

How to Review/Approve an eForm

Forms are routed through a workflow so that they can obtain the necessary approvals before being processed. Below are instructions on how to review and approve/deny a Registrar eForm.

1. Access the form that is awaiting review

Option 1: Via an Email Notification from Registrars@uthscsa.edu

In most cases*, an email notification is sent to the individuals who need to take action on a form. The email notification indicates the type of form that is awaiting approval and a link to approve the form. Click the link to access the form that is awaiting review.



A Change of Grade eForm was submitted on Sep-20-2018 and requires your approval.

To access this form, click the link below:

https://cs.uthscsa.edu/psp/S92PRD/EMPLOYEE/SA/c/G3FRAME.G3SEARCH.F?URL?Page=G3SEARCH_FL&Action=U&G3FORM_FAMILY=REGISTRAR&G3FORM_ID=1000024&G3FORM_TASK=EVL

[Instructions on reviewing and approving an eForm](#) can be found on our website. Please contact our office should you have any additional questions.

Office of the University Registrar

UT Health San Antonio

registrars@uthscsa.edu

Phone: (210) 567-2621

Office Hours: 8am-5pm Monday-Friday

**Link to review/approve
the eForm.**

*Designated alternate approvers may be able to approve the form, but do not receive a notification email. These users use Option 2 when the primary approver is unavailable.

Option 2: Via the Review/Approve Registrar eForm search

Reference [How to Find Pending eForms Needing My Approval](#) for more information. These instructions will show you all forms that are currently awaiting your approval.

2. Review all content on the form

Review each section of the form to ensure that information is accurate. Ensure that the request does not violate any university policies or procedures. Sample items to check:

- Is the correct course/student/information selected?
- Are there any comments at the bottom of the form?
- Is the change appropriate?
- Does the change violate any university policies or procedures?
- Are there any changes that are being proposed that should be discussed with the submitter before being approved? (Also reference [How do I find out who submitted this form?](#))

3. Update any required fields

Some forms may require you to enter information as an approver, such as a last date of attendance. You must submit this required information before approving a form.

4. Click Approve or Deny

Change Grade

Review the previous grade and up

Previous Grade B

Grade Change Reason Grade Correction

▼ **Comments**

Click the Comments heading to open the comment box.
Note: Comments are important when denying a form.

Leave a comment here if needed.

Click Deny or Approve

Search Deny Approve


Here is a sample comment.

! Comments placed on this form are subject to review by the student per FERPA and are maintained in the student's record.





! It is important that you leave a Comment when denying a form. This can communicate to the form submitter why you have denied the form.


i If you click Deny, the form workflow will end. A notification goes to the submitter and all prior approvers of the form. The form will have to be resubmitted if needed.

Confirmation page of approved form:

 Registrar

Form Result


 Evaluate Change of Grade : Results

Form ID 1000045

You have successfully approved your eForm.

The eForm has been routed to the next approval step. Selina O Futrell.

View Approval Route

 [Signature/Action Logs](#)

5. Await Final Notification

As soon as a form has been denied or processed, you will receive an email notification. You can always [Review the Status of an eForm](#) to see who has not yet approved the form.

Helpful Information

[Helpful Tips After Submitting/Approving an eForm](#)