Student Online Petition Instructions (PeopleSoft)

Department of Information Technology

Date: 8-27-2020

LOS RIOS COMMUNITY COLLEGE DISTRICT

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1   Background

Los Rios Community College District is introducing Online Student Petitions. Paper based Students Petitions are being converted into online forms utilizing the approval workflow provided by PeopleSoft. Consequently, faculty approval or denial of most petitions will now be done using the PeopleSoft system.

The following petitions have been automated:

1. Exceed Unit
2. Course Repetition
3. Late Add
4. Late Drop

The following forms are planned for conversion to eForms during the Fall '20 semester:

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• Exceed Unit • Course Repetition • Late Add • Late Drop • Student Petition • Time Conflict/Overlap • Major/Goal Change • Academic Renewal	• Priority / Promise Grant / Fee Waiver Appeal • Pass/No Pass • Course Substitution/Waiver • Independent Studies • Substandard Grade • Readmit after Dismissal • Credit by Examination

2   Summary

The process for approval and denial of online petitions is described below and consists of five simple steps:

1. Student logs into eServices and submits form.
2. If faculty approval is needed, an email is sent to the instructor in their Los Rios exchange account notifying them of a petition to review.
3. Instructor clicks on the link in email or logs into Employee Self Service to approve form.
4. After instructor approves or denies, the petition the form is routed to next level for approval or denial.
5. Student is notified of final approval or denial

3 Step 1: Student submits form

3.1 Student logs into eServices

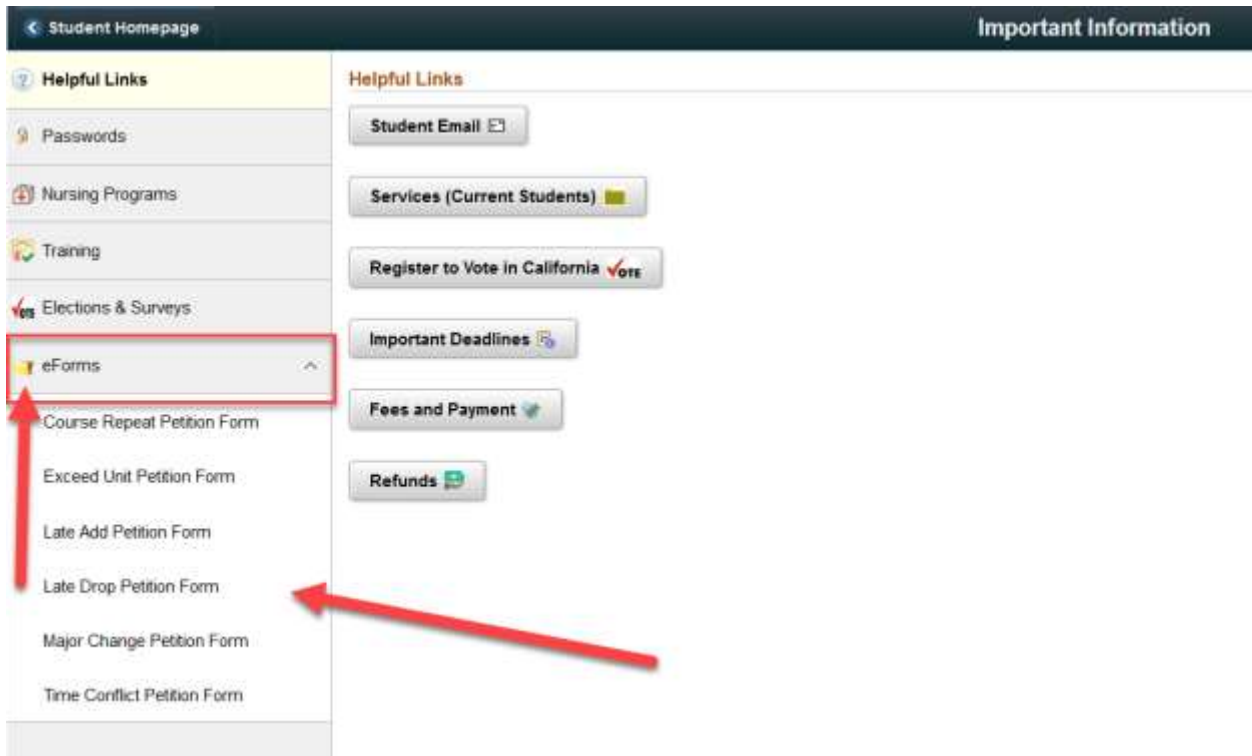Student Logs into **eServices** with their W ID and password
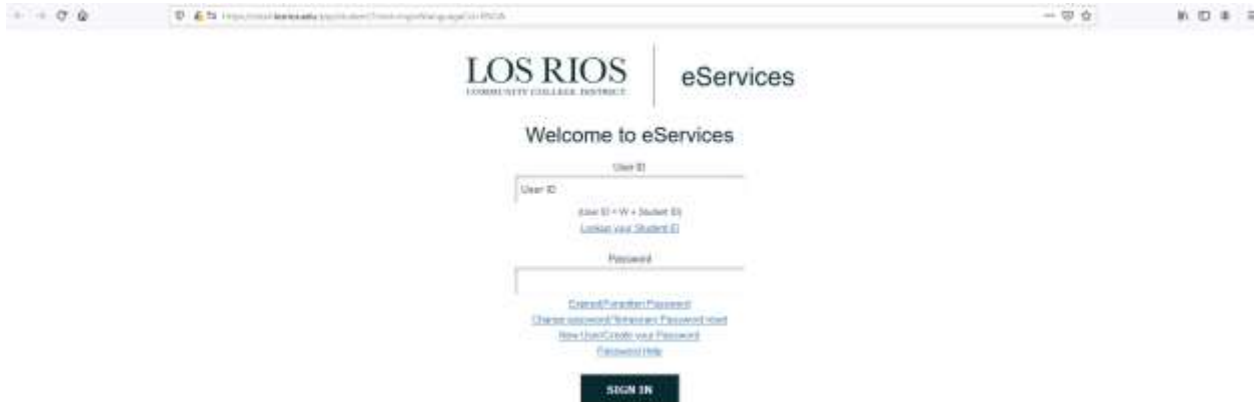
3.2 Click on *'Other Resources'* tile.

