

CT State Community College

Course Substitution: Electronic Workflow

November 30, 2023

CT STATE
COMMUNITY COLLEGE

Today's Presenters

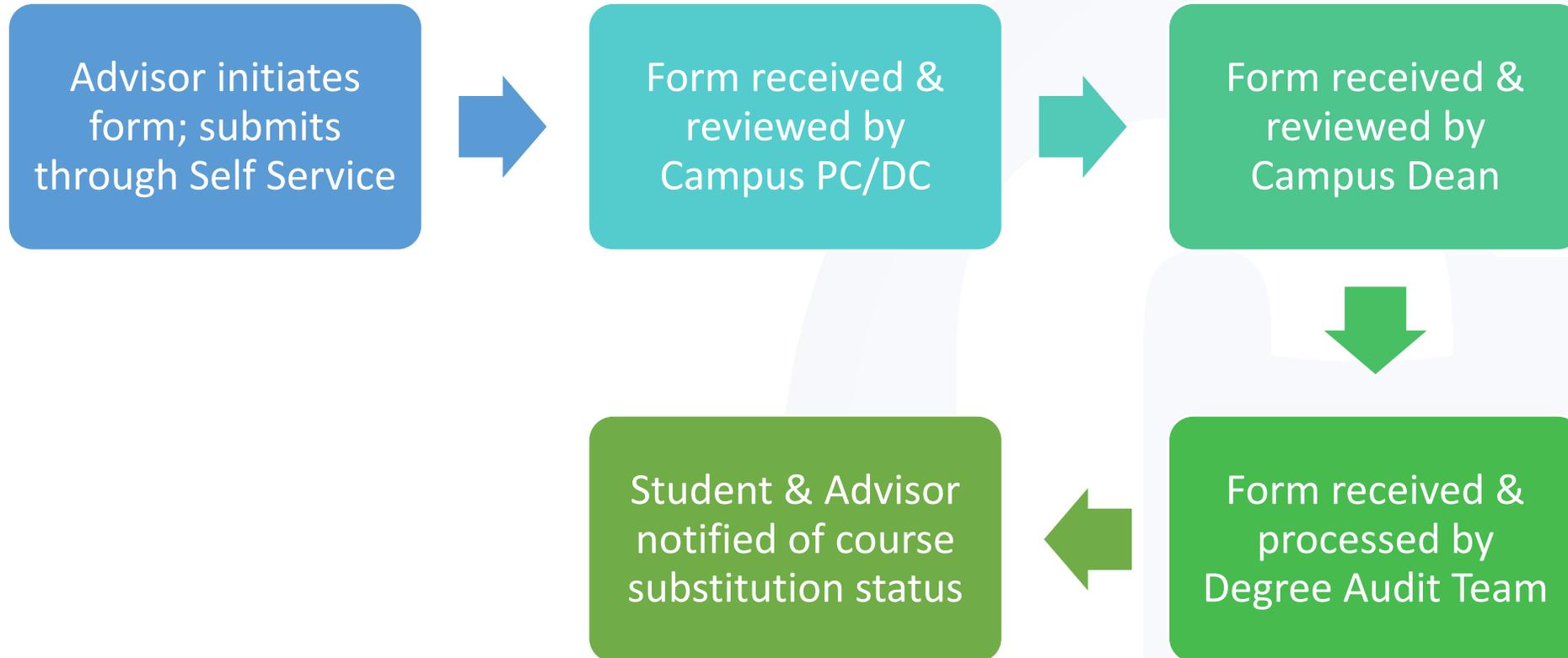
- *Facilitators:*

- *Gayle Barrett: AVP, Enrollment & Retention Services*
- *Noel Rosamilio: Manager of Enrollment Operations*

- *Presenters:*

- *Brian Kapinos: Guided Pathway Advising*
- *Steve Mark: Department Chair, Arts & Humanities*
- *Tim St. James: Dean of Students & Faculty*
- *Abdul Alsamraie: Degree Audit Team*

Course Substitution Workflow



Course Substitution Workflow

Initiator	Campus Department Head	Campus Dean of Students/Faculty	Degree Audit Technology Specialist
<ul style="list-style-type: none">• GPA or Faculty Advisor• Works with student to support the collection of course information• Routes the form to the Campus Dept. Head• Will receive a cc on all emails to student.	<ul style="list-style-type: none">• Is the first approver• Reviews course information and approves/denies substitution• Will receive an email reminder after 3 days without response• Routes the form to the Campus Dean of Students and Faculty	<ul style="list-style-type: none">• The second approver• Reviews course information and approves/denies substitution• Will receive an email reminder after 3 days without response• Routes to Degree Audit Technology Specialist	<ul style="list-style-type: none">• Reviews course substitution request• Makes appropriate notations in degree works record• Completes the form and files into student electronic file.

