# Approving or Rejecting course section adds/changes/cancellations after online editing has closed

Purpose: With the Event Planning 3 application, workflow functionality was added, thus allowing users to add or make changes to already scheduled course sections after online editing has ended. This replaces the paper Event Planning Add/Change/Cancel Form. So, instead of having to gather signatures to approve adds/changes/cancels to course sections, administrators can approve/reject change requests to course sections in the Universal Worklist of myNKU.

1. Log into myNKU.
2. Go to Universal Worklist tab, then click on the Tasks sub-tab.
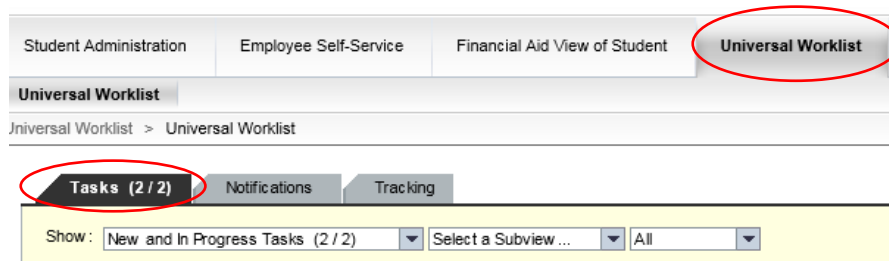
3. Select the event planning request you would like to take action on.

A brief description of the request will appear below the task list.

4. Click on the link in the task list to take action on the request.

	Subject	!	From	Sent Date ▽	Priority ▽	📎	Due Date ≙	Status
	Event Planning Request Change for ENG 200 Section 002		User3, EventPlanning	Today	Medium	📎		New
	Event Planning Request Change for ENG 200 Section 006		User3, EventPlanning	Today	Medium	📎		New

A PDF describing the requested change will open in a new window. The portion toward the top, with the orange section heading, "Section Data" describes the new information for the section. The portion toward the bottom with the blue section heading, "Section Data (Prior to change request)" describes the original section information.

Change: ENG 200-006 Und[...]   2016-2017 Fall

Booking Count: 0   Initiated By: EPUSER3A (EPUSER3A)
Add/Change Reason: Department scheduling correction   Request Date: 08/09/2016
Notes: Correcting schedule, changing class to W from M   Request Time: 10:14 AM

Section Data

Section Title: Understanding Literature - AH
Opt/Max Seats: 23 / 23   ☐ Department approval required   Min. Credits: 0.00
Campus: On Campus Location   ☐ Instructor approval required   Opt. Credits: 0.00
Subsession: Fall First (08/22/2016 - 10/15/2016)   Max. Credits: 0.00
Linked Sections: ENG 200-005

Event ID: E 23089388   Event Type: ENG 200 Lecture PACE   Location: Highland Heights
Start Date: 08/24/2016   End Date: 10/12/2016   Section Type: Regular

M	T	W	R	F	S	U	Start time	End time	Room	Instructor	Instructor(Full Name)
☐	☐	☒	☐	☐	☐	☐	6:00 PM	9:30 PM	CA 154	00003007	Gary Walton

Section Data (Prior to change request)

Section Title: Understanding Literature - AH
Opt/Max Seats: 23 / 23   ☐ Department approval required   Min. Credits: 0.00
Campus: On Campus Location   ☐ Instructor approval required   Opt. Credits: 0.00
Subsession: Fall First (08/22/2016 - 10/15/2016)   Max. Credits: 0.00
Linked Sections: ENG 200-005

Event ID: E 23089388   Event Type: ENG 200 Lecture PACE   Location: Highland Heights
Start Date: 08/22/2016   End Date: 10/10/2016   Section Type: Regular

M	T	W	R	F	S	U	Start time	End time	Room	Instructor	Instructor(Full Name)
☒	☐	☐	☐	☐	☐	☐	6:00 PM	9:30 PM	CA 154	00003007	Gary Walton

5. Take action on the request by clicking the appropriate button.

Event Planning Request Change for ENG 200 Section 006

Approve | Reject

    a. **Approve**: After clicking approve, the window will close and you will be returned to the task list on the UWL tab. The request will move to the next user in the workflow. The final approver will be the Dean of the relevant college. If you are the final approval needed, the change will take effect after it is processed by the Office of the Registrar.

    b. **Reject**: After clicking Reject, a Rejection Reason window will appear. Please type in a reason for rejecting the request in the field provided and then click OK. The window will close and you will be returned to the tasks list

Rejection Reason ▢ ✖

Conflict with several students' schedules.

OK
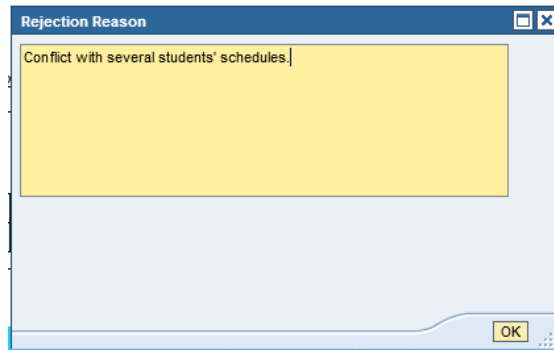
Note: You may need to refresh you tasks list to see the approved/rejected event planning requests disappear from your list.