

Applications Pending Review

Use the **Applications Pending Review** menu to review or edit an application.

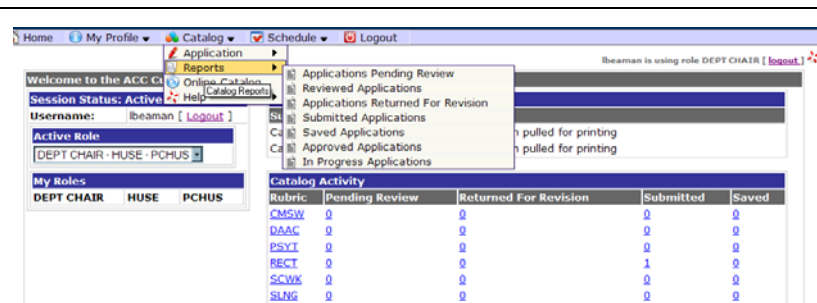


Figure 28 – Select Applications Pending Review

The screenshot shows a table titled 'Applications Pending Review'. The table has columns for ID, Type, Summary, Status, Submitted, Last Activity, and Action. One application is listed with ID 1331, Type NEW, Summary 'SLNG-1246 will be created', Status 'REQUESTOR - SUBMITTED', Submitted '12/21/2006 9:57:17 AM', Last Activity '12/21/2006 9:57:17 AM', and Action links for [Review] and [Edit].

ID	Type	Summary	Status	Submitted	Last Activity	Action
1331	NEW	SLNG-1246 will be created	REQUESTOR - SUBMITTED	12/21/2006 9:57:17 AM	12/21/2006 9:57:17 AM	[Review] [Edit]

Figure 29 – Select Course to be Reviewed

The screenshot shows the 'Application Summary' form. It displays details for course SLNG-1246, including Summary, Type (NEW), Status (REQUESTOR - SUBMITTED), Submitted By (mvigo), Submitted date (12/21/06 9:57:17 am), and Justification (I need this course for our deaf and blind population...). There are links for 'View' under Application Details and Application Comments. Below the summary is a 'Judgement' section with an 'Action' dropdown and a 'Comments' text area. A 'Submit Course Application Review' button is at the bottom.

Figure 30 – Application Summary

The screenshot shows the 'Course Application Details' form. It lists various attributes for the application, such as Application Type (NEW), Department (HUSE), Dean (DWATM), Department Chair (PCHUS), Budget # (64200), CIP Code (1616030000), Course Rubric - Number (SLNG-1246), and Integrated Course Rubric - Number. It also shows Hours, Credit Type (IN), Fees (FODDC - \$40.00), Section Size (Maximum Students: 20, Minimum Students: 14), and various approval and prerequisite flags.

Application Type	NEW
Department	HUSE
Dean	DWATM
Department Chair	PCHUS
Budget #	64200
CIP Code	1616030000
Course Rubric - Number	SLNG-1246
Integrated Course Rubric - Number	
Hours	Semester Credit Hours/CE Units: 2 Lecture Hours: 2 Lecture Contact Hours: 32 Non-Lecture Hours: Non-Lecture Contact Hours: Total Contact Hours: 32
Credit Type	IN
Fees	FODDC - \$40.00
Section Size	Maximum Students: 20 Minimum Students: 14
Department Approval Required	N
Prerequisite (ISI) Skills	I
Repeatable for Credit	N
Rider 50 (Rule of Three) Applies?	N
Workforce Education Course Manual (WECM) Course	Y
Academic Course Grade Manual (ACGM) Course	N
Workforce Local Needs Course	N
Certificate Only	N
Published Course	Y
Prerequisites - Course	SLNG 1305.

Figure 31 – Application Details

1. Select **Applications Pending Review** from the **Catalog Reports** drop down menu.
2. Click **Review** to review the application. *See below for the Edit feature.*
3. The **Application Summary** screen opens.
4. Click **view** to view the Application Details and/or to view the Application Comments.
5. Application Details imports completed existing course application.

Application Comments				
Date	Status	User Name	Code	Comments
Dec 21 2006 9:57AM	REQUESTOR - SUBMITTED	mvigo	PCHUS	I need this course for our deaf and blind population...

[Close](#)

Figure 32 – Application Comments

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Application Summary

Course	SLNG-1246
Summary	SLNG-1246 will be created
Type	NEW
Status	REQUESTOR - SUBMITTED
Submitted By	mvigo
Submitted	12/21/06 9:57:17 am
Justification	I need this course for our deaf and blind population...
Application Details	[View]
Application Comments	[View]

Judgment

Action:

Comments: I do not agree that we need this course for our deaf and blind population. I don't see that as a necessary degree component and we don't have the money to fund this course either. Maybe another time.

