



User Guide

SECTION REQUEST SYSTEM (SRS)
OFFICE OF THE REGISTRAR | SCHEDULING

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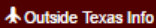
Departmental Scheduler

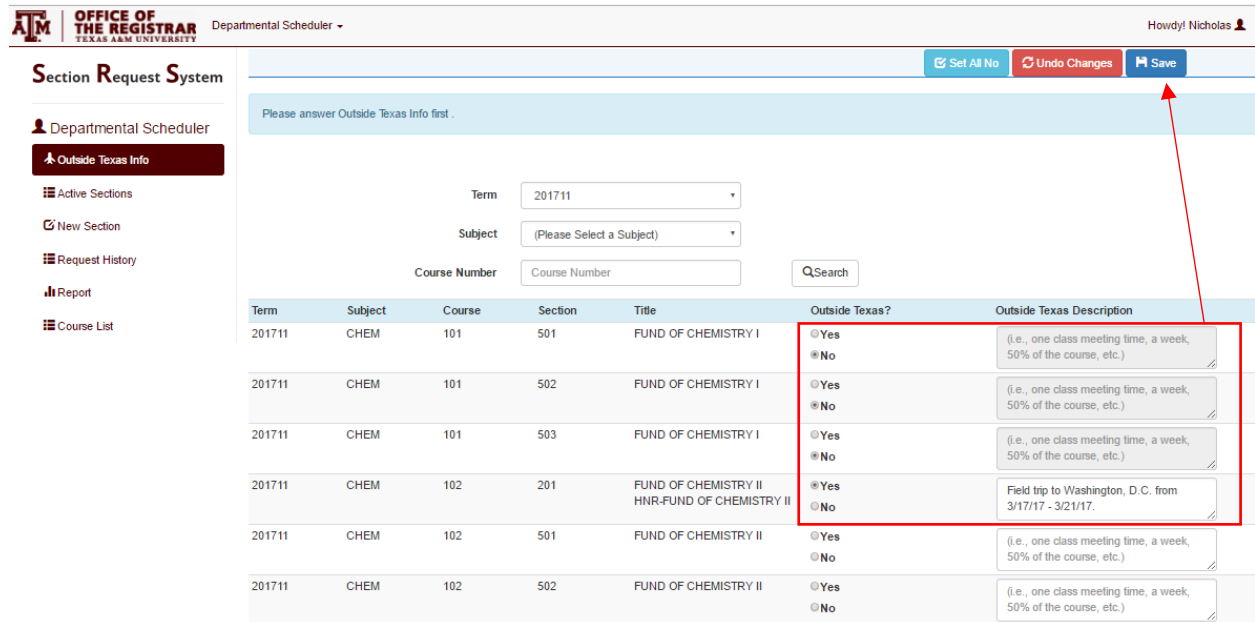
Outside Texas Info

The state requires the university to report courses that are taught off-campus and outside of the state. Please enter the appropriate response, “yes” or “no”, for all active sections. Access to edit active sections will remain locked until outside Texas responses are provided. Responses may be updated at any time a term is available for update.

Users are required to indicate “yes” or “no” in the questionnaire for each active section. If an answer of “yes” is provided, the user is prompted to include additional information about content delivered outside the state. This information should include, but is not limited to, number of meetings, and percentage of content occurring outside Texas. Users should also indicate state(s) in which the contact occurs.

Entry Methods

Select  from the side menu bar to access your Outside Texas questionnaire for active sections. Remember, access to edit or cancel active sections will be locked until answers are saved for all active sections for a term.



Section Request System

Howdyl Nicholas

Please answer Outside Texas Info first.


Term: 201711

Subject: (Please Select a Subject)




Course Number: Course Number

Term	Subject	Course	Section	Title	Outside Texas?	Outside Texas Description
201711	CHEM	101	501	FUND OF CHEMISTRY I	<input type="radio"/> Yes <input checked="" type="radio"/> No	(i.e., one class meeting time, a week, 50% of the course, etc.)
201711	CHEM	101	502	FUND OF CHEMISTRY I	<input type="radio"/> Yes <input checked="" type="radio"/> No	(i.e., one class meeting time, a week, 50% of the course, etc.)
201711	CHEM	101	503	FUND OF CHEMISTRY I	<input type="radio"/> Yes <input checked="" type="radio"/> No	(i.e., one class meeting time, a week, 50% of the course, etc.)
201711	CHEM	102	201	FUND OF CHEMISTRY II HNR-FUND OF CHEMISTRY II	<input checked="" type="radio"/> Yes <input type="radio"/> No	Field trip to Washington, D.C. from 3/17/17 - 3/21/17.
201711	CHEM	102	501	FUND OF CHEMISTRY II	<input type="radio"/> Yes <input checked="" type="radio"/> No	(i.e., one class meeting time, a week, 50% of the course, etc.)
201711	CHEM	102	502	FUND OF CHEMISTRY II	<input type="radio"/> Yes <input checked="" type="radio"/> No	(i.e., one class meeting time, a week, 50% of the course, etc.)


Individual Entry

Users can enter answers section-by-section by using the “yes” “no” radio buttons and text fields provided. Use the save button to  button to save your answers.

Set All “No” Feature

Alternatively, users can use the  button to indicate “no” for all active sections when appropriate. Users can roll back this action prior to saving by using the  button. Use the  button to save your answers.

Hybrid Approach

Users can utilize the  feature in combination with individual entry when providing both “yes” and “no” answers to Outside Texas information. Using a hybrid approach will minimize entry time. Set all to “no”, then update sections with content outside Texas to “yes” and save.

Export Control

In response to [TAMU System Policy 15.02 – Export Controls](#), all Distance Education sections now require compliance certification. Export control compliance questions have been incorporated for existing and new sections. Departments are **required** to certify compliance with System Export Control policy. Distance Education sections found to have controlled course materials may be cancelled.

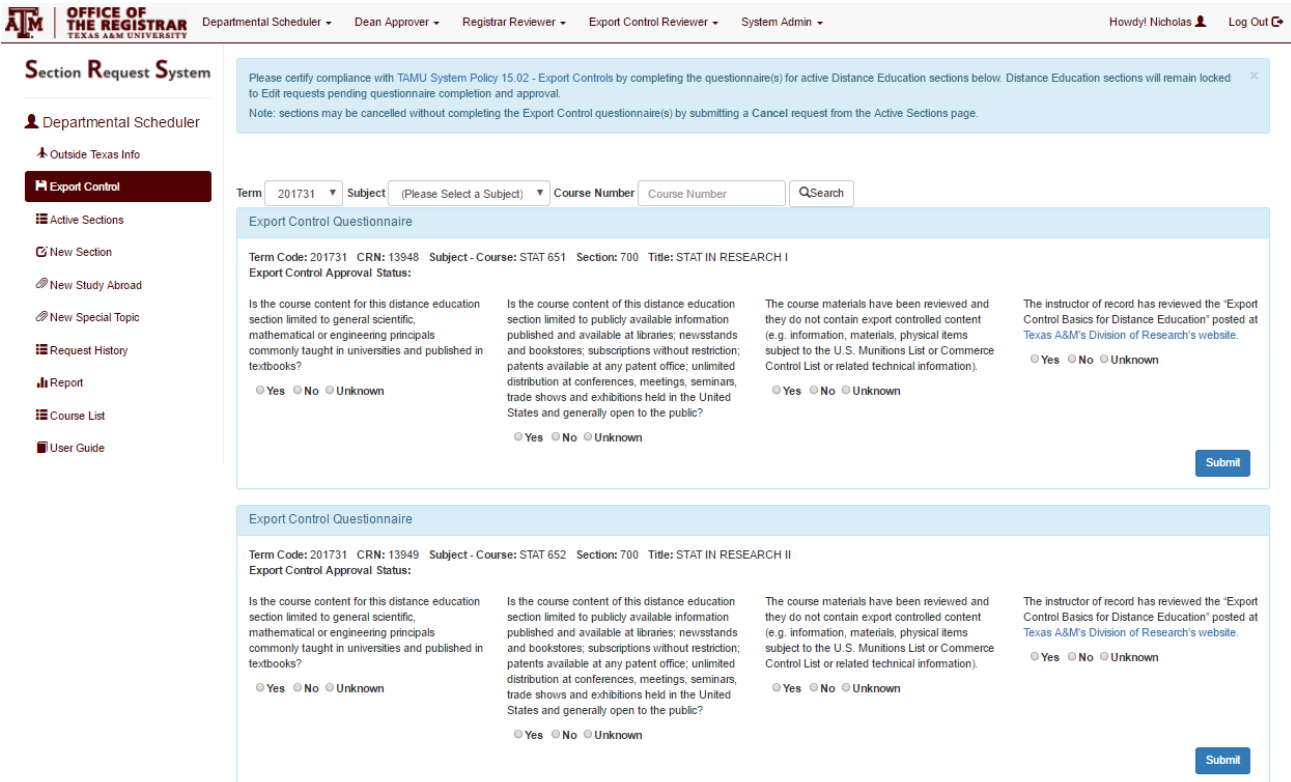
Active Sections

Certify Export Control compliance for active Distance Education sections using the Export Control questionnaire. The questionnaire is accessible from the left bar menu using the




Users are prompted to provide responses to four certification questions. Responses will be used to determine if export controlled course materials are present. Please complete questionnaires for each Distance Education course and submit.


Note: Distance Education sections will remain locked to Edit requests until questionnaire responses are reviewed and approved. Responding “no” or “unknown” to one or more question(s) advances your questionnaire for further review/approval in workflow.