Step 1: Form Initiated (Advising)

- The Course Substitution form is accessible in myCTState (through the "Advisor Online Forms" card).

Advisor Online Forms ⋮ 🔖

NOTE: For the best experience, complete the forms using a laptop or desktop computer, rather than a mobile device.

Course Substitution

- Academic Fresh Start
- Course Overload Authorization
- Credit Variance Form for Legacy Students
- Student Transfer Intent

Step 1: Form Initiated (Advising)

- Enters the student's Banner ID (name & email address will self-populate)
- Enters remaining fields (including campus), and hits "submit".

Course Substitution

All information requested on this form must be accurately and legibly completed. Substitution forms must be submitted to your Department Chairperson or Division Director for signature. Attach a course description if College.

ID *  Enter Student ID

College Email Address

First Name

Middle Name/Initial

Last Name

Is this student graduating at the close of the current term?*
 Yes No

CT State Campus*

CT State Program*

Step 1: Form Initiated (Advising)

- Enters all required fields in the “Course Detail” section.
- Enters the Campus DC name & college email address.
- Enters their own name & college email address.
- Click “Submit”.

The screenshot shows a web form titled "Course Details" with the following fields and sections:

- When was the substituted course taken (term/year) ?*** (text input)
- Course subject & number (i.e.: ENG 1010) to be substituted into program *** (text input)
- Course Description *** (text area)
- At what college/university was the course taken (if applicable)?** (text input)
- Link to course description (if transferred from outside CT State)** (text input)
- Course Subject & number of CT State course to be replaced by the substituted course *** (text input)
- Justification *** (text area)
- Assign to Campus Department Chair *** (text input)
- Campus Department Chair Email Address *** (text input)
- Advisor/Faculty Initiator *** (text input)
- Email Address *** (text input)
- Date** (text input, value: 09/25/2023)

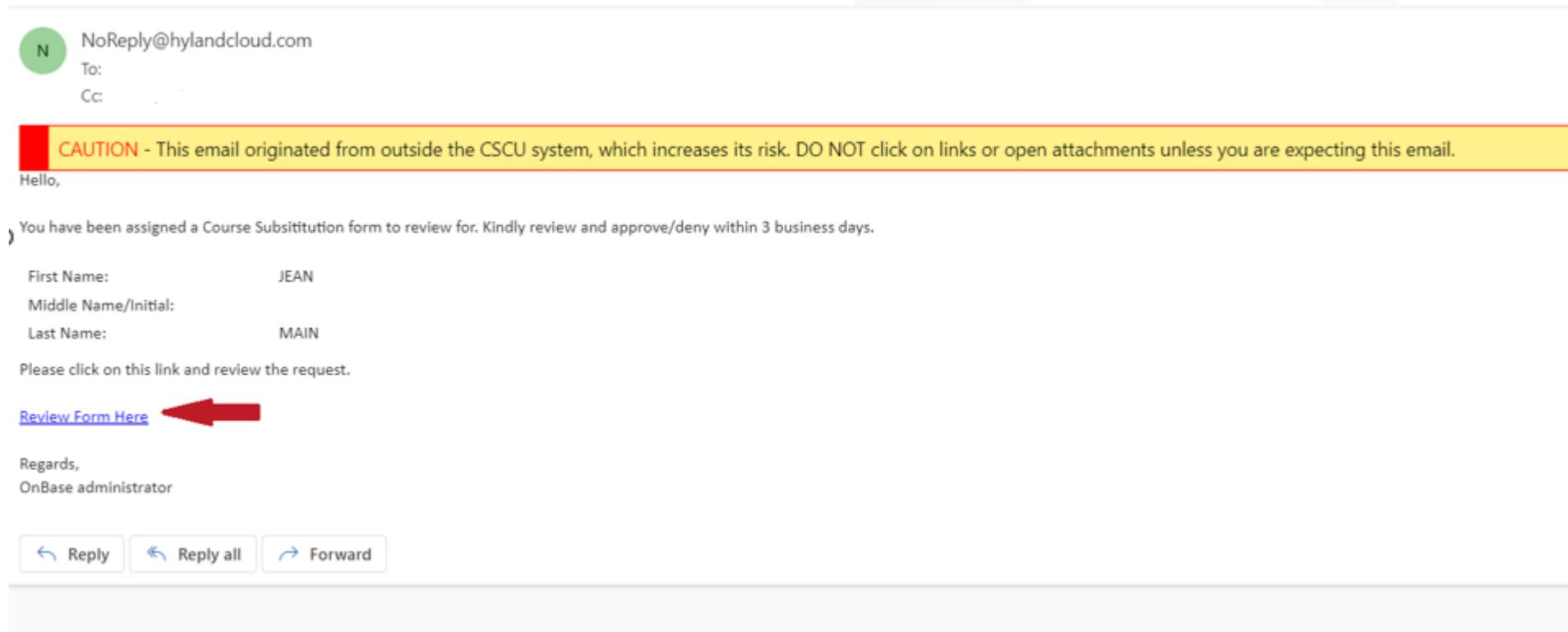
A red box highlights the first four steps of the initiation process:

