

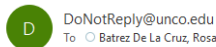
HOW TO APPROVE OR DENY A CREDIT OVERLOAD PERMIT FORM

For Advisor, Department, and Dean Approvers

This is a step-by-step guide on how an Advisor, Department, and Dean will approve or deny a credit overload permit request from a student.

1. The student will complete the OnBase form here:
2. The form will be initially routed to an advisor. An email notification will inform the advisor a credit overload form is awaiting approval.

OnBase Credit Overload Permit awaiting review - 285998

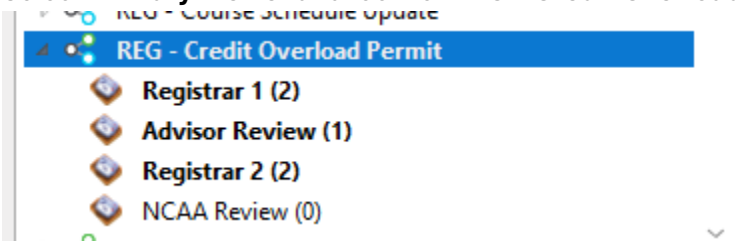


Tue 7/16/2024 4:04 PM

A Credit Overload Permit is awaiting your review in OnBase.

Document Summary

3. Log into OnBase using your normal UNC credentials.
4. Click on the **Workflow** tab.
5. Select **Primary Viewer** and look for **REG – Credit Overload Permit**.



6. Select either the Advisor, Department, or Dean Review queue under the choices.
7. Select the first form/student.
8. Review the credit overload request.
 - a. For undergraduate students, Advisor and Department Approver approvals are required in the following circumstances:
 - i. A student with a UNC GPA lower than 3.0 or a new student with no UNC GPA.
 - ii. Any credit overload request for more than 21 credit hours for the Fall or Spring Semester or more than 18 credit hours for the Summer Semester regardless of GPA.
 - iii. Education students who are doing their student teaching in the requested semester for the overload regardless of GPA.
 - iv. Business Students regardless of GPA.
 - b. For graduate students, Advisor, Department Approver, or Dean approvals are required regardless of GPA.
9. Advisors will need to select your Department Approver and/or Dean by clicking on the drop down arrow.

Required Approval

Advisor Name * Batrez De La Cruz, Rosa	Advisor Approval Status * []
Department Approver Name * []	Department Approval Status []
Dean Name * []	Dean Approval Status []

Office Use

Internal Notes
[]

Save

10. If you approve the overload, select the **Approved** status from the drop down, and then click **Save**.

Required Approval

Advisor Name * Batrez De La Cruz, Rosa	Advisor Approval Status * Approved
Department Approver Name * Heiny, Michelle	Department Approval Status []
Dean Name * Fryer, Michelle	Dean Approval Status []

Office Use

Internal Notes
[]

Save

11. Click on **Review Complete** at the top to send to the next required approval. The Department and Dean will receive email notification when it is time for them to approve. Follow steps 10-14 to approve or deny the request.

Take Ownership
Release Ownership
Execute Script Tests
Route Item
Actions

Review Complete

Primary Viewer

7/16/2024 - Rosa Batrez

Last Name * Batrez	Student Type * Graduate	Semester to Overload * Fall 2024
Overload Reason * Taking extra class to graduate		
<i>I understand that I have chosen to take an overload and, if approved, there will be no special provisions made due to the overload.</i>		
Signature * Rosa Batrez	Date 07/16/2024 12:00:00 AM	

Required Approval

Advisor Name * Batrez De La Cruz, Rosa	Advisor Approval Status * Approved
Department Approver Name * Heiny, Michelle	Department Approval Status []
Dean Name * Fryer, Michelle	Dean Approval Status []

Office Use

Internal Notes
[]

Save

12. If you deny the overload, select the **Denied** status from the drop down. With a denial, you will need to write in a Denied Reason. **This reason will be emailed to students when they receive a notification that the overload request was denied.** Click on **Save** when complete.

13. Click on **Review Complete** at the top to send to the next required approval.

14. **If the form you are receiving is not your advisee or a student in your department, DO NOT APPROVE/DENY IT.** Please notify the Office of the Registrar via email at registrar@unco.edu so we reassign the form to the correct person.