Online CSULB Schedule Request Portal

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Introducing the Online CSULB Schedule Request Portal

The online schedule request portal has replaced the Schedule Change form. You can submit schedule change requests and then view and track progress for all requested changes as they are received, approved, and completed. CCPE will continue to host and manage the schedule request portal. All changes to the schedule will come exclusively through the Schedule Request Portal, including Instructor and enrollment changes.

**Note:** This guide is intended for schedulers requesting changes to state support classes in the Spring and Fall terms.

Accessing the Portal

The Online CSULB Schedule Request Portal can only be accessed by staff and faculty who have access to view and build the class schedule in PeopleSoft.

Portal availability begins the day the class schedule is made available for students to view via MyCSULB and the Enrollment Services website. The Portal closes on census day for the term. Any changes after this date are by exception only and would have to be done via special request.

Configuring Your Browser

To access the Online CSULB Schedule Request Portal, the internet browser on your computer must meet minimal requirements. The system works best in Internet Explorer 9, Firefox, or Chrome browsers. Contact your systems technical support if you need assistance configuring your browser.
Logging into the Schedule Request Portal

From your browser, go to the following internet address:  http://ScheduleChangeRequest.csulb.edu

You are now at the Schedule Request Portal login page.

Enter your Campus ID and Password. The ID and password you use in MyCSULB will also be your ID and password for the Portal.

**Note:** After 20 minutes of inactivity, the user is logged out of the portal.
Navigating the Schedule Request Portal

Signing in to the portal takes you to the Term Offerings page. Here you will see all the terms and sessions that are currently active and available for updates. Click the Select button next to the session in which you will be requesting updates.
Working with the Course Schedule

The Course Schedule page is customized for the user’s security. You will see only the departments that you are responsible for. The page is broken down by College, Department, Session, Course, and then Section. From the Course Schedule Page you can:

- Add, Change, or Cancel course sections
- Use Select Term button to move between active terms
- Use the View Changes button to see the status of request changes

Note: The class information shown in the Schedule Request Portal is updated every evening.
Cancelling a Class Section

To cancel a class section, locate the section in the course schedule list and click on the X button.

You will be taken to the Change Form page. The course information has already been populated. Indicate the reason for the cancel request in the “Reason for Cancellation” text box, and click the Review button.

Once you have entered the cancellation reason, click the Review button. This will take you to the review page.

Note: If you need to cancel your change request, click the Cancel Change button and you will be returned to the top Portal page for the term you are working in.
You are now on the Schedule Change Form Review page, where you can verify the change before it is submitted. Click the Submit button to complete your request. If the request needs to be modified or cancelled, click the Back button, which will take you back to the Review page. Note: When changing a request to cancel a section, your only options are to modify the cancellation reason and submit again, or cancel the request altogether.

**Schedule Change Form: Review**

<table>
<thead>
<tr>
<th>Cancel Section:</th>
<th>1030</th>
<th>ACCT</th>
<th>201</th>
<th>01</th>
<th>SEM</th>
<th>Elem Financial Accounting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session:</td>
<td>2144</td>
<td>1 (Aug 25 - Dec 09, 2014)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reason for Cancellation</td>
<td>Low Enrollment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Once you have submitted your request for approval, you will be navigated to the Change Form History page. This page shows you a summary of your request and its status in the approval process.

**Change Form History: Fall 2014 - Regular Session**

<table>
<thead>
<tr>
<th>Form ID</th>
<th>Date</th>
<th>Action</th>
<th>College</th>
<th>Crs #</th>
<th>Subject</th>
<th>Number</th>
<th>Session</th>
<th>Status</th>
<th>View Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>493</td>
<td>3/3/2014</td>
<td>Cancel</td>
<td>CBA</td>
<td>1030</td>
<td>ACCT</td>
<td>201</td>
<td>1</td>
<td>Pending College Approval</td>
<td>View Details</td>
</tr>
</tbody>
</table>

If you click the View Details link on the left of the page, you will see the reason the class was cancelled and who submitted the request.
Adding a Single Component Class Section
Before adding a class section, check to see if sections already exist in the term. If you are adding the first section of the class, click the Add New Course button at the right of the department header. If you are adding an additional section, click the Add New Section button at the right of the Course Header.

Clicking the Add New Course button navigates you to the Select a Course page. This page shows a list of all active courses in your department. Click the Select button next to the course being added.

You will be taken to the Change Form page. Note: If you select the Add New Section button, you will skip the Select Course page and go straight to the Change Form page.

The course information has already been populated.

