

Table of Contents

	Page
Introduction	1
Processing Steps	1
TF Contract –Batch Print Search Page	1
TF Contract –Batch Print Page.....	2
Process Scheduler Request Page.....	3
Process List Page.....	4
Process Detail Page	5
View Log Trace Page	6
PDF Output –Transaction Form File.....	7

Introduction

Use this process to print a group of Transaction Forms all at one time – e.g. at the beginning of an appointment cycle.

Note that this produces one PDF file – each Transaction Form will be a separate page in the file.

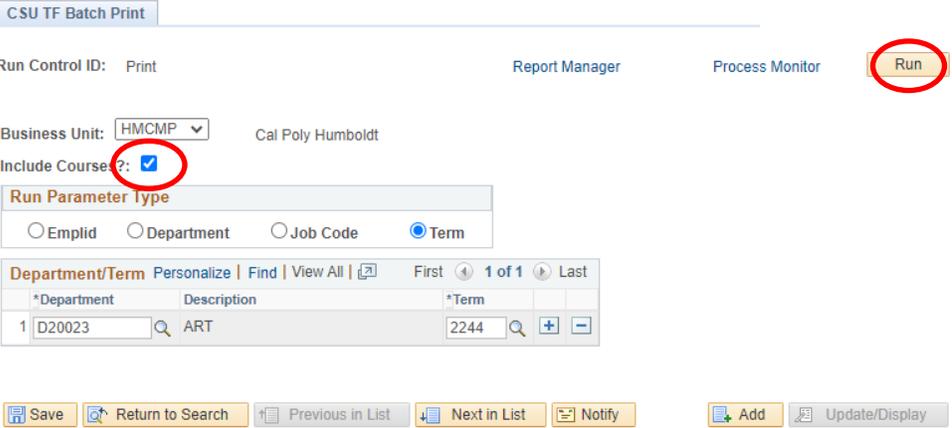
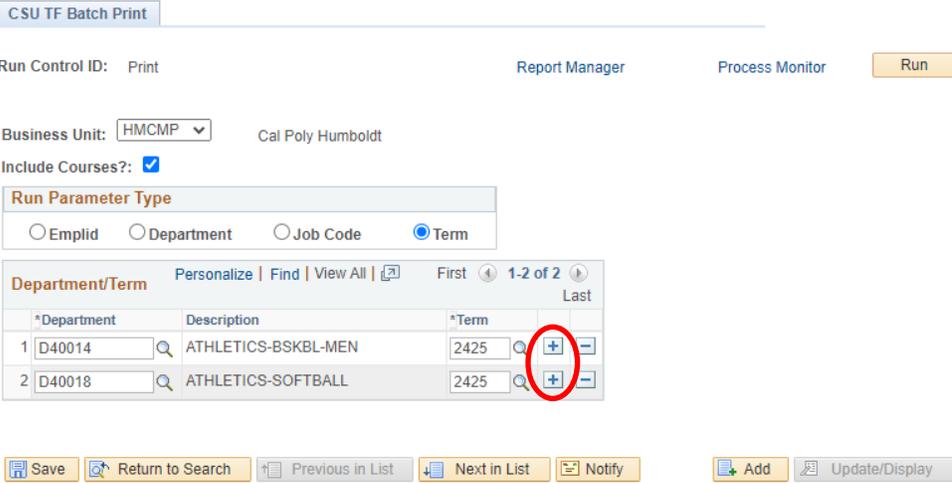
Processing Steps

TF Contract – Batch Print Search Page

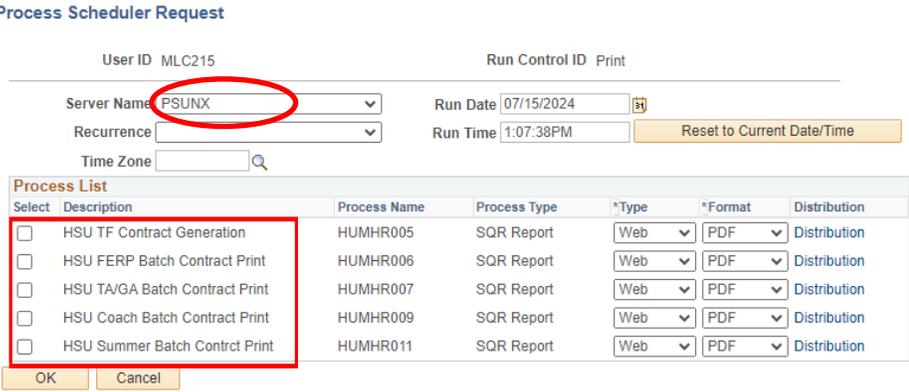
Navigation: > CSU Temp Faculty > CSU TF Batch Print

