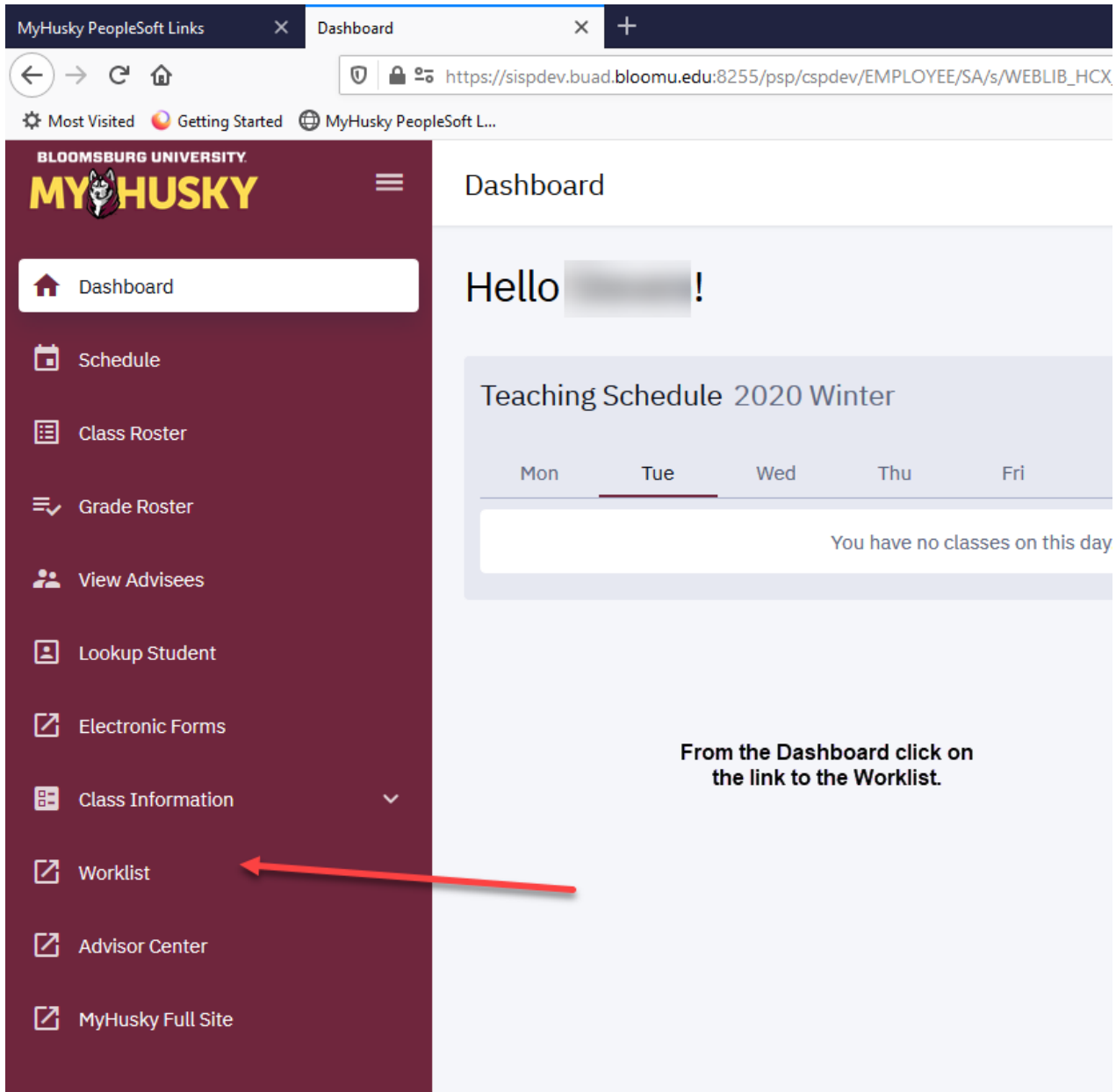


Authorization to Add-or- Delete A Course from the Student Record eForm

Information for Faculty – Department Chairpersons - Deans



MyHusky PeopleSoft Links Dashboard

https://sispdev.buad.bloomu.edu:8255/psp/cspdev/EMPLOYEE/SA/s/WEBLIB_HCX

BLOOMSBURG UNIVERSITY
MY HUSKY

Dashboard

Schedule

Class Roster

Grade Roster

View Advisees

Lookup Student

Electronic Forms

Class Information

Worklist

Advisor Center

MyHusky Full Site

Hello [redacted]!

