

PIEDMONT COMMUNITY COLLEGE FACULTY AND STAFF WORKFLOW PROCESS DOCUMENTATION



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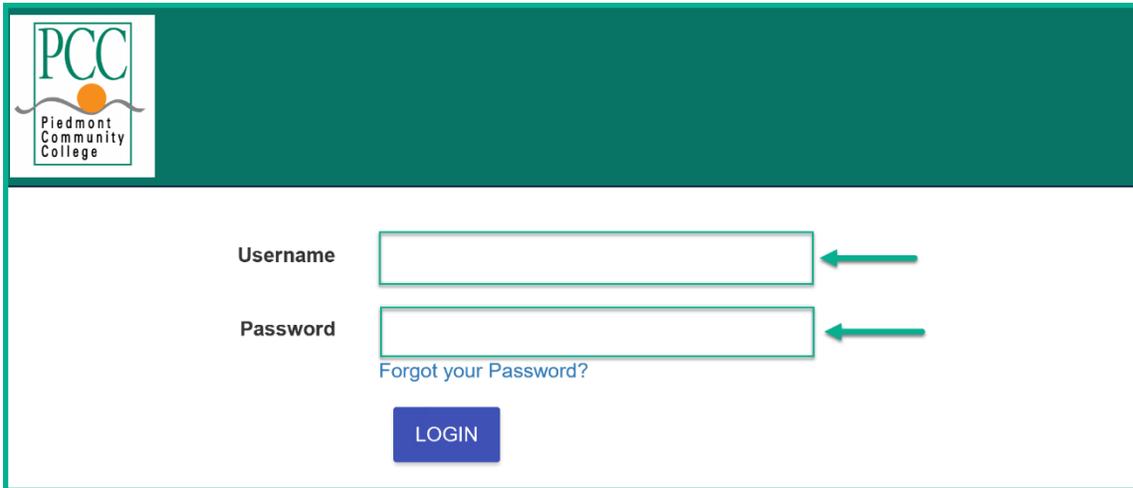
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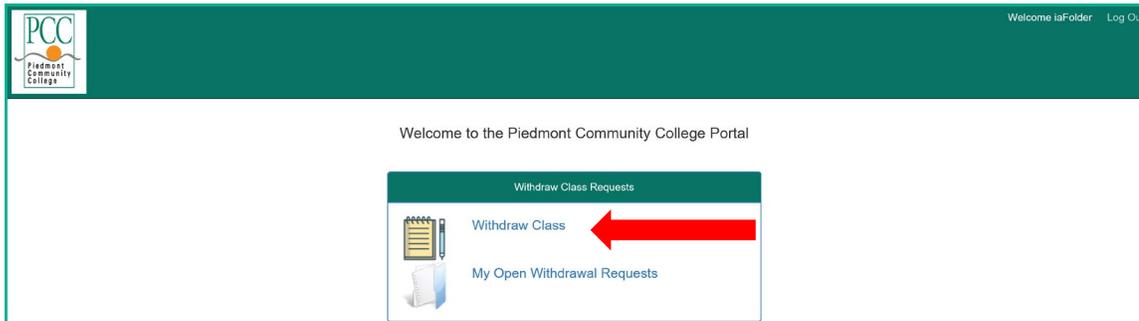
ACCESSING THE EXTERNAL FORMS (TEAMIA) PORTAL

Faculty can access the External Forms (TEAMia) Portal to initiate or complete a withdrawal, course substitution or special condition form. The portal is also available at <https://TEAMia-WEB.piedmontcc.edu>. Please use your Windows credentials to log in.

