S4. Check 2 – Academic Approval Information Required

Objective	To provide Academic Approval Authorities with the correct process and policy information before proceeding onto the next stage. This step is to ensure all the relevant approval information has been provided in order to progress to the next steps **Note:** NZQA require clear and consistent auditing information on all approvals in order to ensure quality and likelihood of success
Approval Inventory List included in this document	1. Application to study 5 courses 2. Class Capacity / Class Not Open 3. Request for permission (pre-requisites) 4. Third Time Enrolment 5. Cross Credit COE Requests 6. Extra Electives (Outside of substantive programme)

Approval information required	**Application to study 5 courses**
	
	  a. Review Application to Study 5 Courses Check Guide
	  b. Ensure all requirements have been met
	  c. Make relevant notes demonstrating student's likelihood to succeed
	  d. Save line approvals
	  e. Complete step to assign to step 5
	  f. Remove your username from the assigned field
	
	Class Capacity or Class Closed Issue
	
	  a. Review Request for Class Capacity/Closed Check Guide
	  b. Ensure all requirements have been met
	  c. Make relevant notes demonstrating student's likelihood to succeed
	  d. Save line approvals
	  e. Complete step to assign to step 5
	  f. Remove your username from the assigned field
	
	Request for permission (pre-requisite)
	
	  g. Review Request for Permission Check Guide
	  h. Ensure all requirements have been met
	  i. Make relevant notes demonstrating student's likelihood to succeed
	  j. Save line approvals
	  k. Assign to step 5
	  l. Remove your username from the assigned field
	
	Extra Electives (Courses being taken outside of the programme of study)
	
	  a. Review Extra Electives Check Guide
	  b. Ensure all requirements have been met
	  c. Make relevant notes demonstrating student's likelihood to succeed
	  d. Save line approvals
	  e. Assign to step 5
	  f. Remove your username from the assigned field
	
	Third time enrolment
	
	  a. Review Third Time Enrolment Check Guide
	  b. Ensure all requirements have been met
	  c. Make relevant notes demonstrating student's likelihood to succeed
	  d. Save line approvals
	  e. Assign to step 5
	  f. Remove your username from the assigned field
	
	Cross Credit Requests
	
	  a. Review Application to Study 5 Courses Check Guide
	  b. Ensure all requirements have been met
	  c. Make relevant notes demonstrating student's likelihood to succeed
	  d. Save line approvals
	  e. Assign to step 5
	  f. Remove your username from the assigned field