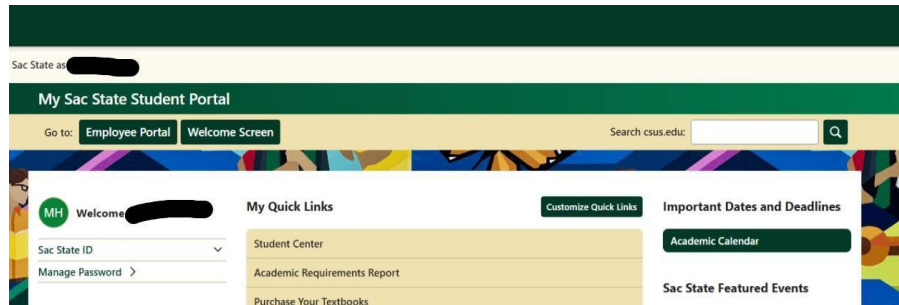


Instruction Guide for OnBase e-form:

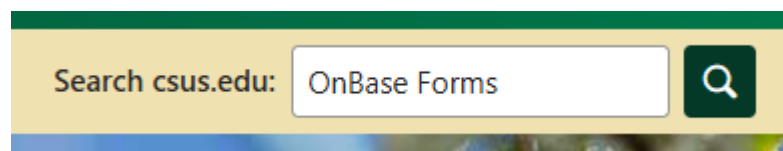
Course Add/Drop/Withdrawal Petition (Student)

Step 1: Log in to the *My Sac State Portal* webpage that is linked below.



[Link to My Sac State Portal](#)

Step 2: Select the green and blue, circular icon link to navigate to “OnBase Forms” located under the “Popular Tools and Resources” section on the left side pane. Alternatively, use the magnifying glass search feature and type in “OnBase forms” then select enter to begin search.



Step 3: Select the form titled “Course Add/Drop/Withdrawal Petition (Student)”

Step 4: Read and accept the conditions of the petition. Then click “Go to Petition Form.”

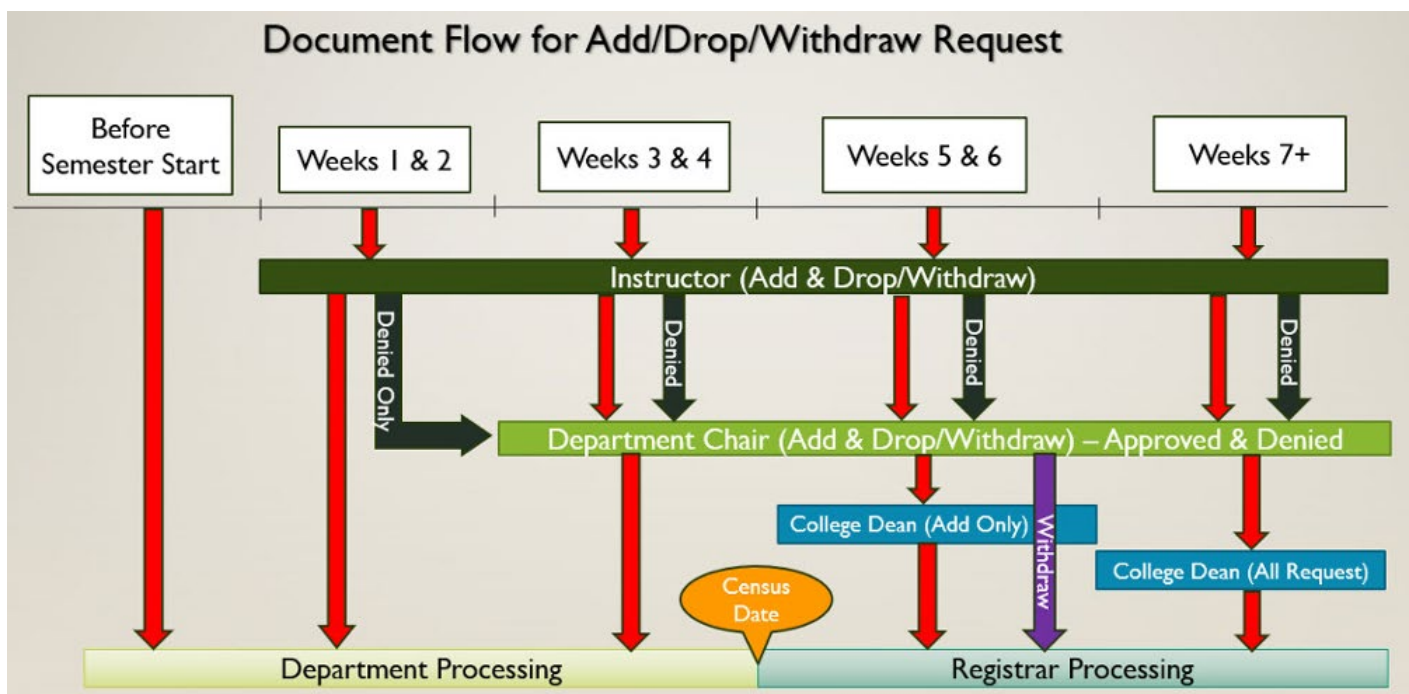
Step 5: Choose from the options listed, depending on your purpose, either select Add, Drop, or Withdraw a course. Fill out the electronic form fields with the intended course details. In the comment box, briefly describe the reason for the request.

