

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:

Course Information	
Term/Vear* Course Prefix* Student Degree Program Offened Through*	Credit Hours *
Course Start Date *	Course Title (Do not use "Directed Study" as the title)"
Nevertile: the tasks of study for the Ulinctick Studies (sector)*	•
	low the scope of work and contact Hours conform to the assignment of credits for this Directed Studies course "

- 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*nOBXI/PAXID 1>BD reW*nmaud612 (a) 1078-000 Aed (a) -4(t) 3(eiv

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.

REG - Directed Studies Course Agreem

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-Scheduled

D.

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.



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