

## COURSE ADJUSTMENT FORM

- x Navigate to Course Adjustment form in Onbase
  - o Enter all student information.
  - o Please only select your own name as the "Advisor Name". Only the advisor of record is permitted to submit a major course adjustment. If you are submitting a course adjustment as the advisor for an endorsement/licensure/minor etc., you would still select your own name, not the name of the student's major advisor.
  
- x Area of Change Here you will select the area in which you are making your adjustment. Normally this is in the major or minor. If the course is in the Licensure area, it is important to select "Licensure" as the form will then be routed to our Licensing Officer for a second approval. If you are not sure, you can look at the student's Degree Works. The required course you will be trading out will be under a specific block or header. If it's not clear which block/header, feel free to call the Office of the Registrar (351-862, option #2) and ask one of the Graduation Degree Analysts for help.
  
- x College
  - o Please list the college the major/minor falls under.
  
- x Type of Change Here you will select one of the following:
  - o Force Complete/Waive: used to waive a class and the corresponding credits. This will not reduce the credits required to reach 120 credit minimum but will reduce the credits required in

- Please waive corresponding credits: If you do not wish to waive the credits, leave it at zero credits. If left at zero credits, the student will have to complete the equivalent number of credits to reach the total credits required in the block
  
- Major/Minor Elective: used to list the elective courses you wish to apply to the student's major electives,

**Required Course \***

**Substitution Course \***

**Is substitution course a transfer course? \***

- x Required Approvals: Please select your department approver for the major/minor/endorsement. Do not select the approver for the department in which the subject is taught. This will be the Chair of the Department or the Dean of the College if the Chair is not available.

### Required Approvals

**Department Approver \***

- x Submit. Once you have filled in your form, please click the "submit" button. This will start the process of approval and processing. You will receive a series of emails letting you know where the document is in the approval and processing progression. The student will also receive these emails.

**Submit**

Reviewed 06/17/20