## 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	Υ	Y	
Dean's Office Review			Υ
Dean's Approval	Υ		
Dean's Denial	Υ	Y	
Registrar Complete	Υ	Y	
Registrar Cancel	Υ	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.)
  - VPN Set-up Instructions can be found here: <u>https://www.baylor.edu/its/index.php?id=957861</u>
- 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
  - 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
  - You can add multiple sections to the form by selecting **Add** (7) in the Section Information area.

OR - Add/Drop, Registration and Petition Form					
Student Informatio	n <mark>4</mark>				
Student ID * F Baylor Email	First Name *	Last Name *	School/College *	Please use the Banner term codes: year + term (e.g. 202030) Traditional terms: Spring = 10, Summer = 20, Pall = 30	
Petition Needed Section Information	Back	date Requested	5		7 Add
Action* CRN* Add Drop	Course Cour Prefix* Num	se Section* ber*			Remove
Notes / Petition Justifica	ıtion			ß	

• 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.

Section Information							Add
Action* Add Drop	CRN*	Course Prefix*	Course Number*	Section*	Hours	Uaitlist if Closed	Remove

- 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).

<ul> <li>Petition Needed</li> <li>Overload Petition only?</li> </ul>	Backdate Requested	
Section Information		Add
Action*         CRN*           ○ Add         12345           ○ Drop         12345	Course Prefix* Course Section* Petition Type*	Remove
Petition Justification *	Petition Type * Audit Pass/Fail Course Repeat Overload Overload Overload	
	Summer Overload - Part of Term + Hours/PoT*	

Submit