Processing Steps	Screen Shot								
<p>Go to CSU TF Batch Print. See navigation above.</p> <p>Enter a Run Control ID</p> <ul style="list-style-type: none"> • If one doesn't already exist, use <u>Add a New Value</u> to create one. • The Run Control ID can be any name you choose (e.g. batch) and will save your settings for your next print job. 	<p>CSU TF Batch Print</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>▼ Search Criteria</p> <p>Run Control ID: <input type="text" value="begins with"/> <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p> <p>Search Results</p> <p>View All First 1-3 of 3 Last</p> <table border="1"> <thead> <tr> <th>Run Control ID</th> <th>Language Code</th> </tr> </thead> <tbody> <tr> <td>Print</td> <td>English</td> </tr> <tr> <td>load</td> <td>English</td> </tr> <tr> <td>test1</td> <td>English</td> </tr> </tbody> </table> <p>Find an Existing Value Add a New Value</p>	Run Control ID	Language Code	Print	English	load	English	test1	English
Run Control ID	Language Code								
Print	English								
load	English								
test1	English								

TF Contract –Batch Print Page

Processing Steps	Screen Shot									
<p>Check the Include Courses? box so that the Course Assignments (and/or Other Assignments) will print on the Trans Form.</p> <p>Select Term as the Run Parameter Type</p> <ul style="list-style-type: none"> • Empl ID will print <u>all</u> contracts for <u>all</u> semesters for that person. • Department, will print <u>all</u> contracts for <u>all</u> semesters for the Dept. • Job Code will print <u>all</u> contracts for <u>all</u> semesters for that job code. 	 <p>CSU TF Batch Print</p> <p>Run Control ID: Print Report Manager Process Monitor Run</p> <p>Business Unit: HMCMP Cal Poly Humboldt</p> <p>Include Course?: <input checked="" type="checkbox"/></p> <p>Run Parameter Type</p> <p><input type="radio"/> Emplid <input type="radio"/> Department <input type="radio"/> Job Code <input checked="" type="radio"/> Term</p> <p>Department/Term Personalize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>*Department</th> <th>Description</th> <th>*Term</th> </tr> </thead> <tbody> <tr> <td>1 D20023</td> <td>ART</td> <td>2244</td> </tr> </tbody> </table> <p>Save Return to Search Previous in List Next in List Notify Add Update/Display</p>	*Department	Description	*Term	1 D20023	ART	2244			
*Department	Description	*Term								
1 D20023	ART	2244								
<p>The Department/ Term box will display. Enter Department # and the Term you wish to print.</p> <p>Note: You can add rows to print contracts for multiple depts. at the same time (e.g. All of the Athletics "sports" depts.)</p> <p>Click Run</p>	 <p>CSU TF Batch Print</p> <p>Run Control ID: Print Report Manager Process Monitor Run</p> <p>Business Unit: HMCMP Cal Poly Humboldt</p> <p>Include Courses?: <input checked="" type="checkbox"/></p> <p>Run Parameter Type</p> <p><input type="radio"/> Emplid <input type="radio"/> Department <input type="radio"/> Job Code <input checked="" type="radio"/> Term</p> <p>Department/Term Personalize Find View All First 1-2 of 2 Last</p> <table border="1"> <thead> <tr> <th>*Department</th> <th>Description</th> <th>*Term</th> </tr> </thead> <tbody> <tr> <td>1 D40014</td> <td>ATHLETICS-BSKBL-MEN</td> <td>2425</td> </tr> <tr> <td>2 D40018</td> <td>ATHLETICS-SOFTBALL</td> <td>2425</td> </tr> </tbody> </table> <p>Save Return to Search Previous in List Next in List Notify Add Update/Display</p>	*Department	Description	*Term	1 D40014	ATHLETICS-BSKBL-MEN	2425	2 D40018	ATHLETICS-SOFTBALL	2425
*Department	Description	*Term								
1 D40014	ATHLETICS-BSKBL-MEN	2425								
2 D40018	ATHLETICS-SOFTBALL	2425								

