

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:

Important: Dean Designee Review- Test Anthony Student's Independent Study Request

UC Merced Office of the Registrar <registrar@ucmerced.edu>

Wed 2/3/2021 9:29 AM

UNIVERSITY OF CALIFORNIA
MERCED OFFICE OF THE REGISTRAR

EMAIL registrar@ucmerced.edu
PHONE (209) 228-7178
WEB registrar.ucmerced.edu

Dear _____,

There is a new **Independent Study** form that needs your review.

Student Name: **Test Anthony Student**
Term: **Summer 2021 First 6-week Summer Session A**
Subject: **BIO**
Course: **Lower Div Directed Group Study (098)**
Instructor: _____

The request is awaiting your decision. The student will not be able to register in a class until you have reviewed the application.

The form can be found here:
<https://ucmerced.onbaseonline.com/1801IDP/Workflow/WFLLogin.aspx?LifeCycleID=160&QueueID=437&DocID=1193032>

If you receive an error when clicking on the link above, copy and paste the URL into one of the following supported browsers.

Browser	Version
Google Chrome	57 and newer
Microsoft Edge	EdgeHTML 14 and newer
Mozilla Firefox	52 and newer
Mozilla Firefox ESR	52
Microsoft Internet Explorer	11
Apple Safari	9.1.x, 10.0.x, 10.1.x, 11.0.x, 11.1.x

If you have questions regarding this notification please e-mail registrar@ucmerced.edu.

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

Web Login Service

<https://whit.ucmerced.edu/idp/profile/SAML2/Redirect/SSO?execution=e1s1>

UNIVERSITY OF CALIFORNIA | SINGLE
MERCED SIGN ON

TWO-FACTOR AUTHENTICATION IS NOW MANDATORY
[CLICK HERE FOR STEP-BY-STEP ENROLLMENT HELP](#)

Sign On

UCMERCEID:

PASSWORD:

☐ Warn me before logging me into other sites

Forgot Password? [click here](#)

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

Be wary of any program or web page that asks you for your UCMerced ID and password. UCM Merced web pages that ask you for your UCMerced ID and password will generally have a URL that begin with "https://www.ucmerced.edu". In addition, your browser should visually indicate that you are accessing a secure page.

TWO-FACTOR AUTHENTICATION IS NOW MANDATORY
[CLICK HERE FOR STEP-BY-STEP ENROLLMENT HELP](#)

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

Last revised: 8/9/22

OnBase

LIFE CYCLE VIEW WORK FOLDER

Registrar Independent Study

- Submission
- Instructor
- Dean Designee
- Processing

Inbox

Drag a column header here to group by that column.

NAME

Contains...

Independent Study Enrollment for STUDENT, TEST ANTHONY (100079907)

Items: 1

Route Forward Deny Request

Independent Study Enrollment

Student Information

Student ID*	First and Middle Name	Last Name	Email
100079907	TEST ANTHONY	STUDENT	STEST@UCMERCED.EDU

Course Information

Term: SUMMER 2021 12-WEEK SUMMER SESSION D School: School of Engineering

Subject Code: CSE Course Title: LOWER DIV UNDERGRAD RESEARCH (095)

Min Units	Max Units	Number of Units*	Total Weekly Hours of Work
1	5	5	15

Default Grade Mode: Normal Letter Grade

If you would like a different grade mode, please submit a [grade mode change form](#). Be aware that not all courses allow for grade mode changes. To verify whether your course is eligible, consult the [Catalog](#).

Enter instructor's first name and last name to auto populate the email and UCMNetID.

Instructor Full Name*	Instructor Email	Instructor UCMNetID

Instructor Section

If you are denying this request, please provide a reason. This will be emailed to the student.

Comments (Visible to Student)

Faculty signing off on these forms assume full responsibility for all workload implications associated with this course, including grade submissions. ☐ I Agree*

Form Control

School Data

Save

If approving a request, go to Step #2. If declining 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:

[JR1]

Important: Independent Study Form - Approved

 UC Merced Office of the Registrar <registrar@ucmerced.edu>
To [REDACTED]

  Reply  Reply All  Forward 

Mon 2/22/2021 12:32 PM

UNIVERSITY OF CALIFORNIA
MERCED

OFFICE OF THE
REGISTRAR

EMAIL registrar@ucmerced.edu
PHONE (209) 228-7178
WEB registrar.ucmerced.edu

Dear Test Anthony Student,

Your **Independent Study** form has been approved. Please go online to [MyRegistration](#) to add the course using the following CRN: **20746**

Please review the information below:

Term: **Summer 2021 12-week Summer Session D**
Subject: CSE
Course: **Lower Div Undergrad Research (095)**
Instructor: [REDACTED]

The grade mode for this course is currently set to . The grade mode cannot be changed using this Independent Study form. If you would like a different grade mode, please submit a [grade mode change form](#). Be aware that not all courses allow for grade mode changes. To verify whether your course is eligible, consult the [Catalog](#).

If you have questions regarding this request, please e-mail your instructor [REDACTED] [@ucmerced.edu](#).

Please do not forward this email since it contains sensitive information.

Thank you,


Office of the Registrar
University of California, Merced
registrar@ucmerced.edu
<https://registrar.ucmerced.edu>

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 [Catalog](#).

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:

Add/Drop Classes:

 Students that select hybrid or in-person courses agree to follow the University policy for face coverings and other physical mitigation measures be found here: doyourpart.ucmerced.edu

To **add a class**, enter the Course Reference Number (CRN) in the "Add Classes Worksheet" section. If you have already registered for the semester, click "Add Class" in the "Add Classes Worksheet" section.

To **drop a class**, use the options available in the "Action" field drop down menu. If no options are listed in the "Action" field then the class may not be dropped.

When add/drops are complete click Submit Changes. If you are unsure of which classes to add, go to registrar.ucmerced.edu/go/schedule.

NOTE: DO NOT USE THE CLASS SEARCH BUTTON BELOW TO SEARCH FOR CLASS SECTIONS! It does not clearly show linked discussion or lab sections.

Be aware of all add and drop deadlines each semester. For update information see the [Office of the Registrar web site](#).

Need extra help registering for classes? Go to [the registration help web site](#).

Error messages could include time conflicts, prerequisites, linking, instructor permission, etc. More information about error messages and how to resolve them is available at [the registration help web site](#).

We recommend you attempt to complete registration within two hours of your registration start time to reduce the amount of registration activity.

*****IMPORTANT REGISTRATION UPDATE - ELECTRONIC FORM SUBMISSION DURING COVID-19*****
Given the move to remote instruction, you can now download forms you may need to finalize your registration, complete the form and email our registrar at registrar.ucmerced.edu/forms.

At this point in the semester, you cannot drop your last class online. See [the official withdrawal policy](#) for more information. You may also contact the Registrar's Office at registrar@ucmerced.edu.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Feb 16, 2021	***Web Drop***		BIO	095	01	Undergraduate	2.000	Normal	Letter	Grade Lower Division

Total Credit Hours: 2.000
Billing Hours: 2.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Feb 16, 2021 10:00 AM

Add Classes Worksheet

CRNs	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
1588										

Submit Changes Class Search Reset

If you have questions or need additional assistance with this process, contact the Registrar's Office at registrar@ucmerced.edu.