

Electronic Course Substitution

These instructions detail the processes required for completing an electronic course substitution. This process is for undergraduate students only. Graduate students' course substitutions must still be submitted manually. Manual (paper) submissions for undergraduates will no longer be accepted. Advisors should instruct their advisees on their part in this process at the time of advisement.

Please review this document, paying special attention to your particular role in this process. Also, make sure to review the final the final page(s) for notes and special instructions.

Electronic Course Substitution

The electronic course substitution request should flow as follows:

1. Student meets with advisor regarding request.
2. Student submits request to advisor, electronically.
3. Advisor completes his/her activity, relating to the substitution request.
4. Process flows electronically from advisor to department chair.
5. Department chair completes his/her activity, relating to the substitution request.
6. Process flows electronically from department chair to dean.

Electronic Course Substitution (cont'd)

7. Dean completes his/her activity, relating to the substitution request.
8. Upon approval, process flows to the departmental administrative/executive assistant of the original advisor.
9. Administrative/Executive assistant completes the Banner related work by entering substitution information.
10. Upon completion, an e-mail notification is sent to the student informing him/her of the approval and completion of process of the request with a copy to all approvers and advisors.

Any denial of the request will result in an immediate e-mail to the student regarding the denial with a copy to all advisors and any previous approvers.

Electronic Course Substitution

The following subset of instructions detail how an undergraduate student submits a course substitution request electronically.

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Personal Announcements
There are no announcements

Request Campus Announcement
To request a Campus Announcement Click here

UNA Live@edu Email
Click Here To Access Your Live@edu Email

Windows Live

Windows Live Features

- 10 GB of email storage, 20 mb attachments.
- 25 GB of file storage in your Sky Drive for office documents, photos, etc
- Create private, shared and public folders.
- The ability to synchronize email, contacts and calendar with your mobile phone
- Office Live Workspace supporting online document collaboration with others, even if they do not have Microsoft Office.

Attn: Users Who Requested WE Move Your Email:

If you submitted your password on the form provided to have your email moved and you think you are missing old email, please contact cpsupport@una.edu

Log into UNAPortal and click on the Self Service Banner tab.

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Click on the Student tab inside Self Service Banner

Main Menu

Welcome, Example Student, to Self-Service Banner! Last web access on Aug 30, 2010 at 02:58 pm

Students - Please see your advisor before attempting to register. To find your advisor, go to Student (below) --> Student Records --> View Student Information --> Select the term and Submit.

Personal Information

View addresses, phone numbers, and contact information; review name or social security number change information;

Student

Register and View your academic records. Please call the Office of Admissions at 1-800-TALK UNA Ext. 4608 or 256-765-4608 if you have questions regarding your admission status.

Financial Aid

Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.

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Student Information

Print an Enrollment Verification

Click here to print an enrollment verification from the National Student Clearinghouse.

Registration

Check your registration status, class schedule and add or drop classes

Student Records

View your holds, grades and transcripts

Student Account

View your account summaries, statement/payment history and tax information

FERPA Confidentiality Update

Update your confidentiality status to protect your records

FERPA Records Release Request Page

Submit a request to allow specific individuals to view your records.

Click on the Student Records link in the Student Menu.

RELEASE: 8.4

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Student Records

- View Holds
- Midterm Grades
- Final Grades
- Grade Detail
- Academic Transcript
- Degree Evaluation
- Course Catalog
- View Student Information
- Class Schedule
- Undergraduate Course Substitution Request Page**
Submit your request to have a course substitution.

RELEASE: 8.4

Done

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Click on the Undergraduate Course Substitution Request Page link.

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Course Substitution Request Page

Student Information:

Prior to submitting this request, please consult your advisor regarding this process. Upon submission, an e-mail will be sent, on your behalf, from your UNA e-mail address to the appropriate office(s) to begin this process.

Name: Example Student
ID:
Primary Advisor: An Advisor
Catalog Term: Fall 2007
College of Education Major: No
Degree/Major/Option/Minor Information:
Degree : Bachelor of Bus Administration
Major 1 : Computer Information Systems
Option(s): Enterprise Information Systems
Minor(s): N/A

You should see a screen similar to this example. If any information is incorrect, please see your advisor or the department of your correct major.

Course Substitution Information:

Substitute Course:

FOR

Required Course:

Advisor Selection:

Advisor Selection:

****Click the button above to review your request for a course substitution.**

NOTE: Before submitting your request, please verify that your information is correct (advisor, major, option, catalog term, etc.). If any information is not correct, please contact the department of your correct major.

