Edits (Setup QBU Edits)
- Query Based Update (Query Based Update)
- QBU Security (QBU Security)
- Alternative Course Approval (Alternative Course Approval)

### 3.0 Find an Existing Course Approval

**Alternative Course Approval**  
Enter any information you have and click Search. Leave fields blank

**Find an Existing Value** **Add a New Value**

EmpID:

Student Last Name:

Student First Name:

Case Sensitive

[Basic Search](#)



**Search Results**

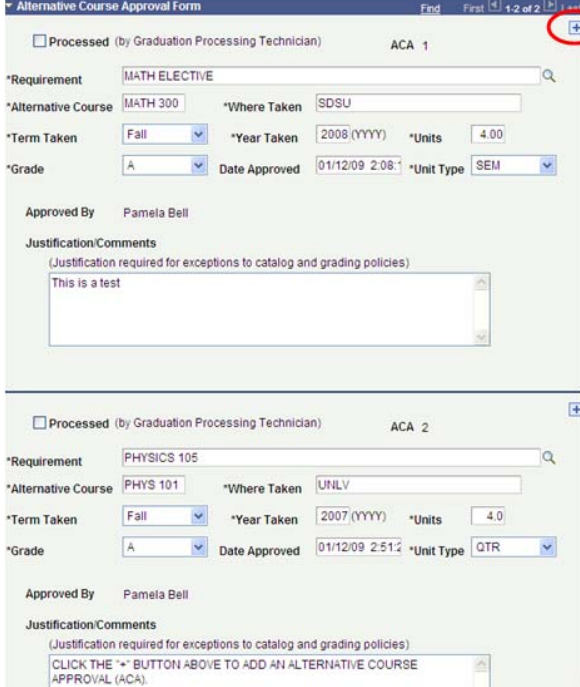
View All First 1-2 of 2 Last

EmpID	Student Last Name	Student First Name
<a href="#">85</a>	<a href="#">Nishikawa</a>	<a href="#">Yukie</a>
<a href="#">84</a>	<a href="#">Bell</a>	<a href="#">Taylor</a>


Select the **Find an Existing Value** tab, searching by Student ID (EmpID) or Student Name to view and print existing requests.

## 4.0 Creating a New Course Approval

Select the **Add a New Value** tab to add a new Course Approval for a student. You will be prompted for the student's ID. **Click the**  to search for the student's ID by Student Name; Choose the student from the displayed list then click the **Add** button. If the student already has a Course Approval in the system you will be directed to UPDATE the student record. Click the  button to add a 2<sup>nd</sup>, 3<sup>rd</sup>, etc. Course Approval to a student's record. Data can be updated to an existing record without having to add a new "row" of data. Once the new data is Saved an email with the new information will be sent to the Student, Faculty and Processing Unit.



Alternative Course Approval Form

Processed (by Graduation Processing Technician) ACA 1 

\*Requirement: MATH ELECTIVE


\*Alternative Course: MATH 300 \*Where Taken: SDSU

\*Term Taken: Fall \*Year Taken: 2009 (YYYY) \*Units: 4.00

\*Grade: A Date Approved: 01/12/09 2:08:1 \*Unit Type: SEM

Approved By: Pamela Bell

Justification/Comments  
(Justification required for exceptions to catalog and grading policies)  
This is a test

Processed (by Graduation Processing Technician) ACA 2 

\*Requirement: PHYSICS 105

\*Alternative Course: PHYS 101 \*Where Taken: UNLV

\*Term Taken: Fall \*Year Taken: 2007 (YYYY) \*Units: 4.0

\*Grade: A Date Approved: 01/12/09 2:51:2 \*Unit Type: QTR

Approved By: Pamela Bell

Justification/Comments  
(Justification required for exceptions to catalog and grading policies)  
CLICK THE "+" BUTTON ABOVE TO ADD AN ALTERNATIVE COURSE APPROVAL (ACA).

### Fields

1. **Requirement** – Enter the CSUSM Course Requirement or Requirement Description for the Major.
2. **Alternative Course** – Enter the Approved Course for the requirement.
3. **Justification/Comments** – Enter justifications for Course Approval.

## 5.0 Processing a Course Approval for UAS Staff

All new Course Approvals appear with an un-checked “Processed” box. (see send ACA below) Once the Course Approval has been processed a staff member from the Advising Unit must open the Course Approval and check the “Processed” box.

**Step #1** – Advising Staff member runs the following query to find all Course Approvals that Need-to-Be-Processed: SM\_ACA\_UNPROCESSED\_RECS

**Step #2** – Advising Staff reviews the query results, pulls up the Course Approval and determines if the Course Approval is either a:

- 1) Course Directive
- 2) Advisor Request for the Advisor Request System

**Step #3** – Click the “Processed” check box (see below)

**Step #3** – Click Save

The screenshot displays the 'Alternative Course Approval Form' with two entries. The first entry is checked as 'Processed' (indicated by a red circle around the checkbox) and the second is not. Both entries show details for a requirement, alternative course, term taken, year taken, grade, and date approved.

Processed	Requirement	Alternative Course	Where Taken	Term Taken	Year Taken	Grade	Date Approved
<input checked="" type="checkbox"/>	MATH ELECTIVE	MATH 300	SDSU	Fall	2008	A	01/12/09 2:08:1
<input type="checkbox"/>	PHYSICS 105	PHYS 101	UNLV	Fall	2007	A	01/12/09 2:51:2

## 6.0 Email Processing

The Course Approval system includes an Email process that generates emails to Students, Faculty and the Processing Unit every time a Course Approval is entered, changed, and processed. Emails are sent to summarize the information submitted and to confirm that the information was sent and processed.

From: uasadvising@csusm.edu  
To: Faculty-Memberf  
Cc:  
Subject: Confirmation for Course Approval

Student Name: Bell, Taylor  
ACA # 2  
Submitter's Name: Pamela Bell  
Date Submitted: 2009-01-12 14.51.21  
CSUSM Course Requirement: PHYSICS 105  
Alternative Course: PHYS 101  
Where Taken: UNLV  
Grade: A  
When Taken: FAL 2007

ACA # 1  
Submitter's Name: Pamela Bell  
Date Submitted: 2009-01-12 14.08.11  
CSUSM Course Requirement: MATH ELECTIVE  
Alternative Course: MATH 300  
Where Taken: SDSU  
Grade: B  
When Taken: FAL 2008

Processed