

Reports

If the user uses **Catalog → Reports → CE Course Application**, the Filter drop down menu displays:

Approved
 In Progress
 Pending Review
 Return for Revision
 Saved
 Submitted

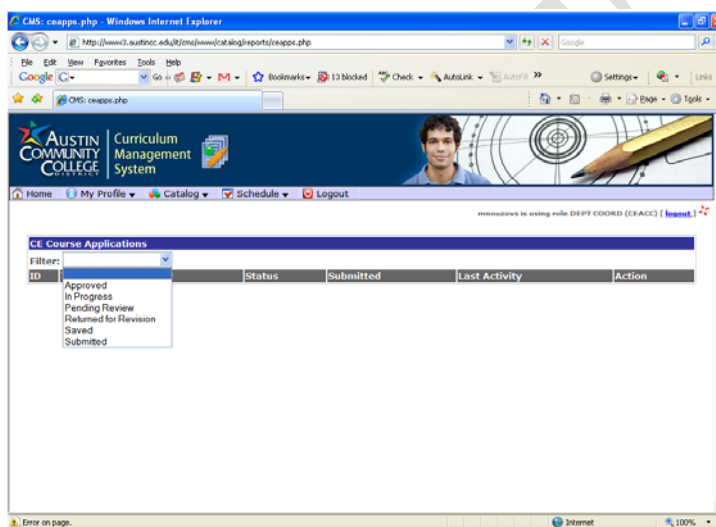


Figure 27 – Continuing Education Course Application Filter

Applications Pending Review

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

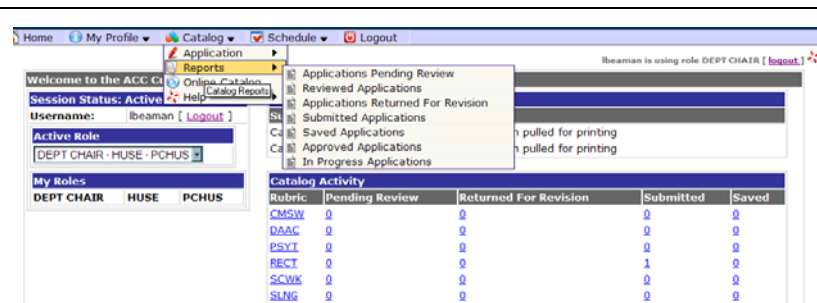


Figure 28 – Select Applications Pending Review

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 on 12/21/2006 at 9:57:17 AM, and Last Activity on 12/21/2006 at 9:57:17 AM. The Action column contains 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 menu 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. The 'Hours' section includes Semester Credit Hours/CE Units (2), Lecture Hours (2), Lecture Contact Hours (32), Non-Lecture Hours, Non-Lecture Contact Hours, and Total Contact Hours (32). Other details include 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

Home | My Profile | Catalog | Schedule | Logout

Beaman is using role DEPT CHAIR [[Logout](#)]

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: DEPT CHAIR - TERMINATED

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

Home | My Profile | Catalog | Schedule | Logout

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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: [Reading, Writing, & Special Approval]

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

Terms Offered: 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**.

Home | My Profile | Catalog | Schedule | Logout

Beaman is using role: DEPT CHAIR [Logout]

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.

Reviewed Applications

The Reviewed Applications menu lists applications the Dean and Instructional Support Services have reviewed. Department Coordinators will be able to view only their submitted applications.

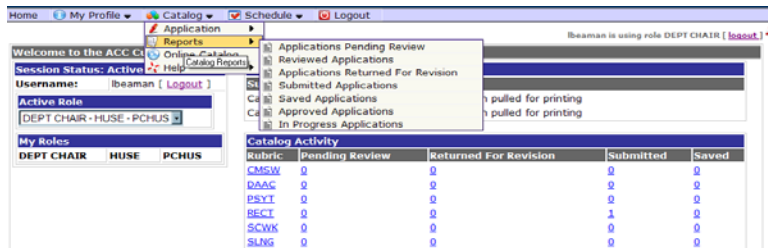


Figure 37 – Reviewed Applications

1. Select **Reviewed Applications** from the **Report** drop down menu.
2. Click **View** to view an application.

The screenshot shows a table titled 'Applications Reviewed By Lynn Beaman'. The table has columns for ID, Summary, Status, Comments, Reviewed On, and Action. The data rows show various applications with their IDs, summaries, statuses (e.g., APPROVED, EDITED), comments, and review dates. Each row has a 'View' link in the Action column.

