



# ADD/DROP/WITHDRAW PETITION USER GUIDE FOR THE INSTRUCTOR

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Beginning the 1<sup>st</sup> week of Fall or Spring term, the submitted add/drop/withdraw form will automatically route to the instructor of the course for approval. The instructor will receive an automated email with the link to the pending approval queue.

If a request is denied, the student will get an automated email providing them with the reason for denial. If approved, the request will automatically route to the next level of approval or processing, depending on the time of the semester.

## ACCESS TO ONBASE PENDING WORKFLOW

There are 2 ways to access to OnBase Pending approval queue:

1. Use the link in the email notification
2. Log into My Sac State

## USE EMAIL LINK

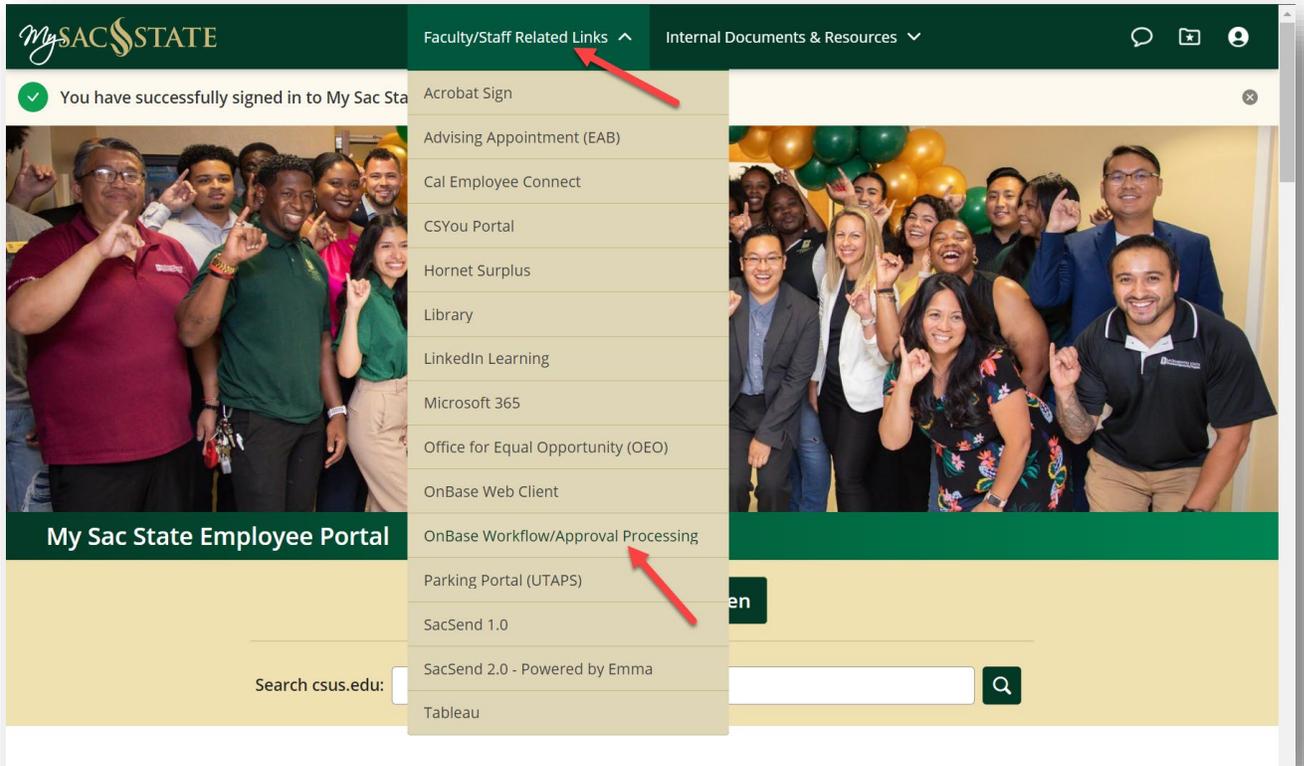
After an OnBase Add/Drop/Withdraw form is submitted, an automatic generated email with a directly link will be sent to the instructor.

Instructors can click on the link in the email to access the OnBase Pending Approval queue where the instructors can see all the current pending requests. If the web browser doesn't open after clicking on the link, instructors can copy the link form the email and paste it into a web browser. We recommend using either **Firefox or Chrome** for best results.



