



# ADD/DROP/WITHDRAW PETITION USER GUIDE FOR THE DEAN'S OFFICE

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According to University Policy, the Add/Drop/Withdraw form will route to the Deans' Offices for approval under these circumstances:

- If it is a petition to add a course, starting in week 5, the petition requires Dean's approval.
- If the petition is to withdrawal from a course, starting in week 7, Dean's approval is required.

In each college, the Dean and their Associate Deans have an approval queue to review the forms. Everyone who has access to the dean's approval queue will receive a daily reminder email with the link to the queue (only when there are forms ready for review).

## ACCESS TO ONBASE PENDING WORKFLOW

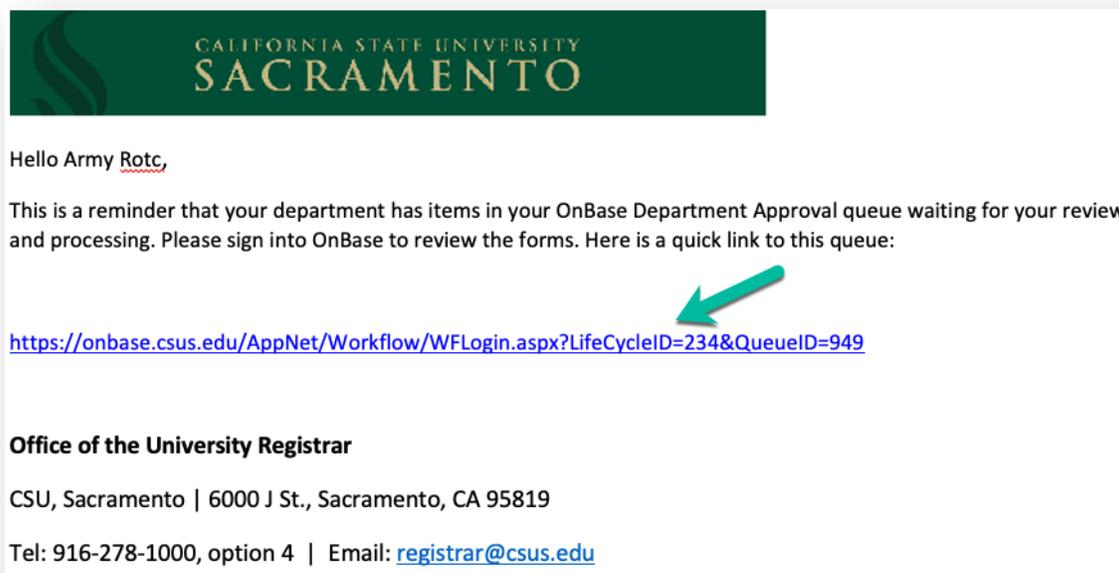
There are 2 ways to access to OnBase Pending approval queue:

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

## USE EMAIL LINK

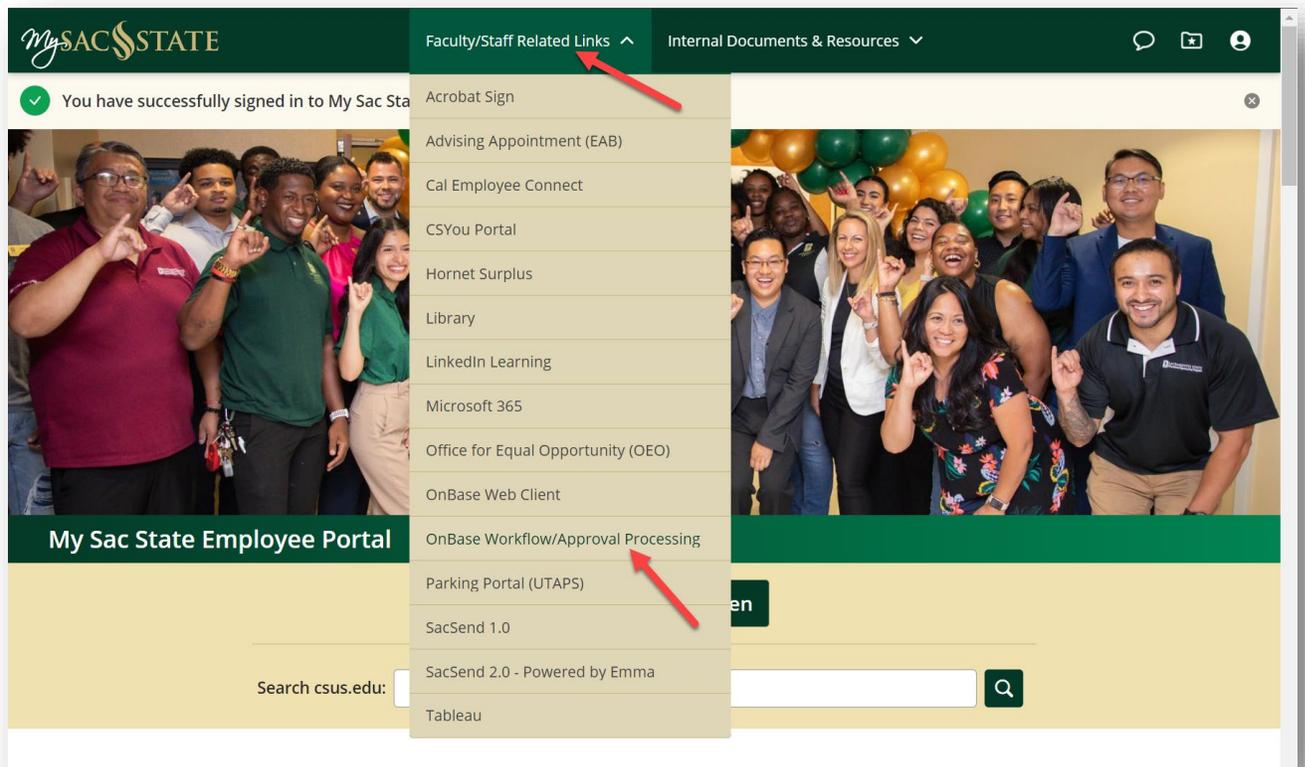
The daily reminder email provides a link to the OnBase Pending Approval Queue. Firefox or Chrome works best with OnBase. If clicking on the link doesn't open up a browser for you, copy the link in the email and past it on a browser.

