

OnBase Quick Reference Guide

Accessing and Submitting the Course Exception Request Form

This guide offers instructions on how to access and submit the Course Exception Request form via Trailhead. Once submitted, the request will be routed to the appropriate department reviewer. If approved, you will receive an email notification and the exception will be made on your record. If denied, you will also receive an email notification with the reason for denial.

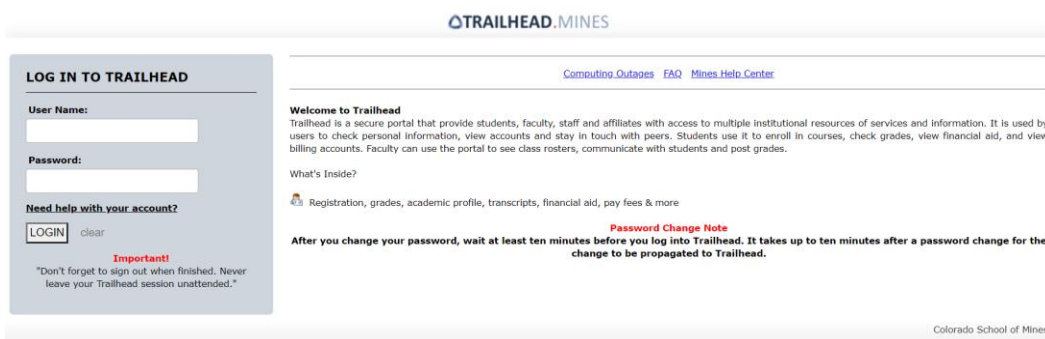
Accessing the Course Exception Request Form

To access the Course Exception Request form, perform the following steps.

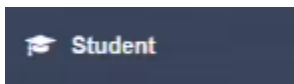
1. Double click on your preferred internet browser icon to launch the browser. (Recommended: Chrome).



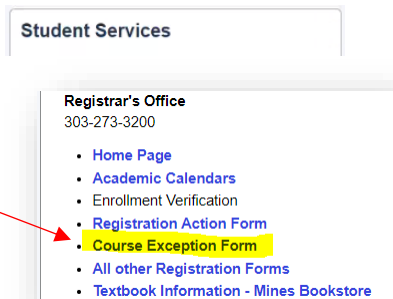
2. Navigate to Trailhead and login using your **Multipass credentials**: <https://trailhead.mines.edu/>



3. Select the **Student** link on the left-hand side of the landing page.

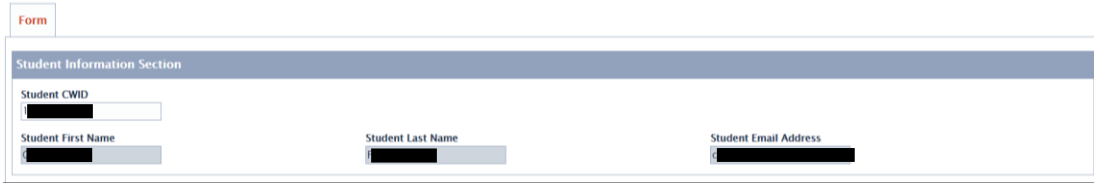


Under the Student Services portlet, select the **Course Exception Form** link.



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4. You will be redirected to the Course Exception form in OnBase where your information will populate in the Student Information Section.



The screenshot shows a web form titled "Form" with a "Student Information Section" header. Below the header, there are three input fields: "Student CUID" (with a blacked-out value), "Student First Name" (with a blacked-out value), "Student Last Name" (with a blacked-out value), and "Student Email Address" (with a blacked-out value).

5. Proceed with filling out the form, ensuring all required fields are complete
NOTE: Required fields are marked with an asterisk.



The screenshot shows a web form titled "Exception Section". It contains three fields: a dropdown menu labeled "Select the program you would like to make an exception for: *" (with a downward arrow), a dropdown menu labeled "Are you requesting to substitute a core course or a major course?*" (with a downward arrow), and a text input field labeled "Student Level" containing the value "UG".

