S4. Check 4 - Saving Line Approvals

Objective	When a change request for each course has been decided as approved, line approvals are required to be saved so that the action of the requested change can proceed further. Approvals are required from staff who attains authoritative approval access for the COE type.
What are the first steps	Review all necessary information on COE in order to make an informed approval
What to do next	**If the change request can be approved:**
	1. Make relevant notes to support approval 2. Tick all relevant courses lines that are approved 3. Save line approvals 4. Complete step 4 which will automate to step 5 5. Remove username from the Assigned User ID field
	If the change request can be approved and requires further action before enrolment:
	1. Make relevant notes to support approval 2. Tick all relevant courses lines that are approved 3. Save line approvals 4. Complete step 4 5. Assign to appropriate step in the COE (step 2 for International or step 3 for Timetabling) 6. Remove username from the Assigned User ID field
	If the change request can note be approved:
	1. Make relevant notes to support non-approval of COE 2. Decline COE
Policy Link Information	No Policy Link information available
Who can you escalate to?	International Advisors
Work Instructions	International Visa information Third Time Enrolment 2019 Study Plan