

Approval - Class Timetabling Issues

Objective	Identify if a respective class issue can be approved. This might include class being full or a new time clash as a result
What are the first steps	<ol style="list-style-type: none"> 1. Check class capacity and its status 2. Check if there is a clash with other classes the student is already enrolled into. 3. Check if other streams are available
What to do next	If all classes are open/available
	<p>Check if it is ok for student to progress with the change request</p> <ol style="list-style-type: none"> 1. If it is not ok <ol style="list-style-type: none"> a. Make the relevant notes to support request b. Decline COE 2. If it is ok <ol style="list-style-type: none"> a. Continue with the second check.
	Check if there are approvals requirements for other APM
	<ol style="list-style-type: none"> 1. If there are courses that require approval from another APM <ol style="list-style-type: none"> a. Save line approval only for the course(s) of the programme you look after b. Make relevant notes c. Assign to correct APM for further approval 2. If there are no courses that require approval from other APM and if there are no other issues <ol style="list-style-type: none"> a. Save line approval b. Make relevant notes to support request c. Assign COE to step 5 for processing
	There are classes not open/available
	<ol style="list-style-type: none"> 1. If Timetabling need to open classes/ increase class capacity <ol style="list-style-type: none"> a. Make relevant notes b. Assign COE to Step 3 2. If Timetabling do need to open classes/increase class capacity <ol style="list-style-type: none"> a. Make relevant notes b. Decline COE
Policy Link Information	<ul style="list-style-type: none"> • Admissions, Enrolments and Fees Policy
Who can you escalate to?	<ul style="list-style-type: none"> • Operations Manager - Timetabling
Work Instructions	