

Faculty Guide – How to Approve Time Conflict Override Requests in OnBase

After a student in one of your courses has submitted a Time Conflict Override form, you and the instructor of the other course will receive an email notification. Please note the hyperlink will be unique to each form and email:

Important: Instructor Approval - Test Anthony Student's Time Conflict Override Enrollment

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

Tue 10/20/2020 1:33 PM

UNIVERSITY OF CALIFORNIA
MERCED

OFFICE OF THE REGISTRAR

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

Dear [Redacted],

The following request has been received for a **Time Conflict Override Enrollment**.

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

Student Name: **Test Anthony Student**
Term: **Spring Semester 2021**

Course 1 Details:
CRN: **10057**
Course Title: **Chem 001**
Instructor: [Redacted]

Course 2 Details:
CRN: **16503**
Course Title: **Soc 118**
Instructor: [Redacted]

Please use the link below to access the form to record your decision:

https://ucmerced_onbaseonline.com/1801/DP/Workflow/WFLLogin.aspx?LifeCycleID=156&QueueID=409&DocID=1175302

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

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://uhb.ucmerced.edu/ldp/profile/SAML2/Redirect/SSO?execution=v1g1

UNIVERSITY OF CALIFORNIA
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Sign On

USERNAME:

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. UCMerced Web Pages that ask you for your UCMerced ID and password will generate a new URL that begins with "https://www.ucmerced.edu". In addition, your browser should usually 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:

The screenshot displays the OnBase system interface. On the left, a sidebar shows 'LIFE CYCLE VIEW' and 'WORK FOLDER'. The main area features an 'Inbox' table with columns for 'DOCUMENT NAME', 'DATE STORED', and 'INSTRUCTOR DECISION'. A single item is listed: 'Time Conflict Override Enrollment Instructor Approval - 10/21/2020'. Below the table, there are 'Approve' and 'Deny' buttons. A red arrow points to the 'Approve' button, and a red oval highlights the 'Save' button. The form section below includes fields for 'Course Days and Times', 'Statement from student explaining how they will address the time conflict', and 'Instructor Approval'. A red arrow points to the 'Approve' button, and a red oval highlights the 'Save' button.

1

2

3

If approving a request, go directly to Step #3. If declining a request, follow Steps #1-3:

Step #1: To deny the student's request for a time conflict override, you must specify a reason in the "If you are denying the request..." comment box. This will be used in the email sent to the student.

Step #2: Click the Save button (see red oval) only if declining the request.

Step #3: Click the Approve or Deny 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. Be aware that by approving a time conflict override, you are also granting permission for a student to add your class after the Late Add/Instructor Permission deadline.

If you receive an email saying the other instructor has denied the form, no further action is required on your part:

Important: Test Anthony Student's Time Conflict Override Enrollment is Denied



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



Reply

Reply All

Forward



Thu 10/22/2020 12:06 PM

UNIVERSITY OF CALIFORNIA
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OFFICE OF THE
REGISTRAR

EMAIL registrar@ucmerced.edu

PHONE (209) 228-7178

WEB registrar.ucmerced.edu

Dear [REDACTED]

The student **Time Conflict Override Enrollment** request below has been denied by the Instructor of the other time conflicting course. Since approval is needed from instructors of both courses, the student request will result in a denial. You may ignore the earlier email you received from the system.

Student Name: **Test Anthony Student**
Term: **Spring Semester 2021**

Course 1 Details:

CRN: **10057**

Course Title: **Chem 001**

Instructor: [REDACTED]

Course 2 Details:

CRN: **16503**

Course Title: **Soc 118**

Instructor: [REDACTED]

Reviewer Name: [REDACTED]

Comment: Too much time overlap between CRNs

If you have questions regarding this notification please e-mail registrar@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>