## ACCESS FROM MY SAC STATE

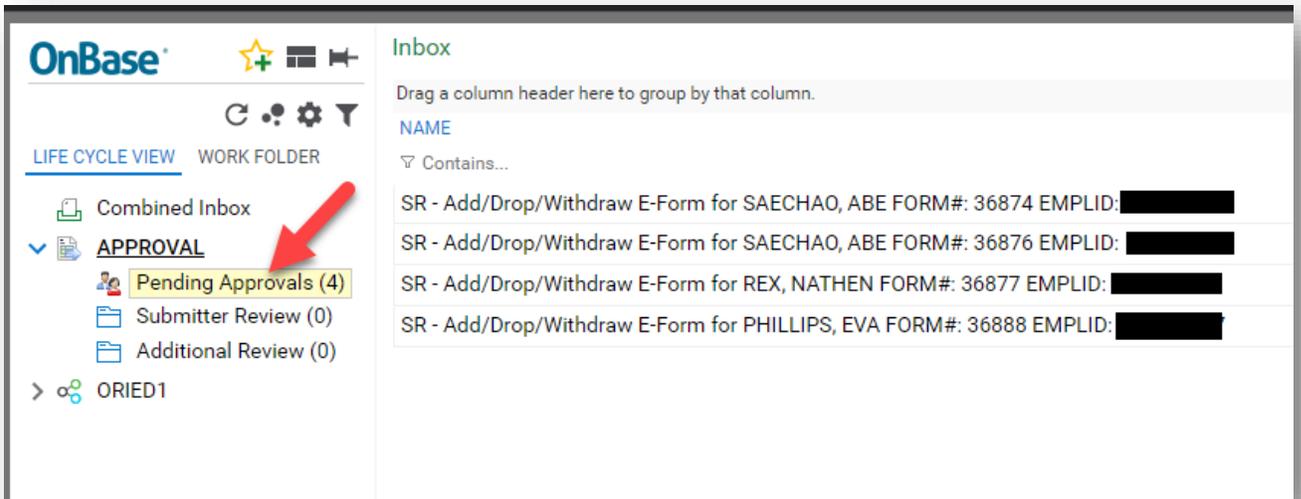
1. On your web browser, go to <http://my.csus.edu>
2. Log in with your SacLink account
3. Click "Onbase Workflow/Approval Processing under the Faculty/Staff Related Links



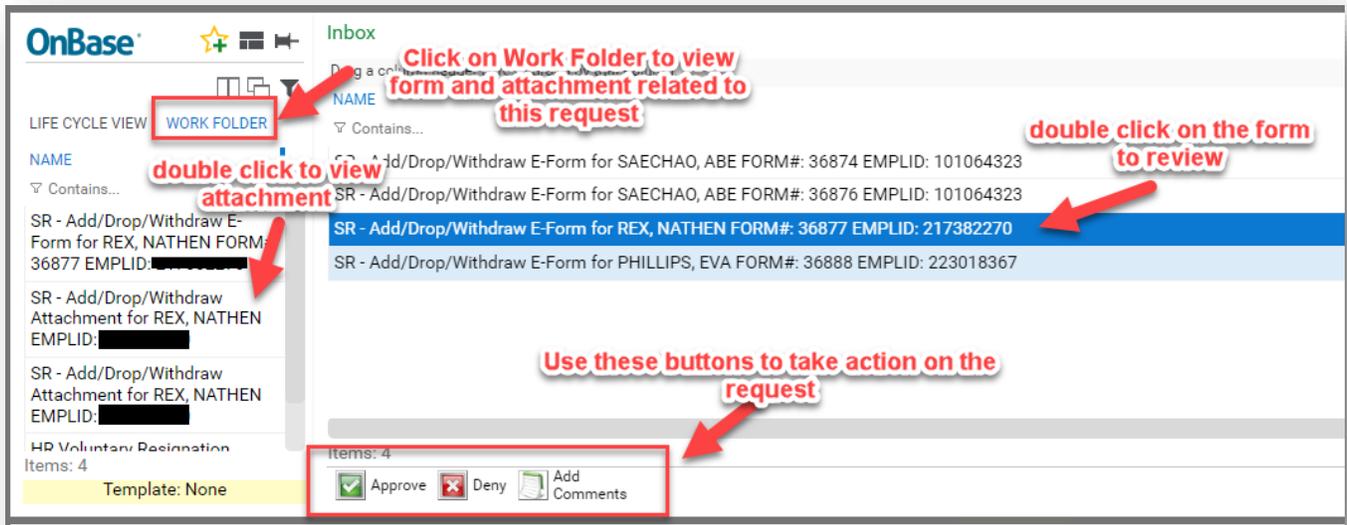
## NAVIGATING ONBASE

Once you logged into OnBase, You will see the “Pending Approvals” folder under the “Approval” queue. There will be a number on the Pending Approvals indicating the number of forms waiting for your review and approval.

On the right hand side of the screen shows the list of forms you need to review.

