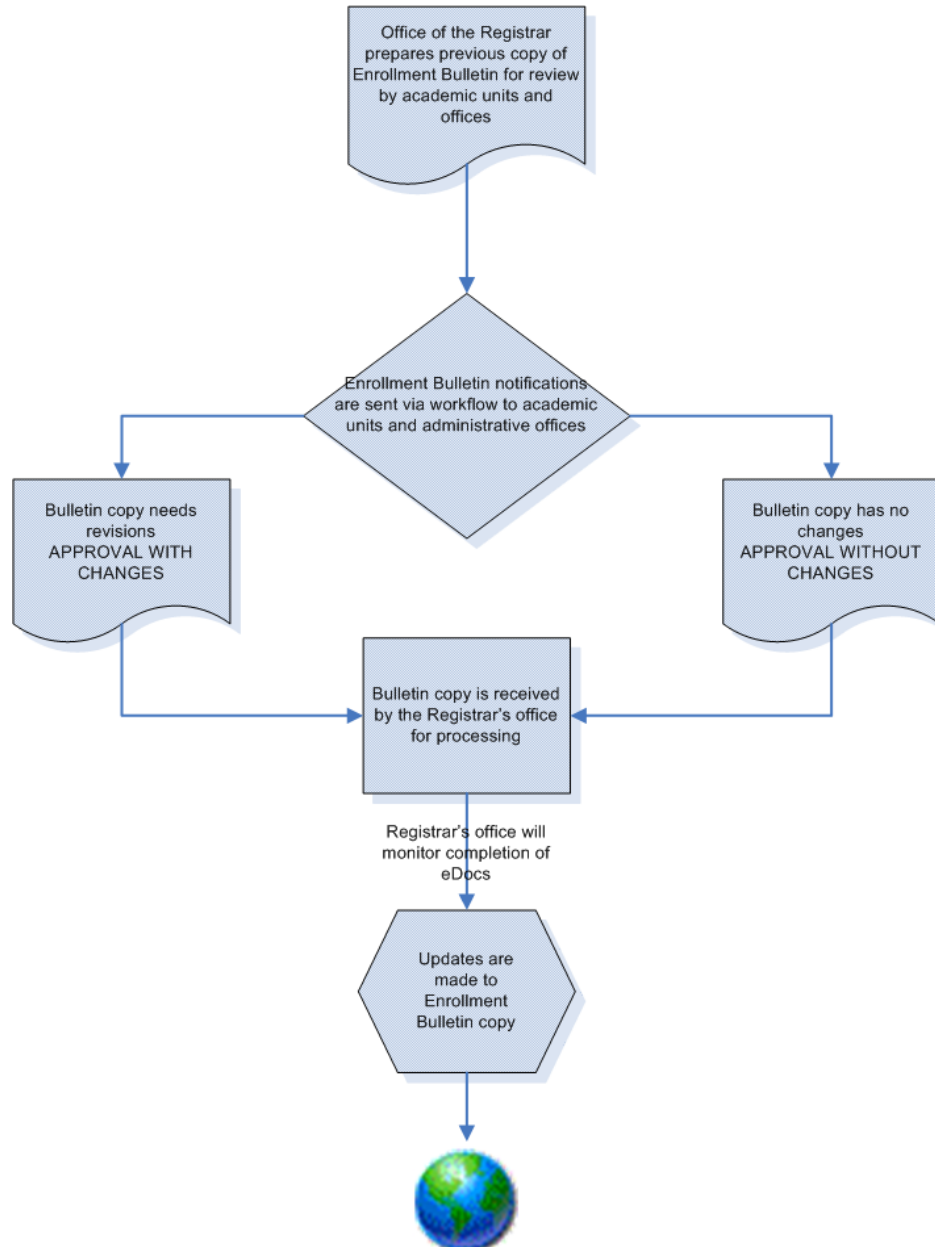


ENROLLMENT and STUDENT ACADEMIC INFORMATION INFORMATION BULLETIN

The updating of Enrollment and Student Academic Information Bulletin content has transitioned to an electronic, and environmentally friendly, format through Quali Workflow. The eBulletin workflow application will be used for sending and receiving copy electronically to and from the administrative offices and academic units that provide content for the bulletin.