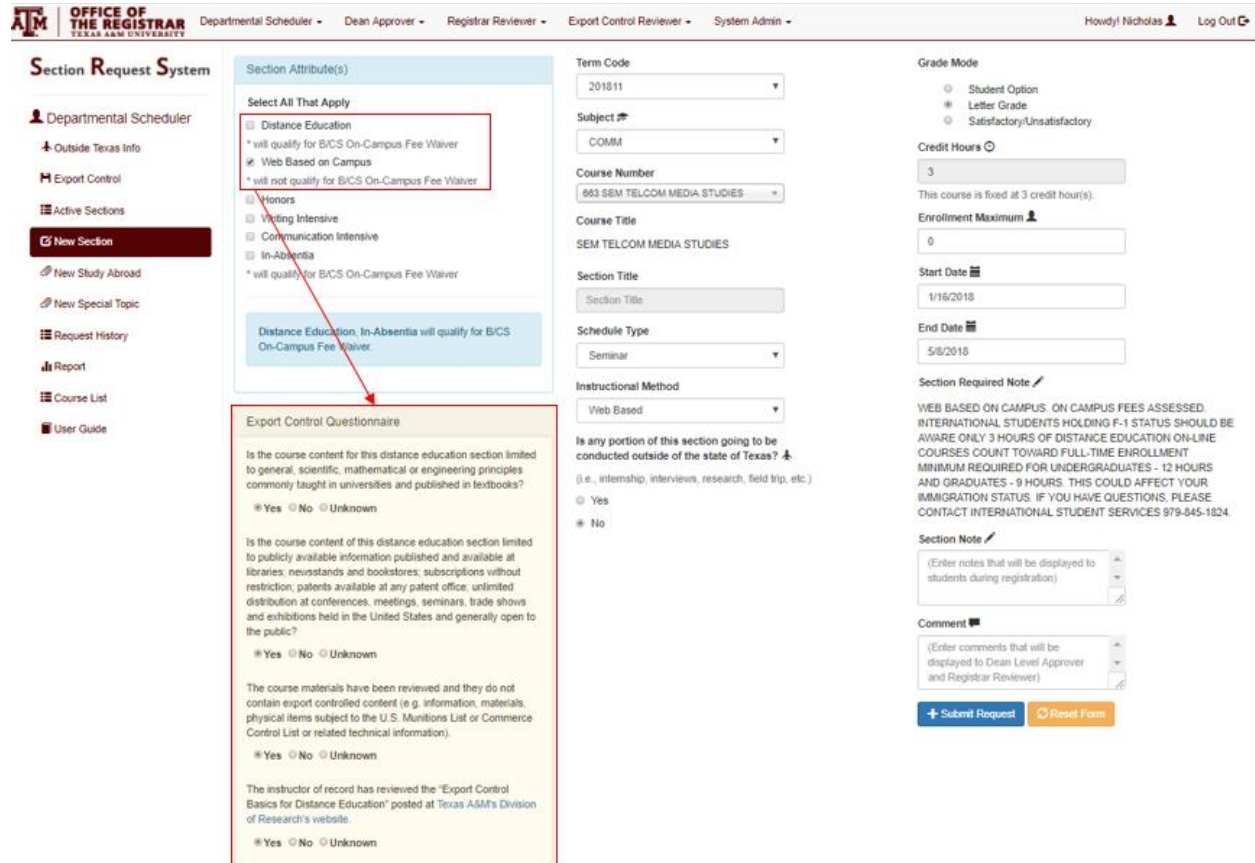


The screenshot shows the 'Section Request System' interface. The left sidebar contains navigation options: Departmental Scheduler, Outside Texas Info, **Export Control**, Active Sections, New Section, New Study Abroad, New Special Topic, Request History, Report, Course List, and User Guide. The main content area displays a notification about compliance with TAMU System Policy 15.02. Below this, there are two questionnaire forms for active sections. Each form includes search filters for Term, Subject, and Course Number. The first form is for Section: STAT 651, and the second is for Section: STAT 652. Both forms contain four certification questions with radio button options for Yes, No, and Unknown. A 'Submit' button is located at the bottom right of each questionnaire.

New Section Requests

 New Section

The Export Control questionnaire is also incorporated on the  request form. The form prompts users for responses if the Distance Education or Web Based on Campus indicators are selected.

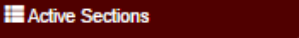



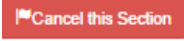
The screenshot shows the 'Section Request System' interface. On the left is a navigation menu with 'New Section' highlighted. The main content area is divided into several sections:

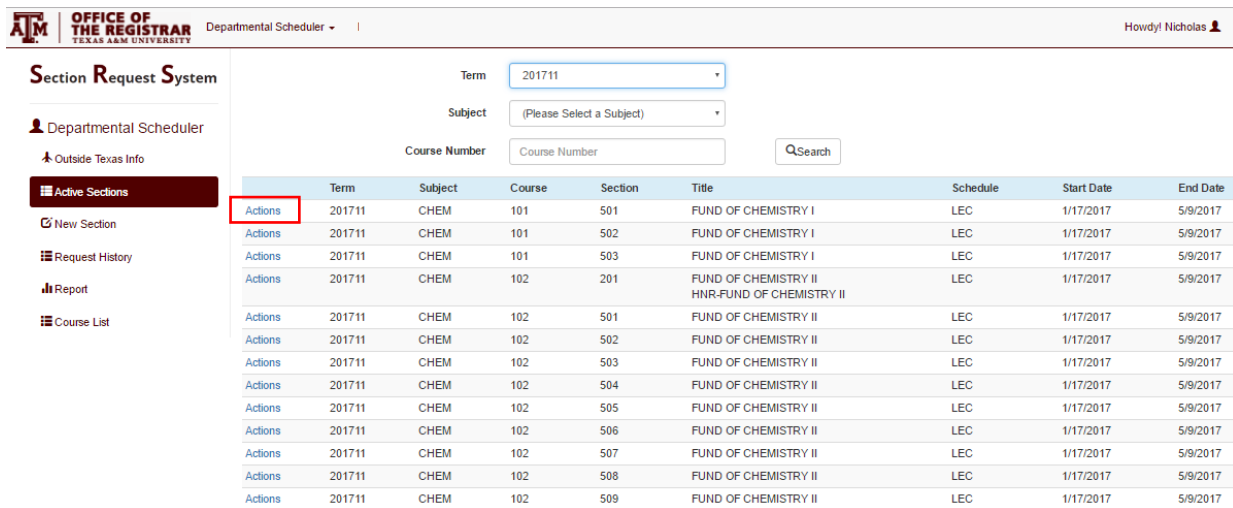
- Section Attribute(s):** A list of attributes with checkboxes. 'Distance Education' and 'Web Based on Campus' are selected. A red box highlights these two options, and a red arrow points from this box to the 'Export Control Questionnaire' section below.
- Export Control Questionnaire:** A section with four questions, each with radio buttons for 'Yes', 'No', and 'Unknown'.
 - Question 1: "Is the course content for this distance education section limited to general, scientific, mathematical or engineering principles commonly taught in universities and published in textbooks?"
 - Question 2: "Is the course content of this distance education section limited to publicly available information published and available at libraries, newsstands and bookstores, subscriptions without restriction, patents available at any patent office, unlimited distribution at conferences, meetings, seminars, trade shows and exhibitions held in the United States and generally open to the public?"
 - Question 3: "The course materials have been reviewed and they do not contain export controlled content (e.g. information, materials, physical items subject to the U.S. Munitions List or Commerce Control List or related technical information)." (Note: This question is partially obscured in the image)
 - Question 4: "The instructor of record has reviewed the 'Export Control Basics for Distance Education' posted at Texas A&M's Division of Research's website."
- Form Fields:** Term Code (201811), Subject (COMM), Course Number (863 SEM TELCOM MEDIA STUDIES), Section Title (SEM TELCOM MEDIA STUDIES), Schedule Type (Seminar), Instructional Method (Web Based).
- Additional Fields:** Grade Mode (Satisfactory/Unsatisfactory), Credit Hours (3), Enrollment Maximum (0), Start Date (1/16/2018), End Date (5/6/2018).
- Section Required Note:** A text area containing a warning: "WEB BASED ON CAMPUS. ON CAMPUS FEES ASSESSED. INTERNATIONAL STUDENTS HOLDING F-1 STATUS SHOULD BE AWARE ONLY 3 HOURS OF DISTANCE EDUCATION ON-LINE COURSES COUNT TOWARD FULL-TIME ENROLLMENT MINIMUM REQUIRED FOR UNDERGRADUATES - 12 HOURS AND GRADUATES - 9 HOURS. THIS COULD AFFECT YOUR IMMIGRATION STATUS. IF YOU HAVE QUESTIONS, PLEASE CONTACT INTERNATIONAL STUDENT SERVICES 979-845-1824."
- Buttons:** 'Submit Request' and 'Reset Form' at the bottom right.

Note: Responding “no” or “unknown” to one or more question(s) advances your questionnaire for further review/approval in workflow. Section requests involving Export Controlled course materials may be denied.

Active Sections List

Use the  button on the left menu bar to display your department's active sections list. The list is filterable by term and subject. Only sections associated with your department will display.

Users can initiate two scheduling actions from the Active Sections list,  or , by opening the [Actions](#) link for the desired section.