We recommend that you log into OnBase regularly and check for Add/Drop forms in the approval queues regardless of receiving an email or not.



## 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

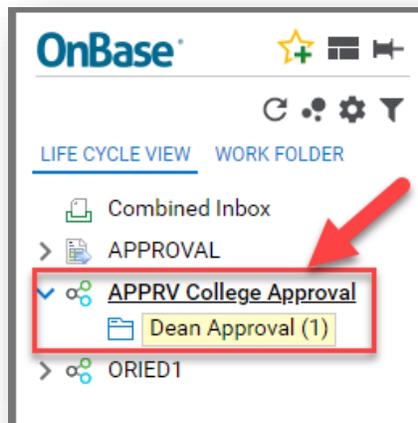


## NAVIGATING ONBASE

Once you logged into OnBase, you will be taken directly to the “Approval” queue.

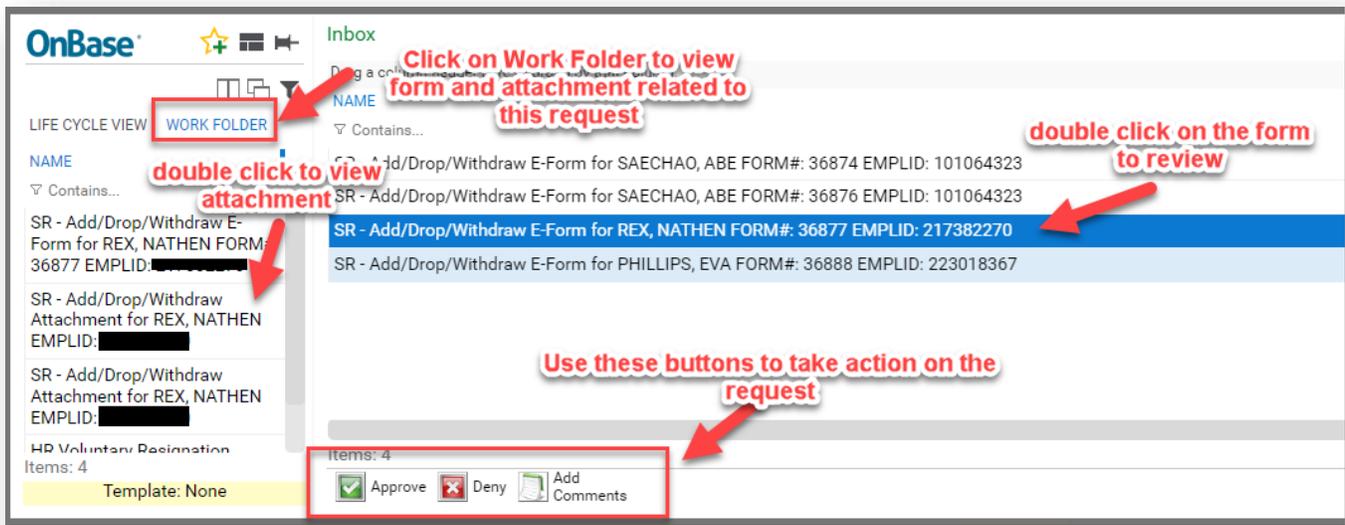
Navigate to the “APPRV College Approvals” queue, click to expand the workflow to see the “Dean Approval” folder.

Click on the “Dean Approval” folder, the Add/Drop forms that are pending your approval will display in the Inbox Window.



To view the individual form, double click on the line of the form you want to review.

If there's attachments to this request, click on the "Work Folder" 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.



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 Registrar's office 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 the queue and an email notification is sent

to the student stating the reason for the denial of the request. (the reason will be the exact text of your comments).

If the Dean denies the request, the student will get an automated email. If they approve, the form will be route to the Registrar's office for processing.

**Please Note:**

Updating the form itself will not move the form. You need to click on the buttons to approve or deny the request in order for the form to move to the Registrar's office work queue.