Note: The new section will be automatically assigned the next available section number. A specific section number cannot be requested.
**Instruction Mode**
Use the “Instruction Mode” to set whether the course is Traditional, Online Only, or Hybrid.

![Instruction Mode](image)

**Units**
If the class does not have variable units as an option, the Units Field cannot be changed.

![Units](image)

If the class has variable units that you want to have fixed, check the Fixed option and populate the Units field.

![Units](image)

**Component Type**
When adding a single component course, the Component Type is automatically populated.

![Component Type](image)

**Note:** For instructions on adding multiple component classes, see "Adding Multiple Component Class Sections" on page 12.

**Enrollment Limit**
Use the “Enrollment Limit” box to set the maximum number of students allowed to register for this section.

![Enrollment Limit](image)

**Schedule**
Use the Schedule to set the days, time, and dates of meeting pattern.

![Schedule](image)

**Note:** The "Total Hours" and "Minutes: fields are intended for Summer Session requests only. Please disregard when making requests for Fall and Spring terms.
The session begin and end date is automatically populated. To change the Begin Date or End Date, click into the field and select the appropriate date on the calendar.

Add the times by clicking in either the Begin Time or End Time text box and selecting from the Calendar.

Select the days of the week by clicking the Days checkbox.

You can add an additional meeting pattern by clicking on the “Add New Line” button. If the second meeting pattern is online only, leave the time and days field blank.

**Note:** The "Total Hours" and "Minutes: fields are intended for Summer Session requests only. Please disregard when making requests for Fall and Spring terms.
Building/Room
Use the “Classroom Notes” text box to request a specific room, or list any necessary room requirements.

Instructor
Add instructors to the section by typing in their Campus ID and clicking the “Add” button. Once an instructor is added, the workload percentage will automatically populate. If the instructor is new to the department, check the New box.

Consent
Select if the course requires department or instructor consent.

Class Notes
Use “Class Notes” to set the notes for this section. To add a note select the appropriate note from the drop down box and then click the “Add” button. You may add multiple notes.

If you want to add a Free Format note, use the Additional Information box
Additional Information
Use the “Additional Information” text box to add any information that you feel the Academic Scheduling or your college administrator might need to know about the section you are adding.

Review the Form
Once you have completed filling in all the form fields and are ready to submit the form, click the “Review” Button. If you need to make a change, click the "Cancel Change" button.

You will be taken to the “Review” page. If everything is correct, click on the “Submit” button to send the form for approval.
You will be directed to the history page where you can see the current status of the request.

Adding a Multiple Component Class Section
Begin on the CSULB Schedule Change Request Portal Course Offerings page. If you are adding the first section of the class, click the **Add New Course** button at the right of the department header. If you are adding an additional section, click the **Add New Section** button at the right of the Course Header.

When the class being added has multiple components, you are prompted to choose a component type. Select the enrollment component, e.g. Lecture/Seminar.
You will be taken to the Change Form page. Add the enrollment section. For information on adding a new section, see "Adding a Single Component" Section on page 8.

The Change Form page for Multiple Component Classes has an additional field called Associated Courses at the bottom of the page. Click the **Add New LAB** button in this field.

You have now been navigated to a new Change form with the catalog information for the non-enrollment component already populated. **Note:** The number of units populated on the change form of a multiple component course, is the total of the two components combined.

**Note:** Some multiple component classes use a suffix added to the section numbers for grouping and identification.

If you want your multiple component class to have a suffix, list that information in the Additional Information box.
To add multiple non-enrollment components, return to the bottom of the page and click the **Add New Lab** button again. Once you have finished filling out the change form, click the **Review** button at the bottom of the page.

The review page shows you all components of the class. If everything is correct, click on the “Submit” button to send the form for approval.
Changing a Section

Changing the Day/Time of an Existing Section – Single Component

To make a day/time change to an existing section, the current section must be cancelled and a new section added. The portal streamlines this process. Find the class section you will be working with and click on the EDIT icon to the right of the screen. The EDIT icon looks like a paper and pencil.

You will be directed to the Change Form page with the section information already populated.
Under Schedule, change the time and/or days. Make any additional changes needed, e.g. Instruction Mode, Enrollment Limit, Classroom etc.

Note: always list classroom information, even if you plan to keep your original room.

Click Review at bottom of page to confirm your changes.
The portal will automatically submit your request as a Cancel/Add.

