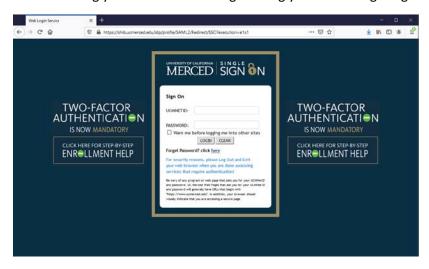
## Faculty Guide - How to Approve Independent Study Requests in OnBase

After a student has submitted an Independent Study form, you will receive an email notification. Please note the hyperlink will be unique to each form and email:

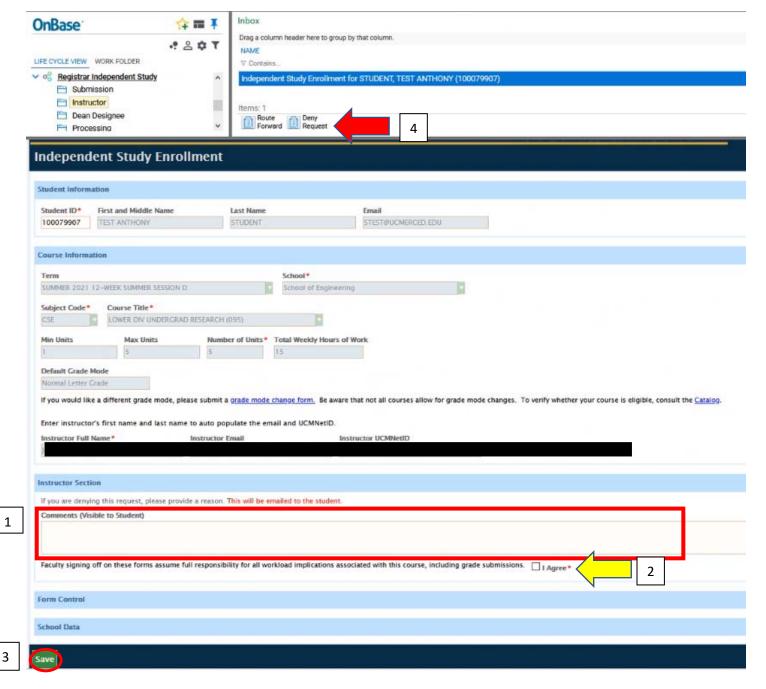


Clicking on the link in the email will bring you to this screen. Log in using your UCM Single Sign-On credentials:



After logging into the system, you will see a view of the student's form submission:

Last revised: 8/9/22

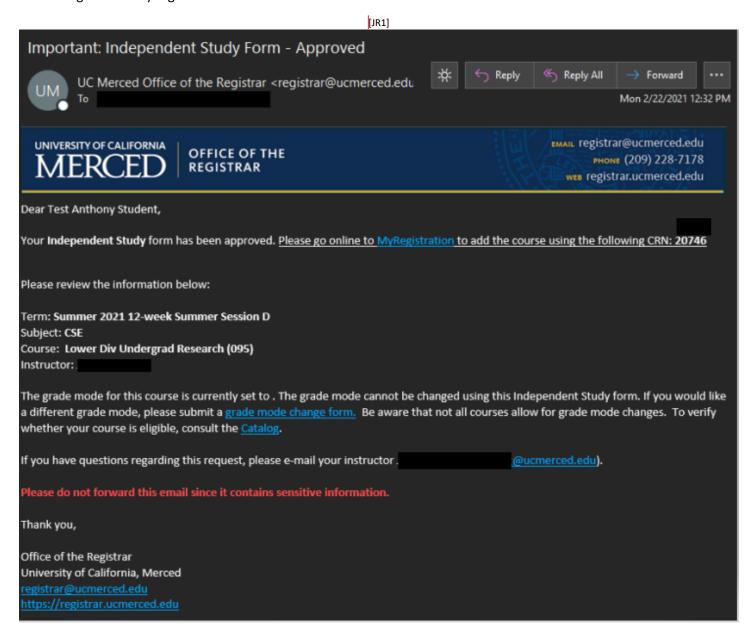


If <u>approving</u> a request, go to Step #2. If <u>declining</u> a request, start at Step #1.

- **Step #1**: To deny the student's request for a late add, you must specify a reason in the "If you are denying the request..." box (see red rectangle). This will be used in the email sent to the student.
- **Step #2**: Agree to the workload implications associated with this course (see yellow arrow).
- **Step #3**: Click the Save button (see red oval) only if declining a request.
- **Step #4**: Click the "Route Forward" button to approve or "Deny Request" button (see red arrow). This step launches an automatic process that either applies the appropriate override codes for the student in the

registration system if approved or removes the form from the workflow if declined. In both instances, the student will be notified of your decision automatically via email.

If the student is approved, you will receive a copy of the student's confirmation email, which contains instructions on how to register via MyRegistration:

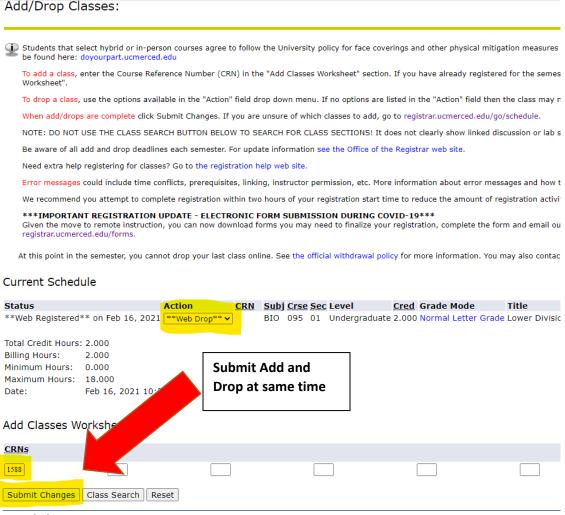


Some courses allow a student to initiate a request to change the grade mode (e.g. from Letter Grade to Pass/No Pass). The Independent Study approval confirmation email will indicate the default grade mode as it is currently set, but it is the student's responsibility to initiate a request to change that option to something other than the default. The grade mode cannot be updated via this Independent Study process. Before attempting a grade mode change, students should first verify whether the course is eligible for a change by consulting the course description in the <u>Catalog</u>.

Last revised: 8/9/22

## **Other Scenarios You May Encounter**

- Some students need to enroll in Independent Study sections in which there are more than one instructor sharing the
  teaching responsibility. The electronic request form allows for only one instructor to be identified per request, so
  the student should submit the form to whoever is the "primary" faculty member of the section. Then either the
  student, the instructor(s), or School staff may contact the Registrar's Office (registrar@ucmerced.edu) to have other
  instructors added to the class record
- Students who would like to change the unit value of a previously approved Independent Study section may submit an additional form to request another CRN for the new unit value (assuming their previous form is out of the workflow). After they receive the new CRN via email, they may then drop their old CRN and add the new CRN via MyRegistration online during the Add/Drop periods. In Fall and Spring terms, students will be prevented from dropping their last class online after the start of instruction. If they are simply swapping one Independent Study section for another, they must add the new CRN and drop the old at the same time in MyRegistration to avoid the Drop Last Class error:



Last revised: 8/9/22

