During PIMS Update

Changes to OUA course/major/stream sent to Course Coord

Changes to OUA units offered within a course sent to Course Coord/Faculty

Changes to OUA units not offered within a course sent to Unit Coord

Changes to course/major tracked changed by Course Coord

UC sends Changes to Course Coord

Changes to units track changed by Unit Coord

Course Coord Collates Course Changes

CC sends Changes to Flexible Learning

FLS updates PIMS with OUA only text

UC sends Changes to CM

If Faculty request changes to text that is stored in S1, FLS requests area to follow Curtin procedures. No update to PIMS is made based on these requests (see separate flow chart for process)

Outside of PIMS Update

Faculty prepare OUA unit change form and submit to FLS

If Faculty request changes to text that is stored in S1, FLS requests area to follow Curtin procedures. No submission is made to APC until situation resolved (either CM submit changes to S1 text, or Faculty update request to only include OUA text updates (see separate flow chart for process)

Changes to OUA only text

Friday, February 08, 2013