How to Approve or Deny a Reviewed Submission of the Schedule Build Perfect Form / Schedule Build Template

(Dean Approver)

When a Schedule Build is initiated by a department in your college you will receive the following email and link to view the PerfectForm

From: SHSU PerfectForms <forms@shsu.edu> Sent: Monday, March 23, 2020 3:15 PM To: Sanchez, Edgard Subject: Action Required: Schedule Build Form - MCOM, (Edgard Sanchez, 23 Mar 2020) Hello, A Schedule Build Form has been submitted for your review: - Department: MCOM - Term: 202120 - Submitted by: Edgard Sanchez (000xxxxx) - Date Submitted: 23 Mar 2020 Link to form: https://forms.shsu.edu/PerfectForms/p.aspx?f=7dwPgkgAggAAagwV

Thank you!

Instance Number: 30

Click on the link within the email to open the Perfect Form

Link to form: https://forms.shsu.edu/PerfectForms/p.aspx?f=7dwPgkgAggAAagwV

Review the sender information to verify the form was initiated by the appropriate person

• Of	m Houston fice of the Regi		Schedule Build For
Semester	Year		
Fall	♥ 2021		
Please submit one	form and spreadsheet p	ber term.	
First Name	Last Name	Sam ID ex: 000123456	Date
Edgard	Sanchez	00000000	11/13/2020
College	Depa	artment	
Registrar	~ мсо	M	
1. Fill and attac	h your		
Detach Fall+Se	chedule+Build+Template (4	4).xlsx (Fall) Schedu	<u>ile Build Excel Template</u>
Detach		<u>(run) benede</u>	ne bund excer remplate
2. Authenticate	Form:		
	Send to My En	nail for Authenticati	Dn
Please remember and Office of the P		s as followed by the Stra	tegic Scheduling Team
One term per	r form		
 This submiss 	ion should include all inter	nded sections for the term.	additions or deletions after
	ssion and approval.		
		Dean Approval	
		Date	
Reviewed by:		0.5	
Reviewed by:	O Approve	🔘 Deny	
	○ Approve	ODeny	
Comments: (Optional)	⊖ Approve	ODeny	
Comments:	() Approve	ODeny	
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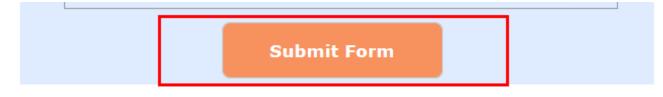
Next, open the attachment. The attachment should be the Schedule Build Template (Excel) for the semester of Schedule Build

1. Fill and attach your Detach Fall+Schedule+Build+Template (4).xlsx	(<u>Fall) Schedule Build Excel Template</u>
2. Authenticate Form:	

After reviewing the Template, please fill-in the Reviewed by area, the Date, Approve or Deny the request, then make any necessary comments.

 One term pe This submis Note: A Sch 		sections for the term.	
	Dean .	Approval	
Reviewed by:	Edgard Sanchez	Date:	03/23/2020
	 Approve 	🔿 Deny	
Comments: T (Optional)	his schedule will meet the demand of	the growing student popula	ation.

Finally, submit the form with the approval or denial



Once you click Submit, you will receive a message stating that the "Form has been successfully submitted." You can now click OK

	fice of the Regi	strar	Sity Schedule Build Form
Semester	Year		Print
Fall	✓ 2021		
Please submit one	e form and spreadsheet p	er term.	
First Name	Last Name	Sam ID ex: 000123456	Date
Edgard	Sanchez	00000000	11/13/2020
College	Depa	rtment	_
Registrar	✓ MCO	M	
1. Fill and attac	h your		
Detach Fall+S	Schedule+Build+Template (4	l) <u>xlsx</u>	
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(Form has been success	fully submitted.	
Please ren and Office	(ок) Team
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Please verify that you received the following email

From: SHSU PerfectForms <forms@shsu.edu> Sent: Monday, March 23, 2020 4:40 PM

To: Sanchez, Edgard

Io: Sanchez, Edgard

Subject: Approved Schedule Build Form - Registrar, MCOM, (Edgard Sanchez, 23 Mar 2020, Term: 202120 | Instan

Hello,

A Schedule Build Form Has Been Approved:

- Reviewed by: Edgard Sanchez
- Approval Date: 23 Mar 2020
- Comments: This schedule will meet the demand of the growing student population.

- College: Registrar

- Department: MCOM
- Term: 202120
- Submitted by: Edgard Sanchez (000xxxxxx)
- Original Submit Date: 23 Mar 2020
- Instance Number: 30

The form has been submitted to the Registrar's Office for processing.

Link to form: https://forms.shsu.edu/PerfectForms/p.aspx?f=n-wPAwggAggAagAR

Instance Number: 30

The form will now be routed to the Registrar's Office for input into Banner.

If the Schedule Build is to be denied

Please remember the following guidelines as followed by the Strategic Scheduling Team and Office of the Provost:

- One term per form
- This submission should include all intended sections for the term.
- Note: A Schedule Maintenance Form is required for any changes, additions or deletions after initial submission and approval.

	Dean App	proval	
Reviewed by:	Edgard Sanchez	Date:	03/23/2020
	O Approve	Deny	
Comments: Thi (Optional)	is schedule is not meeting the demand of	of the growing student	population.

You will receive the following email

	From: SHSU PerfectForms <forms@shsu.edu> Sent: Monday, March 23, 2020 4:56 PM To: Sanchez, Edgard Contemporation Subject: Denied Schedule Build Form - Registrar, MCOM, (Edgard Sanchez, 23 Mar 2020, Term: 202120 Instance</forms@shsu.edu>
1	Hello,
	A Schedule Build Form Has Been Denied:
	 Reviewed by: Edgard Sanchez Date Denied: 23 Mar 2020 Comments: This schedule is not meeting the demand of the growing student population. College: Registrar Department: MCOM Term: 202120 Submitted by: Edgard Sanchez (000xxxxx) Original Submit Date: 23 Mar 2020 Instance Number: 31
Li	nk to form: https://forms.shsu.edu/PerfectForms/p.aspx?f=v-wPA5ggAggAagAT
In	stance Number: 31