Click the **Submit** Button and your Cancel/Add request has been submitted. You will be navigated to the Change Form History page.
Changing the Day/Time of an Existing Section – Multiple Component

Changing day/time on both components

To make a day/time change to both components in a two component section, both of the current sections must be cancelled and new sections added. The portal streamlines this process. Find the class section you will be working with and click on the EDIT icon to the right of the screen. The EDIT icon looks like a paper and pencil.

You will be directed to the Change Form page with the section information already populated.

Under Schedule, change the time and/or days. Make any additional changes needed, e.g. Instruction Mode, Enrollment Limit, Classroom etc.

Note: always list classroom information, even if you plan to keep your original room.
Once you have updated the information for the Enrollment component, move to the **Associated Courses** field at the bottom of the page. Select the **Edit** button next to the Non-Enrollment component.

You will be directed to the Change Form page with the section information for the non-enrollment component already populated.

Under Schedule, change the time and/or days. Make any additional changes needed, e.g. Instruction Mode, Enrollment Limit, Classroom etc.

**Note:** always list classroom information, even if you plan to keep your original room.

Click Review at bottom of page to confirm your changes.
The portal will automatically submit your request as a Cancel/Add for both components.

**Schedule Change Form: Review**

<table>
<thead>
<tr>
<th>Cancel Section: 4015</th>
<th>CECS 110</th>
<th>SEM</th>
<th>Beginning Web Design</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session: 2144</td>
<td>1 (Aug 25 - Dec 06, 2014)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reason for Cancellation: Changes to this section require this section to be canceled and re-edited as a new section</td>
<td></td>
<td></td>
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</tbody>
</table>

**Add New Section: CECS 110 SEM Beginning Web Design**

<table>
<thead>
<tr>
<th>Session: 2144</th>
<th>1 (Aug 25 - Dec 06, 2014)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Status: Active</td>
<td></td>
</tr>
<tr>
<td>Instruction Mode: Traditional (Face to Face)</td>
<td></td>
</tr>
<tr>
<td>Units: 3</td>
<td></td>
</tr>
<tr>
<td>Enrollment Limit: 25</td>
<td></td>
</tr>
<tr>
<td>Schedule: 08/25/2014 - 12/5/2014 12:30 PM - 1:20 PM MW</td>
<td></td>
</tr>
<tr>
<td>Classroom Notes: Keep in ECS-403</td>
<td></td>
</tr>
<tr>
<td>Instructor: 00003860 Roni Allen 100%</td>
<td></td>
</tr>
<tr>
<td>Consent: No Consent</td>
<td></td>
</tr>
<tr>
<td>Class Notes: Open to all students.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cancel Section: 4015</th>
<th>CECS 110</th>
<th>02</th>
<th>LAB</th>
<th>Beginning Web Design</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session: 2144</td>
<td>1 (Aug 25 - Dec 06, 2014)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reason for Cancellation: Changes to this section require this section to be canceled and re-edited as a new section</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

**Add New Section: CECS 110 LAB Beginning Web Design**

<table>
<thead>
<tr>
<th>Session: 2144</th>
<th>1 (Aug 25 - Dec 06, 2014)</th>
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</thead>
<tbody>
<tr>
<td>Class Status: Active</td>
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<tr>
<td>Instruction Mode: Traditional (Face to Face)</td>
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</tr>
<tr>
<td>Units: 3</td>
<td></td>
</tr>
<tr>
<td>Enrollment Limit: 25</td>
<td></td>
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<tr>
<td>Schedule: 08/25/2014 - 12/5/2014 1:30 PM - 2:40 PM MW</td>
<td></td>
</tr>
<tr>
<td>Classroom Notes: Keep in ECS-403</td>
<td></td>
</tr>
<tr>
<td>Instructor: 00003860 Roni Allen 100%</td>
<td></td>
</tr>
<tr>
<td>Consent: No Consent</td>
<td></td>
</tr>
<tr>
<td>Class Notes: Open to all students.</td>
<td></td>
</tr>
</tbody>
</table>

Click the **Submit** Button and your Cancel/Add request has been submitted.
Changing Day/Time on the Enrollment Component Only

To make a day/time change to the Enrollment component, but leave the non-enrollment component as is, you only need to change the Enrollment component and the portal streamlines the rest of the process.

Find the class section you will be working with and click on the EDIT icon to the right of the screen. The EDIT icon looks like a paper and pencil.

You will be directed to the Change Form page with the section information already populated.

Under Schedule, change the time and/or days. Make any additional changes needed, e.g. Instruction Mode, Enrollment Limit, Classroom etc.

Note: always list classroom information, even if you plan to keep your original room.

