

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 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 Create Course Sections

- Log into Courseleaf'
- Under the section “____ Academic Year,” click on the link that applies to the current session/term (ex: Winter 2020-2021, Summer 2021, etc.).
- Create a new course section on Courseleaf (see next slide for detailed instructions)

Step 2: Departments Create Course Section on Courseleaf

- When creating the course section, under the “Status” drop-down box in “Section Information,” select “Active (Summer-Winter Office).”
- 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
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Enrollment 0 current

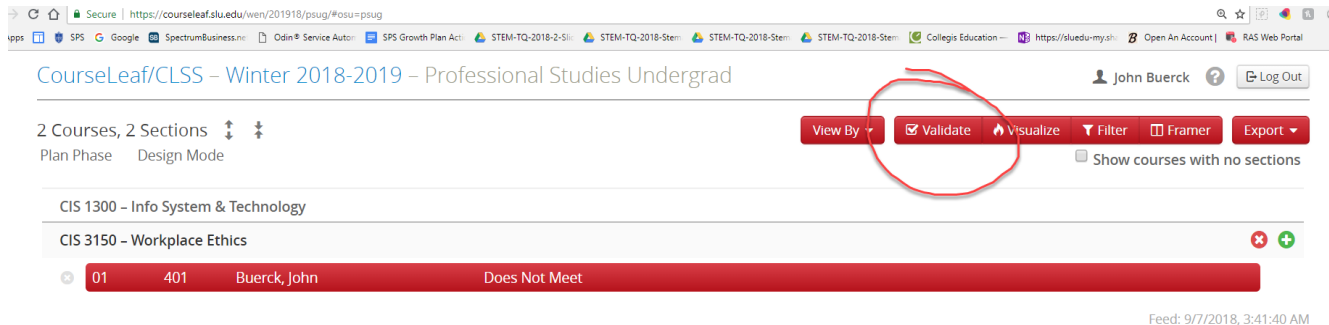
Maximum	Wait Cap
25	10

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.



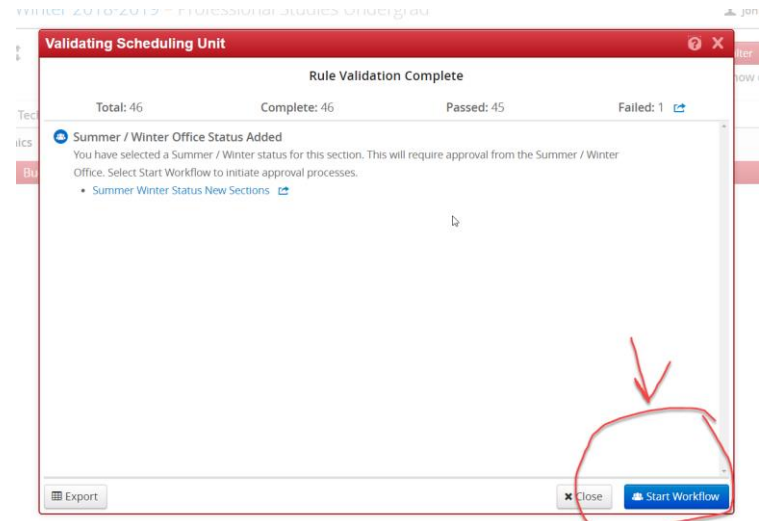
The screenshot shows a web browser window displaying the CourseLeaf/CLSS interface for Winter 2018-2019 Professional Studies Undergrad. The page title is "CourseLeaf/CLSS – Winter 2018-2019 – Professional Studies Undergrad". The user is logged in as John Buerck. The interface shows a list of courses and sections. The "Validate" button is circled in red. Below the course list, there is a table with the following data:

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:

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