RELEASE: 8.4

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Course Substitution Request Page

Student Information:

Prior to submitting this request, please consult your advisor regarding this process. Upon submission, an e-mail will be sent, on your behalf, from your UNA e-mail address to the appropriate office(s) to begin this process.

Name: Example Student

ID:

Primary Advisor: An Advisor

Catalog Term: Fall 2007

College of Education Major: No

Degree/Major/Option/Minor Information:

Degree : Bachelor of Bus Administration

Major 1 : Computer Information Systems

Option(s): Enterprise Information Systems

Minor(s): N/A

Course Substitution Information:

Substitute Course:

FOR

Required Course:

Advisor Selection:

Advisor Selection:

****Click the button above to review your request for a course substitution.**

NOTE: Before submitting your request, please verify that your information is correct (advisor, major, option, catalog term, etc.). If any information is not correct, please contact the department of your correct major.

Done

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Student Information

Next, please consult your advisor regarding this process. Upon submission, an e-mail will be sent, on your behalf, from the appropriate office(s) to begin this process.

Name:	CH	Example Student
ID:	CHD	
Primary Advisor:	CIS	
Catalog Term:	CJ	An Advisor
College of Education	COM	Fall 2007
	COOP	
	CS	No

Degree/Major/Option(s):	EC ECE ED EDL EDT EED EEX	Information:
Degree : Bachelor		Administration
Major 1 : Computer		Information Systems
Option(s): Enterprise		Information Systems
Minor(s): N/A		

Course Substitution Information:

Substitute Course: EXIT Course

FOR

Required Course: 

Advisor Selection:

Advisor Selection:

Review Request**

****Click the button above to review your request for a course substitution.**

NOTE: Before submitting your request, please verify that your information is correct (advisor, major, option, catalog term, etc.). If any information is not correct, please contact the department of your correct major.

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Course Substitution Request Page

Student Information:

Prior to submitting this request, please consult your advisor regarding this process. Upon submission, an e-mail will be sent, on your behalf, from your UNA e-mail address to the appropriate office(s) to begin this process.

Name: Example Student

ID: An Advisor

Primary Advisor: Fall 2007

Catalog Term: No

College of Education Major:

Degree/Major/Option/Minor:

Degree : Bachelor of Business Administration

Major 1 : Computer Information Systems

Option(s): Enterprise Information Systems

Minor(s): N/A

Course Substitution Information

Substitute Course:

FOR

Required Course: BI 000

Advisor Selection:

Advisor Selection: An Advisor (Primary)

****Click the button above to review your request for a course substitution.**

NOTE: Before submitting your request, please verify that your information is correct (advisor, major, option, catalog term, etc.). If any information is not correct, please contact the department of your correct major.

RELEASE: 9.4

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Course Substitution Request Page

Student Information:

Prior to submitting this request, please consult your advisor regarding this process. Upon submission, an e-mail will be sent, on your behalf, from your UNA e-mail address to the appropriate office(s) to begin this process.

Name: Example Student

ID:

Primary Advisor: An Advisor

Catalog Term: Fall 2007

College of Education Major: No

Degree/Major/Option/Minor Information:

Degree : Bachelor of Bus Administration

Major 1 : Computer Information Systems

Option(s): Enterprise Information Systems

Minor(s): N/A

Course Substitution Information:

Substitute Course:

FOR

Required Course: BI 101

Advisor Selection:

Advisor Selection: An Advisor (Primary) Department Chair An Advisor (Primary)

****Click the button above to review your request for a course substitution.**

NOTE: Before submitting your request, please verify that your information is correct (advisor, major, option, catalog term, etc.). If any information is not correct, please contact the department of your correct major.

Done

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Course Substitution Request Page

Student Information:

Prior to submitting this request, please consult your advisor regarding this process. Upon submission, an e-mail will be sent, on your behalf, from your UNA e-mail address to the appropriate office(s) to begin this process.

Name: Example Student

ID:

Primary Advisor: An Advisor

Catalog Term: Fall 2007

College of Education Major: No

Degree/Major/Option/Minor Information:

Degree : Bachelor of Bus Administration

Major 1 : Computer Information Systems

Option(s): Enterprise Information Systems

Minor(s): N/A

Course Substitution Information:

Substitute Course:

FOR

Required Course:

Advisor Selection:

Advisor Selection:

****Click the button above to review your request for a course substitution.**

NOTE: Before submitting your request, please verify that your information is correct (advisor, major, option, catalog term, etc.). If any information is not correct, please contact the department of your correct major.

