

## Directed Studies Course Agreements Workflow Reference Guide

1. 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>).
  - a. 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

- b. With student’s collaboration, Instructor fills out all required fields notated by the red asterisk.
    - i. 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*
<input type="text"/>	<input type="text"/>
First Name*	Last Name*
<input type="text"/>	<input type="text"/>
Submitted Date	
12/16/2019 03:01:24 PM	

- ii. Fill out all fields in the Course Information section:

**Course Information**

Term/Year *	<input type="text"/>	Credit Hours *	<input type="text"/>
Course Prefix *	<input type="text"/>	Course Number *	<input type="text"/>
Student Degree Program Offered Through *	<input type="text"/>	Primary Course Delivery/Location (SDN or more) *	<input type="text"/>
Course Start Date *	<input type="text"/>	Course Title (Do not use "Directed Study" as the title) *	<input type="text"/>
Course End Date *	<input type="text"/>	Instructor Name *	<input type="text"/>
Describe the topic of study for the Directed Studies course *			
<input type="text"/>			
Describe the "course objectives/outcomes" *			
<input type="text"/>			
Describe "the general strategy, topics, subject matter, materials, and tasks employed to meet the course objectives/outcomes" *			
<input type="text"/>			
Describe "evaluation criteria and weight to be applied to each assignment/activity in determining the final grade" *			
<input type="text"/>			
Describe the frequency and form of faculty/student contact over the duration of the directed study. (Contact hours with faculty must be, at minimum, 9.375 hours for one credit; 18.75 hours for two credits; 28.125 hours for three credits) *			
<input type="text"/>			
Explain how the scope of work and contact hours conform to the assignment of credits for this Directed Studies course *			
<input type="text"/>			

- a. 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
					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						

- b. The “Course Title” is variable and can only be 21 characters in length. The course cannot be named “Directed Studies”.

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

**Required Approvals**

**Department Approver Name \***

- iv. 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:

**Submit**

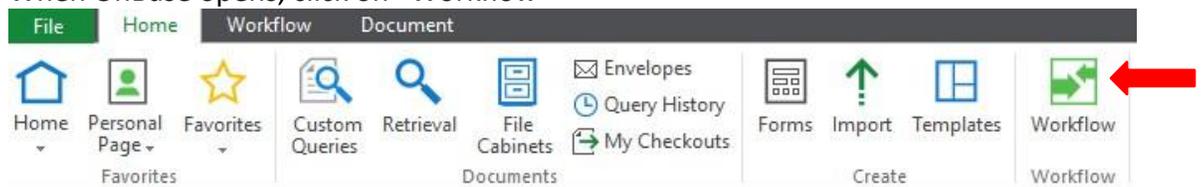
- The Instructor and Student will then receive an email thanking them for initiating a Directed study and asking them to review the attached form for accuracy. The Department/Chair approver also receives an email that they have a form in OnBase awaiting their approval.
- Departmental Approver logs into OnBase Production using the Unity Client:



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



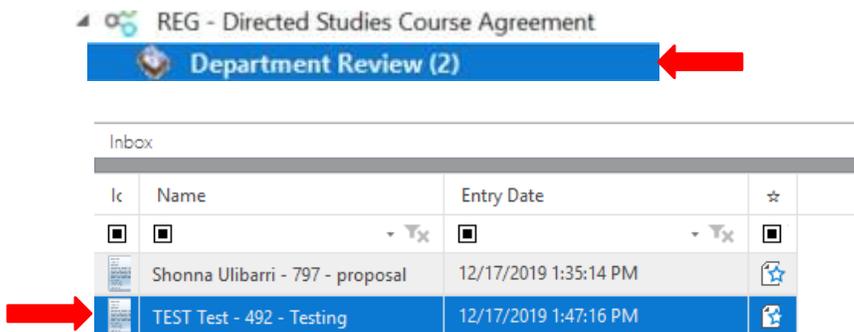
- A. When OnBase opens, click on "Workflow"



- B. Find the Directed Studies Course Agreement 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.



- C. Click on the Department Review line. The student’s name(s) will appear in the upper box on the right side of the screen.



- D. 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.
- E. Review the information making sure all fields are correct and the course matches the catalogue specifications for Title and Credits.
- F. Department Approver then selects “Approve” or “Deny” from the drop down in the “Department Approval Status” field.



- G. Department Approver then clicks the “Save” button at the bottom of the form.

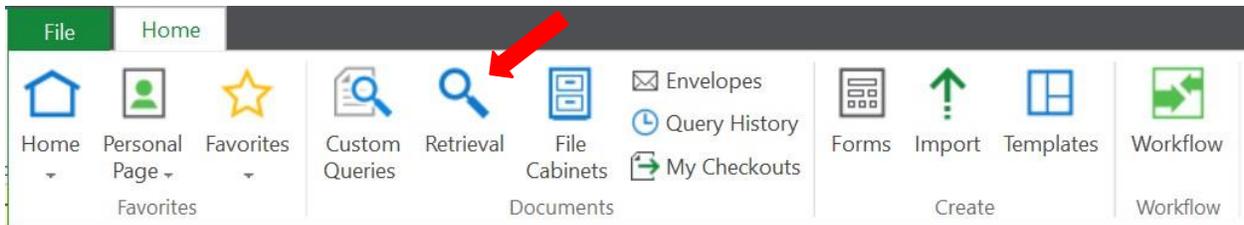


- H. Department Approver then returns to the top bar in OnBase and clicks on the “Department Review Complete” button.



- I. 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.

4. Instructor and Student now get an email with the status of the form.
  - a. 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.
  - b. If the form was approved, it now moves to the Registrar's queue.
5. 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](mailto:registrar@unco.edu) Attn: "Directed Studies" or "Non-Sched Studies" before the add deadline of the course.
6. 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.
7. Department Administrators can access the forms through the Retrieval icon on the Home page of OnBase.



**ALL SYLLABI MUST STILL BE KEPT ON FILE IN THE DEPARTMENT**