Non-Scheduled Course Agreements
Workflow Reference Guide

- Instructor initiates the form that is found in the "Forms" section under "Registration" on the Office of the Registrar's webpage: (https://www.unco.edu/registrar/forms.aspx).
  - After clicking on the desired form, Instructor will log-in by using their UNC authentication credentials:

Registration

- **COF Waiver**
- Directed Study Course Registration
- Non-Scheduled Course Registration ←

  - With student's collaboration, Instructor fills out all required fields notated by the red asterisk.
  - In the Student Information section, enter the student's Bear ID number. The rest of the information in that section should auto populate. Please make sure the correct student's name appears:

Student Information

Bear ID*	Bear Email Address*
First Name*	Last Name*
Submitted Date	
12/16/2019 03:01:24 PM	

- Fill out all required fields in the Course Information section (All fields are required unless otherwise indicated):

Course Information

Term/Year*	Credit Hours*
Course Prefix*	Course Number*
Student Degree Program Offered Through*	Primary Course Delivery/Location (50% or more)*
Course Start Date*	Catalog Course Title*
Course End Date*	Instructor Name*

Describe the frequency and form of faculty/student contact. Due to federal and state policy, a non-scheduled course MUST align with the credit hours and contact time associated with the regularly scheduled course and must be taught as the course is described in the catalog.
Note: Not required for courses numbered 699, 797, 799, or 999

If different from the curriculum-approved syllabus, describe how the final grade will be determined.
Note: Not required for courses numbered 699, 797, 799, or 999

- ▪ Please make sure when selecting the Start and End Date that you are paying attention to the month, day, and the year:

Course Start Date *
1/13/2020

Course End Date *

	May	2020	
Su	Mo	Tu	We	Th	Fr	Sa

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- • The "Course Title" must match the catalog title for the course.

- ▪ Attach a copy of the Syllabus

The curriculum-approved syllabus must be used for a non-scheduled course. Attach course syllabus to the copy of this document kept on file in the respective unit.

Attach Syllabus

- • From the drop down in the Required Approvals field, choose the Department Approver Name:

Required Approvals

Department Approver Name *

- ▪ Before submitting the form, quickly review it to make sure all information is correct and all fields are populated, and then click the

Submit button at the bottom of the page:

- The Instructor and Student will then receive an email with the completed form attached. That email prompts the student and instructor to check over the information to make sure it was submitted as desired. The Department/Chair approver also receives an email that states they have a form in OnBase awaiting their approval.

- Departmental Approver logs into OnBase Production using the Unity Client:


- After clicking on the Unity Client, this bigger screen takes a moment to open.

- When OnBase opens, the Departmental Approver will click on "Workflow"
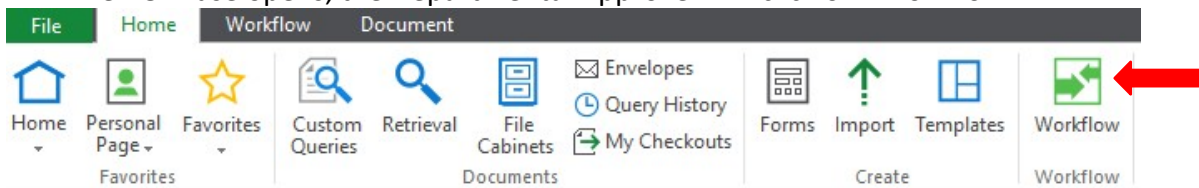
- Find the Non-Scheduled Course Agreements folder from the selections on the left and then open it by using the arrow. The Department Review file is located under that section when the arrow is pointing downward. The number next to the
- "Department Review" indicates how many forms are in the file for review. In this example, there are two forms in this queue for review.
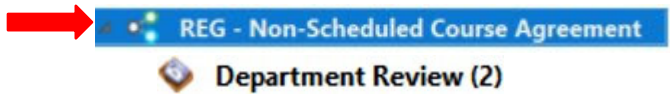
- Click on the Department Review line. The student's name(s) will appear in the upper box on the right side of the screen.
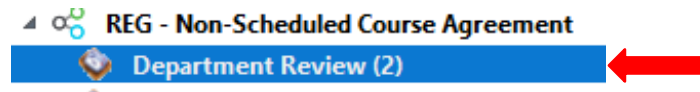

- Click on the student's entry that you want to review. That student's Non-Scheduled Course form will populate in the lower (larger) window.
- Review the information making sure all fields are correct and the course matches the catalogue specifications for Title and Credits.
- Department Approver then selects "Approve" or "Deny" from the drop down in the
- "Department Approval Status" field.

- Department Approver then clicks the "Save" button at the bottom of the form.


- Department Approver then returns to the top bar in OnBase and clicks on the
  - "Department Review Complete" button.
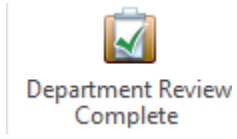
- The student that was just approved or denied will no longer show in the Department Approver's queue. The Department Approver can now review another student's file by selecting them in the upper box, or they can exit OnBase.
- Instructor and Student now get an email with the status of the form.
  - If the form was denied by the Department, the faculty and student will need to start it anew if they wish to resubmit the form.
  - If the form was approved, it now moves to the Registrar's queue.
- Once in the Registrar's queue, if there is missing or incomplete data, an "action needed" email will be sent to the instructor and student. The form will not be sent back. Communication to fix the form must be emailed back to the Registrar's Office

at registrar@unco.edu Attn: "Directed Studies" or "Non-Sched Studies" before the add deadline of the course.

- Once the form is approved and processed by the Registrar's Office, an email with the attached finalized form will be sent to the student and instructor for their records.
- Department Administrators can access the forms through the Retrieval icon on the Home page of OnBase.
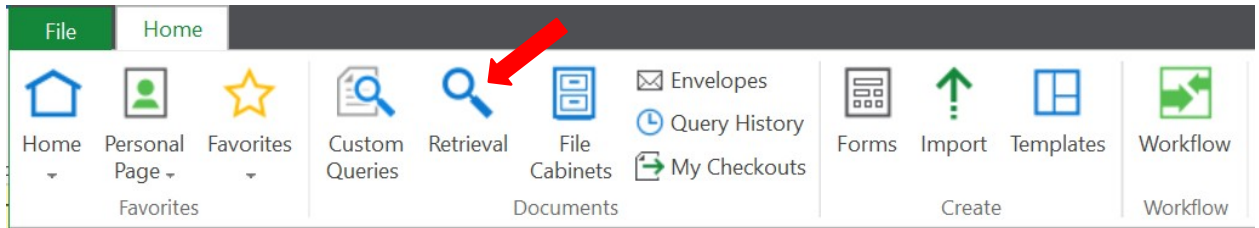
- **ALL SYLLIBI MUST STILL BE KEPT ON FILE IN THE DEPARTMENT**

Reviewed: 06/17/20