

# How to approve a change request - multiple approvals

## Line approve your courses

- Line approve the courses you would like to approve under your programme by ticking on the tick box under the “Line Approval” column

Unitec CSTST01 22/06/2019

VoE Administration

Request ID: 4026124 Status: Under Review

Request Type: VOE 1305108 Main FFRs: BSR

Submitted: 04/11/2019

Semester 2 - 2019

International: [ ]

Email Address: [ ]

Telephone: 8209153

Created By: ALEWIN

Reason for Changing Enrolment: [ ]

New Class: [ ]

Created: 04/11/19 2:00:23PM

CANCEL

Class Info	Class Nbr	Subject Area	Catalog Nbr	Start Date	End Date	Cancel Date	Course	Add	Swap	Drop	Change to Class Nbr	Line Approval	Operator ID Approval
1	6531	CONS	7825	08/07/2019	17/11/2019		Advanced BIM in Construction	<input checked="" type="checkbox"/>				<input type="checkbox"/>	
2	6877	CSTU	7923	22/07/2019	24/11/2019		Advanced Social Practice Theory	<input checked="" type="checkbox"/>				<input type="checkbox"/>	

STUDENT HISTORY

SAVE LINE APPROVALS

Supporting Information

I would like to do these two papers for semester 2. The construction paper is my elective.

Admin Comment History

#User:SKIP-ALEWIN @2019-11-04-14:00:39" Step 3 Skipped."

#User:SKIP-ALEWIN @2019-11-04-14:00:38" Step 2 Skipped."

#User-ALEWIN @2019-11-04-14:00:39" Step 1 Completed."

## Add notes and reassign for line approval

- Add notes supporting your approval in the “Add Notes” box
- Add notes advising on the courses that require outside approval
- Remove your User ID in the “User Assigned” field
- Add the User ID of the APM who is required to line approve the outside course.

**USER TIP:** You will find the User ID by using the Unitec email address ID. Type the User ID in CAPITAL LETTERS ONLY.

- Click Assign Next Step

Updated By: ALEWIN Last Update Date/Time: 04/11/19 2:00:46PM

Current Step

VoE Step: 4 Optional Step: N

Admin Group: Academic Leaders

User Assigned: ALINO

COMPLETE TASK

Add Note... Call Back Date: [ ]

Assign Step

VoE Step: 4 Approval (APM/SEM/EA)

Admin Group: Academic Leaders

User Assigned: ALINO

ASSIGN NEXT STEP

CnX Use Only

Difficulty Rating: [ ]

Click Assign Next Step to Save Difficulty Rating