Subject Database

Faculty Approval

Faculty Approval is via the Faculty Subject Approval Program and can only take place once the Student Contribution Band information is available for that year. Particular staff have access to this only as listed at: https://staff.uow.edu.au/smp/subjectdatabase/rollover

Once a subject has been Faculty Approved and a date is entered in the Faculty Approval Date field many of the fields on the Maintain Subject Details screen will be locked and no further updates will be allowed. The subject will then appear on the Subject Database (that is, on the web).

Entering a Faculty Approval Date does not mean that the subject is immediately available for students to enrol via SOLS. The subject sessions contain a control date – First Day to Enrol and accordingly, regardless of when a subject is Faculty Approved, students will not be permitted to enrol in a subject instance until the first day to enrol has been reached.

To start Faculty Approval, from the SAI Main Menu select the following:

Subject Database
Faculty Approval

Then select the relevant calendar & year, for example 2017 Undergraduate.

Select the Faculty to approve and click ‘Continue’.
By default, all Departments will be selected.

Click **Continue** to approve subjects from all Schools/Departments or click to de-select any Schools/Departments and then click **Continue**.

The option ‘approve now’ will appear as the default selection for all subjects. Click on the drop down menu and change the FAC APPROVAL field to ‘no approval’ if you do not want to Faculty Approve that subject.

Click **Submit** to approve.

The following screen will appear – “Faculty Approval **Commit** <year> <calendar>”:

Click **COMMIT** to Faculty Approve the selected Subjects.

A confirmation screen will appear “Faculty Approval **Result** - <year> <calendar>”:

To Faculty Approve other subjects click More Approvals.
Received an Error?
There will be instances where errors are expected and instances where action is required by subject database officers before the Faculty Approval can be completed successfully.

Refer to the examples below to find out more on how to manage the error accordingly.

**CANNOT APPROVE**

**ERROR: Student contribution band is missing an amount**

This error will appear during the Subject DB Rollover (at Faculty Approval stage) if the student contribution bands are not set up in the system yet. Once the government announces the future years’ student contribution amounts, the Fees and Planning teams will add the data accordingly. This has usually happened in August and subject database contacts will be advised when this has occurred so Faculty Approval can then take place.

**CANNOT APPROVE**

**ERROR: No subject discipline group**
**ERROR: No subject student contribution band**
**ERROR: No subject shares**

This error will appear during the Subject DB Rollover (at Faculty Approval stage) if staff have added a new subject and subject shares information has not been set up by the Planning team yet. Staff adding new subjects must contact the planning team on tonid@uow.edu.au to set up subject information before proceeding to Faculty Approval stage.

If your error received is not listed, please send us an example (or screenshot) and subject/school information to smp@uow.edu.au to troubleshoot this for you.
# Version Control Table

<table>
<thead>
<tr>
<th>Version Control</th>
<th>Date Released</th>
<th>Approved By</th>
<th>Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>060320</td>
<td>Debbie Sartori – Specialist, Student Systems – ARD Student</td>
<td>First Released Version</td>
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<tr>
<td>2.0</td>
<td>100824</td>
<td>Tracey Myers - Specialist, Student Systems – ARD Student</td>
<td>Updated screen shots</td>
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<tr>
<td>3.0</td>
<td>130313</td>
<td>Teresa Bourke – Specialist Student Systems – ARD</td>
<td>Updated Screen shots</td>
</tr>
<tr>
<td>4.0</td>
<td>130827</td>
<td>Trang Nguyen – Specialist Student Systems – ARD Student Systems</td>
<td>Updated footer information</td>
</tr>
<tr>
<td>5.0</td>
<td>141020</td>
<td>Debbie Sartori – Senior Manager – Student Services Division – Student Systems</td>
<td>Reviewed and updated for changes to online help</td>
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<tr>
<td>6.0</td>
<td>160302</td>
<td>Trang Nguyen – Specialist Student Systems – ARD Student Systems</td>
<td>Updated images to reflect current 2016-2017 Subject DB Rollover and Fac Approval processes. Added Error examples. Updated footer to SSD-SYS.</td>
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</table>