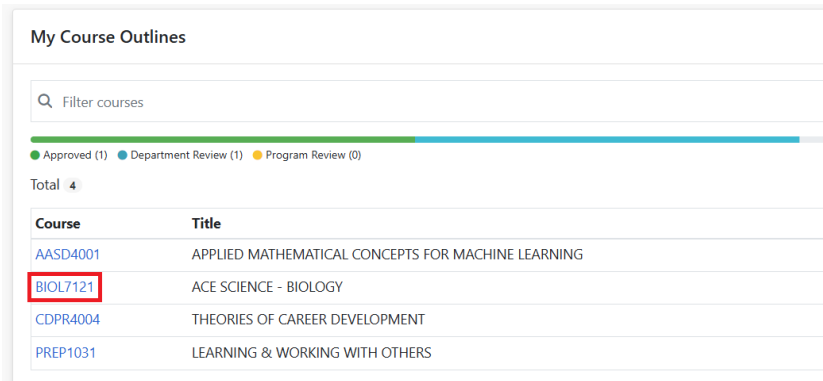


# Submit a Course Outline for Approval

Access: Course Owner

1. From My Course Outlines, select the course outline you want to submit.



My Course Outlines

Filter courses

Approved (1) Department Review (1) Program Review (0)

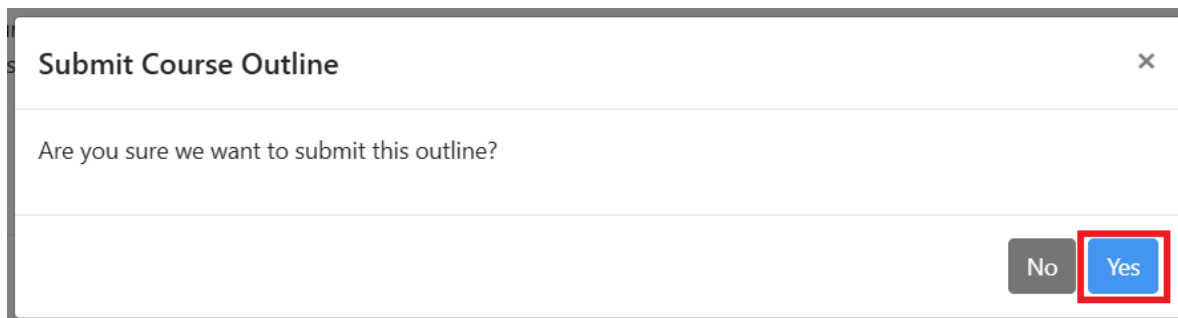
Total 4

Course	Title
AASD4001	APPLIED MATHEMATICAL CONCEPTS FOR MACHINE LEARNING
<b>BIOL7121</b>	ACE SCIENCE - BIOLOGY
CDPR4004	THEORIES OF CAREER DEVELOPMENT
PREP1031	LEARNING & WORKING WITH OTHERS

2. From the Course Outline page, go to the bottom right corner of the browser.
3. Select the Submit button.



4. Select Yes on the Submit Course Outline pop-up window.



Submit Course Outline

Are you sure we want to submit this outline?

No Yes

NOTE: Your Department Owner will receive an email alerting them of your submission.

## Unsubmit a Course Outline

**NOTE:** Unsubmitting a course outline can only be done if the course outline has **not** been approved. Once approved, you must ask the Department Owner to "unapprove" the outline.

1. From My Course Outlines, select the course outline you want to submit.

My Course Outlines

Filter courses

Approved (1) Department Review (1) Program Review (0)

Total 4

Course	Title
AASD4001	APPLIED MATHEMATICAL CONCEPTS FOR MACHINE LEARNING
BIOL7121	ACE SCIENCE - BIOLOGY
CDPR4004	THEORIES OF CAREER DEVELOPMENT
PREP1031	LEARNING & WORKING WITH OTHERS

2. From the Course Outline page, go to the bottom right corner of the browser.
3. Select the unsubmit button.



4. Select Yes on the Unsubmit Course Outline pop-up window.

Unsubmit Course Outline ×

Are you sure we want to unsubmit this outline?

No Yes