Departmental Scheduler | Howdy! Nicholas

Section Request System

Departmental Scheduler

Outside Texas Info

Active Sections

New Section

Request History

Report

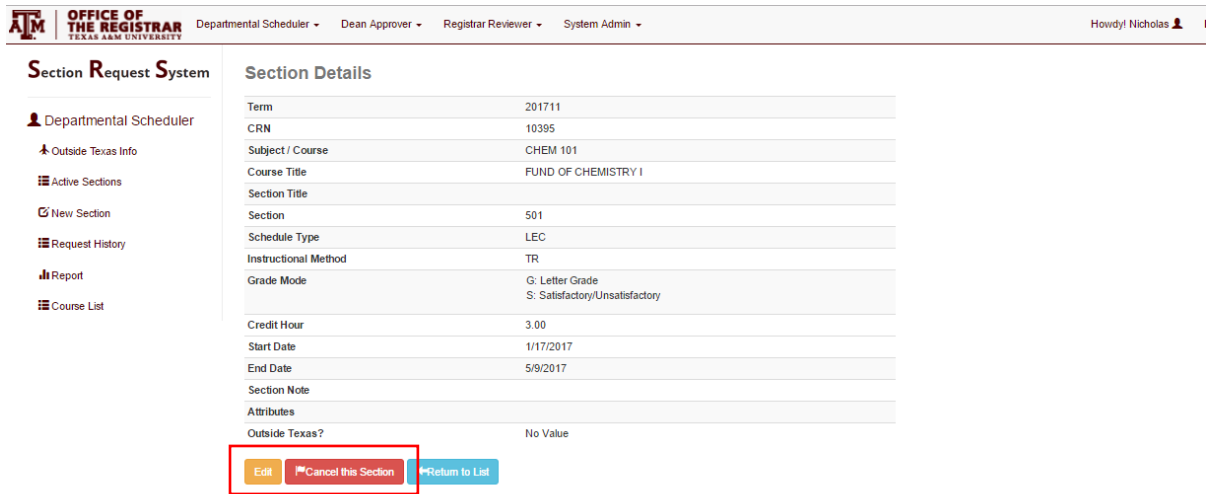
Course List

Term: 201711

Subject: (Please Select a Subject)

Course Number: Course Number

	Term	Subject	Course	Section	Title	Schedule	Start Date	End Date
Actions	201711	CHEM	101	501	FUND OF CHEMISTRY I	LEC	1/17/2017	5/9/2017
Actions	201711	CHEM	101	502	FUND OF CHEMISTRY I	LEC	1/17/2017	5/9/2017
Actions	201711	CHEM	101	503	FUND OF CHEMISTRY I	LEC	1/17/2017	5/9/2017
Actions	201711	CHEM	102	201	FUND OF CHEMISTRY II HNR-FUND OF CHEMISTRY II	LEC	1/17/2017	5/9/2017
Actions	201711	CHEM	102	501	FUND OF CHEMISTRY II	LEC	1/17/2017	5/9/2017
Actions	201711	CHEM	102	502	FUND OF CHEMISTRY II	LEC	1/17/2017	5/9/2017
Actions	201711	CHEM	102	503	FUND OF CHEMISTRY II	LEC	1/17/2017	5/9/2017
Actions	201711	CHEM	102	504	FUND OF CHEMISTRY II	LEC	1/17/2017	5/9/2017
Actions	201711	CHEM	102	505	FUND OF CHEMISTRY II	LEC	1/17/2017	5/9/2017
Actions	201711	CHEM	102	506	FUND OF CHEMISTRY II	LEC	1/17/2017	5/9/2017
Actions	201711	CHEM	102	507	FUND OF CHEMISTRY II	LEC	1/17/2017	5/9/2017
Actions	201711	CHEM	102	508	FUND OF CHEMISTRY II	LEC	1/17/2017	5/9/2017
Actions	201711	CHEM	102	509	FUND OF CHEMISTRY II	LEC	1/17/2017	5/9/2017



Departmental Scheduler | Dean Approver | Registrar Reviewer | System Admin | Howdy! Nicholas

Section Request System

Departmental Scheduler

Outside Texas Info

Active Sections

New Section

Request History

Report

Course List

Section Details

Term: 201711

CRN: 10395

Subject / Course: CHEM 101

Course Title: FUND OF CHEMISTRY I

Section Title:

Section: 501

Schedule Type: LEC

Instructional Method: TR

Grade Mode: G: Letter Grade
S: Satisfactory/Unsatisfactory

Credit Hour: 3.00


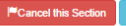

Start Date: 1/17/2017

End Date: 5/9/2017


Section Note:

Attributes:

Outside Texas?: No Value

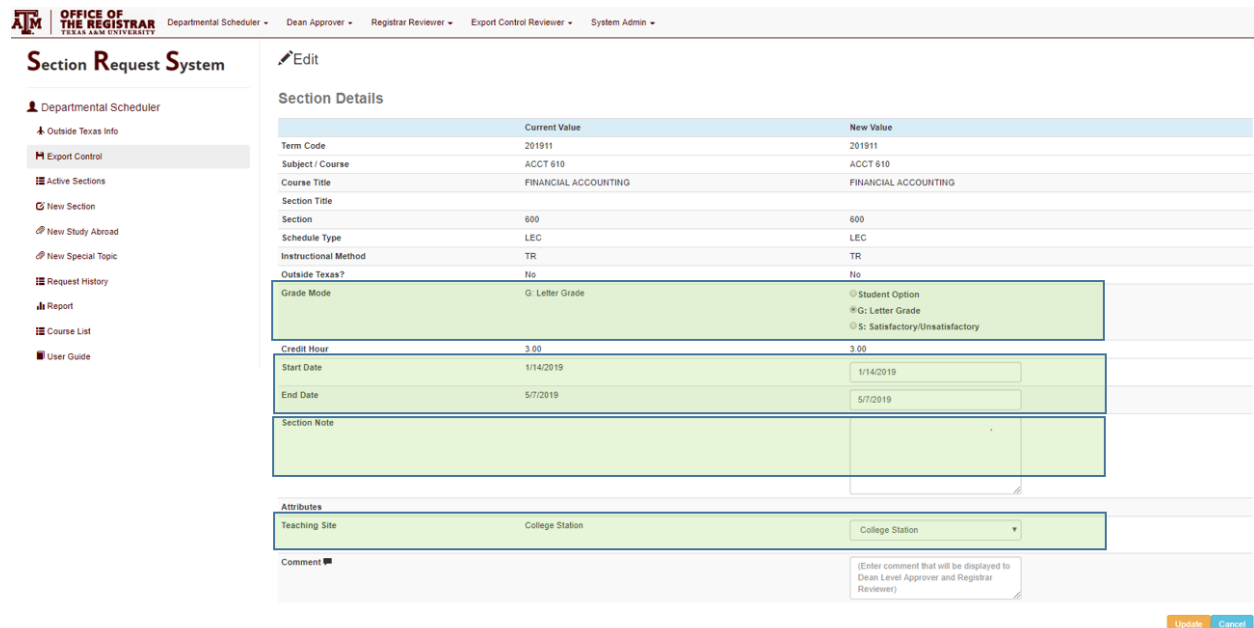
Edit

Users can edit section content by using the  button. Editable content includes:

- Grade Mode** (assuming the course has multiple valid grade modes). The radio button in the new value pane is used to set a specific grade mode, or users can allow students the option to select from valid grade modes during registration.
- Start Date**. Use the calendar widget to adjust start date. **Note: only courses approved for non-traditional delivery allow alternate dates.**
- End Date**. Use the calendar widget to adjust end date. **Note: only courses approved for non-traditional delivery allow alternate dates.**
- Section Note**. Enter/update the section note field to display desired information. Section Notes are visible to students in Howdy schedules.
- Teaching Site**. Use to change the teaching site for existing sections. **Note: option to update site is available for sections previously listed as at a designated teaching site.**

When an edit is opened, the SRS displays side-by-side panes for current value and new value. Comments can be included using the comments field at the bottom of the form. These comments are internal to the SRS and are intended to communicate critical information to the Dean Approver or Registrar Reviewer (e.g, section restrictions, justification for change, etc.). These comments will not be visible to students in Howdy.


Click the  button to save and advance your edit request to the Dean Approver.



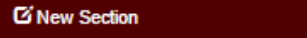
	Current Value	New Value
Term Code	201911	201911
Subject / Course	ACCT 610	ACCT 610
Course Title	FINANCIAL ACCOUNTING	FINANCIAL ACCOUNTING
Section Title		
Section	600	600
Schedule Type	LEC	LEC
Instructional Method	TR	TR
Outside Texas?	No	No
Grade Mode	<input type="radio"/> G: Letter Grade	<input type="radio"/> Student Option <input checked="" type="radio"/> G: Letter Grade <input type="radio"/> S: Satisfactory/Unsatisfactory
Credit Hour	3.00	3.00
Start Date	1/14/2019	1/14/2019
End Date	5/7/2019	5/7/2019
Section Note		
Attributes		
Teaching Site	College Station	College Station
Comment		(Enter comment that will be displayed to Dean Level Approver and Registrar Reviewer)

Important: existing meeting information (i.e., meeting day(s), times, building, and room) will be removed when edits to Start Date or End Date are processed. Users are responsible for establishing meeting and location information in Ad Astra once the section imports with date changes.

Cancel

Users can request a section be cancelled by using the  button. Once a cancel request is approved by the Dean Approver and Registrar Reviewer the section is removed from the term data. This action is appropriate if a department does not intend to offer a section during the scheduling term.

New Section Request

Use the  button on the left menu bar to request new sections. New section requests are used to request additional sections that do not exist as active sections.