Click Review at bottom of page to confirm your changes.
The portal will automatically submit your request as a Cancel/Add for both components.
Changing Day/Time on the Non-Enrollment Component Only

To make a day/time change to the Non-Enrollment component, but leave the Enrollment component as is, you only need to change the Non-Enrollment component.

Find the class section you will be working with and click on the EDIT icon to the right of the screen. The EDIT icon looks like a paper and pencil.

You will be directed to the Change Form page with information for the non-enrollment component already populated.

Under Schedule, change the time and/or days. Make any additional changes needed.

Note: always list classroom information, even if you plan to keep your original room.

Use the Additional Information field to inform Scheduling that an Enrollment component is also part of this request.

Click Review at bottom of page to confirm your changes.
Requesting Room Changes

When requesting a room change, find the section on the Schedule Change Request page. Click the **EDIT** icon.

Enter your request under Building/Room, in the Classroom Notes field.

Click the **Review** button at bottom of page

The review page allows you to review your request before submitting. If everything is correct, click on the “Submit” button to send the form for approval.
Adding and Changing an Instructor

Locate the section you are changing on the Schedule Change Request Portal and click the Edit icon.

Go to the Instructor Field. To change an instructor, click the Remove button on the right side of the page.

Add the Campus ID number for the new instructor in the ID field and click the Add button.

You will now see both the original instructor and the new instructor.
Review your request and submit.

**Changing Enrollment**

Locate the section you are changing on the Schedule Change Request Portal and click the **Edit** icon.

Change the enrollment in the Enrollment Limit field.

Review your request and submit.
Change Form Work Flow

College Approval
Once a Schedule Change request is submitted by the department, an email is sent to the College for approval. The only exception is Instructor name changes, which are sent directly to Academic Scheduling. All other changes must be approved at the college level.

The College Approver may Approve, Approve with Comments, or Reject the change form. If the change is rejected, the approver will be required to state a reason and an email containing that reason will be sent back to the person submitting the request. If the change form is approved, it will then be forwarded on to Academic Scheduling for processing.
Academic Scheduling Notification

Once the form has been approved by the College Administrator, an email will be sent to Academic Scheduling to alert us that a change form is ready for processing.

Academic Scheduling will either complete or reject the request. If the change is rejected, an email stating the reason will be sent back to the person who submitted and the person who approved the request. If there are no issues with the request, Academic Scheduling will make the requested changes/additions. This will change the status of the change form to “Completed” and send an email back to the submitter letting them know that the change has been made. You will usually receive notification of a completed or rejected change request within 48 hours. However, notification during peak schedule periods could take up to 72 hours.
Schedule Request Portal History Page

The Request Portal History page has been enhanced to provide you with more options and flexibility to assist with reviewing, monitoring, and managing your schedule changes. All of the information on this page can now be sorted and filtered in a variety of ways.

Also, key data has been added to make the change process more efficient and accurate. The new Class Section Number column allows you to quickly identify specific sections. The new Component column will help you identify and group your multiple component sections. Room and enrollment change requests now include the original room information.

Checking the Status of Your Change Request

Once a change request is processed by Academic Scheduling, the department scheduler is notified via email. If a change request is rejected by Academic Scheduling, both the department scheduler and the college approver are notified via email.

However, the quickest, easiest way to check on what’s happening with your request is to go to the Change Form History page. Not only can a department scheduler check on the status of a request, they are also able to see if their request is waiting for college approval, or sitting in the queue to be processed by Academic Scheduling. College approvers can see what has been submitted to them, and what they have approved or rejected. They can also approve or reject requests all on the same page.

Accessing the History Page

Select your term on the “Select a term offering” page.
You are now on the “Schedule Change Request” page. Click on the **View Changes** button located on the right side of the page.

---

![CSULB Schedule Change Request Portal](image)

**Summer 2015 - Summer Sessions**
- College of Business Administration
- College of Health and Human Services
- College of Natural Sciences & Mathematics

You are now on the “Change Form History” page. From this page you can sort and filter your change requests. Colleges can review department requests and Approve or Reject from this page. Note: the history page is customized for the user’s security. You will only see the departments that you are responsible for.