ID	Summary	Status	Comments	Reviewed On	Action
649	CMSW-1323 will be modified	DEPT CHAIR - APPROVED		8/24/2006 4:40:00 PM	[View]
651	DAAC-1307 will be modified	DEPT CHAIR - APPROVED		8/24/2006 4:40:00 PM	[View]
1327	SLNG-1240 will be created	DEPT CHAIR - APPROVED	I need this course because we need more artistic interpreters.	12/21/2006 9:35:00 AM	[View]
1328	SLNG-1206 will be created	DEPT CHAIR - APPROVED	Our department has been asked to provide graduates that can interpret for the arts.	12/21/2006 9:38:00 AM	[View]
1329	CMSW-1319 will be created	DEPT CHAIR - APPROVED	Adolescent problems in our society are forcing us to study them....	12/21/2006 9:43:00 AM	[View]
1330	CMSW-1309 will be created	DEPT CHAIR - APPROVED	I need this course just because there are children with problems that we need to help.	12/21/2006 9:47:00 AM	[View]
1331	SLNG-1246 will be created	DEPT CHAIR - EDITED	This course will greatly add to our curriculum in our degree plan.	12/21/2006 10:26:00 AM	[View]
1331	SLNG-1246 will be created	DEPT CHAIR - APPROVED	This course will greatly add to our curriculum in our degree plan.	12/21/2006 10:26:00 AM	[View]
652	DAAC-1319 will be modified	DEPT CHAIR - APPROVED		8/24/2006 4:40:00 PM	[View]
654	DAAC-1391 will be modified	DEPT CHAIR - APPROVED		8/24/2006 4:41:00 PM	[View]
655	DAAC-2341 will be modified	DEPT CHAIR - APPROVED		8/24/2006 4:41:00 PM	[View]
691	PSYT-1313 will be modified	DEPT CHAIR - APPROVED		8/24/2006 4:41:00 PM	[View]

Figure 38 – Applications Available for Review

Application Details	
CMS Application ID	1327
Description	SLNG-1240 will be created
Type	NEW
Status	DEPT CHAIR - APPROVED
Justification	I need this course because we need more artistic interpreters.
Submitted By	lbeaman
Submitted	12/21/06 9:35:15 am
Approved	
Closed	
Last Activity	12/21/06 9:35:15 am
Course Details	
Application Type	NEW
Department	HUSE
Dean	DWATM
Department Chair	PCHUS
Budget #	64200
CIP Code	1616030000
Course Rubric - Number	SLNG-1240
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	
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 1206.
Prerequisites - Noncourse	Fingerspelling of 80 wpm.
Corequisites - Course	
Corequisites - Noncourse	
Student Outcomes and Objectives	Demonstrate the ability to interpret instructor-selected frozen texts, including music, poetry, and drama.
Student Evaluation	Tests including performance in front of group audience.
Course Titles	
Master Title	
Title	Interpreting Artistic Texts II
Terms Offered	First Term: 207U000 Final Term:
Description	Continuation of Interpreting Artistic Texts I. More advanced analysis of artistic texts and their interpretation.
Published Notes	Students need to be prepared to attend...

Figure 39 – Reviewed Application

3. Sample of the application review screen.

Applications Returned for Revision

The **Applications Returned for Revision** menu lists the applications that have been sent back to you for revision. You can review and edit the application.

