Add/Drop, Registration and Petition Form Instructions

Overview:

We have created an OnBase Form for submitting Add/Drop, Registration and Petition requests. OnBase will provide a few improvements for us:

- Moves us away from fillable PDF forms and email submission, to a fillable online form that simplifies the submission process.
- Uses workflow to facilitate Deans office approval.
- Places the forms in a queue for the Registrar for easy access and processing .
- Sends automatic email notifications. (The form is attached to all emails – so please ensure any notes can be *viewed by ALL populations*)

	Advisor	Student	Dean
Initial Submission	Y	Y	
Dean's Office Review			Y
Dean's Approval	Y		
Dean's Denial	Y	Y	
Registrar Complete	Y	Y	
Registrar Cancel	Y	Y	

- Automatically stores the student's add/drop form in his/her student record

Given the current situation, we have developed this process quickly. We hope to make improvements and process enhancements in time.

OnBase Instructions

Accessing OnBase

- You will need to be logged in to the VPN in order to access this form off campus OR using campus WIFI. If you are on the campus network, VPN is not required. (This will apply to OnBase Production as well.)
    - o VPN Set-up Instructions can be found here: https://www.baylor.edu/its/index.php?id=957861
- The link to OnBase is:
    - https://onbase.baylor.edu/OnBase/

Submit an OR - Add/Drop, Registration and Petition Form

- Log in to OnBase https://onbase.baylor.edu/OnBase/
- Open the **Menu**
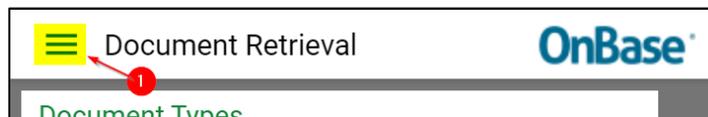
- Select **New Form**
- Select **OR – Add/Drop, Registration and Petition Form**
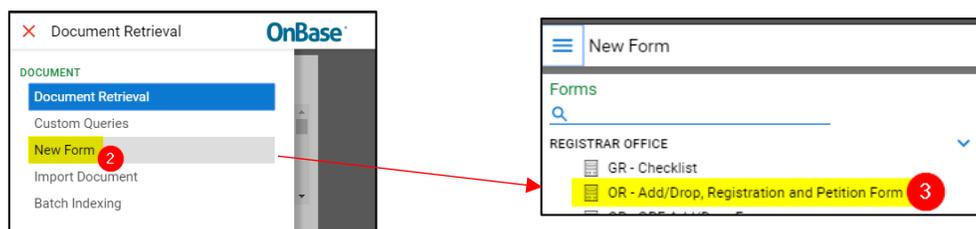
- Complete the form
    - o Once you type in the Student ID the following fields will auto populate:
        - First Name
            - *(the default first name at this time is the student's Legal Name, please update with preferred name when needed)*
        - Last Name
        - Baylor Email
    - o You can add multiple sections to the form by selecting **Add** (7) in the Section Information area.

- o If you select the **Add Action**, you will be able to indicate credit hours and whether the student should be added to the Waitlist if the section is closed.

- o You can also select **Petition Needed** or **Backdate Requested**
    - With either selection the request will be routed to the academic dean's office for approval, based on the School/College selection in the Student information section.
        - Section information is not required for an Overload Petition only request.
        - Summer overloads require approved overload hours by part of term (PoT).

- Submit