Process Flow:



The Enrollment Bulletin is available online, with updated information for the coming term(s)

Once the Enrollment Bulletin has been finalized and is available online, the Registrar's office will notify Faculty, Recorders, Scheduling Officers and Advisors (via listserv).

Students will receive the Enrollment Bulletin electronically prior to registration, and for incoming students, during new student orientation.

ENROLLMENT and STUDENT ACADEMIC INFORMATION INFORMATION BULLETIN

1. BREG sends notifications with previous copy of Bulletin for review to academic units and offices.
2. The notification will be sent to you through your Action List in OneStart. (Note: you can set your notification preferences through Preferences.)

Preferences Refresh Action List Filter									
Action List									
One item found.1									
Document Id	Type	Title	Route Status	Action Requested	Initiator	Delegator	Date Created	Workgroup Request	Route Log
1948064	BREG.Bulletin.Request DocumentType	Routing Document Type 'BREG.Bulletin.RequestDoctype'	ENROUTE	APPROVE	Shields, Kathy S		09:36 AM 11/09/2009	residential_programs_and_services	
One item found.1									

3. Click on the Document ID to open the item

			Document Type Name:	BREG.Bulletin.RequestDoctype
			Document Status:	ENROUTE
			Create Date:	09:36 AM 11/09/2009
			Document ID:	1948064
Editing Document				
Elements with an asterisk * are required.				
Indiana University Bloomington Office Of The Registrar		eBulletin-IUB Bulletin Enrollment and Student Academic Information		
Initiator Name:	Shields , Kathy S			
Due Date:*	12/23/2009			
BREG.Bulletin.Department:*	Residential Programs and Services			
Document Title:*	TEST - Bulletin updates for Spring			
Optional Text:	Please review the attachment and mark any updates. Tracking is enabled in this attachment to capture your changes (please do not disable). When you are finished, re-save your copy and attach to your workflow response. Thank you			
Route by net id?	<input type="radio"/> Yes <input type="radio"/> No			
Approval Status:*	<input type="radio"/> Approval with changes <input type="radio"/> Approval without changes			
Create Note				
Author	Date	Note	Action	
Kathleen O'shea	11/09/2009		save	
Attachment:		Browse...		
View Notes				
Author	Date	Note	Action	
Kathy Shields	11/09/2009 09:43 AM	res_life_example.docxdownload	edit delete	
<input type="button" value="approve"/> <input type="button" value="save"/>				
Set annotation:				

You will need to download the attachment to preview the information

ENROLLMENT and STUDENT ACADEMIC INFORMATION INFORMATION BULLETIN

4. Example of attachment(s):

Spring (note color distinction)

Administrative Offices and Hours

Administrative offices are open Monday through Friday, generally from 8 a.m. to 12 noon and 1 p.m. to 5 p.m., and are closed Saturday and Sunday. Exceptions are noted below.

Office	Address, Phone and Hours
Campus ID Cards	Campus Card Services, 8:30 a.m. to 4:30 p.m., 855-8711

Summer (Green)

CampusAccess ID Cards

Indiana University CampusAccess ID Cards are available for IUB registered students at the Campus Card Service Centers located in the Indiana Memorial Union and in Eigenmann Hall from 8:30 a.m. to 5:00 p.m., Monday through Friday. At least one form of positive photo-identification will be required to confirm identity. Telephone 812-855-8711 or visit the web site at <http://www.cacard.indiana.edu> for additional information.

Administrative Offices and Hours

Administrative offices are open Monday through Friday, generally from 8 a.m. to 12 noon and 1 p.m. to 5 p.m., and are closed Saturday and Sunday. Exceptions are noted below.