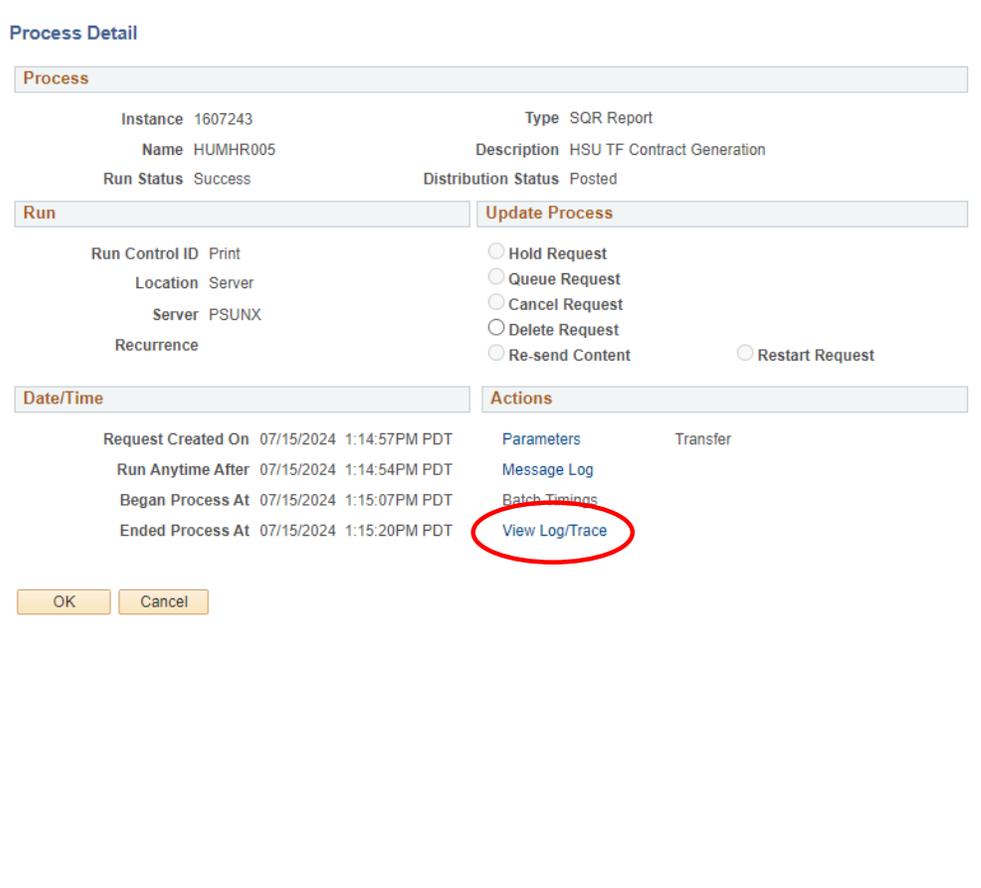
Process Scheduler Request Page

Processing Steps	Screen Shots																																										
<p>Process Scheduler Request page displays:</p> <p>Check settings:</p> <ul style="list-style-type: none"> • Server Name = PSUNX • Select the appropriate form for the type of appointment on the process list: • Lecturer = HSU TF Contract Generation, HUMHR005 • FERP = HSU FERP Batch Contract Print, HUMHR006 • TA or GA = HSU TA/GA Batch Contract Print, HUMHR007 • Coach = HSU Coach Batch Contract Print, HUMHR009 • Summer = HSU Summer Batch Contract Print, HUMHR011 <p>• <u>Type</u> = Web;</p> <p>• <u>Format</u> = PDF</p> <p>Click OK</p>	 <p>Process Scheduler Request</p> <p>User ID: MLC215 Run Control ID: Print</p> <p>Server Name: PSUNX Run Date: 07/15/2024</p> <p>Recurrence: Run Time: 1:07:38PM Reset to Current Date/Time</p> <p>Time Zone: [Search]</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>HSU TF Contract Generation</td> <td>HUMHR005</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> <tr> <td><input type="checkbox"/></td> <td>HSU FERP Batch Contract Print</td> <td>HUMHR006</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> <tr> <td><input type="checkbox"/></td> <td>HSU TA/GA Batch Contract Print</td> <td>HUMHR007</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> <tr> <td><input type="checkbox"/></td> <td>HSU Coach Batch Contract Print</td> <td>HUMHR009</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> <tr> <td><input type="checkbox"/></td> <td>HSU Summer Batch Contract Print</td> <td>HUMHR011</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> </tbody> </table> <p>Note: More than one type of form can be selected in a print session. Forms will process by job code for each group at the same time – separate .pdf files will be created for each group.</p>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input type="checkbox"/>	HSU TF Contract Generation	HUMHR005	SQR Report	Web	PDF	Distribution	<input type="checkbox"/>	HSU FERP Batch Contract Print	HUMHR006	SQR Report	Web	PDF	Distribution	<input type="checkbox"/>	HSU TA/GA Batch Contract Print	HUMHR007	SQR Report	Web	PDF	Distribution	<input type="checkbox"/>	HSU Coach Batch Contract Print	HUMHR009	SQR Report	Web	PDF	Distribution	<input type="checkbox"/>	HSU Summer Batch Contract Print	HUMHR011	SQR Report	Web	PDF	Distribution
Select	Description	Process Name	Process Type	*Type	*Format	Distribution																																					
<input type="checkbox"/>	HSU TF Contract Generation	HUMHR005	SQR Report	Web	PDF	Distribution																																					
<input type="checkbox"/>	HSU FERP Batch Contract Print	HUMHR006	SQR Report	Web	PDF	Distribution																																					