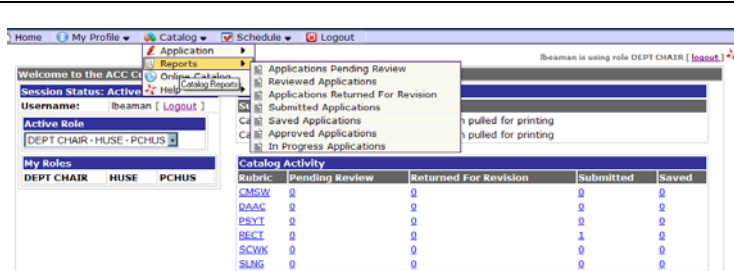


Figure 40 – Applications Returned for Revisions

The screenshot shows the 'Returned Applications' table in the CMS CE interface. The table has columns for ID, Type, Summary, Status, Submitted, Last Activity, and Action.

ID	Type	Summary	Status	Submitted	Last Activity	Action
1327	NEW	SLNG-1240 will be created	DEAN - RETURN FOR REVISION	12/21/2006 9:35:15 AM	12/21/2006 11:40:54 AM	[Review] [Edit]
1328	NEW	SLNG-1206 will be created	DEAN - EXECUTIVE REJECTION	12/21/2006 9:38:36 AM	12/21/2006 11:39:46 AM	[Review] [Edit]
1329	NEW	CMSW-1319 will be created	DEAN - RETURN FOR REVISION	12/21/2006 9:43:56 AM	12/21/2006 11:38:36 AM	[Review] [Edit]
1331	NEW	SLNG-1246 will be created	DEAN - RETURN FOR REVISION	12/21/2006 10:26:07 AM	12/21/2006 11:43:17 AM	[Review] [Edit]

Figure 41 –Applications Returned for Revisions

1. Select **Applications Returned for Revision** from the Report drop down menu.
2. Click **Review** to view an application or **Edit** to make changes.
 - a. If the status states “Executive Rejection” the application is no longer valid for submission.
 - b. If the status states “Return for Revision” the appropriate changes to the application need to be made before the application is resubmitted.

Submitted Applications

The Submitted Applications menu lists the applications you have submitted.

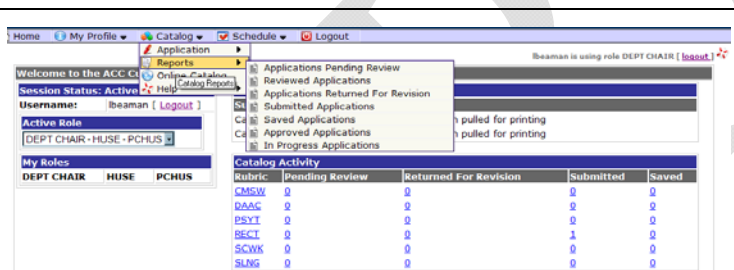


Figure 42 – Submitted Applications

The screenshot shows the 'Submitted Applications' table in the CMS CE interface. The table has columns for ID, Type, Summary, Status, Submitted, Last Activity, and Action.

ID	Type	Summary	Status	Submitted	Last Activity	Action
1326	EXPIRE	RECT-1341 will be expired (207U000).	DEAN - APPROVED	12/21/2006 9:21:33 AM	12/21/2006 11:41:50 AM	[View]
1327	NEW	SLNG-1240 will be created	DEAN - RETURN FOR REVISION	12/21/2006 9:35:15 AM	12/21/2006 11:40:54 AM	[View]
1328	NEW	SLNG-1206 will be created	DEAN - EXECUTIVE REJECTION	12/21/2006 9:38:36 AM	12/21/2006 11:39:46 AM	[View]
1329	NEW	CMSW-1319 will be created	DEAN - RETURN FOR REVISION	12/21/2006 9:43:56 AM	12/21/2006 11:38:36 AM	[View]
1330	NEW	CMSW-1309 will be created	DEAN - APPROVED	12/21/2006 9:47:21 AM	12/21/2006 11:44:10 AM	[View]

Figure 43 – Submitted Applications

1. Select **Submitted Applications** from the **Report** drop down menu.

2. This screen displays the status of all applications submitted, their current status, when they were submitted and the last activity taken on the application.

