



SERVICE REQUEST

Date Submitted: August 3, 2023 Desired Date: September 30th
Requested By: Ruth Ramirez Hard Deadline Date**: November 1 (Spring registration)
Title of Requestor: ESS BA College or District: District
Approved By: Barbara Gallego Department: A&R
Title of Approver*: Interim AVC ESS Functional Contact: Wayne Branker

*Approval required by AVC/VP level or above.

**Only enter a hard deadline if absolutely required.

Type of Request: New Feature Fix Issues Report Email Other
Systems Involved: Self Service Colleague Other
Estimated Costs: \$ _____

Business Purpose or Impact:

Streamline the student registration experience by removing the manual work of having to register a student into a course due to an overload status. The current process causes a major timing issue for students trying to overload into high demand courses. The solution will enable students to self-register once the overload is entered into Colleague without needing staff intervention to register the student.

Description of Request:

The overload project began as part of the transition from WebAdvisor to Self-Service, but has yet to be completed.

Overloads would be entered into STMC: Student Miscellaneous. Need the first line of the Misc field to include the number of units allowed for the overload and on the second line include a term.

Joan A had previously worked on building the computed column for STMC to look at the units, now we need to be able to limit the overload units to a specific term.