---

**Change Form History: Summer 2015 - Summer Sessions**

<table>
<thead>
<tr>
<th>Form ID</th>
<th>Date</th>
<th>Action</th>
<th>College</th>
<th>Crs #</th>
<th>Subj</th>
<th>Num</th>
<th>Sec</th>
<th>Comp</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>13169</td>
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<td>Change</td>
<td>COLA</td>
<td>10836</td>
<td>GEOG</td>
<td>355</td>
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<td>LEC</td>
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<tr>
<td>13170</td>
<td>1/2/2015</td>
<td>Change</td>
<td>CHHS</td>
<td>10439</td>
<td>ACCT</td>
<td>201</td>
<td>02</td>
<td>SEM</td>
<td>Completed</td>
</tr>
<tr>
<td>13522</td>
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<td>CHHS</td>
<td>10855</td>
<td>M SC</td>
<td>696</td>
<td>01</td>
<td>SEM</td>
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<td></td>
<td>KIN</td>
<td>432</td>
<td></td>
<td>SEM</td>
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</tr>
<tr>
<td>13699</td>
<td>1/8/2015</td>
<td>Cancel</td>
<td>CHHS</td>
<td>10268</td>
<td>KIN</td>
<td>432</td>
<td>01</td>
<td>LEC</td>
<td>Completed</td>
</tr>
<tr>
<td>14027</td>
<td>1/12/2015</td>
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<td>CBA</td>
<td>10054</td>
<td>ACCT</td>
<td>480</td>
<td>01</td>
<td>SEM</td>
<td>Completed</td>
</tr>
<tr>
<td>14027</td>
<td>1/12/2015</td>
<td>Add</td>
<td>CBA</td>
<td></td>
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<td>480</td>
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<td>BIOL</td>
<td>340</td>
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<td>LEC</td>
<td>Completed</td>
</tr>
</tbody>
</table>

---

**Navigating the History Page**

The bottom of the page can be used to navigate using the arrows or page numbers. You can also select the number of sections that appear on a single page by using the “Items per page” field. The right side of the page has a Refresh button which updates the information on the page as it changes.
Filtering and Sorting the History Page
The History page defaults to show all of your requests for the term you have selected. You can look through the page as is, or use the Sort and Filter options to narrow your view. Clicking on a Column Header title allows you to quickly sort a column in ascending or descending order. Clicking on the arrow next to a Header title allows you to set up a filter. Filters may be used in combination.

Sorting by Column
Each column can be sorted in ascending and descending order. Click on the header title and the column with be sorted in ascending order.

Click again for descending order.

Click again to remove sort order.
You can also select ascending or descending by clicking on the pull down menu icon at the right of the header title.

Filtering by Change Type
The Change Type field at the top of the page allows you to select an individual change type, i.e. cancelled sections, or room changes. The field defaults to all changes submitted.

Filtering by Column
Each column has filtering capabilities. There is a pull down menu next to each column header. Below are instructions for filtering different columns.

Status Column
On the far right of the history page is the Status Column. This column can be filtered by clicking on the pull down menu icon on the right of the column header. This column will show you if a request is pending review at the college level, waiting to be processed by Academic Scheduling, completed, or rejected.
Click on the Filter option in the pull down menu.

Select a status value from the list provided and click the Filter button. In this example, the Status column is filtered to show only requests pending college approval.

The History page now shows only requests that are pending college approval. The orange flag to the right of the column indicates it is being filtered.
**Subject Column**
Click on the Filter Menu. Select your Subject and click the Filter button. Note: if you are responsible for only one subject, you will not need to filter this column.

**Class Number Column**
To search for a request by class section number, click on the Filter menu. Enter the Class Number in the blank field and click the **Filter** button.

The History page now shows only the class section with Class Number 10898.
**Date Column**

The Date Column allows you to filter by a date or range of dates. If you are filtering for a single date, click on the Filter menu. Enter the date you are filtering by into the top blank field. Click the **Filter** button.

If you are filtering for a range of dates:

- Click on the Filter menu.
- Change the first range field to say “is after or equal to”.
- Enter the date that begins your range in the date field.
- Set Connector field to “And”
- Change the second range field to say “is before or equal to”.
- Enter the date that ends your range in the date field.
- Click the **Filter** button.
The History Page now lists only the changes submitted between January 20, and February 2, 2015.

**Change Form History: Summer 2015 - Summer Sessions**

To review the requested change in detail, click on the arrow to the left of the page.

**Reviewing Content on the History Page**

To review the requested change in detail, click on the arrow to the left of the page.
This view shows the details of the requested change.

Approving Requests for the History Page
College Coordinators can review and Approve, Elevate, or Reject a request by using the buttons that appear at the bottom of the page when a request is opened to show details.

Who to Contact for Help
If you need help at any point with the new scheduling system, please contact Academic Scheduling via phone at X55508 or via email at ES-Academic_Scheduling@CSULB.edu.