Students click on 'Other Resources' tile to access petitions/ forms

3.3   Click on *eForms* folder

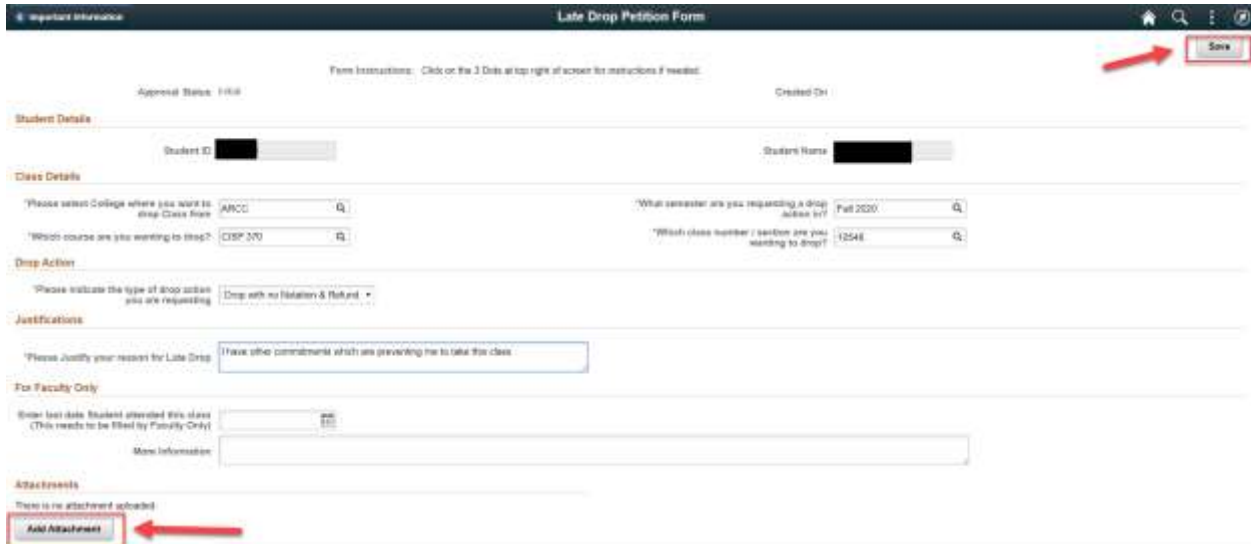Students click on eForms folder on left and then click on the Petition/ form you want to submit.

