

Exception to Graduation Requirements

ACCESSING ELECTRONIC EXCEPTION FORMS IN ONBASE

If a student is inquiring about an exception, or a Dean's office or departmental office wants to access exceptions for either a specific student or for a date range, they can be accessed electronically in OnBase.

LOGIN to ONBASE UNITY CLIENT



Click on Custom Queries and select Exception to Graduation Report:

The screenshot shows the OnBase Unity Client interface. At the top, there is a navigation bar with a "Home" button and a "Custom Queries" button highlighted with a red box. Below the navigation bar, there is a "Custom Queries" sidebar on the left with a list of queries. The "Exception to Graduation Report" query is highlighted in yellow, and a red arrow points to it. The main content area displays the "Exception to Graduation Report" form, which includes a search field, date options, and various input fields for student information.

OnBase (OnBase Test for Megan)

Home

Home Personal Page Favorites Custom Queries Retrieval File Cabinets Envelopes Query History My Check Outs Forms Upload Templates Mailbox Workflow Batch Scanning Batch Processing

Custom Queries

Exception to Graduation Report

Query

Find

CGPS All Documents

College Transcripts

Exception to Graduation Report

FAC - Graduate Application

Graduate Applicants

Grant Proposals

IT Project Request

RO All Documents

RO Degree Audits

RO Pre 1985 Transcripts

Search for: RO Exception to Graduation

Date Options

From To

MU ID

First Name

Last Name

Academic College Code

Academic Department Code

RO Majors

Term

You can do a search by a date range if you want to find all exceptions submitted within a certain time frame, or you can search on any or all of the fields listed. Student ID, Name, College, Department, Major or Term:

For example, this search will bring back all Exceptions submitted from December 1 through March 6 for the College of Science and Technology:

 **Exception to Graduation Report**

Search for: RO Exception to Graduation

Date Options

From To

MU ID

First Name

Last Name

Academic College Code

Academic Department Code

RO Majors

Term

The results from a search include the following fields (Document Date, Document Type, Term, MUID, First Name, Last Name, Exception Type, College Code, Department Code Major, Workflow Queue) and can be further sorted or limited by any of these fields:

Exception to Graduation Report ✕

Icon	Document Date	Document Type	Term	MU ID	First Name	Last Name
<input type="checkbox"/>	<input type="text" value="3/6/2017"/>	<input type="text" value="RO Exception to Graduation"/>	<input type="text" value="SPRING 2017"/>	<input type="text" value="████████"/>	<input type="text" value="MARK"/>	<input type="text" value="JOHNSON"/>
<input type="checkbox"/>	<input type="text" value="3/6/2017"/>	<input type="text" value="RO Exception to Graduation"/>	<input type="text" value="SPRING 2017"/>	<input type="text" value="████████"/>	<input type="text" value="RUOPENG"/>	<input type="text" value="DONG"/>
<input type="checkbox"/>	<input type="text" value="2/27/2017"/>	<input type="text" value="RO Exception to Graduation"/>	<input type="text" value="SPRING 2017"/>	<input type="text" value="████████"/>	<input type="text" value="TIMOTHY"/>	<input type="text" value="FAIR"/>
<input type="checkbox"/>	<input type="text" value="2/24/2017"/>	<input type="text" value="RO Exception to Graduation"/>	<input type="text" value="SPRING 2017"/>	<input type="text" value="████████"/>	<input type="text" value="COLE"/>	<input type="text" value="LEFEVER"/>

RO Exception Type	Academic College Code	Academic Department Code	RO Majors	Workflow Queue	Note Co
<input type="text" value="MINOR"/>	<input type="text" value="SCTE"/>	<input type="text" value="BIOL"/>	<input type="text" value="BIOLOGY - ENVIRONMENTAL BIOLOGY OPTION"/>	<input type="text" value="Chairperson"/>	<input type="text" value="0"/>
<input type="text" value="MAJOR/REQUIRED RELATED"/>	<input type="text" value="SCTE"/>	<input type="text" value="BIOL"/>	<input type="text" value="BIOLOGY"/>	<input type="text" value="Chairperson"/>	<input type="text" value="0"/>
<input type="text" value="MU ACADEMIC POLICY"/>	<input type="text" value="SCTE"/>	<input type="text" value="BIOL"/>	<input type="text" value="BIOLOGY - BOTANY OPTION"/>		<input type="text" value="0"/>
<input type="text" value="MAJOR/REQUIRED RELATED"/>	<input type="text" value="SCTE"/>	<input type="text" value="BIOL"/>	<input type="text" value="BIOLOGY"/>		<input type="text" value="0"/>

The Workflow Queue indicates where the exception is in the process (Advisor, Chairperson (Multidisciplinary Chair), Honors, or Dean) if it has not already been completed.

From the search, Double-clicking on the line item you wish to view, will open another window which will display the exception request:

The screenshot displays a software interface with a search results table and a detailed view of an exception request. A red arrow points from the selected row in the table to the detailed view window.

Search Results Table:

MU ID	First Name	Last Name	RO Exception Type
[REDACTED]	MARK	JOHNSON	MINOR
[REDACTED]	RUOPENG	DONG	MAJOR/REQUIRED
[REDACTED]	TIMOTHY	FAIR	MU ACADEMIC PC
[REDACTED]	COLE	LEFEVER	MAJOR/REQUIRED

Exception Request Details (RO Exception to Graduation: M01028588 LEFEVER, COLE):

Request for Exception to Graduation Requirements

Exception Requested By: COLE LEFEVER

Student Information

MU ID: [REDACTED] First Name: COLE Last Name: LEFEVER

Major/Concentration: BIOLOGY

Minor: [REDACTED]

Email Address: CDLEFEVE@MILLERSVILLE.EDU Phone Number: (777) 777-7777

Expected Graduation: 05/2017

Exception Type: MAJOR/REQUIRED RELATED

Explanation of Exception: Testing Exceptions.