SOTE WORKFLOW

**College/Department**
- Approve course exclusions
- Distribute to colleges
- Distribute to departments
- Distribute to faculty
- Faculty to administer SOTE
- Students to return completed SOTE to departments
- Departments return SOTE forms to Technology Support Center
- It services: Scan and process SOTE data
- SOTE available online

**IT Services**
- Department ASC to enter exclusion in PeopleSoft by due date
- Run SOTE queries to produce files
- Print/organize SOTE forms
- Technology Support Center: February 2015