Teaching Schedule 2020 Winter

Mon	Tue	Wed	Thu	Fri
You have no classes on this day				

From the Dashboard click on the link to the Worklist.

The Worklist may still be accessed via the link on the MyHusky home page.

Instructions follow:



Student and Course Information

STUDENT INFORMATION

Current Date 06/03/2020

Student BU ID 408089

Student Name Alicia Denisse Laubscher

Student Email adl99771@huskies.bloomu.edu

Student Phone 570/713-8412

COURSE INFORMATION

* Grade should entered only if course being added is in a term previous to the current term.

Term* 2018 Spring

2018 Spring

Instructor Steven T Rier

Subject Area BIOLOGY

Biological Allied Health Sci

Meeting Days W

Catalog Nbr 456

ECOSTREAMS

Start Time 6:30 PM

Class Section 01

01

End Time 9:00 PM

Class Number 2895

Credits 3

Grade - Only for PAST Terms - Not Current Term B

FILE ATTACHMENTS

Status	Action	Description	File Name	Remove
1		View	Documentation 2508632020-06-03-13.15.27Authorization_to_Add_a_Course.pdf	Delete

COMMENTS

- Search
- Approve
- Deny
- Recycle
- Hold
- Print

- You will receive the Authorization to Add a Course in your worklist upon approval from the Office of the Registrar to **add** the course to the student record.
- You will also receive an email with a link to the form.
- The documentation you provided to the Office of the Registrar when requesting the add will be attached to the form.
- The student and course information from your documentation will be populated on the form.
- Simply approve the form to route for approvals and processing.
- You will receive an email notification once the add has been processed.

Student and Course Information

STUDENT INFORMATION

Current Date 06/03/2020

Empl ID 408089

Student Name Alicia Denisse Laubscher

Student Email adl99771@huskies.bloomu.edu

Student Phone 570/713-8412

COURSE INFORMATION

Term 2018 Spring

Instructor Michael F Ruffini

Class Nbr EDUC TECHNOLOGY

Meeting Days MW

Subject Area EDFFOUND

Start Time 9:30 AM

Catalog Nbr 204

End Time 10:45 AM

Course Title EDUC TECHNOLOGY

Class Section 04

Credits 3

FILE ATTACHMENTS

Status	Action	Description	File Name	Remove
1	View	Documentation	2508632020-06-03-13.20.56Authorization_to_Delete_a_Course.pdf	Delete

[Add Row](#)

COMMENTS

[Search](#) [Approve](#) [Deny](#) [Recycle](#) [Hold](#) [Print](#)

- You will receive the Authorization to Delete a Course in your worklist upon approval from the Office of the Registrar to **delete** the course from the student record.
- You will also receive an email with a link to the form.
- The documentation you provided to the Office of the Registrar when requesting the delete will be attached to the form.
- The student and course information from your documentation will be populated on the form.
- Simply approve the form to route for approvals and processing.
- You will receive an email notification once the delete has been processed.

Routing and Notifications:

- Notification of the request to Add –or- Delete a course with a link to [view](#) the form will be sent to:
 1. Department Secretary
 2. Graduate Studies Administrative Assistant (only for courses at the 500-600 level)
- Notification with a link to [evaluate](#) the form and a worklist item will route in this order:
 1. Instructor
 2. Department Chairperson
 3. College Dean
 4. Graduate College Dean (only for courses at the 500-600 level)

Once the Add – Delete is processed an email notification will be sent to the Instructor – Chair – Dean and student. Graduate Dean and Graduate Administrative Assistant will receive a notification if a 500-600 level course has been added or deleted.