Office	Address, Phone and Hours
Campus ID Cards	Campus Card Services, 8:30 a.m. to 4:30 p.m.,

ENROLLMENT and STUDENT ACADEMIC INFORMATION INFORMATION BULLETIN

Approval Status: * Approval with changes Approval without changes

- If changes are not necessary, choose **Approval Without Changes** and click **Approve**
- If changes are needed:
 - Make the changes within the document (your changes will be displayed in red)
 - Resave your document to your local file
 - Choose **Approval With Changes**
 - And attach your document in the eDoc (Browse for file on your computer) – then **Save**

Approval Status: * Approval with changes Approval without changes

Create Note			
Author	Date	Note	Action
Kathleen O'shea	11/09/2009	<div style="border: 1px solid gray; height: 30px; width: 100%;"></div>	<input type="button" value="save"/>
Attachment:		<input type="button" value="Browse..."/>	
View Notes			
Author	Date	Note	Action
Kathleen O'shea	11/09/2009 09:59 AM	res_life_example (updated).docxdownload	<input type="button" value="edit"/> <input type="button" value="delete"/>
Kathy Shields	11/09/2009 09:43 AM	res_life_example.docxdownload	<input type="button" value="edit"/> <input type="button" value="delete"/>

You also have the option to route the eDoc to someone else for their review. Enter their network ID in the **Route by net ID?** field and click Approve. The eDoc will be forwarded to them for Approval, and then returned to you for your action.

Once you have reviewed your eDoc(s), it will be routed to the Registrar's Office. You can monitor its progress by searching on the document ID, date, initiator's name in Document Search.

X workflow [Detailed Search](#) [Superuser Search](#) [Clear Saved Searches](#) Searches ▼

Search for a Document:

Document Type:	<input type="text"/>	<input type="button" value="search"/> <input type="button" value="help"/>
Initiator Network Id:	<input type="text"/>	<input type="button" value="search"/> <input type="button" value="help"/>
Document Id:	1948064	<input type="button" value="help"/>
Date Created:	from: <input type="text"/> <input type="button" value="calendar"/> to: <input type="text"/> <input type="button" value="calendar"/>	<input type="button" value="help"/>
Name this search (optional):	<input type="text"/> <input type="button" value="help"/>	
<input type="button" value="search"/> <input type="button" value="clear"/>		

One item found. 1

Document Id	Type	Title	Route Status	Initiator	Date Created	Route Log
1948064	BREG.Bulletin.Request DocumentType	Routing Document Type 'BREG.Bulletin.RequestDocType'	ENROUTE	Shields, Kathy S	09:36 AM 11/09/2009	<input type="button" value="Route Log"/>

One item found. 1

Click on **Route Log** to see what step of the process the document is at.

ENROLLMENT and STUDENT ACADEMIC INFORMATION INFORMATION BULLETIN

After the academic department or office has **Approved** their eDoc, it will be routed back to Services for review. If there are any questions or follow-up it will happen at this step.

When all web updating is complete, the eDoc will be **Approved**.

Document Id: 1948064

Document Title	Routing Document Type 'BREG.Bulletin.RequestDoctype'		
Document Type	BREG.Bulletin.Request.DocumentType	Created	09:36 AM 11/09/2009
Initiator	Kathy Shields	Last Modified	10:22 AM 11/09/2009
Route Status	FINAL	Last Approved	10:22 AM 11/09/2009
Route Node(s)	BREG.Bulletin.ProofReview.FYI	Finalized	10:22 AM 11/09/2009

Actions Taken

Action	Taken By	For Delegator	Time/Date	Annotation
COMPLETED	Kathy Shields		09:48 AM 11/09/2009	
▶ show				
APPROVED	Kathleen O'shea		10:03 AM 11/09/2009	
▶ show				
APPROVED	Bart Quinet		10:20 AM 11/09/2009	
▼ hide				
APPROVED	Amy Anderson		10:22 AM 11/09/2009	
▶ show				
Action	Requested Of	Time/Date	Annotation	
APPROVE	BREG.Bulletin.WebUpdate	10:20 AM 11/09/2009		

Pending Action Requests

Action	Requested Of	Time/Date	Annotation
▶ show			
IN ACTION LIST FYI	Amy Anderson	10:22 AM 11/09/2009	
▶ show			
IN ACTION LIST FYI	Bart Quinet	10:22 AM 11/09/2009	

When all updates have been made to the web version of the Enrollment and Student Academic Information Bulletin, the Registrar's Office will notify Faculty, Recorders, Scheduling Officers and Advisors via listserv.

Students will receive the Bulletin electronically prior to registration, and for incoming students, during new student orientation.

This information and the electronic Bulletin is available at: <http://registrar.indiana.edu>