

Form Buster: Web-based request approval and tracking



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Paper/PDF Forms



- ▮ Registration
- ▮ Change of registration (Add/drop)
- ▮ Closed-class
- ▮ Pre-requisite waiver
- ▮ Studying at another institution
- ▮ Taking online courses
- ▮ ...

- ▮ <https://www.fit.edu/registrar/forms-and-documents/>

Registration Advising (“flipping the flag”)



- “Flipping the flag”
 - Verification of advising—yes/no
 - But no records on which courses

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 - ▮ But no records on which courses
- ▮ Problems with graduation
 - ▮ “He said, she said”— “advisor said, student said”

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- ▮ “Flipping the flag”
 - ▮ Verification of advising—yes/no
 - ▮ But no records on which courses
- ▮ Problems with graduation
 - ▮ “He said, she said”— “advisor said, student said”
- ▮ Procedures (since Fall 2018)
 - ▮ Paper/pdf registration (and add/drop) forms
 - ▮ Student coordinators put them in the students’ online folders

Other Forms



- ▮ Procedures (since Fall 2018)
 - ▮ Students go to student coordinators
 - ▮ Student coordinators start the forms
 - ▮ Forms are electronically routed for approvals

Other Forms



- ▮ Procedures (since Fall 2018)
 - ▮ Students go to student coordinators
 - ▮ Student coordinators start the forms
 - ▮ Forms are electronically routed for approvals
- ▮ Issues
 - ▮ Students don't know the progress/status of approvals

Can we improve further??



Web-based form approval and tracking



- ▣ Forms
 - ▣ Can be started by students/faculty/coordinators...
 - ▣ Can specify priority

Web-based form approval and tracking



- ▣ Faculty/heads/deans
 - ▣ Get notifications to approve
 - ▣ Can see a list of forms to be approved
 - ▣ Can add reasons for not approving
 - ▣ Can see previously approved forms for a student

Web-based form approval and tracking



- ▣ Students
 - ▣ Can see who has approved or not (progress tracking)
 - ▣ For forms that are not approved (progress tracking)
 - ▣ Get notifications
 - ▣ Can see reasons
 - ▣ Can see previously approved forms (records)

Web-based form approval and tracking



- ▢ Staff (destination of approved forms)
 - ▢ Add to action list (if they need to act) with priority
 - ▢ Get notifications

Updating forms



- ▢ Staff
 - ▢ Can create new forms
 - ▢ What information is needed
 - ▢ Names, dates , ... can be filled automatically
 - ▢ Who need to approve
 - ▢ Can update existing forms to another version
 - ▢ Can retire forms
 - ▢ Not needed anymore

Additional considerations



- ▣ User accounts and authentication in a separate module
- ▣ Which can be replaced by TRACKS in the future