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Directed Studies Course Agreements Workflow Reference Guide

1.

(https://www.unco.edu/registrar/forms.aspx).

a. After dicking on the desired form, Instructor will log-in by using their UNC authentication credentials:



b.

red asterisk.

i. number.

The rest of the information in that section should auto populate. Please appears:



ii. Fill out all fields in the Course Information section:

	_	9	Credit Hours*
	<u> • </u>	Į.	
Course Prefix *	_		Course Number*
		l	<u> </u>
Student Degree Program Offered Through	<u>-</u>		Primary Course Delivery/Location (50% or more)*
		l	<u> </u>
Course Start Date *			Course Title (Do not use "Directed Study" as the title) ✓
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2.	The Instructor and Student will then receive an email thanking them for initiating a
	Directed study and asking them to review the attached form for accuracy. The
	Department/Chair approver also receives an email that they have a form in OnBase
	awaiting their approval.

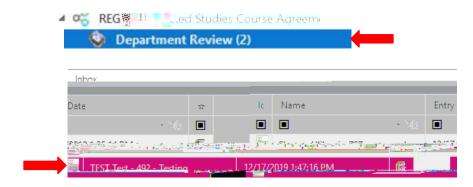
3.	Departmental Apapirected stud612 6072 oW*n (EMX) / PAMID 13BD reW*n maud612 (a) 1078-00 Aed (a) -4(t) 3 (eixed)

B. Find the Directed Studies Course Agreement folder from the selections on the left and then open it by using the arrow. The Department Review file is located under that section when the arrow is pointing downward. The number next to the

example, there are two forms in this queue for review.

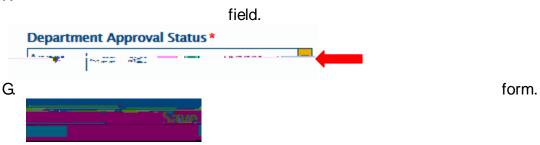


C. Click on the Department box on the right side of the screen.



- D. -Scheduled Course form will populate in the lower (larger) window.
- E Review the information making sure all fields are correct and the course matches the catalogue specifications for Title and Oredits.

F.



H. Department Approver then returns to the top bar in OnBase and clicks on the



I. The student that was just approved or denied will no longer show in the Department by selecting them in the upper box, or they can exit OnBase.

- 4. Instructor and Student now get an email with the status of the form.
 - a. If the form was denied by the Department, the faculty and student will need to start it anew if they wish to resubmit the form.

b.