<div style="background-color: #e6f2ff; padding: 5px; border: 1px solid #add8e6;">Section Attribute(s)</div> <div style="padding: 5px;"> <p>Select All That Apply</p> <p><input type="checkbox"/> Distance Education <small>* will qualify for B/CS On-Campus Fee Waiver</small></p> <p><input type="checkbox"/> Web or Video Conference Based on Site</p> <p><input type="checkbox"/> Honors</p> <p><input type="checkbox"/> Writing Intensive</p> <p><input type="checkbox"/> Communication Intensive</p> <p><input type="checkbox"/> In-Absentia <small>* will qualify for B/CS On-Campus Fee Waiver</small></p> <div style="background-color: #e6f2ff; padding: 5px; border: 1px solid #add8e6; margin-top: 10px;"> Distance Education, In-Absentia will qualify for B/CS On-Campus Fee Waiver. </div> </div>	<p>Term Code</p> <div style="border: 1px solid #add8e6; padding: 2px;">201911</div> <p>Subject</p> <div style="border: 1px solid #add8e6; padding: 2px;">ACCT</div> <p>Course Number</p> <div style="border: 1px solid #add8e6; padding: 2px;">209 SURVEY OF ACCT PRIN</div> <p>Course Title</p> <p>SURVEY OF ACCT PRIN</p> <p>Section Title</p> <div style="border: 1px solid #ccc; padding: 2px;">Section Title</div> <p>Schedule Type</p> <div style="border: 1px solid #add8e6; padding: 2px;">Lecture</div> <p>Instructional Method</p> <div style="border: 1px solid #ccc; padding: 2px;">Traditional, Face-to-Face</div> <p>Is any portion of this section going to be conducted outside of the state of Texas? <small>(i.e., internship, interviews, research, field trip, etc.)</small></p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>Teaching Site</p> <div style="border: 1px solid #ccc; padding: 2px;">(Select a Teaching Site)</div>	<p>Grade Mode</p> <p><input type="radio"/> Student Option</p> <p><input checked="" type="radio"/> Letter Grade</p> <p><input type="radio"/> Satisfactory/Unsatisfactory</p> <p>Credit Hours</p> <div style="border: 1px solid #ccc; padding: 2px;">3</div> <p><small>This course is fixed at 3 credit hour(s).</small></p> <p>Enrollment Maximum</p> <div style="border: 1px solid #ccc; padding: 2px;">Example: '0', '5', '25', '50'</div> <p>Start Date</p> <div style="border: 1px solid #ccc; padding: 2px;">1/14/2019</div> <p>End Date</p> <div style="border: 1px solid #ccc; padding: 2px;">5/7/2019</div> <p>Section Required Note</p> <p>Section Note</p> <div style="border: 1px solid #ccc; padding: 2px; min-height: 40px;"> <small>(Enter notes that will be displayed to students during registration)</small> </div> <p>Comment</p> <div style="border: 1px solid #ccc; padding: 2px; min-height: 40px;"> <small>(Enter comments that will be displayed to Dean Level Approver and Registrar Reviewer)</small> </div>
<div style="display: flex; justify-content: flex-end; gap: 10px;"> <div style="background-color: #0056b3; color: white; padding: 5px 15px; border-radius: 3px;">+ Submit Request</div> <div style="background-color: #e69a00; color: white; padding: 5px 15px; border-radius: 3px;">Reset Form</div> </div>		

Select Term, Subject, and Course Number

Use the form to select the desired scheduling term, subject, and course number. Please note, only active courses associated with your department are available. The form is dynamic, and will load other field options (e.g., course title, schedule type(s), instructional method(s), grade mode, and credit hours) based on the course selected.

Section Attribute(s)

Use the Section Attributes area to indicate special section types (e.g., Distance Education, Web Based on Campus, Honors, Writing Intensive, Communication Intensive, In-absentia). **Note: only courses approved for non-traditional delivery permit Distance Education and Web or Video Conference Based on Site requests.**

Section-specific titles and required section notes will populate based on your selection. Please note, the form has section type validation that will prohibit inappropriate section types based on other course information.

Section Attribute(s)

Select All That Apply

Distance Education
* will qualify for B/CS On-Campus Fee Waiver

Web or Video Conference Based on Site

Honors

Writing Intensive

Communication Intensive

In-Absentia
* will qualify for B/CS On-Campus Fee Waiver

Distance Education, In-Absentia will qualify for B/CS On-Campus Fee Waiver.

Term Code
201911

Subject
ACCT

Course Number
209 SURVEY OF ACCT PRIN

Course Title
SURVEY OF ACCT PRIN

Section Title
HNR-SURVEY OF ACCT PRIN

Schedule Type
Lecture

Grade Mode

Student Option

Letter Grade

Satisfactory/Unsatisfactory

Credit Hours
3
This course is fixed at 3 credit hour(s).

Enrollment Maximum
Example: '0', '5', '25', '50'

Start Date
1/14/2019

End Date
5/7/2019

Section Attribute(s)

Select All That Apply

Distance Education
* will qualify for B/CS On-Campus Fee Waiver

Web or Video Conference Based on Site

Honors

Writing Intensive

Communication Intensive

In-Absentia
* will qualify for B/CS On-Campus Fee Waiver

Distance Education, In-Absentia will qualify for B/CS On-Campus Fee Waiver.

Term Code
201911

Subject
ACCT

Course Number
209 SURVEY OF ACCT PRIN

Course Title
SURVEY OF ACCT PRIN

Section Title
Section Title

Schedule Type
Lecture

Instructional Method
Traditional, Face-to-Face

Is any portion of this section going to be conducted outside of the state of Texas?
(i.e., internship, interviews, research, field trip, etc.)
 Yes

Grade Mode

Student Option

Letter Grade

Satisfactory/Unsatisfactory

Credit Hours
3
This course is fixed at 3 credit hour(s).

Enrollment Maximum
Example: '0', '5', '25', '50'

Start Date
1/14/2019

End Date
5/7/2019

Section Required Note
900 SECTIONS FULFILL A WRITING/COMMUNICATION REQUIREMENT FOR GRADUATION

Section Note
(Enter notes that will be displayed to...)

Schedule Type and Instructional Method

Schedule type is typically fixed for courses based on their curricular approval. Schedule type describes the course format (e.g., lecture, lecture-lab, etc.). Instructional Method describes the method of delivery (e.g., Traditional Face-to-Face, Web-based, etc.). Some course are only approved for traditional deliver. Select courses are approved for non-traditional deliveries (e.g., web-based, video conference, etc.)

Use the dropdowns to select the appropriate schedule type and instructional method. Please note, Distance Education and Web-based or Interactive Video Conference on Site sections require instructional method Web-based on Interactive Video Conference.

<div style="border: 1px solid #ccc; padding: 5px;"> <p>Section Attribute(s)</p> <p>Select All That Apply</p> <p><input type="checkbox"/> Distance Education * will qualify for B/CS On-Campus Fee Waiver</p> <p><input type="checkbox"/> Web or Video Conference Based on Site</p> <p><input type="checkbox"/> Honors</p> <p><input type="checkbox"/> Writing Intensive</p> <p><input type="checkbox"/> Communication Intensive</p> <p><input type="checkbox"/> In-Absentia * will qualify for B/CS On-Campus Fee Waiver</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px; background-color: #E6F2FF;"> <p>Distance Education, In-Absentia will qualify for B/CS On-Campus Fee Waiver.</p> </div> </div>	<p>Term Code</p> <p>201911</p> <p>Subject</p> <p>ACCT</p> <p>Course Number</p> <p>209 SURVEY OF ACCT PRIN</p> <p>Course Title</p> <p>SURVEY OF ACCT PRIN</p> <p>Section Title</p> <p>Section Title</p> <div style="border: 2px solid #90EE90; padding: 5px;"> <p>Schedule Type</p> <p>Lecture</p> <p>Instructional Method</p> <p>Traditional, Face-to-Face</p> </div> <p>Is any portion of this section going to be conducted outside of the state of Texas? (i.e., internship, interviews, research, field trip, etc.)</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>Teaching Site</p> <p>(Select a Teaching Site)</p>	<p>Grade Mode</p> <p><input type="radio"/> Student Option</p> <p><input checked="" type="radio"/> Letter Grade</p> <p><input type="radio"/> Satisfactory/Unsatisfactory</p> <p>Credit Hours</p> <p>3</p> <p>This course is fixed at 3 credit hour(s).</p> <p>Enrollment Maximum</p> <p>1</p> <p>Start Date</p> <p>1/14/2019</p> <p>End Date</p> <p>5/7/2019</p> <p>Section Required Note</p> <p>Section Note</p> <p>(Enter notes that will be displayed to students during registration)</p> <p>Comment</p> <p>Enter Comments HERE. Comments only display in SRS.</p>
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Teaching Site

All sections being offered via face-to-face or web/video conference based on site instructional methods require a teaching site. Teaching sites should indicate the approved site where instruction will occur. For example, CS campus courses being taught face-to-face in College Station should be submitted with the College Station teaching site. Courses meeting at alternate sites (e.g., City Center Houston, McAllen, etc.) should be submitted with the appropriate Teaching Site selected. Some section types do not require a Teaching site (Distance Education & In-absentia).

<div style="border: 1px solid #ccc; padding: 5px;"> <p>Section Attribute(s)</p> <p>Select All That Apply</p> <p><input type="checkbox"/> Distance Education * will qualify for B/CS On-Campus Fee Waiver</p> <p><input type="checkbox"/> Web or Video Conference Based on Site</p> <p><input type="checkbox"/> Honors</p> <p><input type="checkbox"/> Writing Intensive</p> <p><input type="checkbox"/> Communication Intensive</p> <p><input type="checkbox"/> In-Absentia * will qualify for B/CS On-Campus Fee Waiver</p> <div style="border: 1px solid #00a0e3; padding: 5px; margin-top: 10px; background-color: #e6f2ff;"> <p>Distance Education, In-Absentia will qualify for B/CS On-Campus Fee Waiver.</p> </div> </div>	<p>Term Code</p> <input type="text" value="201911"/> <p>Subject</p> <input type="text" value="ACCT"/> <p>Course Number</p> <input type="text" value="209 SURVEY OF ACCT PRIN"/> <p>Course Title</p> <input type="text" value="SURVEY OF ACCT PRIN"/> <p>Section Title</p> <input type="text" value="Section Title"/> <p>Schedule Type</p> <input type="text" value="Lecture"/> <p>Instructional Method</p> <input type="text" value="Traditional, Face-to-Face"/> <p>Is any portion of this section going to be conducted outside of the state of Texas? (i.e., internship, interviews, research, field trip, etc.)</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <div style="border: 1px solid #00a0e3; padding: 5px; margin-top: 10px;"> <p>Teaching Site</p> <input type="text" value="College Station"/> </div>	<p>Grade Mode</p> <p><input type="radio"/> Student Option</p> <p><input checked="" type="radio"/> Letter Grade</p> <p><input type="radio"/> Satisfactory/Unsatisfactory</p> <p>Credit Hours</p> <input type="text" value="3"/> <p>This course is fixed at 3 credit hour(s).</p> <p>Enrollment Maximum</p> <input type="text" value="1"/> <p>Start Date</p> <input type="text" value="1/14/2019"/> <p>End Date</p> <input type="text" value="5/7/2019"/> <p>Section Required Note</p> <p>Section Note</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 30px;"> <p>(Enter notes that will be displayed to students during registration)</p> </div> <p>Comment</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 30px;"> <p>Enter Comments HERE. Comments only display in SRS.</p> </div>
<div style="display: flex; justify-content: flex-end; gap: 10px;"> <input type="button" value="+ Submit Request"/> <input type="button" value="Reset Form"/> </div>		

Grade Mode

Courses with more than one valid grade mode enabled in inventory will prompt users to select a grade mode setting. Users can allow a student option during registration, or fix grade mode for the section. Fixing grade mode limits grade mode to the selected mode during registration.