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Course Substitution Request Page

Student Information:

Prior to submitting this request, please consult your advisor regarding this process. Upon submission, an e-mail will be sent, on your behalf, from your UNA e-mail address to the appropriate office(s) to begin this process.

Name: Example Student
ID: An Advisor
Primary Advisor: An Advisor
Catalog Term: Fall 2007
College of Education Major: No
Degree/Major/Option/Minor Information:
Degree : Bachelor of Bus Administration
Major 1 : Computer Information Systems
Option(s): Enterprise Information Systems
Minor(s): N/A

Course Substitution Information:

Substitute Course: Substitute Course
FOR
Required Course: BI 101 - 4 Hour(s)

Advisor Selection:

An Advisor

Verify the correct substitution course, required course, required course hours and selected advisor are displayed.

Click the Submit Request button to send your request to the selected advisor.

NOTE: Before submitting your request, please verify that your information is correct (advisor, major, option, catalog term, etc.). If any information is not correct, please contact the department of your correct major.

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Course Substitution Request Page

Your request has been submitted to the selected advisor.

RELEASE: 8.4

Electronic Course Substitution

This ends the student's required portion of an electronic course substitution request.

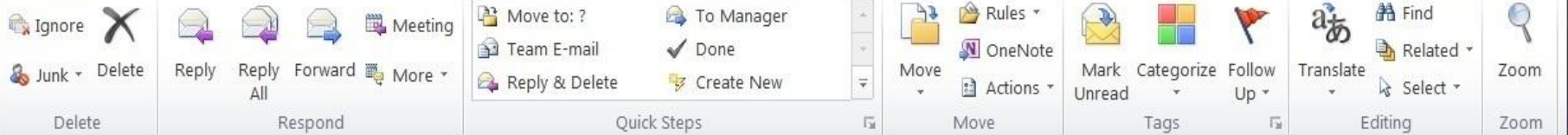
Electronic Course Substitution

The following subset of instructions detail how an advisor completes his/her portion of an electronic undergraduate student course substitution request.

File

Message

Developer



From: estudent@una.edu

Sent: Wed 9/1/2010 10:58 AM

To:

Cc:

Subject: Course Substitution Request for Example Student

TO: aadvisor@una.edu

An Advisor:

There has been a course substitution request that needs your approval. Please review the request below and take the appropriate action.

Substitute Course: Substitute Course

FOR

Required Course: BI 101

Please log into [UNAPortal](#) and click the Workflow tab to review this request and take the necessary action(s).

After your advisee submits the request, you (the advisor) will receive an e-mail similar to the above e-mail. Simply follow the instructions to complete your portion of the electronic course substitution process.

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Personal Announcements
There are no announcements

Request Campus Announcement
To request a Campus Announcement Click here

UNA Live@edu Email
Click Here To Access Your Live@edu Email

Windows Live

Windows Live Features

- 10 GB of email storage, 20 mb attachments.
- 25 GB of file storage in your Sky Drive for office documents, photos, etc
- Create private, shared and public folders.
- The ability to synchronize email, contacts and calendar with your mobile phone
- Office Live Workspace supporting online document collaboration with others, even if they do not have Microsoft Office.

Attn: Users Who Requested WE Move Your Email:

If you submitted your password on the form provided to have your email moved and you think you are missing old email, please contact cpsupport@una.edu

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Click on the Workflow tab to open your Workflow worklist.

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Organization	Workflow	Activity	Priority	Created
UNA	<u>Course Substitution Request for - Example Student</u>	Course Substitution Approval	Normal	01-Sep-2010 10:46:55 AM
	Ready			

Show Reserved Items

1 - 1 of 1 First Previous Next Last Go to page: 1

Click on the Course Substitution Request link for your advisee.

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STUDENT INFORMATION

Name: Example Student
ID:
Advisor (selected by student): An Advisor
Catalog Term: Fall 2007
College of Education Major: No
Degree, Major, Concentration, Minor Information:
Degree : Bachelor of Bus Administration
Major 1 : Computer Information Systems
Option(s): Enterprise Information Systems
Minor(s): N/A

COURSE SUBSTITUTION INFORMATION

Substitute Course: Substitute Course
FOR
Required Course: BI 101
Previous Approver(s): N/A

* Substitution Type
☐ Major ☒ Minor ☐ Other

* Approve/Deny?
☒ Approve ☐ Deny

* Comments: N/A

Complete Save & Close Cancel

Done

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You will see a page similar to this one. It will have all necessary information for you to approve/deny the request (Student Name, ID, Degree, Major, etc.).

