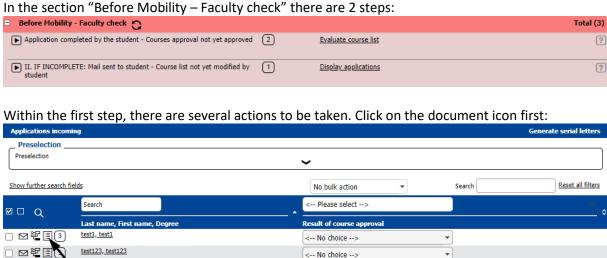
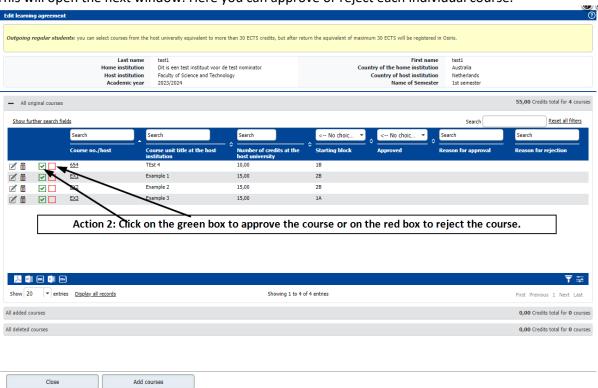
## **How To - Faculty check / Course approval incoming students**

Action 1: evaluating each course

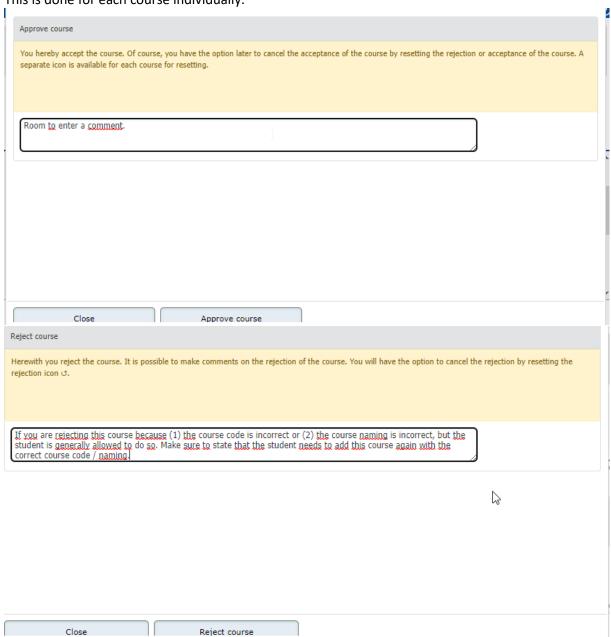




This will open the next window. Here you can approve or reject each individual course:



A pop-up will open to give you the chance to enter a comment and do the final approval / rejection. This is done for each course individually.



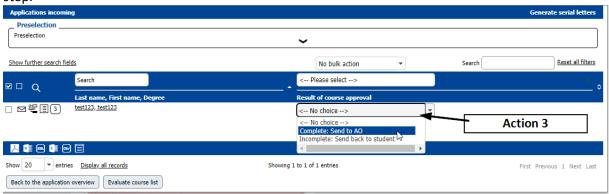
If, for whatever reason, you need to change an approval into a rejection or vice versa, use the arrow icon.



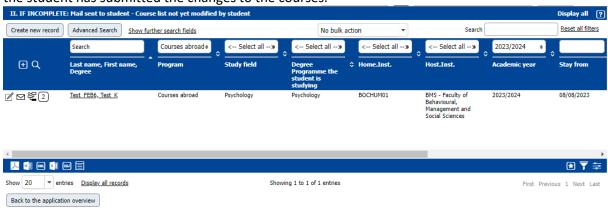
When you are done evaluating all submitted courses, you have to select whether or not this application is "complete" or "incomplete".

If any courses have been rejected, the application has to be considered "Incomplete" so that the student will be able to make the required adjustments.

Select the application by marking the box in the front of the row and then click on "Evaluate course list". This will trigger an email notification for the student and will move the application into the next step.



(a) If the application is marked as **incomplete**, it will move into the second step. Here it will remain until the student has submitted the changes to the courses.



After the student has confirmed that he/she has made the changes, the application will re-appear in this pipeline step and the same actions as described above need to be taken.



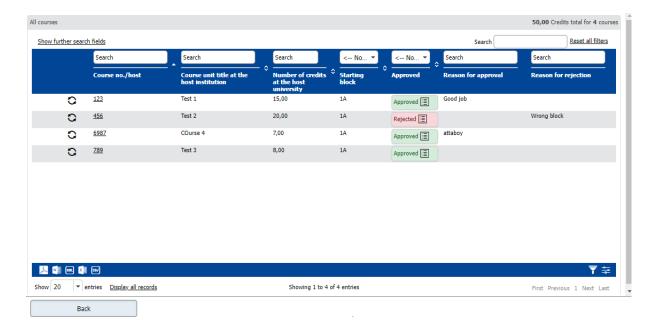
(b) When the application is **approved**, it will move on to the second SAS check:



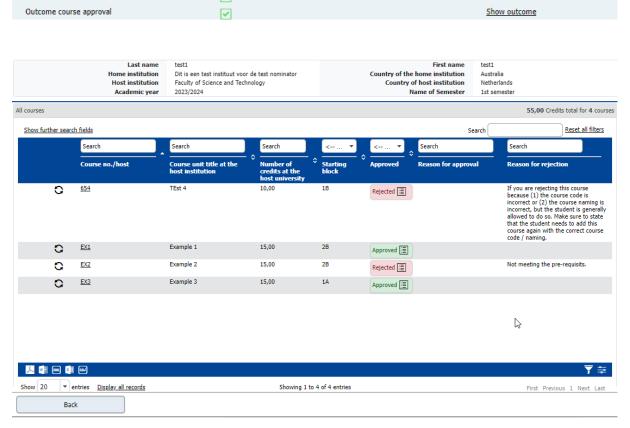
## For the student the following changes:

While the courses are being evaluated, the student can see what is approved / rejected.





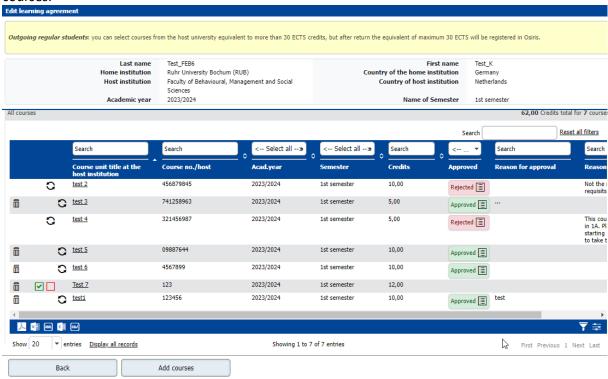
Once the evaluation is finalized, and marked as completed, this is what the student sees.



In case the course selection was marked as incomplete, the student sees this:



When clicking on Show outcome/Edit courses, the student can read the comments and add new courses.



Once the student is happy with the adjusted course list, he/she will click on the below shown link to submit the new selection to be evaluated by the ECO.