Section Attribute(s) Select All That Apply <input type="checkbox"/> Distance Education * will qualify for B/CS On-Campus Fee Waiver <input type="checkbox"/> Web or Video Conference Based on Site <input type="checkbox"/> Honors <input checked="" type="checkbox"/> Writing Intensive <input type="checkbox"/> Communication Intensive <input type="checkbox"/> In-Absentia * will qualify for B/CS On-Campus Fee Waiver	Term Code 201911 Subject ACCT Course Number 209 SURVEY OF ACCT PRIN Course Title SURVEY OF ACCT PRIN Section Title Section Title	Grade Mode <input type="radio"/> Student Option <input checked="" type="radio"/> Letter Grade <input type="radio"/> Satisfactory/Unsatisfactory Credit Hours 3 This course is fixed at 3 credit hour(s). Enrollment Maximum Example: '0', '5', '25', '50' Start Date 1/14/2019
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Courses with one valid grade mode in inventory do not provide an option on the form.

Section Attribute(s) Select All That Apply <input type="checkbox"/> Distance Education * will qualify for B/CS On-Campus Fee Waiver <input type="checkbox"/> Web or Video Conference Based on Site <input type="checkbox"/> Honors <input checked="" type="checkbox"/> Writing Intensive <input type="checkbox"/> Communication Intensive <input type="checkbox"/> In-Absentia * will qualify for B/CS On-Campus Fee Waiver Distance Education, In-Absentia will qualify for B/CS On-Campus Fee Waiver.	Term Code 201911 Subject ACCT Course Number 001 RESEARCH Course Title RESEARCH Section Title Section Title Schedule Type Research	Grade Mode <input checked="" type="radio"/> Satisfactory/Unsatisfactory Credit Hours This is variable credit course from 1 to 23 credit hours. <input checked="" type="radio"/> Allow range (Range from 1 to 23) <input type="radio"/> Choose a fixed value within range 1 .00 Enrollment Maximum Example: '0', '5', '25', '50' Start Date 1/14/2019
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Credit hours

Courses approved with **fixed credit** hours are indicated in the form. Hours cannot be adjusted for fixed credit courses.

<p>Section Attribute(s)</p> <p>Select All That Apply</p> <p><input type="checkbox"/> Distance Education * will qualify for B/CS On-Campus Fee Waiver</p> <p><input type="checkbox"/> Web or Video Conference Based on Site</p> <p><input type="checkbox"/> Honors</p> <p><input checked="" type="checkbox"/> Writing Intensive</p> <p><input type="checkbox"/> Communication Intensive</p> <p><input type="checkbox"/> In-Absentia * will qualify for B/CS On-Campus Fee Waiver</p> <p>Distance Education, In-Absentia will qualify for B/CS On-Campus Fee Waiver.</p>	<p>Term Code</p> <p>201911</p> <p>Subject</p> <p>ACCT</p> <p>Course Number</p> <p>209 SURVEY OF ACCT PRIN</p> <p>Course Title</p> <p>SURVEY OF ACCT PRIN</p> <p>Section Title</p> <p>Section Title</p> <p>Schedule Type</p> <p>Lecture</p>	<p>Grade Mode</p> <p><input type="radio"/> Student Option</p> <p><input checked="" type="radio"/> Letter Grade</p> <p><input type="radio"/> Satisfactory/Unsatisfactory</p> <p>Credit Hours</p> <p>3</p> <p>This course is fixed at 3 credit hour(s).</p> <p>Enrollment Maximum</p> <p>Example: '0', '5', '25', '50'</p> <p>Start Date</p> <p>1/14/2019</p> <p>End Date</p> <p>5/7/2019</p>
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Courses approved as **variable credit** prompt users to choose a grade mode approach. Users can allow the range or choose a fixed value within the approved range.

Allowing the range permits students/advisors to select hours during registration.

<p>Section Attribute(s)</p> <p>Select All That Apply</p> <p><input type="checkbox"/> Distance Education * will qualify for B/CS On-Campus Fee Waiver</p> <p><input type="checkbox"/> Web or Video Conference Based on Site</p> <p><input type="checkbox"/> Honors</p> <p><input type="checkbox"/> Writing Intensive</p> <p><input type="checkbox"/> Communication Intensive</p> <p><input type="checkbox"/> In-Absentia * will qualify for B/CS On-Campus Fee Waiver</p> <p>Distance Education, In-Absentia will qualify for B/CS On-Campus Fee Waiver.</p>	<p>Term Code</p> <p>201911</p> <p>Subject</p> <p>ACCT</p> <p>Course Number</p> <p>091 RESEARCH</p> <p>Course Title</p> <p>RESEARCH</p> <p>Section Title</p> <p>Section Title</p> <p>Schedule Type</p> <p>Research</p>	<p>Grade Mode</p> <p><input checked="" type="radio"/> Satisfactory/Unsatisfactory</p> <p>Credit Hours</p> <p>This is variable credit course from 1 to 23 credit hours.</p> <p><input checked="" type="radio"/> Allow range (Range from 1 to 23)</p> <p><input type="radio"/> Choose a fixed value within range</p> <p>1 .00</p> <p>Enrollment Maximum</p> <p>Example: '0', '5', '25', '50'</p> <p>Start Date</p> <p>1/14/2019</p> <p>End Date</p>
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Selecting a fixed value within the approved range limits registration to the selected credit hour value.

<p>Section Attribute(s)</p> <p>Select All That Apply</p> <p><input type="checkbox"/> Distance Education * will qualify for B/CS On-Campus Fee Waiver</p> <p><input type="checkbox"/> Web or Video Conference Based on Site</p> <p><input type="checkbox"/> Honors</p> <p><input type="checkbox"/> Writing Intensive</p> <p><input type="checkbox"/> Communication Intensive</p> <p><input type="checkbox"/> In-Absentia * will qualify for B/CS On-Campus Fee Waiver</p> <p>Distance Education, In-Absentia will qualify for B/CS On-Campus Fee Waiver.</p>	<p>Term Code</p> <p>201911</p> <p>Subject</p> <p>ACCT</p> <p>Course Number</p> <p>691 RESEARCH</p> <p>Course Title</p> <p>RESEARCH</p> <p>Section Title</p> <p>Section Title</p> <p>Schedule Type</p> <p>Research</p>	<p>Grade Mode</p> <p><input checked="" type="radio"/> Satisfactory/Unsatisfactory</p> <p>Credit Hours</p> <p>This is variable credit course from 1 to 23 credit hours.</p> <p><input type="radio"/> Allow range (Range from 1 to 23)</p> <p><input checked="" type="radio"/> Choose a fixed value within range</p> <p>2 .00</p> <p>Enrollment Maximum</p> <p>Example: '0', '5', '25', '50'</p> <p>Start Date</p> <p>1/14/2019</p>
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Enrollment Maximum

Use this field to indicate the desired opening limit for your new section. The Registrar will use this information to set the initial max, but once the section is active in Compass users are responsible for updates to this setting on SSASECT.

<p>Section Attribute(s)</p> <p>Select All That Apply</p> <p><input type="checkbox"/> Distance Education * will qualify for B/CS On-Campus Fee Waiver</p> <p><input type="checkbox"/> Web or Video Conference Based on Site</p> <p><input type="checkbox"/> Honors</p> <p><input type="checkbox"/> Writing Intensive</p> <p><input type="checkbox"/> Communication Intensive</p> <p><input type="checkbox"/> In-Absentia * will qualify for B/CS On-Campus Fee Waiver</p> <p>Distance Education, In-Absentia will qualify for B/CS On-Campus Fee Waiver.</p>	<p>Term Code</p> <p>201911</p> <p>Subject</p> <p>ACCT</p> <p>Course Number</p> <p>691 RESEARCH</p> <p>Course Title</p> <p>RESEARCH</p> <p>Section Title</p> <p>Section Title</p> <p>Schedule Type</p> <p>Research</p>	<p>Grade Mode</p> <p><input checked="" type="radio"/> Satisfactory/Unsatisfactory</p> <p>Credit Hours</p> <p>This is variable credit course from 1 to 23 credit hours.</p> <p><input checked="" type="radio"/> Allow range (Range from 1 to 23)</p> <p><input type="radio"/> Choose a fixed value within range</p> <p>1 .00</p> <p>Enrollment Maximum</p> <p>Example: '0', '5', '25', '50'</p> <p>Start Date</p> <p>1/14/2019</p> <p>End Date</p>
--	---	--

Start Date/End Date

Start and End dates default to the standard semester dates for the scheduling term selected. Alternate start and end dates may be requested using the calendar widgets in these fields. This is appropriate for minimesters and other condensed format courses or courses with offset schedules. **Note: only courses approved for non-traditional delivery allow alternate dates.**

Section Attribute(s)

Select All That Apply

- Distance Education
* will qualify for B/CS On-Campus Fee Waiver
- Web or Video Conference Based on Site
- Honors
- Writing Intensive
- Communication Intensive
- In-Absentia
* will qualify for B/CS On-Campus Fee Waiver

Distance Education, In-Absentia will qualify for B/CS On-Campus Fee Waiver.

Term Code
201911

Subject
ACCT

Course Number
691 RESEARCH

Course Title
RESEARCH

Section Title
Section Title

Schedule Type
Research

Instructional Method
Non-traditional

Is any portion of this section going to be conducted outside of the state of Texas?

Grade Mode
 Satisfactory/Unsatisfactory

Credit Hours
This is variable credit course from 1 to 23 credit hours.
 Allow range (Range from 1 to 23)
 Choose a fixed value within range
2 .00

Enrollment Maximum
1

Start Date
1/14/2019

End Date
5/7/2019

Section Attribute(s)

Select All That Apply

- Distance Education
* will qualify for B/CS On-Campus Fee Waiver
- Web or Video Conference Based on Site
- Honors
- Writing Intensive
- Communication Intensive
- In-Absentia
* will qualify for B/CS On-Campus Fee Waiver

Distance Education, In-Absentia will qualify for B/CS On-Campus Fee Waiver.