<input type="checkbox"/>	HSU TA/GA Batch Contract Print	HUMHR007	SQR Report	Web	PDF	Distribution																																					
<input type="checkbox"/>	HSU Coach Batch Contract Print	HUMHR009	SQR Report	Web	PDF	Distribution																																					
<input type="checkbox"/>	HSU Summer Batch Contract Print	HUMHR011	SQR Report	Web	PDF	Distribution																																					

Process List Page

Processing Steps	Screen Shots																												
<p>When returned to the 1st page – Click <u>Process Monitor</u> link to display the <u>Process List</u>:</p> <p>Click Refresh until Run Status = Success</p> <p>and</p> <p>Distribution Status = Posted</p> <p>Click on <u>Details</u></p>	<p>CSU TF Batch Print</p> <p>Run Control ID: Print Report Manager Process Monitor Run</p> <p>Business Unit: HMCMP Cal Poly Humboldt</p> <p>Process Instance: 1607243</p> <p>Include Courses?: <input checked="" type="checkbox"/></p> <p>Run Parameter Type</p> <p><input type="radio"/> Emplid <input type="radio"/> Department <input type="radio"/> Job Code <input checked="" type="radio"/> Term</p> <p>Department/Term Personalize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>*Department</th> <th>Description</th> <th>*Term</th> </tr> </thead> <tbody> <tr> <td>1 D20023</td> <td>ART</td> <td>2244</td> </tr> </tbody> </table> <p>Save Return to Search Previous in List Next in List Notify Add Update/Display</p> <hr/> <p>Process List Server List</p> <p>View Process Request For</p> <p>User ID: MLC215 Type: Last 1 Days Refresh Clear Reset</p> <p>Server: Name: Instance From: Instance To: Save On Refresh Report Manager</p> <p>Run Status: Distribution Status: <input checked="" type="checkbox"/> Save On Refresh Report Manager</p> <p>Process List Personalize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1607243</td> <td></td> <td>SQR Report</td> <td>HUMHR005</td> <td>MLC215</td> <td>07/15/2024 1:14:54PM PDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> <td>Actions</td> </tr> </tbody> </table> <p>Go back to CSU TF Batch Print</p> <p>Save Notify</p> <p>Process List Server List</p>	*Department	Description	*Term	1 D20023	ART	2244	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions	<input type="checkbox"/>	1607243		SQR Report	HUMHR005	MLC215	07/15/2024 1:14:54PM PDT	Success	Posted	Details	Actions
*Department	Description	*Term																											
1 D20023	ART	2244																											
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions																			
<input type="checkbox"/>	1607243		SQR Report	HUMHR005	MLC215	07/15/2024 1:14:54PM PDT	Success	Posted	Details	Actions																			

