

## Associate Dean Role in COMMS

Sign into MyMohawk, and click on Faculty tab. Then on the right hand side you will see a section called COMMS.

Associate Dean **assigns program coordinator, approves and/or unapproves course outlines**, and can **add departmental information** to a course outline.

### To add Define Department Information

- 1) Click on Associate Dean/Associate Dean Designate
- 2) Click on Define Department Information
- 3) Select the Department from the dropdown list
- 4) Click on Edit
- 5) Add or update the department related information and click SAVE CHANGES