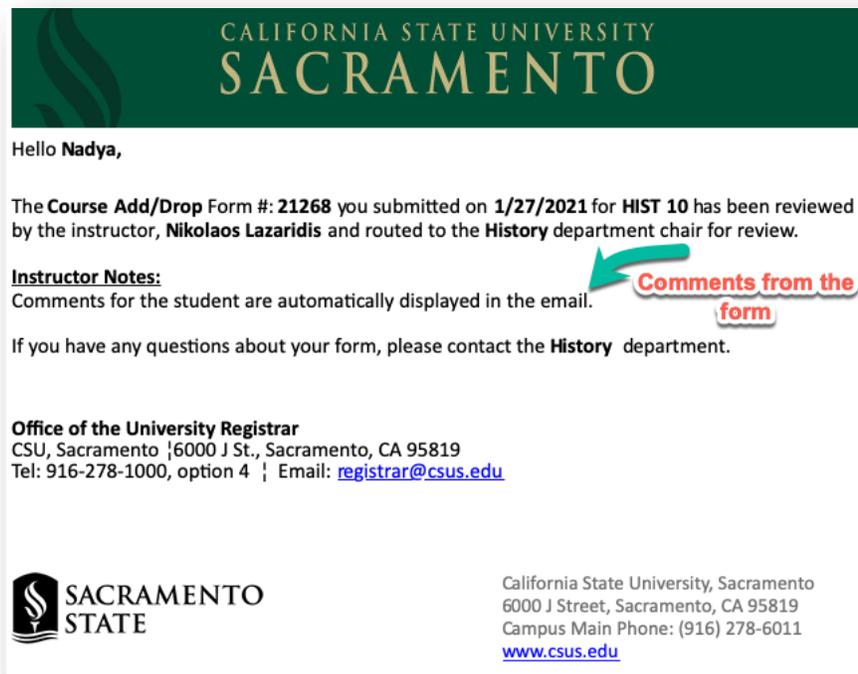


1. To view the form, double click on the line of the form you.
2. If there's attachments to this request, click on the "Work Floder" tab on the top left side of the screen. Once you locate the attachment on the bottom left, double click on the attachment to review.



3. Use the buttons to Approve, Deny or Add Comments to the form.
  - a. Click Approve will immediately approve the request and move to the next step of the workflow for Department Chair approval or Department staff to complete the request.
  - b. To Deny a request, click on the Deny button and you will be required to put in comments stating the reason for denying the request. Once you click "Save" on the

comments, the request is removed from your pending approval queue and an email notification is sent to the student stating the reason. (the reason will be the exact text of your comments).



**Important Note:**

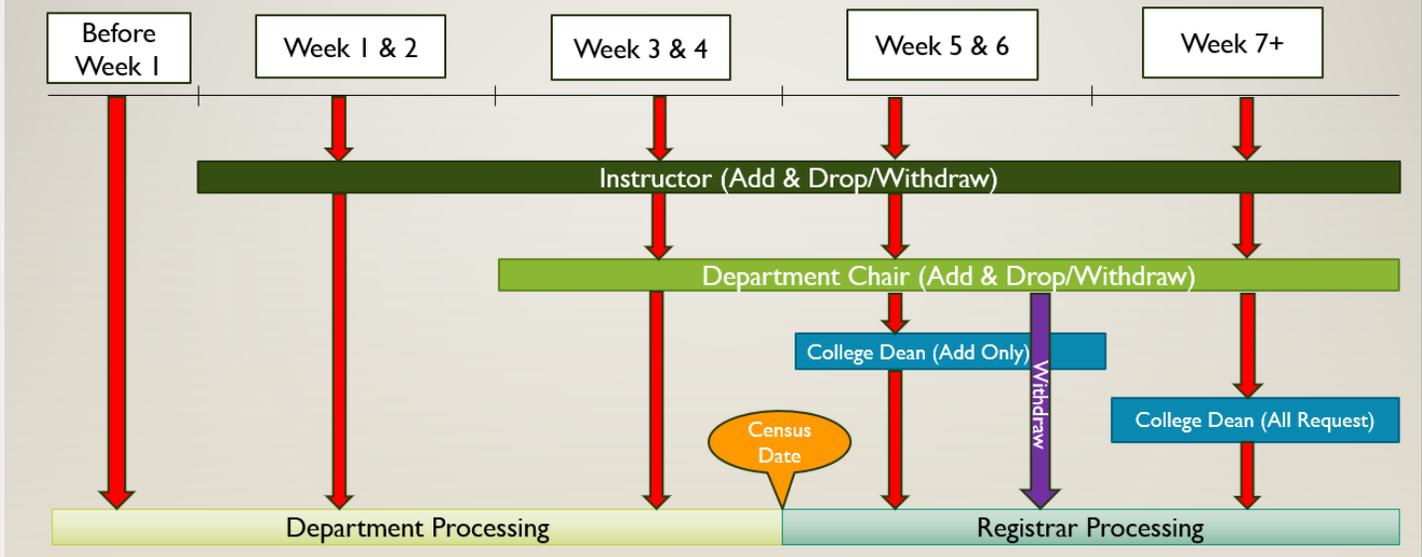
Updating the form itself will not move the form out of your pending approval queue. You need to click the buttons to approve or deny the request in order for the form to move to the next workflow queue.

4. When finished working on the forms, please log out and close your browser to end your OnBase session completely.

**TIMELINE FOR ADD/DROP/WITHDRAW FORM WORKFLOW**

Depending on the week of the semester, the add/drop/withdraw form will need additional approvers. Below are the approval flow for each term.

## Document Flow for Add/Drop/Withdraw Request



### 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

#### **Weeks 1-2:** STUDENT – INSTRUCTOR – 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 go 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

**Weeks 1-2:** STUDENT – INSTRUCTOR – 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 go directly to Department Chair for approval

**INDIVIDUAL CLASS WITHDRAWALS (DROPS AFTER THE 4<sup>TH</sup> 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 -----