[Submit Course Application Review](#)

Figure 33 – Application Judgement Action and Comments

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Applications Pending Review

ID	Type	Summary	Status	Submitted	Last Activity	Action
1331	NEW	SLNG-1246 will be created	REQUESTOR - SUBMITTED	12/21/2006 9:57:17 AM	12/21/2006 9:57:17 AM	[Review] [Edit]

Figure 34 – Select Edit to Change Application

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Application Comments

Date	Status	User Name	Code	Comments
Dec 21 2006 9:57AM	REQUESTOR - SUBMITTED	mvigo	PCHUS	I need this course for our deaf and blind population...

New Course Application

Dean: DWATM
 Department Chair: PCHUS
 Department: HUSE
 Budget #: 64200 - HUMAN SERVICES

Prerequisite (TSI) Skills:

Repeatable for Credit: Yes No

Rider 50 (Rule of Three) Applies?: Yes No

Prerequisites - Course: SLNG 1305

Prerequisites - Noncourse:

Corequisites - Course:

Corequisites - Noncourse:

Student Outcomes and Objectives: Define deaf-blindness; define communication techniques designed for working with people who are deaf-blind/low vision; explain mobility and orientation techniques; and

Student Evaluation: Tests and papers.

Course Titles

Master Title: Working with Deaf-Blind Persons

Title: 207U000 First Term Final Term (Optional)

Description: Instruction in the skills necessary to work with people who are deaf-blind, including deaf-blind children, in educational and residential settings. Includes skills for working as a

Published Notes: May include outside activities.

[Add Another Title](#)
[Confirm Course Application](#)

Figure 35 – Enter Changes in the Edit Course Application

6. Application Comments will provide a review of all activity on this application.
 7. Use the down arrow in the **Judgment** section to do the following:
 - a. Return the application for revision
 - b. Terminate the application
 - c. Approve the application
 8. Add Comments about the Judgment you selected.
 9. Click **Submit Course Application Review**
- Note:** A comment is required when terminating or returning an application for revision.
10. Click **Edit** to enter the application. The application comments list the date the application was submitted, status of the application, and the user who submitted the application.
 11. Make changes to the application. See the [Course Field Definitions](#) for definitions of the course detail fields.
 12. Click **Continue Course Application**.
 13. Review the **Course Type Questions** and click **Continue**.

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Warnings
The following form field(s) may encounter issues with application approval:
• Prerequisites - Course: SLNG 1305 is not an active course

Please Review Application For Any Changes...

Application Type	NEW
Department	HUSE
Dean	DWATM
Department Chair	PCHJS
Budget #	64200
CB Code	1016030000
Course Rubric - Number	SLNG-1246
Integrated Course Rubric - Number	
Hours	Semester Credit Hours/CE Units: 2 Lecture Contact Hours: 32 Non-Lecture Hours: 0 Non-Lecture Contact Hours: 0 Total Contact Hours: 32
Credit Type	JN
Fees	FODDC - \$40.00
Section Size	Maximum Students: 20 Minimum Students: 14
Department Approval Required	N
Prerequisite (TSI) skills	I
Repeatable for Credit	N
Rider 50 (Rule of Three) Applies?	N
Workforce Education Course Manual (WECM) Course	Y
Academic Course Grade Manual (ACGM) Course	N
Workforce Local Needs Course	N
Certificate Only	N
Published Course	Y
Prerequisites - Course	SLNG 1305.
Prerequisites - Noncourse	
Corequisites - Course	
Corequisites - Noncourse	
Student Outcomes and Objectives	Define deaf-blindness; define communication techniques designed for working with people who are deaf-blind/low vision; explain mobility and orientation techniques; and demonstrate communication with people who are deaf-blind. Tests and papers.
Student Evaluation	

Course Titles

Master Title	Working with Deaf-Blind Persons
Title	
Terms Offered	First Term: 207U000 Final Term:
Description	Instruction in the skills necessary to work with people who are deaf-blind, including deaf-blind children, in educational and residential settings. Includes skills for working as a Support Service Provider (SSP) for a deaf-blind person. May include outside activities.
Published Notes	

Finalize Application

Justification

Figure 36 – Complete Justification

14. Review the changes and **add a justification.**
15. Click **Submit Application.**
16. This application will now be available in the **Reviewed Applications** report.