





Student Forms and Petitions: HASS Concentration Form

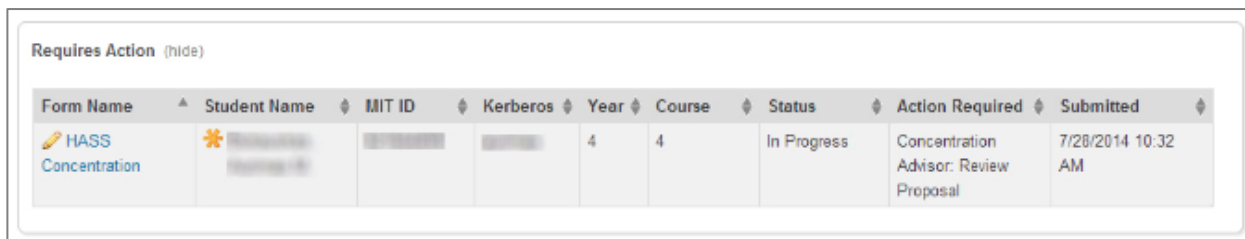
A Quick Guide for HASS Concentration Advisors

As a HASS Concentration Advisor, you will use the Student Forms and Petitions application to review student HASS Concentration proposals submitted for your HASS Concentration field. You will also use the application to review student submissions of HASS Concentration completions.

	The Student creates a proposal for his or her HASS Concentration and submits it to the HASS Concentration Advisor. The student should discuss the proposal with his or her HASS Concentration Advisor.
	The HASS Concentration Advisor reviews the student's submitted proposal. The advisor may approve it or return it to the student for revision.
	When the Student completes the subjects included in the proposal, he or she submits the form to the HASS Concentration Advisor for completion approval. The student should discuss the completion of the Concentration with his or her Concentration advisor.
	The HASS Concentration Advisor reviews the student's submitted completion. The advisor may approve it or return it to the student for revision.

OPEN A HASS CONCENTRATION PROPOSAL

Open Student Forms and Petitions, and at the My Forms tab, select HASS Concentration from the form name field.



Form Name	Student Name	MIT ID	Kerberos	Year	Course	Status	Action Required	Submitted
HASS Concentration	* [Redacted]	[Redacted]	[Redacted]	4	4	In Progress	Concentration Advisor: Review Proposal	7/28/2014 10:32 AM

The **Requires Action** section of the window lists the HASS Concentration forms that are waiting for your action. An orange asterisk * beside a student name identifies Concentration forms with approval deadlines 5 or fewer days from today.

The status **In Progress** applies to all HASS Concentration forms from the time the student submits the proposal for approval to the point in time when the completion is approved by the HASS Concentration Advisor and a passing letter grade has been confirmed in the proposed subjects.

Action Required identifies who is responsible for the next step and action needed in the process.

To **Open** a form, click on the **Form Name**.

REVIEW A SUBMITTED HASS CONCENTRATION PROPOSAL

The student's name and proposed Concentration is displayed at the top.

The **status** of the form is also noted.

Subjects that the student has proposed for the Concentration are listed in the midsection of the form. The student may have selected a subject they intend to use toward the Distribution Component of the HASS Requirement. The student may also have included a cross-registered or transfer credit subject not yet taken.

The screenshot shows the 'Student Forms & Petitions' interface. At the top, there's a navigation bar with 'WebSIS Home', 'My Forms', 'Settings', 'Help', and 'Log off'. The main heading is 'Student Forms & Petitions : HASS Concentration Proposal (Spanish)'. Below this, there's a student profile picture and course information: 'Course information as of latest form submitted date.', 'Major: 8', 'MIT ID: [redacted]', 'Advisor: [redacted]', 'Kerberos: [redacted]', and 'Year: 3'. There are buttons for 'Back to List', 'Prev Form', and 'Next Form'. Below the student info, there's a 'My Notes (show)' section. The 'Proposal Pending Approval by:' and 'Current Concentration Advisors:' fields are also visible. The main section is 'Concentration Subjects (hide)', which contains a table with columns: 'Subject # and Title', 'HASS & CI-H Category', 'Term Taken', 'Grading Option', and 'Grade'. The table lists three subjects: '21F.701 Spanish I', '21F.702 Spanish II', and '21F.703 Spanish III', all under the 'HASS-H' category. Below the table, there's a section for 'Cross-Registered & Transfer Credit Subjects Not Found Above' with one entry: 'HAA.1234, Spanish IV at Harvard'. At the bottom, there's a 'Form history (show)' section, a 'Comment to student' text area, and two buttons: 'Approve' and 'Return to Student for Revision'.