Term Code
201911

Subject
ACCT

Course Number
691 RESEARCH

Course Title
RESEARCH

Section Title
Section Title

Schedule Type
Research

Instructional Method
Non-traditional

Is any portion of this section going to be conducted outside of the state of Texas?
(i.e., internship, interviews, research, field trip, etc.)

Yes
 No

Grade Mode
 Satisfactory/Unsatisfactory

Credit Hours
This is variable credit course from 1 to 23 credit hours.
 Allow range (Range from 1 to 23)
 Choose a fixed value within range
2 .00

Enrollment Maximum
1

Start Date
1/14/2019

January 2019

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Comment

Section Note

Users can add section notes (optional) in the Section Note field. These notes will display in the schedule under the CRN active link.



<div style="background-color: #e1f5fe; padding: 5px; border-bottom: 1px solid #ccc;">Section Attribute(s)</div> <p>Select All That Apply</p> <p><input type="checkbox"/> Distance Education * will qualify for B/CS On-Campus Fee Waiver</p> <p><input type="checkbox"/> Web or Video Conference Based on Site</p> <p><input type="checkbox"/> Honors</p> <p><input type="checkbox"/> Writing Intensive</p> <p><input type="checkbox"/> Communication Intensive</p> <p><input type="checkbox"/> In-Absentia * will qualify for B/CS On-Campus Fee Waiver</p> <div style="background-color: #e1f5fe; padding: 5px; border: 1px solid #ccc; margin-top: 10px;"> Distance Education, In-Absentia will qualify for B/CS On-Campus Fee Waiver. </div>	<p>Term Code</p> <input type="text" value="201911"/> <p>Subject</p> <input type="text" value="ACCT"/> <p>Course Number</p> <input type="text" value="209 SURVEY OF ACCT PRIN"/> <p>Course Title</p> <input type="text" value="SURVEY OF ACCT PRIN"/> <p>Section Title</p> <input type="text" value="Section Title"/> <p>Schedule Type</p> <input type="text" value="Lecture"/> <p>Instructional Method</p> <input type="text" value="Traditional, Face-to-Face"/> <p>Is any portion of this section going to be conducted outside of the state of Texas? </p> <p>(i.e., internship, interviews, research, field trip, etc.)</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>Teaching Site</p> <input type="text" value="(Select a Teaching Site)"/>	<p>Grade Mode</p> <p><input type="radio"/> Student Option</p> <p><input checked="" type="radio"/> Letter Grade</p> <p><input type="radio"/> Satisfactory/Unsatisfactory</p> <p>Credit Hours </p> <input type="text" value="3"/> <p>This course is fixed at 3 credit hour(s).</p> <p>Enrollment Maximum </p> <input type="text" value="1"/> <p>Start Date </p> <input type="text" value="1/14/2019"/> <p>End Date </p> <input type="text" value="5/7/2019"/> <p>Section Required Note </p> <div style="border: 1px solid #4caf50; padding: 5px; margin-bottom: 5px;"> <p>Section Note </p> <p>Enter Section Notes HERE. Remember, Section Notes display to students in Howdy. </p> </div> <p>Comment </p> <input type="text" value="(Enter comments that will be displayed to Dean Level Approver and Registrar Reviewer)"/>
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Comment

The comment field can be used to communicate information to the Dean Approver or Registrar review about your request (e.g., preferred section number, registration restrictions, etc.). These comments are not published in the schedule and are only retained within the SRS.





<div style="border: 1px solid #add8e6; padding: 5px;"> <p>Section Attribute(s)</p> <p>Select All That Apply</p> <p><input type="checkbox"/> Distance Education * will qualify for B/CS On-Campus Fee Waiver</p> <p><input type="checkbox"/> Web or Video Conference Based on Site</p> <p><input type="checkbox"/> Honors</p> <p><input type="checkbox"/> Writing Intensive</p> <p><input type="checkbox"/> Communication Intensive</p> <p><input type="checkbox"/> In-Absentia * will qualify for B/CS On-Campus Fee Waiver</p> <div style="border: 1px solid #add8e6; padding: 5px; margin-top: 10px;"> <p>Distance Education, In-Absentia will qualify for B/CS On-Campus Fee Waiver.</p> </div> </div>	<p>Term Code</p> <p>201911</p> <p>Subject</p> <p>ACCT</p> <p>Course Number</p> <p>209 SURVEY OF ACCT PRIN</p> <p>Course Title</p> <p>SURVEY OF ACCT PRIN</p> <p>Section Title</p> <p>Section Title</p> <p>Schedule Type</p> <p>Lecture</p> <p>Instructional Method</p> <p>Traditional, Face-to-Face</p> <p>Is any portion of this section going to be conducted outside of the state of Texas? (i.e., internship, interviews, research, field trip, etc.)</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>Teaching Site</p> <p>(Select a Teaching Site)</p>	<p>Grade Mode</p> <p><input type="radio"/> Student Option</p> <p><input checked="" type="radio"/> Letter Grade</p> <p><input type="radio"/> Satisfactory/Unsatisfactory</p> <p>Credit Hours</p> <p>3 This course is fixed at 3 credit hour(s).</p> <p>Enrollment Maximum</p> <p>1</p> <p>Start Date</p> <p>1/14/2019</p> <p>End Date</p> <p>5/7/2019</p> <p>Section Required Note</p> <p>Section Note</p> <p>(Enter notes that will be displayed to students during registration)</p> <div style="border: 2px solid #90ee90; padding: 5px; margin-top: 10px;"> <p>Comment</p> <p>Enter Comments HERE. Comments only display in SRS.</p> </div>
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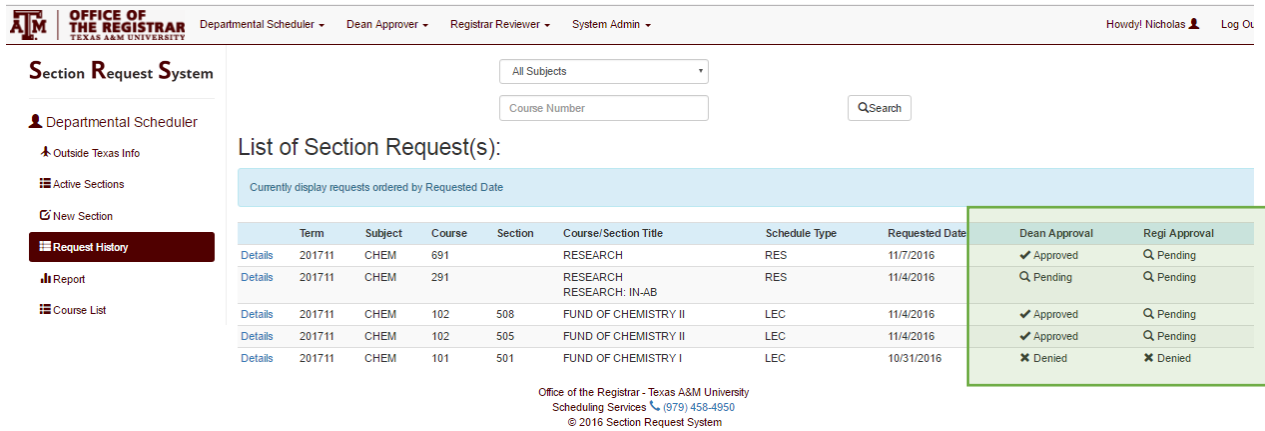
Submission

Use the  button to submit a completed request to the Dean Approver. Users can reset the request form using the  button.

Request History

Dashboard View

Users can view request status for any previously submitted edit or new section request by accessing the  area in the left menu bar. The dashboard view is ordered by request date and includes status indicators  Approved,  Denied, or  Pending for each workflow stage.




The screenshot shows the 'Section Request System' interface. On the left is a navigation menu with 'Request History' highlighted. The main area displays a 'List of Section Request(s)' table. A green box highlights the approval status columns for several rows.

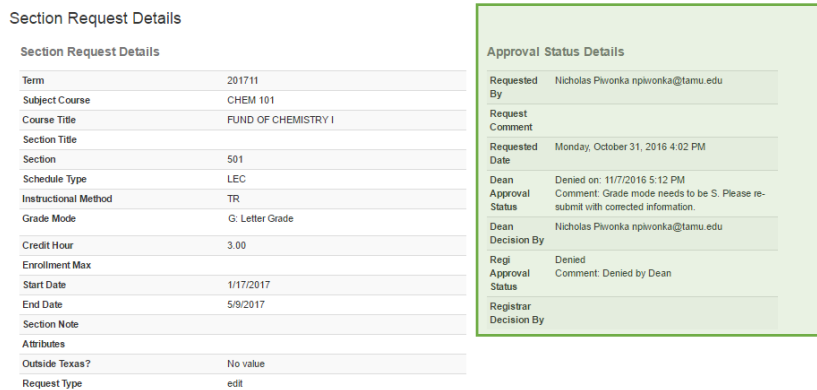
Term	Subject	Course	Section	Course/Section Title	Schedule Type	Requested Date	Dean Approval	Regi Approval
201711	CHEM	691		RESEARCH	RES	11/7/2016	✓ Approved	🔍 Pending
201711	CHEM	291		RESEARCH RESEARCH: IN-AB	RES	11/4/2016	🔍 Pending	🔍 Pending
201711	CHEM	102	508	FUND OF CHEMISTRY II	LEC	11/4/2016	✓ Approved	🔍 Pending
201711	CHEM	102	505	FUND OF CHEMISTRY II	LEC	11/4/2016	✓ Approved	🔍 Pending
201711	CHEM	101	501	FUND OF CHEMISTRY I	LEC	10/31/2016	✗ Denied	✗ Denied

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 Scheduling Services ☎ (979) 458-4950
 © 2016 Section Request System

Detailed View

Use the  link to display all request information, including details specific to approval status (i.e., requestor info, request date/time, requestor comments, Dean Approval info, Dean Decision date/time Dean Comment, etc.).

