

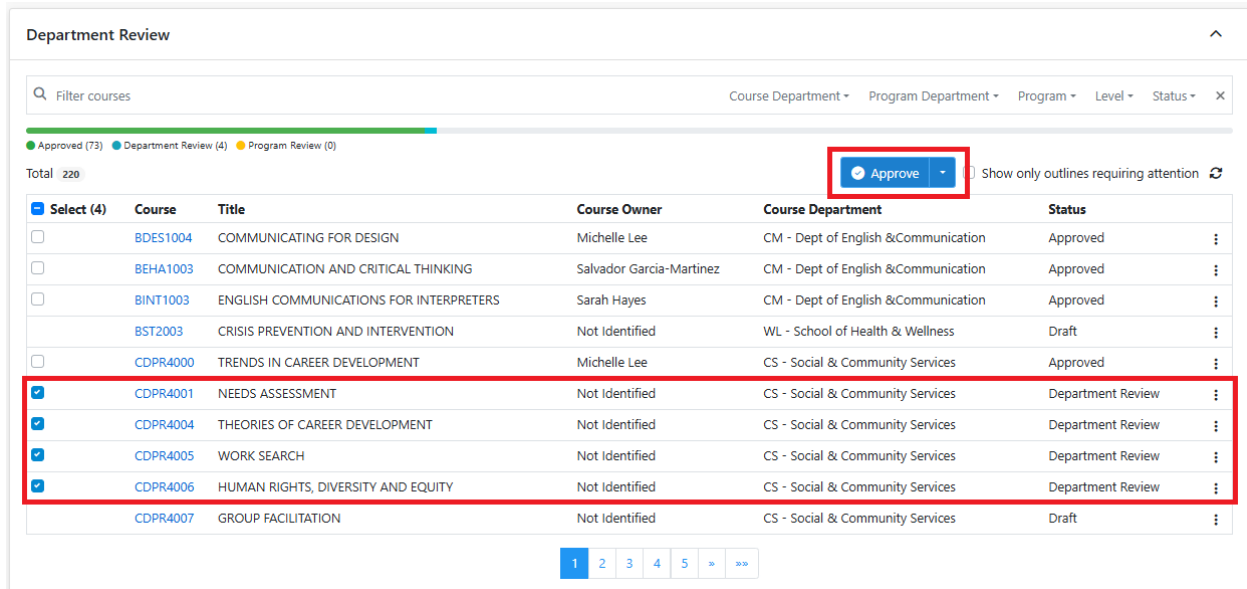
Approve/Unapprove Course Outlines in COMMS 3

Access: Department Owner

Approve course outlines

Approve multiple course outlines at once

1. From your COMMS 3 dashboard, go to the Department Review section.
2. Select the checkboxes for unapproved courses with the status “Department Review.”
3. Select the Approve button.



Department Review

Filter courses Course Department Program Department Program Level Status

Approved (73) Department Review (4) Program Review (0)

Total 220

Approve Show only outlines requiring attention

Select (4)	Course	Title	Course Owner	Course Department	Status
<input type="checkbox"/>	BDES1004	COMMUNICATING FOR DESIGN	Michelle Lee	CM - Dept of English & Communication	Approved
<input type="checkbox"/>	BEHA1003	COMMUNICATION AND CRITICAL THINKING	Salvador Garcia-Martinez	CM - Dept of English & Communication	Approved
<input type="checkbox"/>	BINT1003	ENGLISH COMMUNICATIONS FOR INTERPRETERS	Sarah Hayes	CM - Dept of English & Communication	Approved
<input type="checkbox"/>	BST2003	CRISIS PREVENTION AND INTERVENTION	Not Identified	WL - School of Health & Wellness	Draft
<input type="checkbox"/>	CDPR4000	TRENDS IN CAREER DEVELOPMENT	Michelle Lee	CS - Social & Community Services	Approved
<input checked="" type="checkbox"/>	CDPR4001	NEEDS ASSESSMENT	Not Identified	CS - Social & Community Services	Department Review
<input checked="" type="checkbox"/>	CDPR4004	THEORIES OF CAREER DEVELOPMENT	Not Identified	CS - Social & Community Services	Department Review
<input checked="" type="checkbox"/>	CDPR4005	WORK SEARCH	Not Identified	CS - Social & Community Services	Department Review
<input checked="" type="checkbox"/>	CDPR4006	HUMAN RIGHTS, DIVERSITY AND EQUITY	Not Identified	CS - Social & Community Services	Department Review
<input type="checkbox"/>	CDPR4007	GROUP FACILITATION	Not Identified	CS - Social & Community Services	Draft

1 2 3 4 5 » >>

4. In the Approve Course Outline pop-up window, include required Approver Title (e.g. Associate Dean, School of Liberal Arts and Science).
5. Select Approve.

