

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 Type: VOE Request ID: 4026124 Status: Under Review

1305108 Mele Hiria

UGRD BSP Bach Social Practice

Semester 2 - 2019

Email Address

Telephone 8209153

Reason for Changing Enrolment New Class

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

Class Nbr	Subject	Catalogue	Start Date	End Date	Cancel Date	Course	Add	Swap	Drop	Change to Class	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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	6877 CSTU	7923	12/07/2019	24/11/2019		Advanced Social Practice Theory	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

STUDENT HISTORY

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 @2019-11-04-14:00:35" 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