

Faculty Guide – How to Approve Requisite Override Requests in OnBase

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

Requisite Override Form Needs Review

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

UNIVERSITY OF CALIFORNIA
MERCED OFFICE OF THE REGISTRAR

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

Dear [REDACTED]

There is a new Requisite Override form that needs your review.

Student Name: Test Anthony Student

Course Details:
Primary CRN: 37095
Course: SOC 185 04
Term: 202030

The form can be found here:
<https://ucmerced.onbaseonline.com/1801IDP/Workflow/WFLLogin.aspx?LifeCycleID=1558&QueueID=4048&DocID=1168738>

This request will not be processed unless it is approved by you.

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.

Thank you,
Office of the Registrar
University of California, Merced
registrar@ucmerced.edu
<https://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://ucmerced.edu/1801IDP/Workflow/WFLLogin.aspx?LifeCycleID=1558&QueueID=4048&DocID=1168738>

UNIVERSITY OF CALIFORNIA
MERCED SINGLE SIGN ON

Sign On

USERNAME:

PASSWORD:

☐ Remember 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 UC Merced ID and password, or request that you log out of your UC Merced ID and password. We generally have a URL that begins with <https://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 shows the OnBase interface for a 'Requisite Override Enrollment Form'. At the top, there's an 'Inbox' section with a list of items. One item, 'Requisite Override Form - 8/6/2020', is highlighted. Below the 'Inbox' is the 'Requisite Override Enrollment Form' itself. It contains sections for 'Personal Information' (Student ID, Email, First and Middle Name, Last Name) and 'Course Information' (Selected Term, CRN, Course, Required Subsections). There are also checkboxes for 'Have you previously attempted and not passed the requisite?' and a text area for 'Use the space below to explain how you plan to be successful in this course without meeting the requisite:'. At the bottom, there's a 'Reviewer Section' with a text area for 'If you are denying the request, please provide a reason. This will be emailed to the student.' and a 'Save' button. A red arrow points to the 'Deny' button in the 'Inbox' list. A red rectangle highlights the 'Reviewer Section' text area. A red oval highlights the 'Save' button. Numbered callouts 1, 2, and 3 are present: 1 points to the 'Reviewer Section' text area, 2 points to the 'Save' button, and 3 points to the 'Deny' button.

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 requisite override, 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: Click the Save button (see red oval) only if declining a 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.

Note: If your course is under the School of Engineering or School of Natural Sciences, the form will be sent to the School Dean's office for an additional approval step.

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

Uncommon grade codes you may encounter when reviewing Requisite Override Requests:

Grade	Description
I	Incomplete
IP	In progress
NP	Not passed, undergraduate only
NR	No report, instructor failed to report grade
P	Passed at minimum level of C- or better, undergraduate only
S	Satisfactory, passed at minimum level of B or better, graduate only
U	Unsatisfactory, graduate only
W	Withdrew from course
T	Passed/completed course through transfer credit
TA	A grade earned through transfer credit
TA+	A+ grade earned through transfer credit
TA-	A- grade earned through transfer credit
TB	B grade earned through transfer credit
TB+	B+ grade earned through transfer credit
TB-	B- grade earned through transfer credit
TC	C grade earned through transfer credit
TC+	C+ grade earned through transfer credit
TC-	C- grade earned through transfer credit
TD	D grade earned through transfer credit
TD+	D+ grade earned through transfer credit
TD-	D- grade earned through transfer credit
TF	F grade earned through transfer credit
TNP	Not passed grade earned through transfer credit
TP	Passed grade earned through transfer credit
TUO	No course credit earned