Approve Course Outline ✕

Course Code: (4 course outlines selected)

Approved By: Noelle Paredes-Plaza

Approver Title: ⓘ

Title is required!

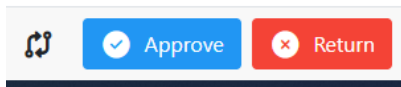
Approved For Academic Year: 2024-2025

Approval Comment (optional):

Cancel
Approve

Approve a single course outline

1. From your COMMS 3 dashboard, go to the Department Review section.
2. Select the course outline to review.
3. From the course outline page, navigate to the bottom right corner of the browser.
4. Select the Approve button.



5. In the Approve Course Outline pop-up window, include required Approver Title (e.g. Associate Dean, School of Liberal Arts and Science).
6. Select Approve.

Unapprove course outlines

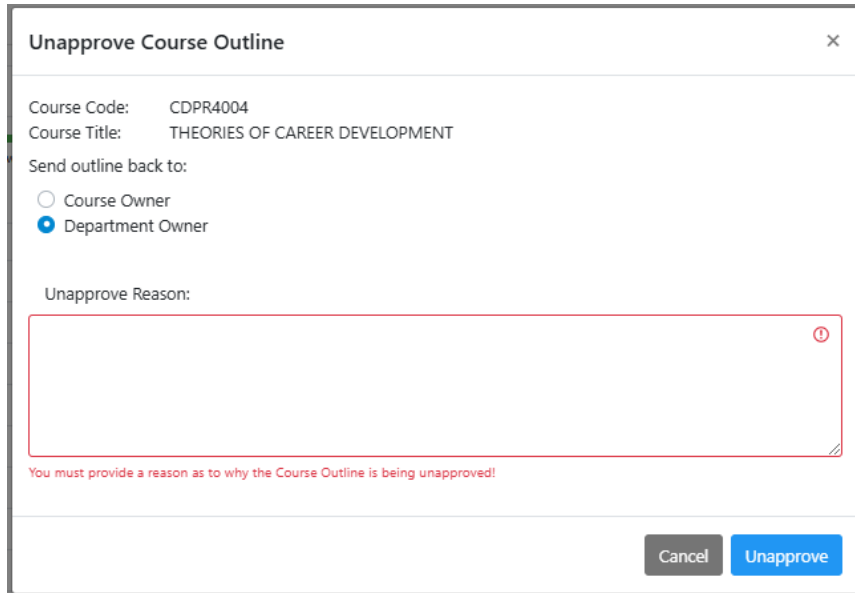
Unapprove multiple course outlines at once

1. From your COMMS 3 dashboard, go to the Department Review section.
2. Select the checkboxes for the course outlines with the status “Approved.”
3. Select the Unapprove button.

Total 220 ↶ Unapprove Show only outlines requiring attention ↻

<input type="checkbox"/>	Select (3)	Course	Title	Course Owner	Course Department	Status	
<input type="checkbox"/>		BDES1004	COMMUNICATING FOR DESIGN	Michelle Lee	CM - Dept of English & Communication	Draft	⋮
<input checked="" type="checkbox"/>		BEHA1003	COMMUNICATION AND CRITICAL THINKING	Salvador Garcia-Martinez	CM - Dept of English & Communication	Approved	⋮
<input checked="" type="checkbox"/>		BIINT1003	ENGLISH COMMUNICATIONS FOR INTERPRETERS	Sarah Hayes	CM - Dept of English & Communication	Approved	⋮
<input type="checkbox"/>		BST2003	CRISIS PREVENTION AND INTERVENTION	Noelle Paredes-Plaza	WL - School of Health & Wellness	Department Review	⋮
<input checked="" type="checkbox"/>		CDPR4000	TRENDS IN CAREER DEVELOPMENT	Michelle Lee	CS - Social & Community Services	Approved	⋮

4. From the Unapprove Course Outline pop-up window, provide a reason for unapproving the course outline (mandatory), e.g. “mapping.”
5. Select Unapprove.



Unapprove Course Outline

Course Code: CDPR4004
Course Title: THEORIES OF CAREER DEVELOPMENT

Send outline back to:

Course Owner
 Department Owner

Unapprove Reason:

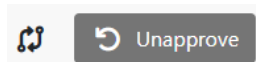
You must provide a reason as to why the Course Outline is being unapproved!

Cancel Unapprove

The person you have sent the outline back to will receive an email notification with your reason for unapproval.

Unapprove a single course outline

1. From your COMMS 3 dashboard, go to the Department Review section.
2. Select the course outline you wish to review.
3. From the course outline page, navigate to the bottom right corner of the browser.
4. Select the Unapprove button.



5. From the Unapprove Course Outline pop-up window, provide a reason for unapproving the course outline (mandatory), e.g. “mapping.”
6. Select Unapprove.