Note: If an application has not been approved, the system will generate a reminder message to the next supervisor to approve the application after a designated period of time.

3. The user may view the application from this screen, but no other action may be taken from this screen.

Saved Applications

The **Saved Applications** menu lists the applications you have saved to complete at a later date.

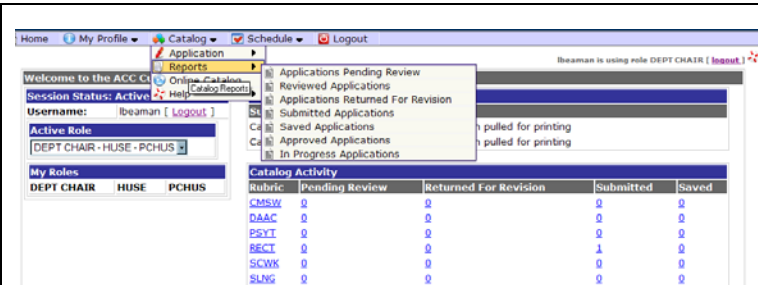


Figure 44 – Select Saved Applications

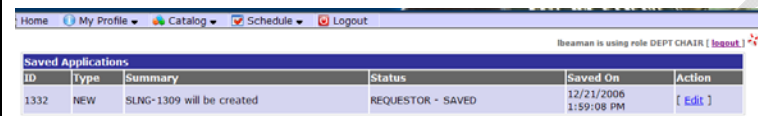


Figure 45 – Your Saved Applications

1. Select **Saved Applications** from the **Report** drop down menu.
2. This screen displays all applications that have been saved and not submitted.
3. The application opens with the information you entered previously already filled in. Make changes to the application. See the [Course Field Definitions](#) for definitions of the course detail fields.
4. Click **Save and Close** to finish the application at a later date, or click **Continue Course Application**.
5. Review the application for changes and enter a justification for the application. Click **Submit Application**. The application is submitted for review.

Note: Saved courses will be deleted from the system after 60 days.

Approved Applications

The **Approved Applications** menu lists all approved applications in your purview.

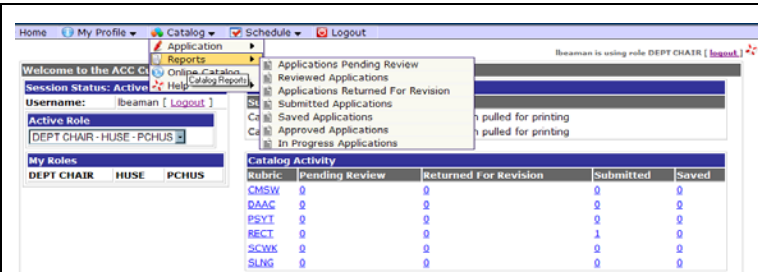


Figure 46 – Select Approved Applications

1. Select **Approved Applications** from the **Report** drop down menu.

The screenshot shows the 'Approved Applications' report table. The table lists various applications with their IDs, types, summaries, statuses, submission dates, and last activity dates. Each row includes a 'View' link for further details.

