

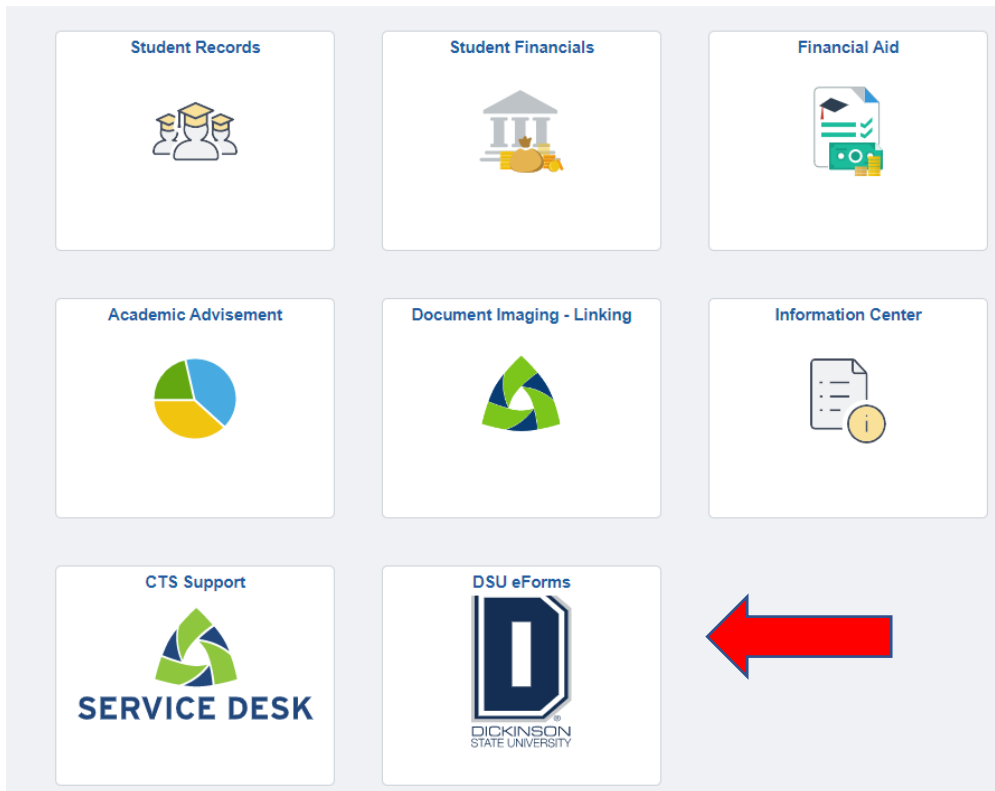
To APPROVE a Registration Action form:

You will receive an email from:

donotreply@ndus.edu with a subject line containing form ID number:

ACTION REQUIRED: RO-Registration Action - Form ID: 21487

Go to DSU e-forms tile on Campus Connection



Next, go to Evaluate an eForm on the left-hand navigation bar. Enter FORM ID number in FORM ID field. You may also search by form type by using the magnifying glass to search for Registration Action. Click on blue Search button.

A screenshot of the DSU eForms search interface. The top navigation bar is red with the text "Campus Solutions Administrator" and "DSU_NDUS_eForms". On the left is a navigation menu with "Evaluate an eForm" highlighted in green. The main search area contains several fields: "Form ID" with a dropdown set to "Begins With" and the value "214897"; "Form Type" with a dropdown set to "Begins With" and a magnifying glass icon; "Form Status" with a dropdown set to "is Equal To"; "Academic Institution" with a dropdown set to "Begins With" and a magnifying glass icon; "Student ID/Empl ID" with a dropdown set to "Begins With"; "Student Name" with a dropdown set to "Begins With"; "Original Date" with a dropdown set to "is Equal To" and a calendar icon; and "Last Date" with a dropdown set to "is Equal To" and a calendar icon. At the bottom are "Search" and "Clear" buttons.

Form ID will appear.

2	214897	RO-Registration Action	Pending	0318770	Meyer,Kathy Kay	2330	2022-12-14	kathleen.meyer	2022-12-14	DSU01	212_RA
---	--------	------------------------	---------	---------	-----------------	------	------------	----------------	------------	-------	--------

Click on any field and the form will appear:

Term 2023 Spring
Academic Career Undergraduate

If you have a financial hold on your account or if you have not completed your FOA (Financial Obligation Agreement), please take action to remove this hold prior to submitting this form as the Registrars Office will not be able to process your request until the service indicator is removed.

Do you currently have a hold applied on your account? No

Registration Action Time conflict

Course Information

Class Nbr	Description	Subject Area	Catalog Nbr	Location Code	Instruction	Credits	Course ID	
1	16101	Secondary Choral Music Methods	SEED	490M	DICKINSON	On Campus Face to Face	3	011568

Secondary Course Information

Class Nbr	Description	Subject Area	Catalog Nbr	Location Code	Instructions	Credits	Course ID	
1	16092	Stress Management	HPER	310	DICKINSON	On Campus Face to Face	2	063327

Review form contents. Enter action into Office Use Comments. You may click on blue Approve button or Route to Previous (submitter)

Evaluation Information

Feedback to Requestor (Recycle)

Final Feedback to Requestor (Approved or Denied)

Submission Date 2022-12-14

Route to Previous

View Approval Route

Office Use Comments

Approved

Search Save Deny Recycle Hold Approve