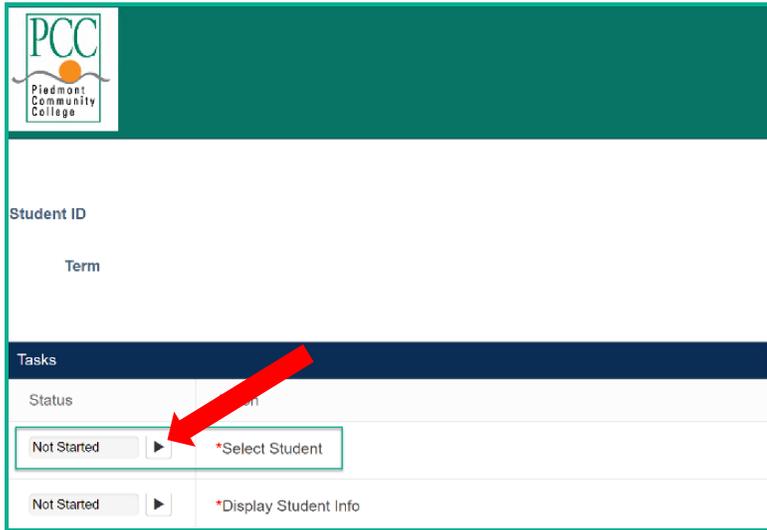


FACULTY INITIATED WITHDRAW CLASS REQUEST

1. Faculty can initiate the Withdraw Class Request. After logging into the portal, the click the **Withdraw Class** link.



- Click on the arrow beside **Select Student** to enter the student ID, then click the **save** button. The student information will populate.



Student ID

Term



- A list of courses for the student will display. You will need to select the course to withdraw and **click Continue**.

The screenshot shows the PCC logo in the top left corner. Below it, there are instructions: 'Instructions: Select the course you want to withdraw from and click the continue button.' Below the instructions is a search bar with the text 'Search...'. Below the search bar is a table with the following data:

CourseName	SectionNumber	Course Title	CourseCredits	InstructorName
BUS-121	71	Business Math	3.00	WC
CIS-110	71	Introduction to Computers	3.00	Da
MKT-220	71	Advertising and Sales Promotio	3.00	WE

At the bottom right of the table, it says '1 - 3 of 3 items'.

4. The withdraw form will display showing the student’s information. The faculty will need to complete the following fields and **save**:
- Withdrawal Reason
 - Official Withdraw Date
 - Class Last Attended Date
 - Class Withdrawal Status
 - Withdrawal Grade

The screenshot shows the PCC withdrawal form interface. At the top left is the PCC logo. The form contains the following fields and sections:

- Student ID:** 02C
- Student Name:** De
- Student Email:** ty
- Term:** 2021SP
- Withdrawal Reason:** A dropdown menu with a red arrow pointing to it.
- Courses Table:**

Course Number	Section Number	Course Name	Course Credits	Instructor Name
MKT-220	71	Advertising and Sales Promotio	3.00	Wil
- Faculty/Advisor Withdrawal Reason:** A dropdown menu.
- Official Withdraw Date:** A date field with a calendar icon and a red arrow pointing to it.
- Class Last Attended Date:** A date field with a calendar icon and a red arrow pointing to it.
- Withdrawal Grade:** A dropdown menu with a red arrow pointing to it.
- Class Withdrawal Status:** A dropdown menu with a red arrow pointing to it.
- Comments:** A text area.
- Buttons:** ADD, EDIT, DELETE, and a blue SAVE button with a checkmark and a red arrow pointing to it.

5. A list of the Instructional Deans will display. Select the appropriate Instructional Dean row and then click the **Continue** button which sends the form to the Instructional Dean for approval. **PLEASE NOTE: You must click "COMPLETE" or your request will not be forwarded to Student Records for processing.**

Search...					
Id	UserName	FirstName	LastName	RoleName	
				Dean of Academic Affairs	
				Dean of Academic Affairs	
				Dean of Academic Affairs	
				Dean of Academic Affairs	
				Dean of Academic Affairs	
				Dean of Academic Affairs	



6. The class withdrawal submitted message will display.



Class Withdrawal Submitted!

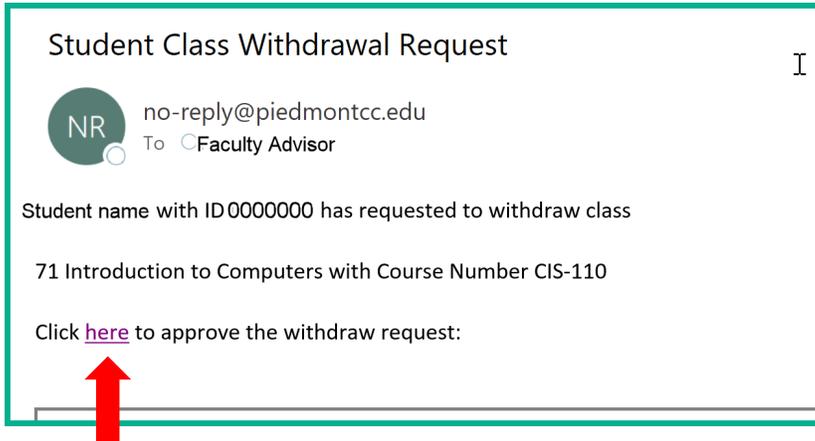


Your request has been submitted. Please click [here](#) to return to the home screen.

