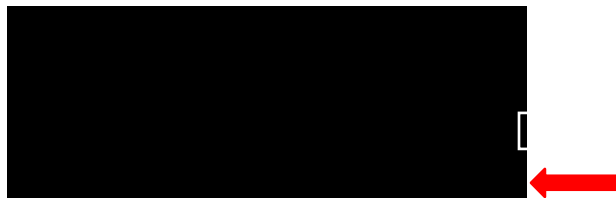


Non Scheduled Course Agreements Workflow Reference Guide

- 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>).
 - After clicking on the desired form, Instructor will log in by using their UNC authentication credentials:



- With student’s collaboration, Instructor fills out all required fields notated by the red asterisk.
- 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	
<input type="text" value="12/16/2019 03:01:24 PM"/>	

Fill out all required fields in the Course Information section (All fields are required unless otherwise indicated):

Please make sure when selecting the Start and End Date that you are paying attention to the month, day, and the year:

- The "Course Title" must match the catalog title for the course.

Attach a copy of the Syllabus

- From the drop down

Submit button at the bottom

x Find the Non Scheduled Course Agreements 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



