

Office of the Registrar

OnBase Withdrawal Workflow – Initial Review

Accessing Withdrawal Workflow

Step 1: Login into OnBase: <https://onbase.baylor.edu/OnBase/login.aspx>

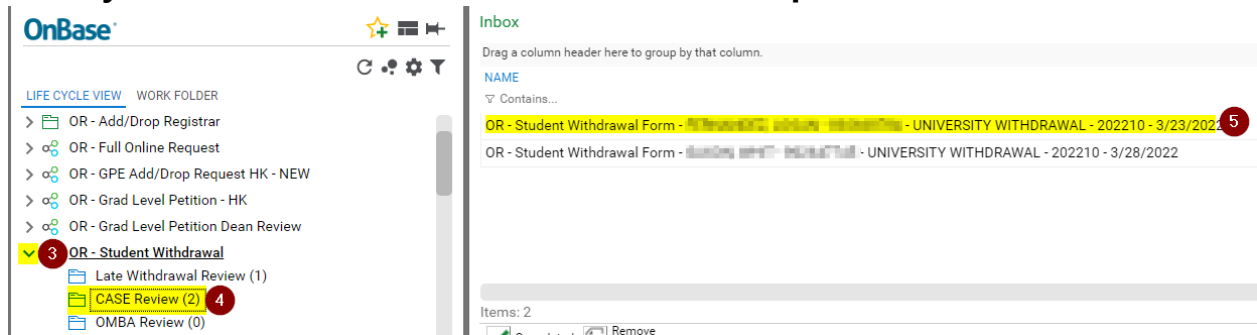
Step 2: Click the three lines beside “Document Retrieval”



Step 3: Select “Open Workflow”, and a new window will open



Step 4: Click the drop-down arrow to expand “Student Withdrawal Workflow”, select your folder and then select a student form to process



University Withdrawal

Step 1: Access Student Withdrawal Form, following above steps

Step 2: Click on Initial Review

Administrative Processing

Withdrawal Status: Initial Review Official Withdrawal Date: 03/23/2022

Initial Review (CASE or GPE Program Manager) 1

Request Retro Withdrawal

General Comments

Initial Review Status Initial Review Date Initial Reviewer

Step 3: Review Withdrawal Details and Determine if a Retro Withdrawal Request is needed (If Retro Withdrawal Request is needed Proceed to Step 4). If no Retro Withdrawal Request is needed, enter any General Comments, and click Save and then click "Complete"

OR - Student Withdrawal
 Late Withdrawal Review (1) Items: 2 4 Completed Remove Request

Submission Type: STAFF Form Submission Date: 03/23/2022 Special Program:

Withdrawal Submission **Initial Withdrawal Details** Financial Aid Review Student Accounts Post Processing Notes

Baylor Selection

Administrative Processing

Withdrawal Status: Initial Review Official Withdrawal Date: 03/23/2022

Initial Review (CASE or GPE Program Manager)

Request Retro Withdrawal

General Comments 2

Initial Review Status Initial Review Date Initial Reviewer

Provost-Level Review

Registrar Review

Save 3

Step 4: To submit a Retro Withdrawal Request, check the box for "Request Retro Withdrawal", and enter Justification to Support the effective withdrawal date, and enter the date and save.

Administrative Processing

Withdrawal Status: Initial Review Official Withdrawal Date: 03/23/2022

Initial Review (CASE or GPE Program Manager)

Request Retro Withdrawal ¹ ² Required: Justification to support retro dating the effective withdrawal date *

Request Retro Withdrawal date (if retro checked, required) ³

General Comments

Initial Review Status Initial Review Date Initial Reviewer

Provost-Level Review

Registrar Review

Save ⁴

Step 5: Click “Completed” to push the form to the next review step

OR - Student Withdrawal

Late Withdrawal Review (1) Items: 2 Completed Remove Request

Submission Type: STAFF Form Submission Date: 03/23/2022 Special Program:

Withdrawal Submission **Initial Withdrawal Details** Financial Aid Review Student Accounts Post Processing Notes

Late Withdrawal

Late Withdrawals are processed the same as above but will go to the Late Withdrawal Committee prior to the Initial Review.

Retro-Cancellation

Step 1: Access the Student Withdrawal Workflow

Step 2: Review Withdrawal details. If it can be confirmed that a student did not attend any of their courses they may be considered a Retro-Cancellation. Once confirmation is received, change the “Withdrawal Type” to Retro-Cancellation.

HK - NEW

- > OR - Grad Level Petition - HK
- > OR - Grad Level Petition Dean Review
- ✓ OR - Student Withdrawal

OR - Student Withdrawal Form - UNIVERSITY WITHDRAWAL - 202210 - 3/28/2022

Items: 2

Completed
 Remove Request

Student Information

Withdrawal Type *

UNIVERSITY WITHDRAWAL 1

LATE WITHDRAWAL

MODULE WITHDRAWAL

RETRO CANCELATION 2

UNIVERSITY WITHDRAWAL

UNOFFICIAL WITHDRAWAL

Future Registration

Student Name

Baylor email

Preferred Phone

Major

Classification

Step 3: When the withdrawal type is changed to Retro-Cancellation, the Retro-Cancellation box will appear. You will be required to verify that the student has not attended any of their courses and provide documentation

Submission Type

Form Submission Date

Special Program

Withdrawal Submission **Initial Withdrawal Details** Financial Aid Review Student Accounts Post Processing Notes

Retro Cancellation

Verified Non-Attendance for term with faculty' * 1

Retro Cancellation Notes * 2

Date

Retro Requestor

Step 4: Press "Save" and then click "Completed" to send form to next reviewer.