Please note, Dean Approvers and Registrar Reviewers are required to enter comments on denials. Dean Approvers have the option to comment on approvals.



The screenshot shows the 'Section Request Details' page. It is divided into two main sections: 'Section Request Details' and 'Approval Status Details'.

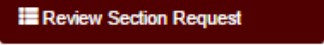
Section Request Details	
Term	201711
Subject Course	CHEM 101
Course Title	FUND OF CHEMISTRY I
Section Title	
Section	501
Schedule Type	LEC
Instructional Method	TR
Grade Mode	G: Letter Grade
Credit Hour	3.00
Enrollment Max	
Start Date	1/17/2017
End Date	5/9/2017
Section Note	
Attributes	
Outside Texas?	No value
Request Type	edit

Approval Status Details	
Requested By	Nicholas Pivonka npivonka@tamu.edu
Request Comment	
Requested Date	Monday, October 31, 2016 4:02 PM
Dean Approval Status	Denied on: 11/7/2016 5:12 PM Comment: Grade mode needs to be S. Please re-submit with corrected information.
Dean Decision By	Nicholas Pivonka npivonka@tamu.edu
Regi Approval Status	Denied Comment: Denied by Dean
Registrar Decision By	

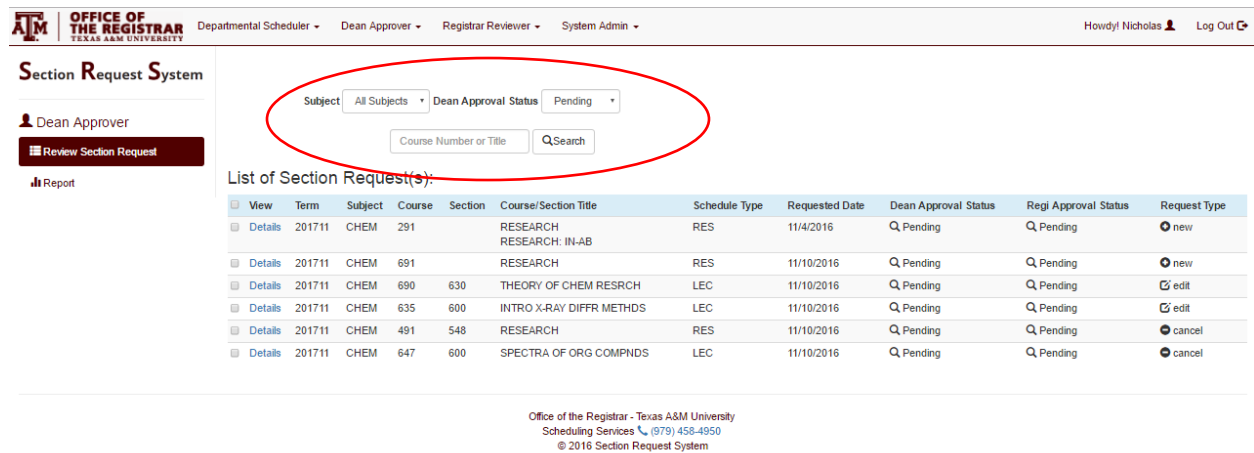
Dean Approver

Review Section Request

Dashboard View

Use the  button in the left menu bar to access the request list. The list defaults to requests pending approval before they can advance in workflow to the Registrar Reviewer.

Filters are available that allow users to search by subject and course number. Alternatively, users can view previously approved and denied requests by using the Dean Approval Status filter.

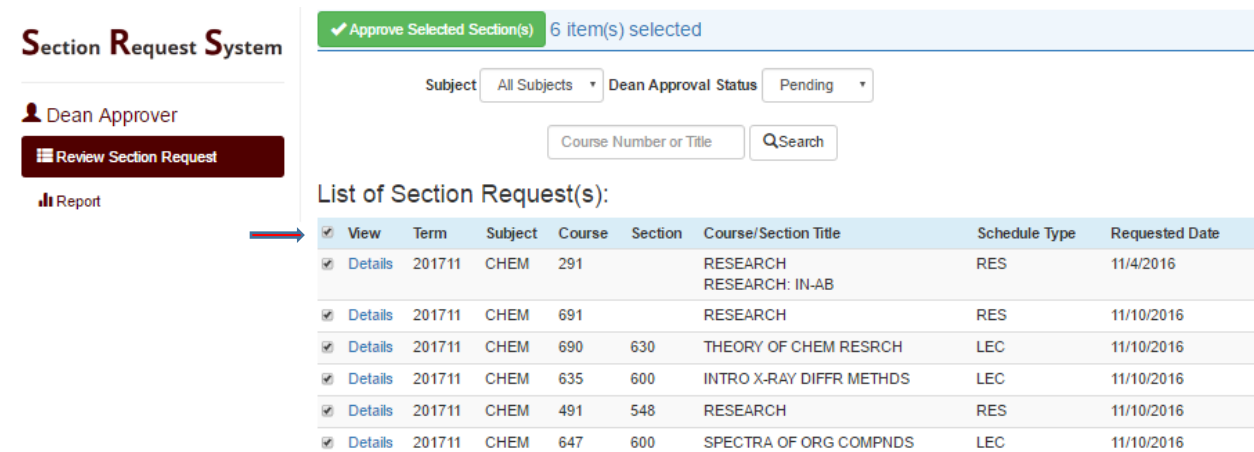


The screenshot shows the 'Section Request System' interface. The top navigation bar includes 'Departmental Scheduler', 'Dean Approver', 'Registrar Reviewer', and 'System Admin'. The user is logged in as 'Howdy! Nicholas'. The left sidebar contains 'Dean Approver', 'Review Section Request', and 'Report'. The main area features filters for 'Subject' (All Subjects) and 'Dean Approval Status' (Pending), along with a search box for 'Course Number or Title'. Below the filters is a table titled 'List of Section Request(s):' with columns for View, Term, Subject, Course, Section, Course/Section Title, Schedule Type, Requested Date, Dean Approval Status, Regl Approval Status, and Request Type. The table lists six requests, all with a status of 'Q Pending'.

View	Term	Subject	Course	Section	Course/Section Title	Schedule Type	Requested Date	Dean Approval Status	Regl Approval Status	Request Type
<input type="checkbox"/>	201711	CHEM	291		RESEARCH RESEARCH: IN-AB	RES	11/4/2016	Q Pending	Q Pending	new
<input type="checkbox"/>	201711	CHEM	691		RESEARCH	RES	11/10/2016	Q Pending	Q Pending	new
<input type="checkbox"/>	201711	CHEM	690	630	THEORY OF CHEM RESRCH	LEC	11/10/2016	Q Pending	Q Pending	edit
<input type="checkbox"/>	201711	CHEM	635	600	INTRO X-RAY DIFFR METHDS	LEC	11/10/2016	Q Pending	Q Pending	edit
<input type="checkbox"/>	201711	CHEM	491	548	RESEARCH	RES	11/10/2016	Q Pending	Q Pending	cancel
<input type="checkbox"/>	201711	CHEM	647	600	SPECTRA OF ORG COMPNDS	LEC	11/10/2016	Q Pending	Q Pending	cancel


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© 2016 Section Request System

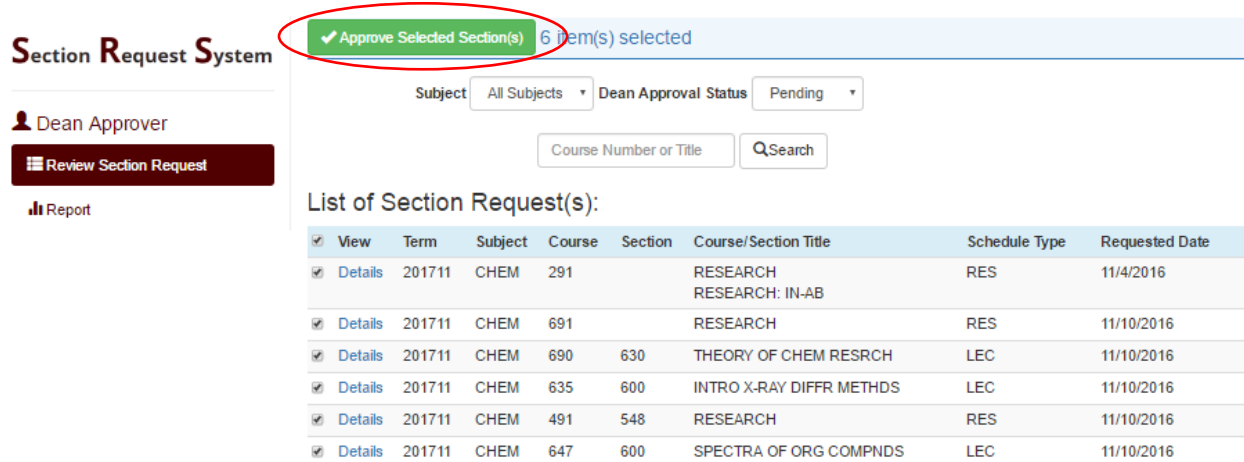
The Dean Approver request dashboard details high-level request information, request type (new, edit, cancel), and status in workflow. Users have the option to select and approve multiple requests from the dashboard view using the select check boxes. Select all using the check box in the header.



This screenshot shows the same dashboard as above, but with all six requests selected. A green banner at the top indicates 'Approve Selected Section(s) 6 item(s) selected'. The 'View' column in the table now has checkmarks for each row. A red arrow points to the first checkmark.