7. If you have another request, click the PCC logo or click "here" to return to the home page.

STUDENT INITIATED WITHDRAW REQUEST

1. After a student has submitted the withdraw request, an email will be sent to faculty for review and approval. This email will come from no-reply@piedmontcc.edu. You will click 'here' to open the portal page.



2. To open the packet, faculty will double click the packet id#, which will then open the Tasks window. Open the request by clicking on the arrow icon to the left of "Review Withdrawal Request".



First Name Last Name

Student Email Colleague ID

Tasks	
Status	Action
Not Started	*Review Withdrawal Request

Attachments	
Attachment ...	Name

3. Faculty will need to complete the required information and click **save**.
 - a. Faculty/Advisor Withdrawal Reason:
 - b. Official Withdraw Date
 - c. Class Last Attendance Date
 - d. Withdrawal Grade



Student ID

Student Name

Student Email

Term 2021FA

Student Withdrawal Reason D - Course too difficult

Courses

Course Number	Section Number	Course Name	Course Credits	Instructor Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	3.00	<input type="text"/>

ADD EDIT DELETE

Faculty/Advisor Withdrawal Reason A - Administrative Drop

Official Withdraw Date Class Last Attended Date

Withdrawal Grade

Comments

- A list of the Instructional Deans will display. Select the appropriate Instructional Dean row and then click the **Continue** button which sends the form to the Instructional Dean for approval. **PLEASE NOTE: You must click "COMPLETE" or your request will not be forwarded to Student Records for processing.**

Search...					
Id	UserName	FirstName	LastName	RoleName	
				Dean of Academic Affairs	
				Dean of Academic Affairs	
				Dean of Academic Affairs	
				Dean of Academic Affairs	
				Dean of Academic Affairs	
				Dean of Academic Affairs	



- The Class Substitution request submitted message will display.



Class Withdrawal Submitted!

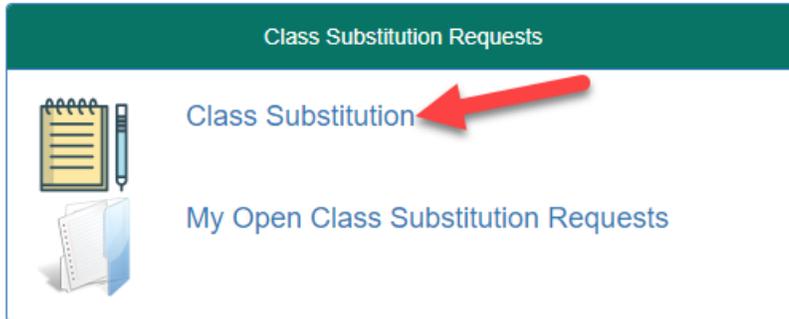


Your request has been submitted. Please click [here](#) to return to the home screen.

- If you have another request, click on the **PCC logo** or click "**here**" return to the Home Page.

CLASS SUBSTITUTION FORM SUBMISSION FROM FACULTY

1. Faculty can submit a Class Substitution form by clicking on the **Class Substitution** link from the home page.



2. Enter the Student ID (Colleague ID) for the Student for the Class Substitution and click **Save**.

Please enter the colleague ID of the student to start the request.

The form contains a text input field labeled "Colleague ID" and a blue button with a white checkmark and the text "SAVE". A red arrow points to the "Colleague ID" input field, and another red arrow points to the "SAVE" button.

- The Class Substitution form will display. Select the semester and enter the year, then complete the appropriate section of the form. Don't forget to click **Save and Continue**.

- The task screen will display, click the arrow beside the **Complete** button.