Process Detail Page

Process Steps	Screen Shot
<p>Process Detail page displays:</p> <p>Under Actions, click on <u>View Log/Trace</u></p>	 <p>The screenshot shows the 'Process Detail' page with the following sections:</p> <ul style="list-style-type: none"> Process: Instance 1607243, Name HUMHR005, Run Status Success, Type SQR Report, Description HSU TF Contract Generation, Distribution Status Posted. Run: Run Control ID Print, Location Server, Server PSUNX, Recurrence. Update Process: Radio buttons for Hold Request, Queue Request, Cancel Request, Delete Request, Re-send Content, and Restart Request. Date/Time: Request Created On 07/15/2024 1:14:57PM PDT, Run Anytime After 07/15/2024 1:14:54PM PDT, Began Process At 07/15/2024 1:15:07PM PDT, Ended Process At 07/15/2024 1:15:20PM PDT. Actions: Parameters, Transfer, Message Log, Batch Timings, and View Log/Trace (circled in red). Buttons: OK, Cancel.

View Log Trace Page

Process Steps	Screen Shot																											
<p>Under <u>File List</u>, click on the PDF report link. The report name will begin with humhr and end with .PDF</p>	<div data-bbox="464 432 634 464">View Log/Trace</div> <div data-bbox="477 478 553 506">Report</div> <table border="0" data-bbox="493 520 1284 621"> <tr> <td>Report ID 955880</td> <td>Process Instance 1607256</td> <td>Message Log</td> </tr> <tr> <td>Name HUMHR005</td> <td>Process Type SQR Report</td> <td></td> </tr> <tr> <td>Run Status Success</td> <td></td> <td></td> </tr> </table> <p data-bbox="472 642 716 667">HSU TF Contract Generation</p> <div data-bbox="477 674 675 701">Distribution Details</div> <table border="0" data-bbox="493 716 1159 743"> <tr> <td>Distribution Node HHUMPRD</td> <td>Expiration Date <input type="text" value="08/29/2024"/></td> </tr> </table> <div data-bbox="472 762 558 787">File List</div> <table border="1" data-bbox="472 789 1409 905"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>SQR_HUMHR005_1607256.log</td> <td>1,665</td> <td>07/15/2024 2:58:52.635737PM PDT</td> </tr> <tr> <td>humhr005_1607256.PDF</td> <td>45,702</td> <td>07/15/2024 2:58:52.635737PM PDT</td> </tr> <tr> <td>humhr005_1607256.out</td> <td>14,047</td> <td>07/15/2024 2:58:52.635737PM PDT</td> </tr> </tbody> </table> <div data-bbox="472 915 605 940">Distribute To</div> <table border="1" data-bbox="472 942 1300 1010"> <tr> <td>Distribution ID Type</td> <td>*Distribution ID</td> </tr> <tr> <td>User</td> <td>MLC215</td> </tr> </table> <div data-bbox="477 1031 583 1058">Return</div>	Report ID 955880	Process Instance 1607256	Message Log	Name HUMHR005	Process Type SQR Report		Run Status Success			Distribution Node HHUMPRD	Expiration Date <input type="text" value="08/29/2024"/>	Name	File Size (bytes)	Datetime Created	SQR_HUMHR005_1607256.log	1,665	07/15/2024 2:58:52.635737PM PDT	humhr005_1607256.PDF	45,702	07/15/2024 2:58:52.635737PM PDT	humhr005_1607256.out	14,047	07/15/2024 2:58:52.635737PM PDT	Distribution ID Type	*Distribution ID	User	MLC215
Report ID 955880	Process Instance 1607256	Message Log																										
Name HUMHR005	Process Type SQR Report																											
Run Status Success																												
Distribution Node HHUMPRD	Expiration Date <input type="text" value="08/29/2024"/>																											
Name	File Size (bytes)	Datetime Created																										
SQR_HUMHR005_1607256.log	1,665	07/15/2024 2:58:52.635737PM PDT																										
humhr005_1607256.PDF	45,702	07/15/2024 2:58:52.635737PM PDT																										
humhr005_1607256.out	14,047	07/15/2024 2:58:52.635737PM PDT																										
Distribution ID Type	*Distribution ID																											
User	MLC215																											

