

Approving a Course Approval Request

When a Course Approval Request is submitted, an email notification is automatically sent to the Approver by the GO website, like what happens for a recommendation request. The email contains a link, providing direct access to view and take action on the Course Approval Request without the need to log into your site or sign a hard-copy document.

Important Note: Each respective course approval request generates an email to the assigned approver. It is not possible to consolidate course approval requests into a single email when the assigned approver is the same for all requests submitted. Each email will contain a unique link that when clicked will allow the recipient to directly access the respective course approval request.

To: Julie.Pepperoni@terradotta.com
From: officeofedabroad@terradotta.com
Subject: Pending Approval for Courses from Discover Bretagne Program (Nina Mustang)

Office of Education Abroad

Dear Julie Pepperoni,

The following courses from the **Discover Bretagne** program have been submitted for approval by **Nina Mustang**.

All About Chemical Engineering - [Please click here to review](#)

Best,
Office of Education Abroad

An Approver with login credentials can also view their Course Approval Requests by navigating to *Students > Course Approval Requests*. A comprehensive digest of course approval requests will appear. Information is organized into columns as follows:

- **Student Name**
- **Program**
- **Status:** This status of the course approval request may be pending, rejected, or approved.
- **Term**
- **Foreign Course:** If an applicant has manually entered a foreign course for their request, then the foreign course name will appear as "Manual Foreign Course".
- **Home Course:** If an applicant has manually entered a foreign course for their request, then the home course column will be empty until an approver has taken action on the request.

Click on the triangle filter icon for each column to search by keyword. The "Status" filter allows you to sort based on the selected status. Clear all filters by clicking the "clear" icon at the far right of the display.

Course Approval Requests

Student		Foreign Course					
<input type="checkbox"/>	Program	Status	Term		Home Course		
<input type="checkbox"/>	Daniel Fernandez	Studies at Imperial College of London	Approved	Academic Year	Investment in the Global Economy	Corporate Responses to a Changing Global Environment	⬆ ⬇ ⬆
<input type="checkbox"/>	Daniel Fernandez	Studies at Imperial College of London	Pending	Academic Year	Manual Foreign course		⬆ ⬇ ⬆

- **Details:** This is where an approver will spend most of their time to review the specifics of a request and take action.
- **Comments History Log**
- **Approvals**
- **Related Course Approval**

The "Details" tab is structured as follows:

- **Application Information:** An approver can directly view available information about the applicant and their program application, including its status.
- **Course Approval:** This display mirrors the course approval request form that the applicant viewed and completed on the application page. It is here that an approver can make any necessary updates, including home course, home credit, and credit type.
- **Comments:** An additional space allows an approver to leave request-related comments.

When an approver is ready to make a decision on the request, they can click "Approve" or "Reject" accordingly. This action will trigger an email notification to the applicant with a status update of their Course Approval Request.

Details
Comments History Log
Approvals
Related Course Approval

Application Information

Status: Pending

Application

Program Name: Discover Bretagne
Academic Period: Fall, 2020
Planned Departure Date:
Planned Arrival Date:
[Open Application](#)

Student

Name: Nina Mustang
Gender: F
Birthdate: 2000-08-30 00:00:00.0
Email Address: Nina.Mustang@terradotta.com
Phone Number:

Course Approval

Status: Pending

Foreign Course: All About Chemical Engineering
Foreign Credits: 3.00

Home Course:
Home Credits:

Credit Type: Credit Type
Major

Department: Chemical Engineering
Syllabus:
Submission Date: February 06, 2020 04:47

URL:
Description: An intense review of chemicals.

Add comments additional here

REJECT

APPROVE

- The Approver can enter additional comments in the Course Approval Requests section for requests to which they've been asked to review and make a decision.
- An Approver only has the ability to approve courses that they have explicitly been assigned to review by an applicant. However, an Approver is able to view all other Course Approval Requests that the applicant has made. This additional context helps to provide the Approver with a more complete scope of what coursework is of interest to the applicant, etc.
- An applicant is able to view when a decision has been made on a Course Approval Request.
- Any courses that have been approved by the department already have been entered as "pre-approved" courses and you will not receive a course approval request.