View	Term	Subject	Course	Section	Course/Section Title	Schedule Type	Requested Date
<input checked="" type="checkbox"/>	201711	CHEM	291		RESEARCH RESEARCH: IN-AB	RES	11/4/2016
<input checked="" type="checkbox"/>	201711	CHEM	691		RESEARCH	RES	11/10/2016
<input checked="" type="checkbox"/>	201711	CHEM	690	630	THEORY OF CHEM RESRCH	LEC	11/10/2016
<input checked="" type="checkbox"/>	201711	CHEM	635	600	INTRO X-RAY DIFFR METHDS	LEC	11/10/2016
<input checked="" type="checkbox"/>	201711	CHEM	491	548	RESEARCH	RES	11/10/2016
<input checked="" type="checkbox"/>	201711	CHEM	647	600	SPECTRA OF ORG COMPNDS	LEC	11/10/2016

Use the  button to submit your approval and advance in workflow to the Registrar Reviewer. Please note, this feature is only available for submitting approvals. Once approved, requests will drop from your pending list. They can still be tracked by using the Dean Approval Status filter to search 'Approved'.



Section Request System ✔ Approve Selected Section(s) 6 Dem(s) selected



Subject: All Subjects | Dean Approval Status: Pending

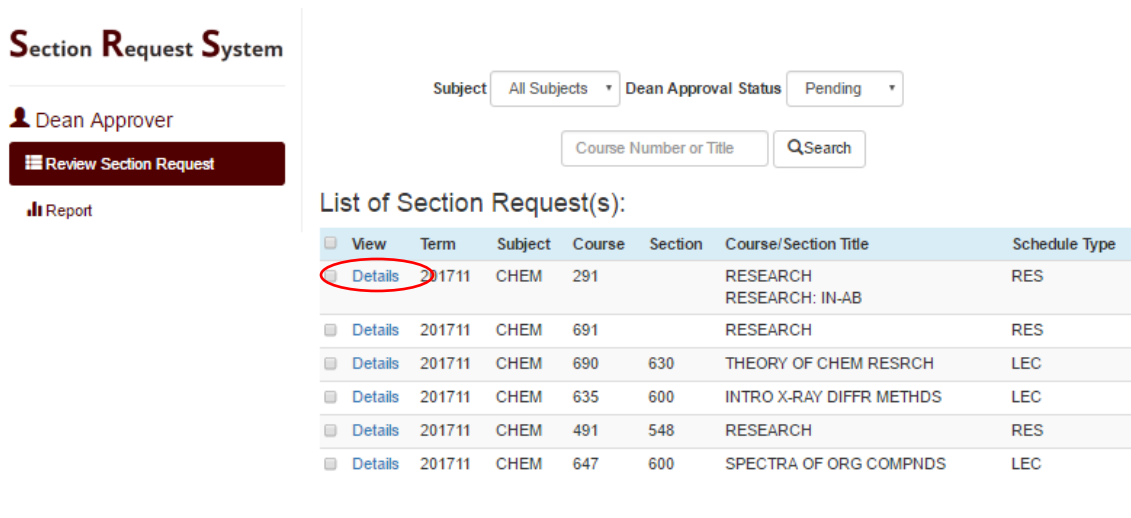
Course Number or Title | Search

List of Section Request(s):

<input checked="" type="checkbox"/>	View	Term	Subject	Course	Section	Course/Section Title	Schedule Type	Requested Date
<input checked="" type="checkbox"/>	Details	201711	CHEM	291		RESEARCH RESEARCH: IN-AB	RES	11/4/2016
<input checked="" type="checkbox"/>	Details	201711	CHEM	691		RESEARCH	RES	11/10/2016
<input checked="" type="checkbox"/>	Details	201711	CHEM	690	630	THEORY OF CHEM RESRCH	LEC	11/10/2016
<input checked="" type="checkbox"/>	Details	201711	CHEM	635	600	INTRO X-RAY DIFFR METHDS	LEC	11/10/2016
<input checked="" type="checkbox"/>	Details	201711	CHEM	491	548	RESEARCH	RES	11/10/2016
<input checked="" type="checkbox"/>	Details	201711	CHEM	647	600	SPECTRA OF ORG COMPNDS	LEC	11/10/2016

Detail View

Use the [Details](#) link to display details for each request and approve or deny each request. Dean Approvers can initiate two actions in the detail view:  or . Detail views vary by request type.



Section Request System



Dean Approver | Review Section Request | Report

Subject: All Subjects | Dean Approval Status: Pending

Course Number or Title | Search




List of Section Request(s):

<input type="checkbox"/>	View	Term	Subject	Course	Section	Course/Section Title	Schedule Type
<input type="checkbox"/>	Details	201711	CHEM	291		RESEARCH RESEARCH: IN-AB	RES
<input type="checkbox"/>	Details	201711	CHEM	691		RESEARCH	RES
<input type="checkbox"/>	Details	201711	CHEM	690	630	THEORY OF CHEM RESRCH	LEC
<input type="checkbox"/>	Details	201711	CHEM	635	600	INTRO X-RAY DIFFR METHDS	LEC
<input type="checkbox"/>	Details	201711	CHEM	491	548	RESEARCH	RES
<input type="checkbox"/>	Details	201711	CHEM	647	600	SPECTRA OF ORG COMPNDS	LEC

New and Cancel requests display section details, approval status information, and options to  or  each request.

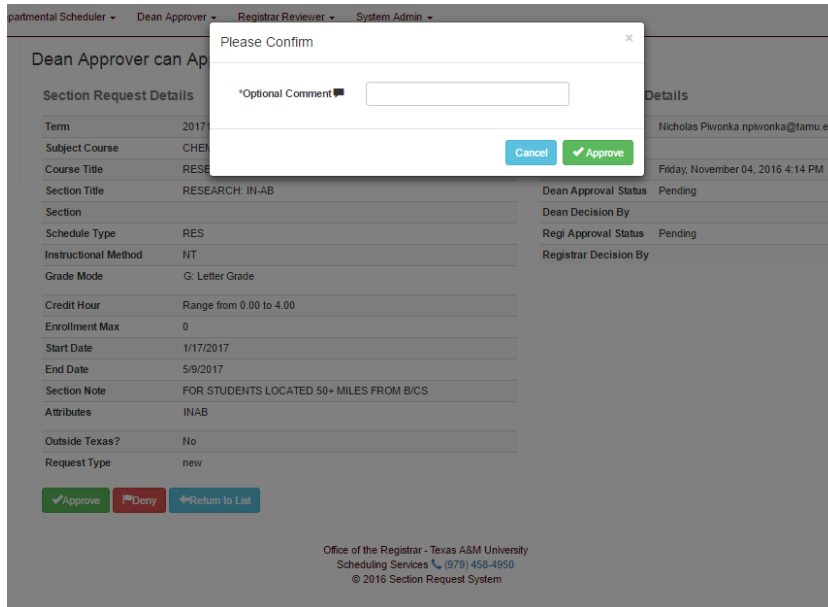
Dean Approver can Approve or Deny

Section Request Details		Approval Status Details	
Term	201711	Requested By	Nicholas Pivonka npivonka@tamu.edu
Subject Course	CHEM 291	Request Comment	
Course Title	RESEARCH	Requested Date	Friday, November 04, 2016 4:14 PM
Section Title	RESEARCH: IN-AB	Dean Approval Status	Pending
Section		Dean Decision By	
Schedule Type	RES	Regi Approval Status	Pending
Instructional Method	NT	Registrar Decision By	
Grade Mode	G: Letter Grade		
Credit Hour	Range from 0.00 to 4.00		
Enrollment Max	0		
Start Date	1/17/2017		
End Date	5/9/2017		
Section Note	FOR STUDENTS LOCATED 50+ MILES FROM B/CS		
Attributes	INAB		
Outside Texas?	No		
Request Type	new		

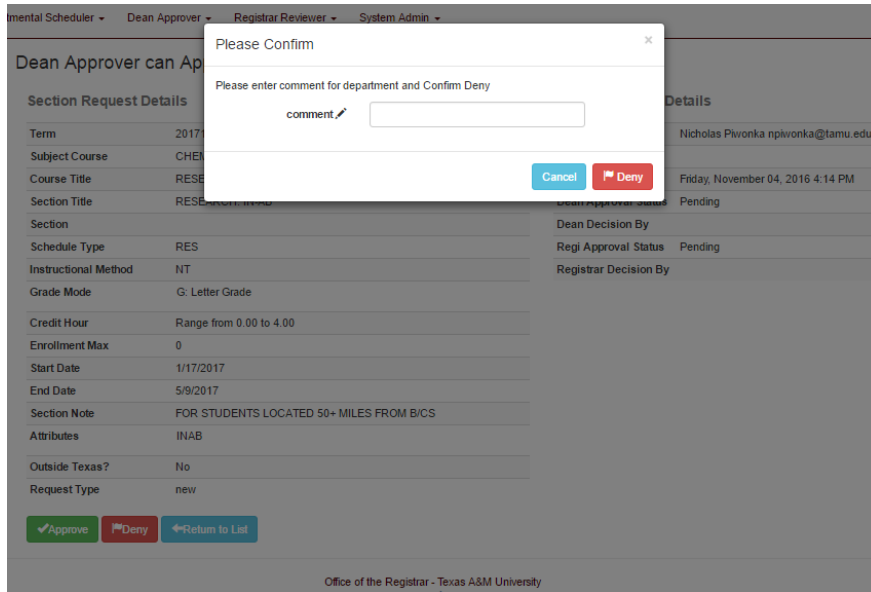
Office of the Registrar - Texas A&M University
 Scheduling Services ☎ (979) 458-4950
 © 2016 Section Request System

Entering approvals from the detailed view allows users to include optional comments along with their approval. These comments display in SRS history in the Approval Status Details area. They do not appear in Howdy to students.



The screenshot shows the 'Dean Approver can Approve or Deny' interface. A 'Please Confirm' dialog box is open, featuring an 'Optional Comment' text input field. Below the input field are 'Cancel' and 'Approve' buttons. The background interface shows the same section request details and approval status information as the previous image.

Comments are required when issuing a denial. These comments display in SRS history in the Approval Status Details area. They do not appear in Howdy to students.



Once approved or denied from the detailed view, requests will drop from your pending list. They can still be tracked using the Dean Approval Status filter by filtering for 'Approved' or 'Denied'. Approved requests are promoted in workflow to the Registrar Reviewer.