

How to Review a Course Waiver Substitution in Slate

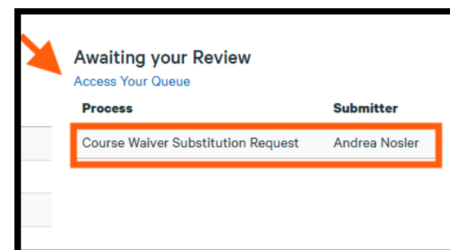
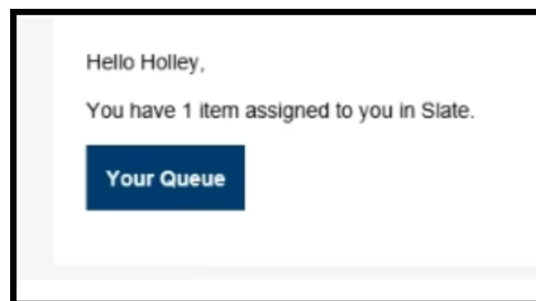


Office of the Registrar

This guide will show how to review a course waiver substitution form (CWS) in Slate.

Checking for Items in the Queue

- **You will receive an email from workflow@ithaca.edu. You will receive this email each day at around 7:30am.**
 - Please do not respond to this email. The email is for processing only and is not monitored.
- **This email will let you know you have an item in your "Queue".**
 - There will also be a link to 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" will take you to Slate Student
 - 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.



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For More Information

Visit www.ithaca.edu/registrar
Email registrar@ithaca.edu
Call (607) 274-3127

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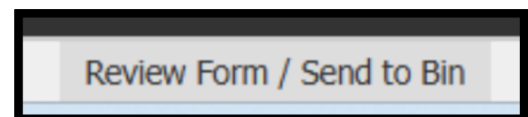
Opening the Form

- Once you have navigated to your queue, click anywhere on the line to view 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 the Form

- 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
- Select your decision (approve or deny)
- For Approve
 - Make any "Internal Comments" or "Comments for Students" as necessary
 - Both are optional when you approve a CWS.
 - Notice the "Suggested Next Bin" is "Dean"
 - Select "Dean" in "Next Bin" under "Send to Bin"
 - Do not input a "Next Reader"
 - Click "Send" at the bottom



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...

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

The screenshot shows a web form titled 'CWS - Department Chair'. It contains several sections: 'Decision' with a dropdown menu set to 'Denied' (indicated by a red arrow); 'Internal Comments' with a text input field; 'Denial Comments' with a text input field and a red warning message: 'Comments will be viewable to the student and will be included in the student record.'; 'Suggested Next Bin' with the text 'Cancelled / Denied' circled in green; and 'Send to Bin' with a 'Current Bin' of 'Department Chair' and a 'Next Bin (required)' dropdown menu set to 'Cancelled / Denied' (indicated by a purple arrow). There is also a 'Next Reader (optional)' text input field. At the bottom, there is a 'Send' button and a 'Saving in 8s...' indicator.

If you have any questions or concerns, please contact the Office of the Registrar.

registrar@ithaca.edu
(607) 274-3127