

Office of the Registrar

## 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

DoNotReply@unco.edu To OBatrez De La Cruz, Rosa

A Credit Overload Permit is awaiting your review in OnBase.

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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 Y	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 Approved Table T
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.

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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.

Required Approval	
Advisor Name * Batrez De La Cruz, Rosa	Advisor Approval Status * Department Approval Status Dean Approval Status
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Save	

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

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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.