ID	Type	Summary	Status	Submitted	Last Activity	Action
655	MODIFY	DAAC-2341 will be modified	CS - RECONCILIATION ERROR	7/27/2006 12:19:56 PM	8/28/2006 11:58:39 AM	[View]
691	MODIFY	PSYT-1313 will be modified	CS - FULL APPROVAL	7/27/2006 4:01:15 PM	8/28/2006 11:59:29 AM	[View]
692	MODIFY	PSYT-1345 will be modified	CS - FULL APPROVAL	7/27/2006 4:02:18 PM	8/28/2006 11:59:36 AM	[View]
693	MODIFY	PSYT-1394 will be modified	CS - FULL APPROVAL	7/27/2006 4:03:22 PM	8/28/2006 11:59:43 AM	[View]
694	MODIFY	PSYT-2339 will be modified	CS - FULL APPROVAL	7/27/2006 4:04:43 PM	8/28/2006 11:59:49 AM	[View]
695	MODIFY	RECT-1301 will be modified	CS - FULL APPROVAL	7/27/2006 4:12:37 PM	8/28/2006 11:59:56 AM	[View]
696	MODIFY	RECT-1341 will be modified	CS - FULL APPROVAL	7/27/2006 4:13:47 PM	8/28/2006 12:00:03 PM	[View]
697	MODIFY	RECT-1342 will be modified	CS - FULL APPROVAL	7/27/2006 4:14:43 PM	8/28/2006 12:00:10 PM	[View]
711	MODIFY	RECT-2431 will be modified	CS - FULL APPROVAL	7/27/2006 4:46:57 PM	8/28/2006 12:07:56 PM	[View]
713	MODIFY	SCWK-1301 will be modified	CS - FULL APPROVAL	7/27/2006 4:48:37 PM	8/28/2006 12:08:14 PM	[View]
714	MODIFY	SCWK-1305 will be modified	CS - FULL APPROVAL	7/27/2006 4:49:35 PM	8/28/2006 12:08:21 PM	[View]
716	MODIFY	SCWK-1309 will be modified	CS - FULL APPROVAL	7/27/2006 4:50:25 PM	8/28/2006 12:08:33 PM	[View]
717	MODIFY	SCWK-1321 will be modified	CS - FULL APPROVAL	7/27/2006 4:51:33 PM	8/28/2006 12:08:39 PM	[View]

Figure 47 – Approved Applications

2. The screen will list all applications that have been approved with the current status and activity date. The user may view any application by selecting the **View** link. These applications will appear in the online catalog/schedule when they have a status of "Closed."

In Progress Applications

The **In Progress Applications** menu lists all applications in your purview.

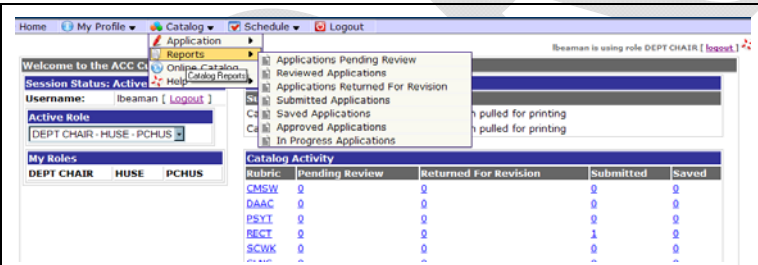


Figure 48 – Select In Progress Applications

1. Select **In Progress Applications** from the **Report** drop down menu.

The screenshot shows the 'In Progress Applications' report table. The table lists applications with their IDs, types, summaries, statuses, submission dates, and last activity dates. Each row includes a 'View' link for further details.

ID	Type	Summary	Status	Submitted	Last Activity	Action
1326	EXPIRE	RECT-1341 will be expired (207U000).	DEAN - APPROVED	12/21/2006 9:21:33 AM	12/21/2006 11:41:50 AM	[View]
1328	NEW	SLNG-1240 will be created	DEAN - RETURN FOR REVISION	12/21/2006 9:35:15 AM	12/21/2006 11:40:54 AM	[View]
1328	NEW	SLNG-1206 will be created	DEAN - EXECUTIVE REJECTION	12/21/2006 9:38:36 AM	12/21/2006 11:39:46 AM	[View]
1329	NEW	CMSW-1319 will be created	DEAN - RETURN FOR REVISION	12/21/2006 9:43:56 AM	12/21/2006 11:38:36 AM	[View]
1330	NEW	CMSW-1309 will be created	DEAN - APPROVED	12/21/2006 9:47:21 AM	12/21/2006 11:44:10 AM	[View]
1331	NEW	SLNG-1246 will be created	DEAN - RETURN FOR REVISION	12/21/2006 10:26:07 AM	12/21/2006 11:43:17 AM	[View]

Figure 49 – In Progress Applications

2. This report will show the status of all applications and the applications progress through the approval chain.
3. The user may view the application but may not make further changes.