1. assigns approval to the Campus Dept Chair
2. Enters Campus Dept Chair email
3. Enters their own name
4. Enters their own campus email

A red arrow points to the "Submit" button at the bottom left of the form.

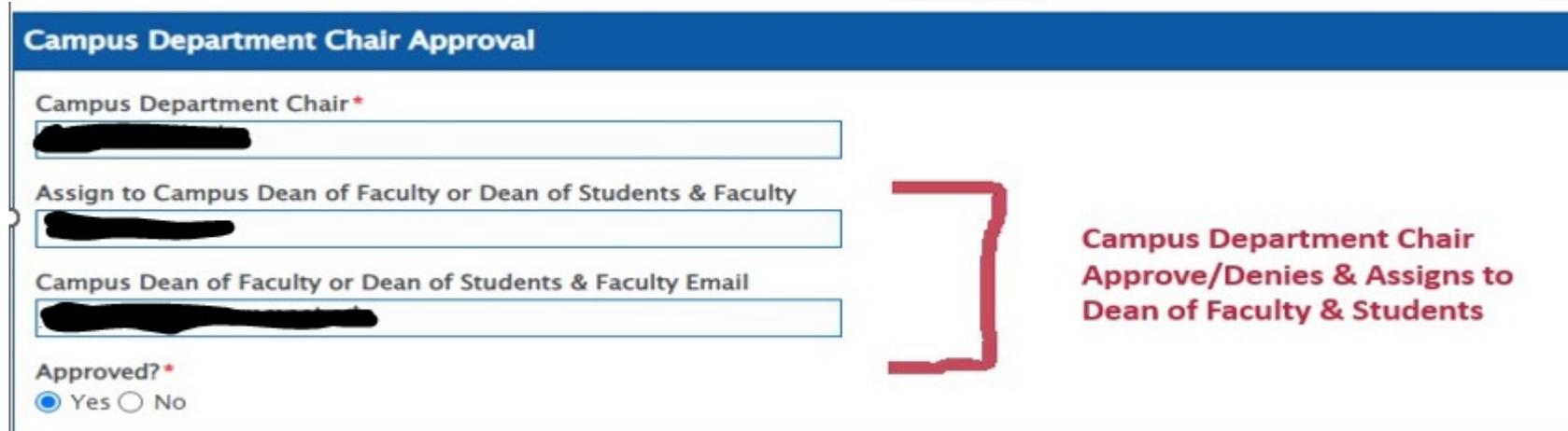
Step 2: Department Chair

- Campus Department Chair will receive email notification of a form pending approval.
- Click "Review Form Here" to view the course substitution form.



Step 2: Department Chair

- Review academic information provided by form initiator.
- Complete all required fields in the Campus Department Chair section.
- Approve/deny, and assign to Campus Dean of Faculty/Students.



Campus Department Chair Approval

Campus Department Chair*
[REDACTED]

Assign to Campus Dean of Faculty or Dean of Students & Faculty
[REDACTED]

