

| |
|----------------------|
| |
| Activities |
| Enrollment Tools |
| Add/Edit Activities |
| Manage Activities |
| Regional Enrollment |
| Users |
| Add/Edit User Info |
| User History |
| Salary Admin |
| Reports |
| My Reports |
| Download |
| Act 48 Upload Errors |
| Surveys |
| My Surveys |
| Configuration |
| Config Summary |
| MLP Academy |
| MLP Webinars |
| Referral |

| Form Approval/Routing Rules | | | | | | |
|---|--------------------------|---|----------|--------------------------------|--------------------------|---|
| Form Information | | | | | | |
| Form Name: Graduate Course Request Form Description: Graduate Course Request | | | | | | |
| Warnings | | | | | | |
| Instructions | | | | | | |
| Add Prior Approvers (District Administrators that grant permission to enroll) and Final approvers (District Administrators that issue credit after an activity has been completed) below. The approval order specifies the order in which a request is processed. Approval Order 1 is the first approver, 2 is the second, and so on. If more than one approver has the same Approval Order then the request will be submitted for approval to all approvers with the same Approval Order Simultaneously otherwise, approvals will be processed sequentially based on Approval Order. | | | | | | |
| Prior Approvers | | | | | | |
| <table border="1"> <thead> <tr><th>Step #</th><th>Action</th><th>Approver</th></tr> </thead> <tbody> <tr><td><input type="text" value="1"/></td><td>[Modify]</td><td>Always Add Graduate Study Committee, SV () Upon Approval Send Email To : Kimberly Kemmerer</td></tr> </tbody> </table> | Step # | Action | Approver | <input type="text" value="1"/> | [Modify] | Always Add Graduate Study Committee, SV () Upon Approval Send Email To : Kimberly Kemmerer |
| Step # | Action | Approver | | | | |
| <input type="text" value="1"/> | [Modify] | Always Add Graduate Study Committee, SV () Upon Approval Send Email To : Kimberly Kemmerer | | | | |
| Final Approvers | | | | | | |
| <table border="1"> <thead> <tr><th>Step #</th><th>Action</th><th>Approver</th></tr> </thead> <tbody> <tr><td><input type="text" value="3"/></td><td>[Modify]</td><td>Always Add Graduate Study Committee, SV () Upon Approval Send Email To : Kimberly Kemmerer</td></tr> </tbody> </table> | Step # | Action | Approver | <input type="text" value="3"/> | [Modify] | Always Add Graduate Study Committee, SV () Upon Approval Send Email To : Kimberly Kemmerer |
| Step # | Action | Approver | | | | |
| <input type="text" value="3"/> | [Modify] | Always Add Graduate Study Committee, SV () Upon Approval Send Email To : Kimberly Kemmerer | | | | |
| Actions | | | | | | |
| <div style="text-align: center;"> Reorder Steps Add Prior Approver Add Final Approver Exit </div> | | | | | | |