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STUDENT INFORMATION

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ID:
Advisor (selected by student): An Advisor
Catalog Term: Fall 2007
College of Education Major: No
Degree, Major, Concentration, Minor Information:
Degree: Bachelor of Bus Administration
Major 1: Computer Information Systems
Option(s): Enterprise Information Systems
Minor(s): N/A

COURSE SUBSTITUTION INFORMATION

Substitute Course: Substitute Course
FOR
Required Course: BI 101
Previous Approver(s): N/A

Substitution Type

☒ Major ☐ Minor ☒ Other

* Approve/Deny?

☐ Approve ☒ Deny

* Comments: N/A

Complete Save & Close Cancel

Done

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Minor(s): N/A

COURSE SUBSTITUTION INFORMATION

Substitute Course: Substitute Course
FOR
Required Course: BI 101
Previous Approver(s): N/A

* Substitution Type
☐ Major ☐ Minor ☒ Other

* Approve/Deny?
☒ Approve ☐ Deny

* Comments: N/A

Complete Save & Close Cancel

Done

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Select either approve or deny for this request. By selecting approve, the request flows to the next approver. By selecting deny, the student is sent a denial e-mail from you with your comments.

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STUDENT INFORMATION

Name: Example Student
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Degree, Major, Concentration, Minor Information:
Degree : Bachelor of Bus Administration
Major 1 : Computer Information Systems
Option(s): Enterprise Information Systems
Minor(s): N/A

COURSE SUBSTITUTION INFORMATION

Substitute Course: _____
FOR
Required Course: BI 101
Previous Approver(s): N/A

* Substitution Type
☐ Major ☐ Minor ☒ Other

* Approve/Deny?
☒ Approve ☐ Deny

* Comments:

Necessary Comments Here

Complete Save & Close Cancel

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Enter appropriate comments in the comments section. Any comments will be passed on to future approvers and may be sent to the student (after final approval or a denial).

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COURSE SUBSTITUTION INFORMATION

Substitute Course: Substitute Course
FOR
Required Course: BI 101
Previous Approver(s): N/A

* Substitution Type
☐ Major ☐ Minor ☒ Other

* Approve/Deny?
☒ Approve ☐ Deny

* Comments:
Necessary Comments Here

Complete Save & Close Cancel

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After all sections are marked appropriately, click on the "Complete" button. This will save your responses, end your activity and will allow the process to continue to the next person.

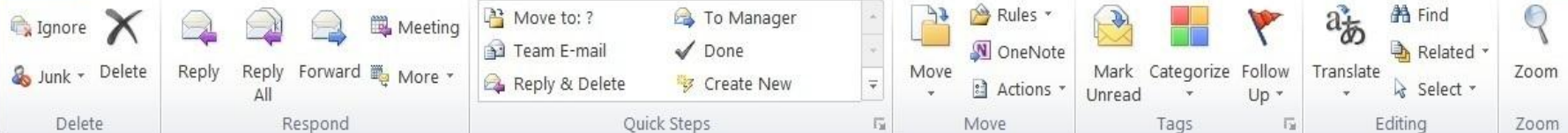
Electronic Course Substitution

This ends the advisor's required portion of an electronic course substitution request.

File

Message

Developer



From: deptassistant@una.edu

Sent: Wed 9/1/2010 11:16 AM

To:

Cc:

Subject: Course Substitution Request

TO: estudent@una.eduCC: deptassistant@una.edu, aadvisor@una.edu, dchair@una.edu, adean@una.edu

This is to inform you that your request for course substitution has been **approved** and processed.

Substitute Course: Substitute Course

FOR

Required Course: BI 101

Approved by: An Advisor, Department Chair, A Dean

Comment(s): N/A

Upon completion and all levels of approval, the student receives an e-mail similar to the one shown here. Note all approvers are listed and notified in this final e-mail.

Electronic Course Substitution

This completes an electronic undergraduate student course substitution request.

Electronic Course Substitution

Notes and Special Instructions

NOTE: If a department chair or dean is also a selected advisor, the process will account for this structure and there will be fewer total steps.

NOTE: If a dean is also a selected advisor, the Banner related activity will be sent to the dean's assistant instead of the department chair's assistant.

NOTE: If you have any questions regarding this process, please e-mail registrar@una.edu with your questions.

Electronic Course Substitution

Notes and Special Instructions (cont'd)

NOTE: All activities that use the Workflow product must be completed on a University provided computer and on campus, unless otherwise instructed.

If for any reason you are not ready to “Complete” your activity in Workflow, the “Save and Close” button will save your choice(s) but will leave the activity in your worklist to allow you to complete it at a later time.