Tasks	
Status	Action
Completed 	*Enter Details
Not Started 	*Complete

5. A list of the Instructional Deans will display. Select the appropriate Instructional Dean row and then click the **Continue** button which sends the form to the Instructional Dean for approval. **PLEASE NOTE: You must click "COMPLETE", or your request will not be forwarded to Student Records for processing.**

Id	UserName	FirstName	LastName	RoleName
1	[blurred]	[blurred]	[blurred]	Dean of Academic Affairs
2	[blurred]	[blurred]	[blurred]	Dean of Academic Affairs
3	[blurred]	[blurred]	[blurred]	Dean of Academic Affairs
4	[blurred]	[blurred]	[blurred]	Dean of Academic Affairs
5	[blurred]	[blurred]	[blurred]	Dean of Academic Affairs
6	[blurred]	[blurred]	[blurred]	Dean of Academic Affairs

1 - 6 of 6 items

⏪ CANCEL
✓ CONTINUE

Tasks

Status	Action
Completed ▶	*Enter Details
Not Started ▶	*Complete

6. The Class Substitution submitted message will display.



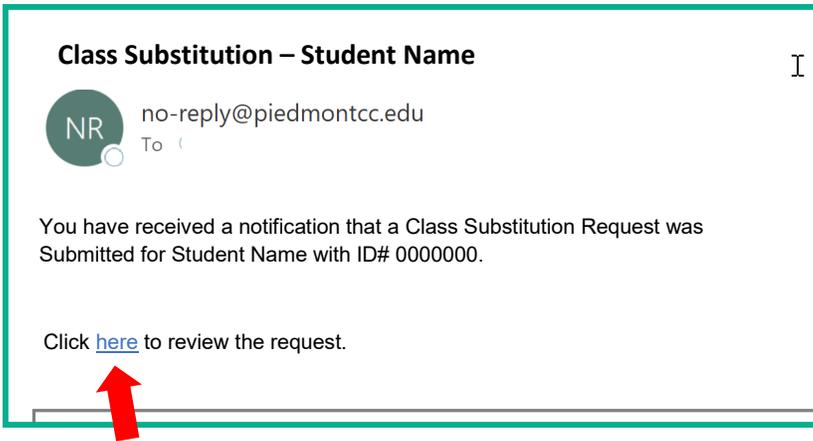
Class substitution submitted!

Your request has been submitted. Please click [here](#) to return to the home screen.

7. If you have another request, click on the **PCC logo** or click "**here**" return to the Home Page.

CLASS SUBSTITION – INSTRUCTIONAL DEAN APPROVAL

1. Once faculty completes the Class Substitution form, an email will be sent to the Instructional Dean for approval. Click "**here**" to open the packet.



2. The **Review Class Substitution** Task screen will display. Click the arrow beside "**Review Class Substitution**" to open the form.

Colleague ID [blurred]
 First Name [blurred]
 Last Name [blurred]

Tasks	
Status	Action
Not Started	▶ *Review Class Substitution

3. Click Approve or Deny.
 - a. If you click approve, the form is sent to the VP of Instruction.
 - b. If you click deny, the form is sent back to the faculty.

Colleague ID

First Name

Last Name

Comments

4. Once the form is either approved or denied, click the **Complete** button to complete the process.
PLEASE NOTE: You must click "COMPLETE" or your request will not be forwarded the appropriate queue for processing.
5. The task screen will display, click the arrow icon beside "complete" to send the request to the VP of Instruction for review.

Tasks	
Status	Action
<input type="button" value="Completed"/> ▶	*Review Class Substitution
<input type="button" value="Not Started"/> ▶	*Complete

6. The Class Substitution submitted message will display.



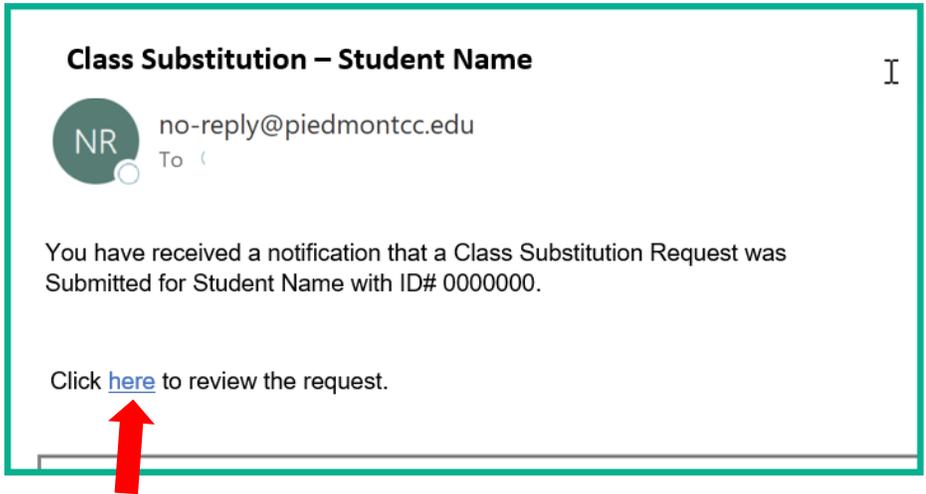
Class substitution submitted!