**If a student is requesting to Add a course due to transcripts not being processed and being unable to self-enroll to an Open course – select to add an attachment and upload a PDF copy of an unofficial transcript which shows successful completion of all prerequisite courses. In-Progress grades do not count towards successful completion.*

Step 6: Click “Submit Petition” once student has entered all information and if attachments were uploaded.

Monitor student email address for updates and to see reviewer comments that may be time sensitive. Common course enrollment barriers when processing Course Add requests are time conflict with another enrolled course and/or the maximum unit load being met. These instances will place a petition in “In Review” status until a specified date and/or when the student has resolved the issue.

Below is the petition processing flowchart to understand what approval is needed and at what point in the semester.



ADD FORMS

Before Week 1: STUDENT – DEPARTMENT PROCESSING

Students adjust their schedule via My Sac State or Submit add/drop/withdraw request go directly to Academic Dept staff for processing.

Starting from week 1, All instructor denied requests go to Department Chair for review.

Weeks 1-2: STUDENT – INSTRUCTOR – (DEPARTMENT CHAIR IF REQUEST IS DENIED) - DEPARTMENT PROCESSING

If no instructor is assigned to the course, the add/drop/withdraw request go directly to Academic Dept staff for processing.

Weeks 3-4: STUDENT – INSTRUCTOR – DEPARTMENT CHAIR – DEPARTMENT PROCESSING

If no instructor is assigned to the course, the add/drop/withdraw request goes directly to Department Chair for approval.

Weeks 5-end of term: STUDENT – INSTRUCTOR – DEPARTMENT CHAIR – COLLEGE DEAN – REGISTRAR PROCESSING

DROP FORMS

Before Week 1: STUDENT – DEPARTMENT PROCESSING

Students adjust their schedule via My Sac State or Submit add/drop/withdraw request go directly to Academic Dept staff for processing.

Starting from week 1, All instructors denied requests go to Department Chair for review.

Weeks 1-2: STUDENT – INSTRUCTOR – (DEPARTMENT CHAIR IF REQUEST IS DENIED) - DEPARTMENT PROCESSING

If no instructor is assigned to the course, the add/drop/withdraw request goes directly to Academic Dept staff for processing.

Weeks 3-4: STUDENT – INSTRUCTOR – DEPARTMENT CHAIR - DEPARTMENT PROCESSING

If no instructor is assigned to the course, the add/drop/withdraw request goes directly to Department Chair for approval.

INDIVIDUAL CLASS WITHDRAWALS (DROPS AFTER THE 4TH WEEK OF SCHOOL)

Weeks 5 & 6: STUDENT – INSTRUCTOR – DEPARTMENT CHAIR – REGISTRAR PROCESSING

Weeks 7 – end of term: STUDENT – INSTRUCTOR – DEPARTMENT CHAIR – COLLEGE
DEAN -- REGISTRAR PROCESSING

-----End of Instructions -----