

# Summer-Winter Course Approval Process on Courseleaf

# Approving Courses through Courseleaf

- After Summer-Winter Office has submitted a list of potential summer-winter course offerings with supporting enrollment data, departments will select a list of in-scope, undergraduate summer courses that are not part of a lock-step program based off of that data, internal discussions and approval from deans.
- Each section of the course is created by the department and then approved by the Summer-Winter Office on Courseleaf.

# Step 1: Departments Use Courseleaf to Update Current Course Sections

- Many of the courses the department wants to include in the summer-winter revenue share will already be created on Courseleaf (they have rolled back from previous sessions/terms).
- Click on existing course section that needs to be edited (it will be found under the section “\_\_\_ Academic Year” on Courseleaf within the link that applies to the current session/term (ex: Winter Session 2020-2021, Summer 2021, etc.).

# Step 2: Departments Edit Course Section on Courseleaf

- Edit the existing course section on Courseleaf; under the “Status” drop-down box in “Section Information,” select “Active (Summer-Winter Office);” Please see slides 5 and 6 on this slide deck to ensure the course will be sent to Summer-Winter Office for approval
- Click “Save Section.”

**Edit Section – CIS 3150-01: Workplace Ethics (CRN: NEW; CLSS ID: 3)**

**Section Information**

Title/Topic	Workplace Ethics (Default Value)	Part of Term	Full Term (12/19/18 to 1/13/19)
Section #	01	Campus	Internet Based / Online
Credit Hrs	3	Status	Active (Summer-Winter Office)
Schedule Print	Yes	Consent	None
Section Type	Entirely Online (Lecture)	Grade Mode	Standard Letter
Link To	Not linked to other sections	Cross-list With	Select section...

**Section Attributes** *None Selected*

**Course Attributes**  
Prof. Studies Students Only

**Instructor** Buerck, John

**Room** No Room Assigned

**Schedule** Does Not Meet

**Enrollment** 0 current

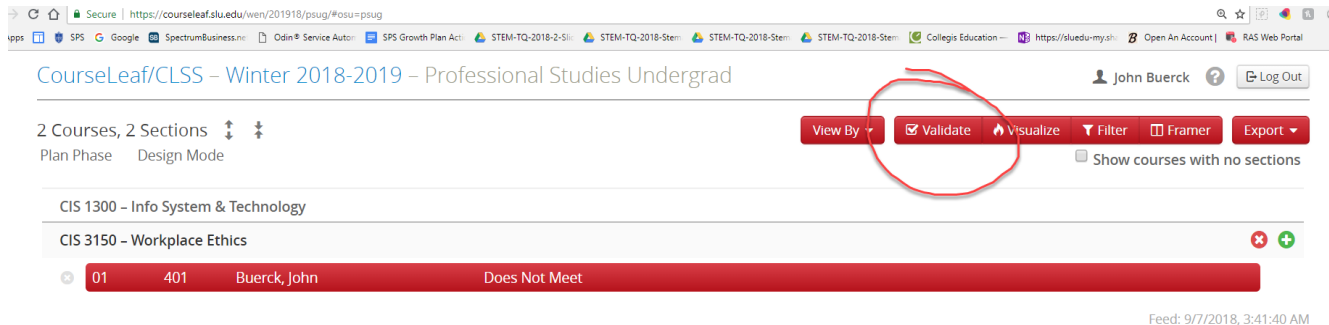
Maximum: 25      Wait Cap: 10

**Section Text**

Cancel Save Section

# Step 3a: Validate Course Section

- After saving the section, validate course section by clicking on the red “Validate” button on the top right-side of the page.



The screenshot shows a web browser window displaying the CourseLeaf/CLSS interface for Winter 2018-2019 Professional Studies Undergrad. The page title is "CourseLeaf/CLSS – Winter 2018-2019 – Professional Studies Undergrad". The user is logged in as John Buerck. The interface shows a list of courses and sections. The "Validate" button is circled in red. The "Validate" button is located in the top right corner of the page, next to the "View By" dropdown menu. The "Validate" button is a red button with a white checkmark icon and the text "Validate". The "View By" dropdown menu is also a red button with a white arrow icon and the text "View By". The "Visualize" button is a red button with a white flame icon and the text "Visualize". The "Filter" button is a red button with a white downward arrow icon and the text "Filter". The "Framer" button is a red button with a white grid icon and the text "Framer". The "Export" button is a red button with a white downward arrow icon and the text "Export". The "Show courses with no sections" checkbox is a white checkbox with the text "Show courses with no sections". The course list includes "CIS 1300 – Info System & Technology" and "CIS 3150 – Workplace Ethics". The "CIS 3150 – Workplace Ethics" section is highlighted in red and shows a status of "Does Not Meet".

CourseLeaf/CLSS – Winter 2018-2019 – Professional Studies Undergrad

John Buerck ? Log Out

2 Courses, 2 Sections ↕ ↕  
Plan Phase Design Mode

View By **Validate** Visualize Filter Framer Export

Show courses with no sections

CIS 1300 – Info System & Technology

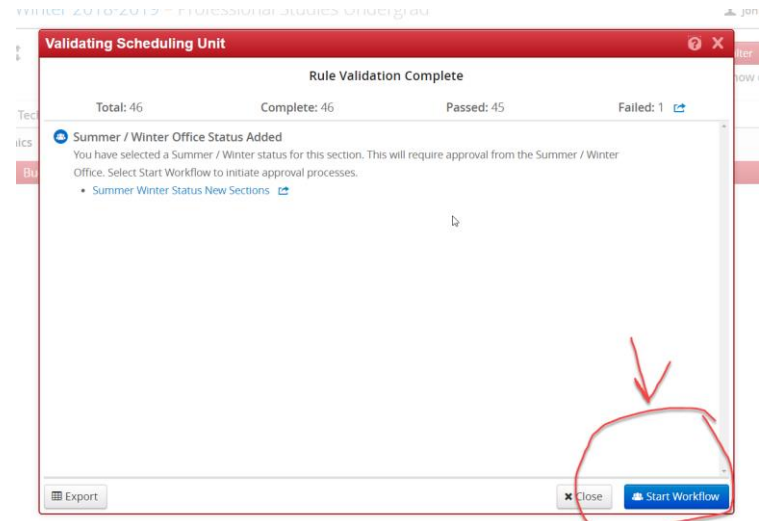
CIS 3150 – Workplace Ethics

01 401 Buerck, John Does Not Meet

Feed: 9/7/2018, 3:41:40 AM

# Step 3b: Submit Course Section to Summer-Winter Office

- After you validate the course section, Courseleaf will bring up a window that says “Validating Scheduling Unit.”
- Click blue button on bottom left-hand corner that says “Start Workflow.”
- This will submit course section to the Summer-Winter Office.



# Step 4: Summer-Winter Office Approves Course Section

- Once course section has been validated and the workflow has been started, the Summer-Winter Office will receive notification to approve or rollback the course.
- If the course section meets the scope of summer-winter revenue share courses, the course will be approved.
- If the course is not in-scope for summer-winter, the Summer-Winter Office will roll back the course to the respective department with comments.

# Summer-Winter Office Contact Information

If you have any questions about the timeline, course offerings or other general information about the summer-winter course selection process, please contact:

**Jacob Wierson, Summer-Winter Program Coordinator**

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