

How to review a Course Waiver Substitution in Slate

If there is a Course Waiver Substitution Form (CWS) that needs action, notifications are available as follows:

- Each day, via email at about 7:30 am, from workflow@ithaca.edu (please do not respond to this email as it is for processing and not monitored) an email will let you know you have item in your Queue with a hyperlink to access your Queue



- At any time, you can find a list of items Awaiting your review at <https://student.ithaca.edu/portal/workflow>
- Note:** Clicking Access Your Queue takes you to Slate Student

IC Workflow is in Transition

To access the legacy workflow landing page and the list of legacy workflows that may be assigned to you, please click [here](#).

Available Forms

Search:

[Academic Alert](#)

[Apex Forms](#)

[Budget Request Form](#)



Awaiting your Review

[Access Your Queue](#)

Process	Submitter
Course Waiver Substitution Request	Andrea Nosler

Please only work on items that are assigned in your Queue, if you navigate to the Bin you will see every CWS submitted for every department.

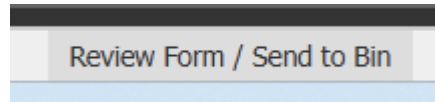
Opening the form:

- Once you navigate to your Queue you can click anywhere on the line to bring up the CWS

Queue (2)				
ID	Name	School	Exp. Grad Date	Process
██████	Levine, Vikki	Continuing Education	2029-12-31	Course Waiver Substitution Request
██████	Bernstein, Emily	HS & HP	2028-05-21	Petition Transfer Request

Reviewing

- Use the right and left arrows on your keyboard to move from page to page of the CWS
- When you are ready to review the form, click **Review Form/Send to Bin** located in the bottom right-hand corner of the page



- Once you click Review Form/Send to Bin, the review screen will open up
- Please select your **Decision** (approve or deny)
- For **Approve**, make any **Internal comments** or **Comments for Students** necessary. Both are optional when you approve a CWS.
- Notice the Suggested Next Bin is **Dean**

A screenshot of a web form titled "CWS - Department Chair". It contains several sections: "Decision" with a dropdown menu set to "Approved" (indicated by a pink arrow), "Internal Comments" with a text box, "Comments for Students" with a red warning message and a text box, "Suggested Next Bin" with the text "Dean" (circled in green), "Send to Bin" section showing "Current Bin" as "Department Chair" and "Next Bin (required)" as a dropdown menu set to "Dean" (indicated by a blue arrow), and "Next Reader (optional)" with a text box. At the bottom are "Send" and "Saving in 5s..." buttons.

CWS - Department Chair

Decision
Approved ▾

Internal Comments

Comments for Students
Will be viewable to the student and included in the student record.

Suggested Next Bin
Dean

Send to Bin

Current Bin
Department Chair

Next Bin (required)
Dean ▾


Next Reader (optional)

Send **Saving in 5s...**

- Select **Dean** in **Next Bin** under **Send to Bin** *** do not select a Next Reader***


- Click **Send** at the bottom
- For a decision of **Denied**

CWS - Department Chair

Decision
 Denied ▼
 


Internal Comments

Denial Comments
 Comments will be viewable to the student and will be included in the student record.

Suggested Next Bin
 Cancelled / Denied
 

Send to Bin

Current Bin
 Department Chair

Next Bin (required)
 Cancelled / Denied ▼
 

Next Reader (optional)

Send

Saving in 8s...

- Select **Denied** as your Decision at the top
- **Denial Comments to the student are required**, Internal comments are optional
- Notice the Suggested Next Bin as Cancelled / Denied
- **Select Cancelled / Denied under Next Bin** *** *do not select a Next Reader* ***
- Click **Send** at the bottom of the page