Your request has been submitted. Please click [here](#) to return to the home screen.

7. If you have another request, click on the **PCC logo** or click "**here**" return to the Home Page.

CLASS SUBSTITION – VP OF INSTRUCTION APPROVAL

1. Once an Instructional Dean approves the Class Substitution form, an email will be sent to the VP of Instruction for approval. Click **“here”** to open the request.



2. The **Review Class Substitution** Task screen will display. Click the arrow beside **“Review Class Substitution”** to open the form.

Colleague ID [blurred]
 First Name [blurred]
 Last Name [blurred]

Tasks	
Status	Action
Not Started	▶ *Review Class Substitution

3. Click Approve or Deny.
 - a. If you click approve, the form is sent to Student Records for processing.
 - b. If you click deny, the form is sent back to the Instructional Dean.

Colleague ID

First Name

Last Name

Comments



4. Once the form is either approved or denied, click the **Complete** button to complete the process.
PLEASE NOTE: You must click "COMPLETE" or your request will not be forwarded to Student Records for processing.

Tasks	
Status	Action
<input type="button" value="Completed"/> <input type="button" value="▶"/>	*Review Class Substitution
<input type="button" value="Not Started"/> <input type="button" value="▶"/>	*Complete



5. The Class Substitution submitted message will display. 6.6.



Class substitution submitted!

Your request has been submitted. Please click [here](#) to return to the home screen.



6. If you have another request, click on the **PCC logo** or click "**here**" return to the Home Page.

SPECIAL CONDITION REQUEST

1. Faculty can submit a Special Condition Request by clicking on the **Special Condition Request** link on the home page.



2. Enter the Student ID (Colleague ID) for the Student for the Special Condition form and click **save**.

Please enter the colleague ID of the student to start the request.

Colleague ID

✓ SAVE



- The Special Conditions Report form will display. Select the Semester and enter the Year, then complete the appropriate sections of the form. Click the **Save and Continue** button once all of the information has been entered into the form.

The screenshot shows the 'Special Conditions Report' form in a web browser. At the top left is the PCC logo and 'Welcome PIEDMONT'. Below the title are 'SAVE AND CONTINUE' and 'CANCEL' buttons. The form contains several sections: 'Semester course taken' with a dropdown menu, 'Student Name' and 'Student ID#' fields, a section for 'Challenged the following course by exam' with checkboxes for 'Passed' and 'Failed', and fields for 'Course Dept', 'Course Number', 'Title', 'Section Number', 'Administration of the exam to this student took' (hours), and 'Date'. Below this is a section for 'A grade change is being made for this student as follows' with fields for 'Course Dept', 'Course Number', 'Title', 'Section No', 'Old Grade', and 'New Grade', followed by an 'Explanation' text area and a 'Date' field. The final section is 'Has completed successfully the following self-paced (multi entry/exit) course' with fields for 'Course Dept and No', 'Course Number', 'Title', 'Section No', 'Credit hours', 'Class Hours', 'Final Grade', and 'Date'. At the bottom, there are fields for 'Instructor's Signature' and 'Timestamp' (showing 10/1/2021). A red arrow points to the 'SAVE AND CONTINUE' button at the bottom left. Two orange callout boxes are present: one on the left says 'Please make sure each field is filled out before submission.' and one on the right says 'Date = date the exam was taken, not the date the form is submitted'. A red oval highlights the 'Semester' dropdown and the 'Date' field.

- After you click “save and continue”, the tasks window displays. Click the **Complete** action button to send the form to Student Records. **PLEASE NOTE: You must click “COMPLETE”, or your request will not be forwarded to Student Records for processing.**

Tasks	
Status	Action
Completed	*Enter Details
Not Started	*Complete

5. The Special Conditions request submitted message will display.



Special conditions request submitted!



Your request has been submitted. Please click [here](#) to return to the home screen.

6. If you have another request, click on the **PCC logo** or click "**here**" return to the Home Page.