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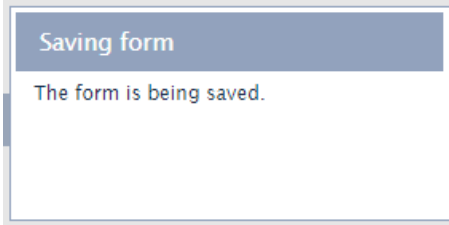
Submitting the Course Exception Request Form

To submit your completed Course Exception Request Form, perform the following steps.

1. After completing the Course Exception Request form, click the **Submit** button at the bottom of the page.



A popup window will appear showing that the form is being saved.

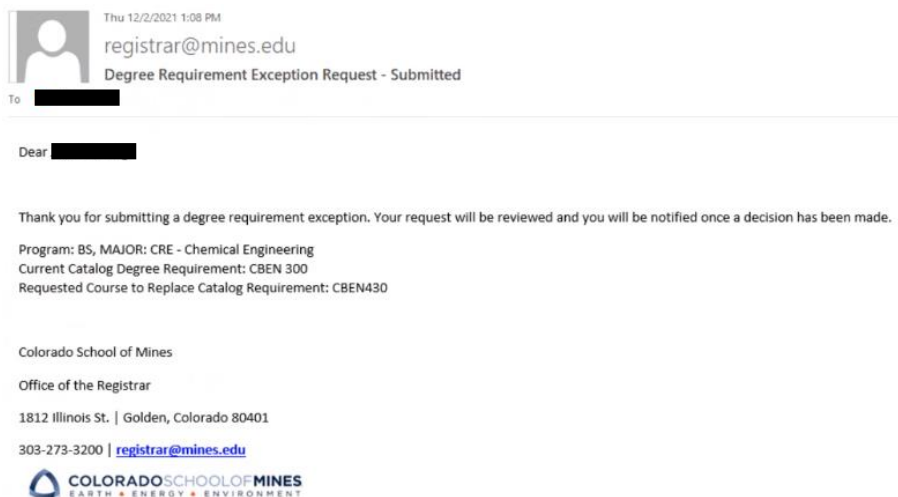


2. Once your form has been saved, you will be redirected to a confirmation page with instructions on next steps.



Thank you for submitting a degree requirement substitution.
Your request will be reviewed and you will be notified once a decision has been made.

You will also receive an email notification confirming the submission of your request.

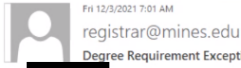


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Confirmation of Approval or Denial of Course Exception Request

Following the review of your course exception request, you will be notified of the decision.

A) Course Exception Request – Approved

 Fri 12/3/2021 7:01 AM
registrar@mines.edu
Degree Requirement Exception Request - Approved

To: [Redacted]

Dear [Redacted]


Your course exception request below has been reviewed and approved.

Program: BS, MAJOR: CRE - Chemical Engineering
Current Catalog Degree Requirement: CBEN 300
Requested Course to Replace Catalog Requirement: CBEN430

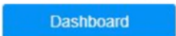
Please check the exception listed is correct in your degree audit in DegreeWorks.

[Click Here to log into Degree Works](#) or access through Trailhead:

1. Log into [Trailhead](#).
2. Click the Degree Works widget.



3. Click the blue Dashboard button, this will take you into Degree Works.



Colorado School of Mines
Office of the Registrar
1812 Illinois St. | Golden, Colorado 80401
303-273-3200 | registrar@mines.edu

B) Course Exception Request – Denied

 Thu 12/2/2021 1:48 PM
[Redacted]
Degree Requirement Exception Request - Denied

To: [Redacted]

Dear [Redacted]

Your request for a degree requirement exception has been denied. If you have any questions about the denial, please contact me.

Program: BS, MAJOR: CRE - Chemical Engineering
Current Catalog Degree Requirement: CBEN 300
Requested Course to Replace Catalog Requirement: CBEN430

Reason:
[Redacted]
[Redacted]