PDF Output – Transaction Form File

Process Steps	Screen Shot																																																						
<p>A PDF file of all the contracts printed in the batch will display.</p> <p>To navigate out of report screens:</p> <ul style="list-style-type: none"> • Close .pdf window. • On View <u>Log/Trace</u> page, click Return • On <u>Process Detail</u> page, click OK. • On Process List page, click on <u>Go Back to CSU TF Batch Print</u> hyperlink. <p>This returns you to the first page to start a new print job.</p>	<div style="text-align: center;"> <p>TEMPORARY CAL POLY HUMBOLDT LECTURER TRANSACTION FORM</p> <p>(Please attach current vita and justification form for non-incumbent hires.)</p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 2px;">Revision/Notes:</td> <td style="width: 40%; padding: 2px;"> Term: Fall 2024 Letter Code: NEW Contract Desc: ART 2425 AH Eff Seq: 0 </td> </tr> <tr> <td colspan="2" style="padding: 2px;"> NOTE TO LECTURER: This is a provisional workload assignment. This form does NOT constitute an appointment. After review and approval, you will receive an email notification of your appointment, which will include your conditions of employment. </td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 33%; padding: 2px;">Name:</td> <td style="width: 33%; padding: 2px;">HSU ID:</td> <td style="width: 33%; padding: 2px;">Email:</td> </tr> <tr> <td style="padding: 2px;">Position #: 00022121</td> <td style="padding: 2px;">Title: LECTURER AY / 3 YEAR</td> <td style="padding: 2px;">Department Name: ART</td> </tr> <tr> <td style="padding: 2px;">College Code: 37</td> <td style="padding: 2px;">Department Code: 136</td> <td style="padding: 2px;">Department ID: D20023</td> </tr> <tr> <td style="padding: 2px;">Contract Type: 12.12 Entitlement - Yr 1 of 3</td> <td style="padding: 2px;">Job Code: 2358</td> <td style="padding: 2px;">Entitlement (WTUs): 15.6</td> </tr> <tr> <td style="padding: 2px;">Start Date: August 19, 2024</td> <td style="padding: 2px;">Semester End Date: December 23, 2024</td> <td style="padding: 2px;">Appointment End Date: May 20, 2027</td> </tr> <tr> <td style="padding: 2px;">Total WTUs: 7.80</td> <td style="padding: 2px;">Pay Decimal: 0.520000</td> <td style="padding: 2px;">Time Base Fraction: 13/25</td> </tr> <tr> <td style="padding: 2px;">Salary Range/Grade: 2</td> <td style="padding: 2px;">Full-time Monthly Salary Rate: 5140.00</td> <td style="padding: 2px;">Actual Monthly Salary: 2672.80</td> </tr> <tr> <td style="padding: 2px;">Total Salary for the Semester (Actual): 16,036.80</td> <td colspan="2" style="padding: 2px;">Total Salary for the Semester (Actual) is your total pay for the semester, which will be pro-rated for less than full semester appointments. For explanation of pay distribution, see: https://hraps.humboldt.edu/node/1174</td> </tr> </table> <p style="margin-top: 5px;">Alternate Chartfield String: _____ (If different than default funding source - for College use only)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th colspan="5" style="text-align: left; padding: 2px;">Course Assignments</th> </tr> <tr> <th style="width: 15%; padding: 2px;">Subject</th> <th style="width: 15%; padding: 2px;">Course #</th> <th style="width: 15%; padding: 2px;"># of Sections</th> <th style="width: 15%; padding: 2px;">Total WTUs</th> <th style="width: 40%; padding: 2px;">Description</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">ART</td> <td style="padding: 2px;">251</td> <td style="padding: 2px;">1</td> <td style="padding: 2px;">3.900000</td> <td style="padding: 2px;">PHOTOGRAPHY I</td> </tr> <tr> <td style="padding: 2px;">ART</td> <td style="padding: 2px;">251</td> <td style="padding: 2px;">2</td> <td style="padding: 2px;">3.900000</td> <td style="padding: 2px;">PHOTOGRAPHY I</td> </tr> </tbody> </table> <div style="margin-top: 10px;"> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">_____ Dept Chair Signature & Date</td> <td style="width: 50%; border: none;">_____ Dean Signature & Date</td> </tr> </table> <p style="font-size: small; margin-top: 5px;">Chair signature certifies that the Department has complied with the Order of Assignment of Work provisions, Article 12, of the faculty collective bargaining agreement.