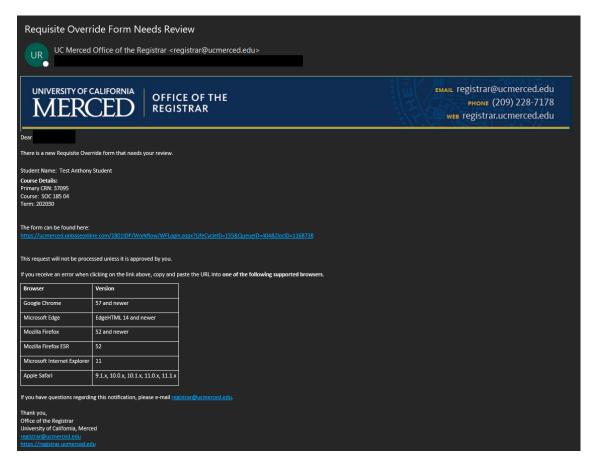
Faculty Guide - How to Approve Requisite Override Requests in OnBase

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:



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:

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If a course has requisites yo	ou have not met, submi	this form to request inst	ructor approval of a regis	tration override. Requisite(s) inc	clude course prerequ	isites, corequisites, and major or	r class level restrictions. To	onfirm requisites for a cour	e, go to https://registra	r.ucmerced.edu(qq/schedule	
The form must be submitte	d by the established ad	d deadline for a term; http://	of Consistent consequent	tu (achadalas (dandlinas							
If you are seeking a requisit	te override for a course	offered by the School of N	Natural Sciences or School	of Engineering, an additional a	approval from a Scho	ol representative is required. You	u will receive an email regard	ing the approval or denial o	this request.		
Personal Information											
Student ID*	Email	First and	f Middle Name	Last Name							
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Please enter the CRN of Selected Term	CR	N* Course	Required S	ubsections*							
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If <u>approving</u> a request, go directly to Step #3. If <u>declining</u> 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

<u>Uncommon grade codes you may encounter when reviewing Requisite Override</u> <u>Requests:</u>

Grade	Description
1	Incomplete
IP	In progress
NP	Not passed, undergraduate only
NR	No report, instructor failed to report grade
Р	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
Т	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
ТВ	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