3.4   Fill a new form

Once you click on the form you want to fill in, you will be directed to the following page to fill in a new form. You can also see all past instances and status of that form on right
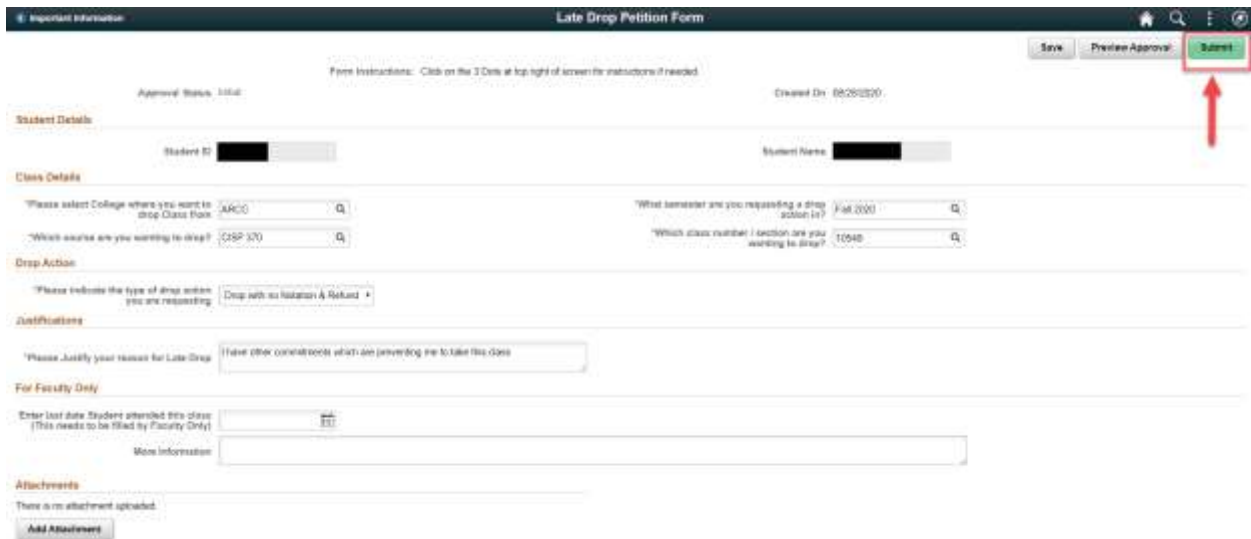
3.5 Save the form

Fill in the form with all required details, save it and attach required documents if needed.

3.6 Submit the form

Next, you submit the form. Once you submit the form, it will be routed to appropriate person for Approval.

3.7   Form List

After submitting the form you your form will appear in the list as shown below:

You can click on the form and view the status of the form and person it is pending with for approval.

4   Step 2- Instructor receives email notification

For every Petition submitted by Students and routed to Faculty for approval, the instructor will receive an email in their Los Rios Exchange email account. The email would look something like this:

From: DoNotReply@losrios.edu <DoNotReply@losrios.edu>
Sent: Thursday, August 20, 2020 8:50 AM
To: Mathur, Pankaj <MathurP@losrios.edu>
Subject: [Los Rios eForms]   Petition Form is waiting for your Approval

eForm 59 (LATE_DRP_2) has been submitted and is waiting for your Approval. Details are shown below:

Subject: Late Drop Petition Form - Student ID: 1608366, Student Name: Pankaj Mathur
Requester: W1608366

Click on the URL to Approve or Deny the petition:
https://ps.losrios.edu/psp/ess/EMPLOYEE/PSFT_CS/c/MANAGE_FORM.EOFM_FORM_FL.GBL?Page=EOFM_FORM_FL&Action=U&SEQ_NBR=59

(This message was automatically generated by Form and Approval Builder on 2020-08-20 at 08.50.06.000000. Please do not reply to this email.)

Faculty can click on the above link to approve or deny the petitions. Once you click on the link, you will be directed to the following PeopleSoft login page:

Figure 1

- Use your W id and password to login to PeopleSoft.
- Once you login, you will be directed to the petition page below.

5   Step 3- Instructor approves or denies the petition

Figure 2

- Some of the petitions / forms may need Faculty to enter some information such as last date student attended the class etc. on the page. Check instructions to see if you need to enter any information in the form before approving or denying.
- Click on Approve or Deny to approve / deny the petition.

- When you click on Approve/ Deny, you will be prompted to enter a comment and submit. Enter your comment detailing the approval or denial in the comment box and click on Submit.

- Once you click on Submit, the petition will be routed to the next person or group of persons as defined in the workflow.

Note: Alternatively, you can also login to your Employee Self Service in PeopleSoft using your 'W' id and password. When you land onto 'Los Rios Employee Self Service' homepage, you will see a new Tile 'Student Approvals'. On that tile, you will see a number greater than '0' if there is any petition pending for your approval.

- Clicking on the tile will take you to next screen where you can see all pending petitions for your approval.

- Click on the next Petition you want to Approve / Deny. It will take you to the page mentioned above in *Figure 2*. Repeat steps 2-3 accordingly.
- If you want to see all of your past approvals and denials, click on following link:

6 Step 4- Form is routed for other approvals, if applicable

7 Step 5- Student is notified of approval or denial

VERSION HISTORY

Version #	Date	Author	Key Differences
1.0	8/28/2020	Pankaj M/ Tamara A	Initial Version