

HOW TO USE ONBASE FOR COURSE ADJUSTMENT FORMS

All approvers will need to install OnBase Client in order to approve all form. The directions on how to install the client can be found at [How to Install OnBase for PC users](#). If you have questions with the installation or would like to have someone walk you through the process, please contact TSC to put in a ticket.

Click here ([OnBase for MAC users](#)) if you are a Macintosh user.

1. Go to the Office of the Registrar home page: <http://www.unco.edu/registrar/>.
2. On the right-hand side of the page, click on "Forms".
3. On the Forms page, click on "Course Adjustment".
4. Log in to OnBase using your regular UNC login username and password.
5. A fillable form will appear.
6. Enter the Student Information, and select your name as advisor.

Student Information

Student Bear ID *

Student First Name *

Student Last Name *

Student Bear Email Address *

Advisor Name *

Date

7. Enter the Course Adjustment Information, selecting from the dropdowns.

Course Adjustment Information

Area of Change *

Type of Change *

College *

Major Electives/Concentrations/Others

8. If the adjustment is related to listing electives/concentrations/other, please use the box.
9. If the adjustment is a waiver (or "Force Complete"), please remember to waive the credit hours in the box that will appear when you select this choice, as shown here.

Type of Change *

Credits Hours Waived *

10. Under Required Approvals, select your Chair/Director from the Department Approver dropdown. **Do not select an approver from any department except your own.**

Required Approvals

Department Approver *



Other departments do not make approvals for students in your major. For example, if you are making an adjustment to use a math course in your student's major, the Math Department does not approve or deny that adjustment. All course adjustments are at the discretion of the advisor for the major.

11. Click **Submit**.
12. You will then receive a series of emails as the approval process proceeds, as will the student for which the adjustments are being made