**[ONBASE] STUDENT COURSE ADD/DROP REQUEST DENIED**



o onbase@csus.edu <onbase@csus.edu>

To: ● Lucas, Nadya



Hello Nadya Lucas,

The course add form you submitted on 2/4/2021 for Hist, course number: 8, has been reviewed by the College Dean, and unfortunately it has been denied.

College Dean Notes:

Dean denied the form



**Dean's Comments/  
Reasons for denial**

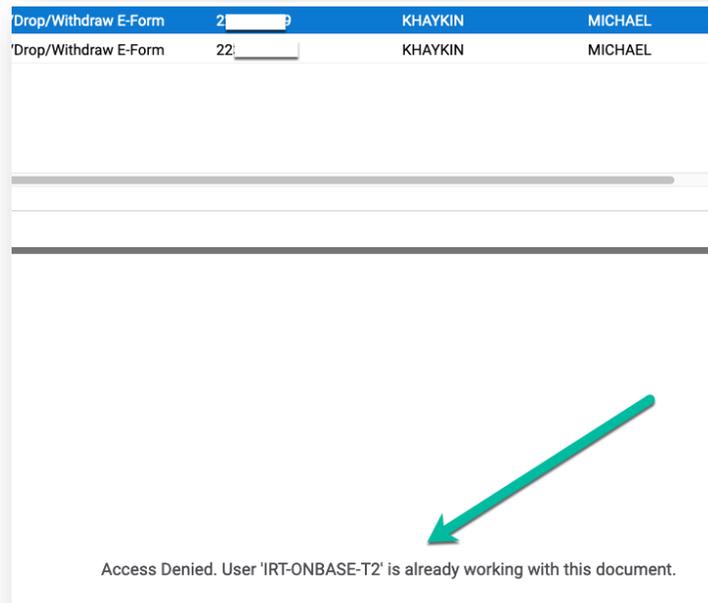
If you have any questions regarding your form, please contact your College.

**Office of the University Registrar**

CSU, Sacramento | [6000 J St., Sacramento, CA 95819](#)

Tel: 916-278-1000, option 4 | Email: [registrar@csus.edu](mailto:registrar@csus.edu)

If you click on the form to review and someone else is working on it at the same time, you will see the following message stating that a user is working on the form:



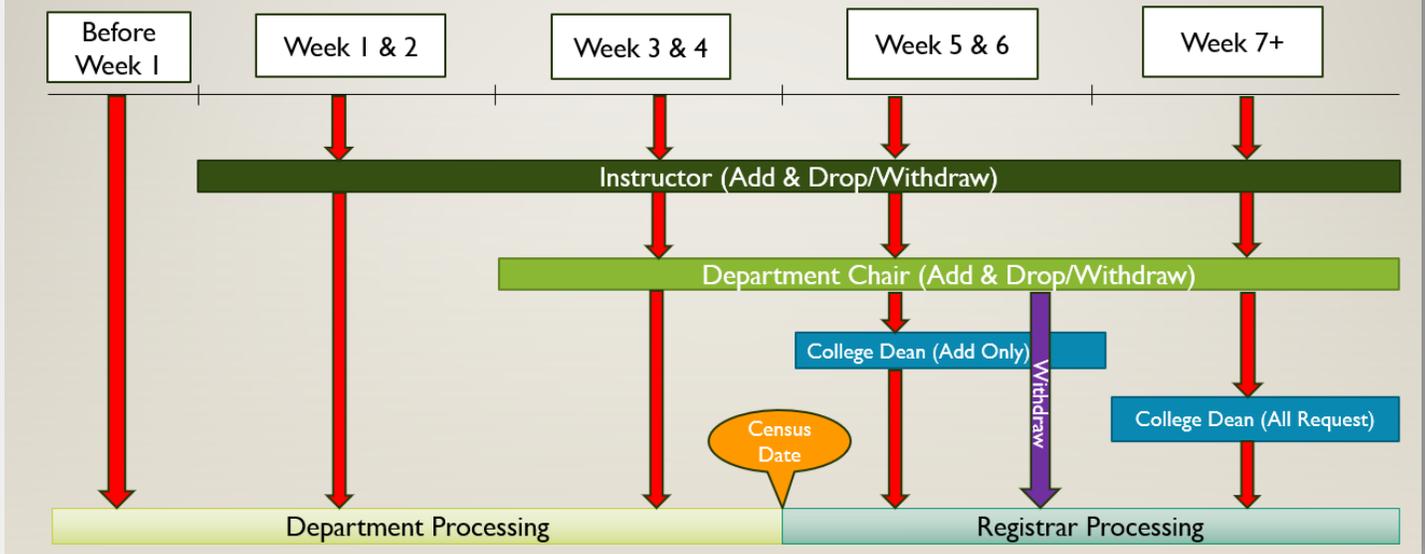
OnBase will lock the form if it is opened by an user. Once the user closed the form then the form will be unlocked for other users to see.

When finished with the forms in your queue, please log out of OnBase *and* close the browser to end the session.

#### 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 -----