# Oklahoma State University

How to Submit Requests

Section Change Request – used to add a new or edit an existing section

Rule Exception Request – takes the place of the Course Deviation and Class Change with Enrollment forms, also used to ask the Registrar's Office to process specific changes in Banner (credit hours, cross-list, unique title etc.)

To submit a request, navigate to the **Requests** tab on the top left side of the class Scheduling Management homepage and click the "**+ Create Request**" button.
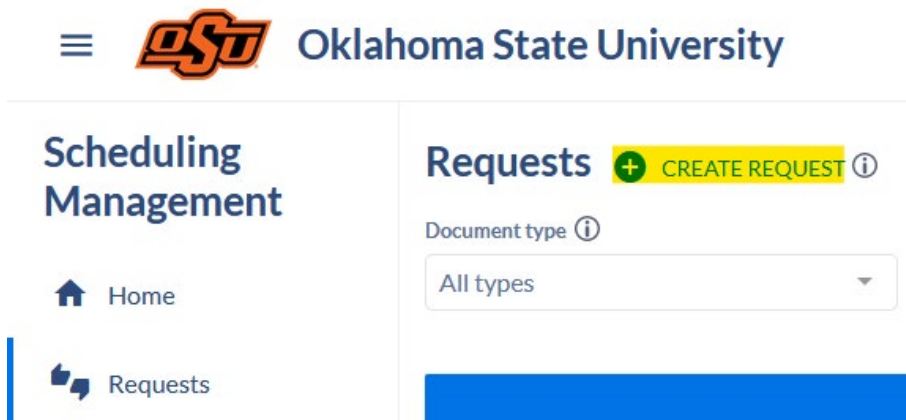
Selecting "**Section Change**" will prompt you to submit a request to either **ADD** a new section or **EDIT** an already existing section. We kindly ask that you refrain from submitting requests to change section details that are editable in the Section Editor and Section Dashboard.

New Request » Section Change

Section Change requests allow you to request edits for any data field in a particular section. First, select a section, then make any requested edits in the input fields below.

Term
Spring 2024

Type of change
Add Section

Select a course
A&S 1111 A&S First Year Seminar

New Request » Section Change

Section Change requests allow you to request edits for any data field in a particular section. First, select a section, then make any requested edits in the input fields below.

Term
Spring 2024

Type of change
Edit Section

Select a course
A&S 1111 A&S First Year Seminar

Which section?
A&S 1111 - 21912

The option to "Add a section from Course Inventory" should only be used for courses that do not yet have sections scheduled for the selected term.

Selecting "**Rule Exception**" from the drop-down list of Request Types will prompt you to submit a request for approval to violate a single, specific rule. Rule Exceptions do not permit sections edits within the request and require all section change details needing to be updated be provided in the reason for the request field.

New Request » Rule Exception

Rule Exception requests allow you to request a rule exceptio

Term:

Fall 2024

Select a course

A&S 1111 A&S First Year Seminar ▾

Which section?

A&S 1111 - 60036 ▾

Rule

Class Change with Meetings or Enrollment ▾

Checking the Status of a Request:

Scheduling Management

- 🏠 Home
- 💬 Requests
- 📋 Section Editor
- 📋 Section Dashboard

Requests ⊕ CREATE REQUEST ⓘ

Document type ⓘ

All types ▾

| Vote Required **16** | Assigned To Me **3988** | Created By Me **2** ⓘ |

To view the status of a request that you are the author of, click the **Requests** tab on the left side of the class Scheduling Management homepage, the "Created by Me" box in the middle of the page:

NAME	PROPOSAL TYPE	CURRENT STEP ⓘ	REQUEST STATUS ⓘ
⧉ ▬▬▬▬▬▬▬▬▬ ▬▬▬▬▬ Added 10 minutes ago by ▬▬▬▬	Rule Exception	⊘○○	Pending

This will display all requests submitted by you. Click on the section name to review the details of the request on the left side of the screen. On the right side is the **Request Toolbox**:

Request Toolbox

Status: Approved

Decisions: ⊘⊘⊘🟥⊘⊘🟥👍⊘⊘

[DECISION] WORKFLOW ACTIVITY

This request has been approved!

If the request has been completely approved and processed, the Status will be displayed as **Approved**. If the status is displayed as **Pending**, you can click on the WORKFLOW tab to review at which step the request currently resides, as well as the ACTIVITY tab to review any notes made by participants in the workflow.

Request	9/24/2024 5:39 PM
The AS Dean Review step was approved, and the proposal advanced to the next step - Registrar Approval	
Molly Raine	9/25/2024 10:21 AM
Instructional minutes: 2400/1600. Note: Meeting pattern is standard for 3 credit hours.	
Molly Raine	9/25/2024 10:21 AM
Molly Raine voted to UG/GR Deviation this request.	
Request	9/25/2024 10:21 AM
Users voted to UG/GR Deviation, and the proposal moved to UG/GR Vice Provost-D	
Request	9/25/2024 4:50 PM
Users voted to Approved for Long Term Deviation, and the proposal moved to Registrar Processing	
Samantha Lee	9/26/2024 9:54 AM
Samantha Lee approved this request.	
Request	9/26/2024 9:54 AM
The Registrar Processing step was approved, and the proposal advanced to the next step - Auto Advance Filter	

- Clicking on each step name under the WORKFLOW tab will open a new window with the name of the step reviewer and their email address:

Registrar Review

👤 Participants
- ○ Registrar Classroom Scheduling ⓘ
- ○ Jennifer Ferguson ⓘ