Department Chairs:

When a form is in need of approval, you will be notified via e-mail and provided a link to the document. (Subject: Catalog Selection Petition)

Upon selecting review document, they will be taken into a copy of the form. Once in the form, they should take the following steps.

1. Review the form for accuracy.
2. Make any required edits to the student ID or catalog year selection.
3. Update the text of TYPE YOUR NAME HERE to your name.
4. Finalize the signature.

Once all required fields have been entered and the document has been signed by the chair, they may submit the form for approval by clicking the Finish button.

How to Leave Notes and Assign to a 2nd Reviewer:

If your office uses a two person review process, the first reviewer can leave notes and then pass the form along to the signing party by following the steps below.
Once inside the document, you should select **Other Actions** and then **Assign to Someone Else**.

This will bring up a modal window where you can enter the desired recipient’s information. Here you can enter the new signer’s e-mail address and name. You may also enter notes for the new signer in the description field.

When the 2\textsuperscript{nd} reviewer enters the form, the notes will appear at the top of the screen in the form of a private message.
Once the final step in the review process has been completed, all parties will receive the following message to allow them to view the decision. (Subject: Completed: Catalog Selection Petition)

Other Items of Note:

- A reminder e-mail will be sent first after 4 days, then every 2 days that form remains not completed.
- You may delegate the signing by forwarding the review e-mail, however reminder and completed e-mail will continue to be sent to the original assignee.