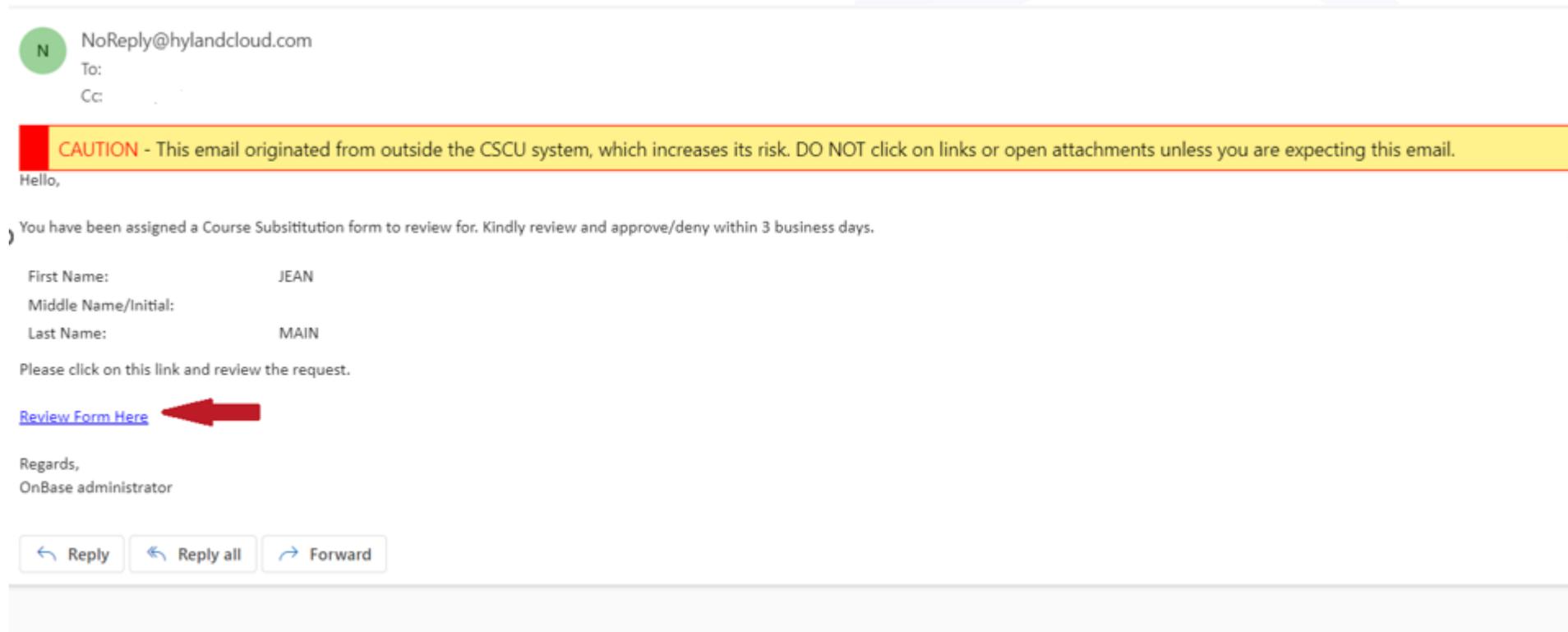
Campus Dean of Faculty or Dean of Students & Faculty Email
[REDACTED]

Approved?*
 Yes No

Campus Department Chair Approve/Denies & Assigns to Dean of Faculty & Students

Step 3: Campus Dean

- Campus Dean will receive email notification of a form pending approval.
- Click "Review Form Here" to view the course substitution form.



Step 3: Campus Dean

- Review academic information provided by form initiator.
- Review approvals by Department Chair.
- Approve/deny as appropriate.
- Form automatically routed to Degree Audit Tech Specialist for that campus.

Campus Dean of Faculty or Dean of Students & Faculty Approval

Campus Dean of Faculty or Dean of Students & Faculty*

Date

Approved?*

Yes No

Please close this window after you click submit.

Step 4: Degree Audit Team

- Receives notification of the approval of the course substitution request.
- Course substitution entered into the student's Degree Works audit.
- *Note: if TAP program, Degree Works Team will confirm that the Director of Transfer & Articulation (CSCU) has reviewed/approved. This should be documented by the campus in the "justification" section of the form.*
- *Note: if denied, student & form initiator will be sent an email notifying them that the substitution has not been approved.*

Step 5: Student Notification

Approval Email:

Subject: Course Substitution request

To: Student, cc: Form Initiator

Subject: Course Substitution Request

Text: "Your course substitution request has been approved. To see the course substitution, log into [myCTState](#) and [Degree Works](#). Please see your Guided Pathway or Faculty Advisor if you have any questions about the substitution or discuss your enrollment options.

Denial Email:

To: Student cc: Form initiator

Subject: Course Substitution Request cc: initiator

Text: Your course substitution request was not approved. Please see your Guided Pathways or Faculty Advisor for details and to discuss your enrollment options.

Key Takeaways

- Campuses should maintain a current list of Initiators, Campus Department Chairs, and Campus Deans to avoid mis-routing the form.
- Email address must be typed accurately to ensure delivery.
- Communication is key! If a Department Chair or Campus Dean will be out for an extended period of time, please assign a delegate to review in their place.

Questions?