A **Comments** field allows you to enter text comments. Comments are recommended if you intend to return the proposal to the student for revision.

In **Form history** you can view any previous actions.

APPROVE A PROPOSAL

Click "Approve" to approve the proposal. The system requires you to confirm your intent. Click "Yes, continue" to complete the approval. A confirmation message displays.

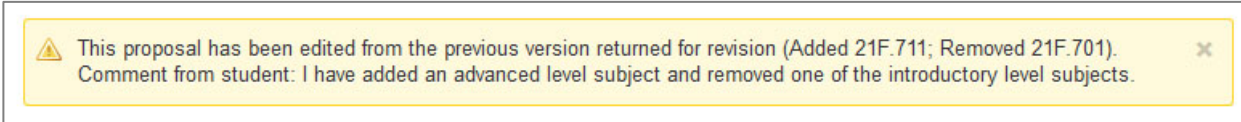


The student will now be responsible for completing the selected subjects and submitting a completion.

RETURN PROPOSAL TO STUDENT FOR REVISION

If the student needs to make changes to his or her proposed Concentration, you can enter **Comments** explaining what needs to be changed. Click “Return to student for revision” and then click “Yes, continue” when asked to confirm your intent.

Once the student revises his or her proposal and resubmits it, you will see the form on your **My Forms** page.



When you open the form, a yellow highlighted message will indicate the changes made by the student. You may now approve the proposal or return it again to the student for revision.

REVIEW A STUDENT’S SUBMITTED HASS CONCENTRATION COMPLETION

The submitted completion will appear in your **My Forms** tab.

Form Name	Student Name	MIT ID	Kerberos	Year	Course	Status	Action Required	Submitted
HASS Concentration	Chen, Alex X.	915369128	axc	3	6.2	In Progress	Concentration Advisor: Review Completion	7/28/2014 11:05 AM

Click on the Form name to open it.

Student Forms & Petitions WebSIS Home My Forms Settings Help Log off

HASS Concentration Proposal (Spanish) « Back to List « Prev Form Next Form »

Course information as of latest form submitted date:

Major: 8
MIT ID: 915369128
Kerberos: axc
Year: 3
Advisor: Jesus Del Alamo, Meg Jacobs

Completion Pending Approval by: Jesus Del Alamo, Meg Jacobs
Current Concentration Advisors: Jesus Del Alamo, Meg Jacobs

Concentration Subjects (hide)

Subject # and Title	HASS & CI-H Cat...	Ter...	Grading ...	Grade
21F.701 Spanish I	HASS-H	2013FA	Regular	A+
21F.702 Spanish II	HASS-H	2013SP	Regular	A+
21F.703 Spanish III	HASS-H	2013SP	Regular	A+

* Student has selected this subject to count towards the HASS Distribution component.

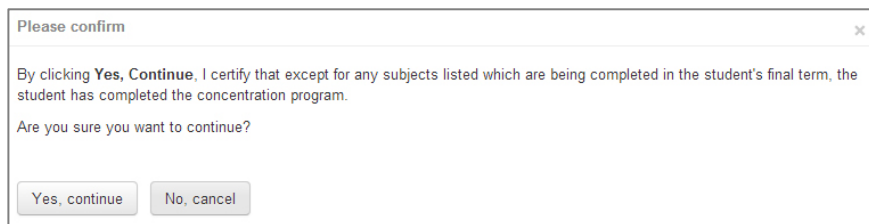
Form history (show)

Comment to student

Approve Return to Student for Revision

For each subject, the **Term Taken**, **Grading Option**, and **Grade Earned** will display unless the student is taking the subject this semester in which case the grade will be blank.

Click the “Approve” button to approve the completion. The system requires you to confirm your intent. Click “Yes, continue” to complete the approval. A confirmation message displays.



If, however, the student needs to make changes to the completion, you should enter **Comments** and then click “Return to Student for Revision.” The student will now be responsible for revising the completion and then resubmitting it to you for approval.

WHAT HAPPENS AFTER YOU APPROVE A COMPLETION

If the student has completed all of the proposed subjects, your approval will complete his or her HASS Concentration.

If the student will complete the subjects in the current term, the completion will be approved pending passing letter grades for the subjects. Once passing letter grades are posted, the system will automatically update the student’s Concentration status to complete.