</p> <table style="width: 100%; border: none; margin-top: 5px;"> <tr> <td style="width: 50%; border: none;">_____ Academic Personnel Services Review & Date</td> </tr> </table> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 25%; padding: 2px;">APS Use Only:</td> <td style="width: 40%; padding: 2px;">PS Entry:</td> <td style="width: 35%; padding: 2px;">RECEIVED IN APS:</td> </tr> </table> <p style="font-size: x-small; margin-top: 5px;">Routing: Dept gives copy to Lecturer. Route original to College for review and signature. College forwards original to APS for processing.</p> <p style="font-size: x-small; margin-top: 5px;">APS Distribution: Original to Budget for review and routing to Payroll.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <p style="font-size: x-small;">APS Form 500: Lecturer Transaction Form</p> <p style="font-size: x-small;">Date Printed: 15-JUL-2024</p> </div>	Revision/Notes:	Term: Fall 2024 Letter Code: NEW Contract Desc: ART 2425 AH Eff Seq: 0	NOTE TO LECTURER: This is a provisional workload assignment. This form does NOT constitute an appointment. After review and approval, you will receive an email notification of your appointment, which will include your conditions of employment.		Name:	HSU ID:	Email:	Position #: 00022121	Title: LECTURER AY / 3 YEAR	Department Name: ART	College Code: 37	Department Code: 136	Department ID: D20023	Contract Type: 12.12 Entitlement - Yr 1 of 3	Job Code: 2358	Entitlement (WTUs): 15.6	Start Date: August 19, 2024	Semester End Date: December 23, 2024	Appointment End Date: May 20, 2027	Total WTUs: 7.80	Pay Decimal: 0.520000	Time Base Fraction: 13/25	Salary Range/Grade: 2	Full-time Monthly Salary Rate: 5140.00	Actual Monthly Salary: 2672.80	Total Salary for the Semester (Actual): 16,036.80	Total Salary for the Semester (Actual) is your total pay for the semester, which will be pro-rated for less than full semester appointments. For explanation of pay distribution, see: https://hraps.humboldt.edu/node/1174		Course Assignments					Subject	Course #	# of Sections	Total WTUs	Description	ART	251	1	3.900000	PHOTOGRAPHY I	ART	251	2	3.900000	PHOTOGRAPHY I	_____ Dept Chair Signature & Date	_____ Dean Signature & Date	_____ Academic Personnel Services Review & Date	APS Use Only:	PS Entry:	RECEIVED IN APS:
Revision/Notes:	Term: Fall 2024 Letter Code: NEW Contract Desc: ART 2425 AH Eff Seq: 0																																																						
NOTE TO LECTURER: This is a provisional workload assignment. This form does NOT constitute an appointment. After review and approval, you will receive an email notification of your appointment, which will include your conditions of employment.																																																							
Name:	HSU ID:	Email:																																																					
Position #: 00022121	Title: LECTURER AY / 3 YEAR	Department Name: ART																																																					
College Code: 37	Department Code: 136	Department ID: D20023																																																					
Contract Type: 12.12 Entitlement - Yr 1 of 3	Job Code: 2358	Entitlement (WTUs): 15.6																																																					
Start Date: August 19, 2024	Semester End Date: December 23, 2024	Appointment End Date: May 20, 2027																																																					
Total WTUs: 7.80	Pay Decimal: 0.520000	Time Base Fraction: 13/25																																																					
Salary Range/Grade: 2	Full-time Monthly Salary Rate: 5140.00	Actual Monthly Salary: 2672.80																																																					
Total Salary for the Semester (Actual): 16,036.80	Total Salary for the Semester (Actual) is your total pay for the semester, which will be pro-rated for less than full semester appointments. For explanation of pay distribution, see: https://hraps.humboldt.edu/node/1174																																																						
Course Assignments																																																							
Subject	Course #	# of Sections	Total WTUs	Description																																																			
ART	251	1	3.900000	PHOTOGRAPHY I																																																			
ART	251	2	3.900000	PHOTOGRAPHY I																																																			
_____ Dept Chair Signature & Date	_____ Dean Signature & Date																																																						
_____ Academic Personnel Services Review & Date																																																							
APS Use Only:	PS Entry:	RECEIVED IN APS:																																																					