

Office of the Registrar

OnBase Withdrawal Workflow – Provost Review

Accessing Withdrawal Workflow

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

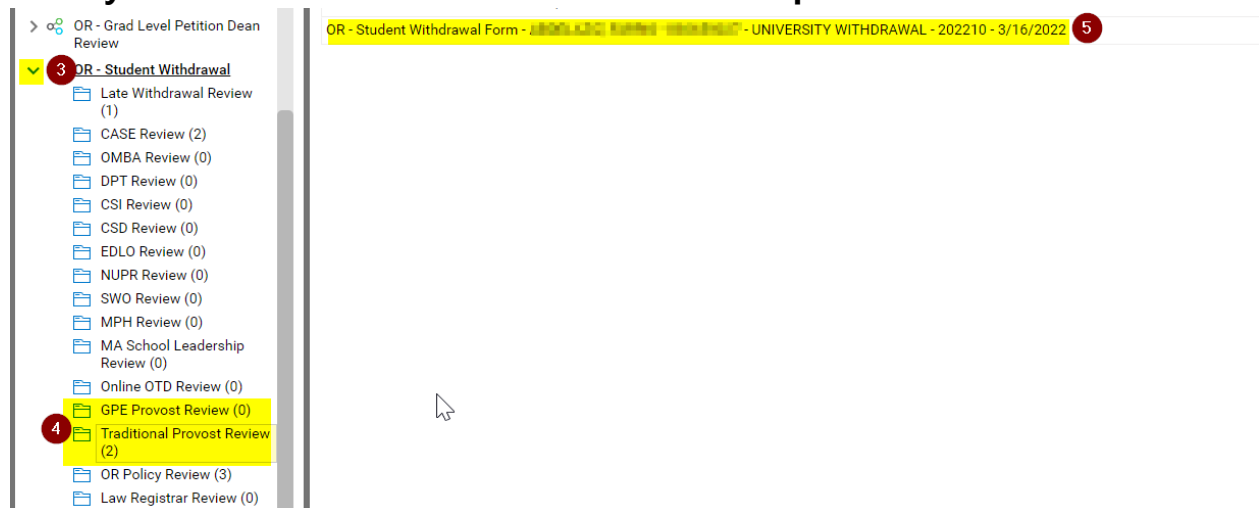
Step 2: Click the three lines beside “Document Retrieval”



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 Provost-Level Review

The screenshot shows the 'Administrative Processing' section of the form. It includes fields for 'Withdrawal Status' (set to 'Provost Review') and 'Official Withdrawal Date' (set to '03/16/2022'). Below this is the 'Initial Review (CASE or GPE Program Manager)' section. The 'Provost-Level Review' section is highlighted with a red circle '1' and contains a 'Retro Date Decision' with radio buttons for 'Approved' and 'Modified'. A text area for 'Required: Justification to support retro dating the effective withdrawal date *' is present. There is also a 'General Comments' text area. At the bottom of this section are fields for 'Provost Review Status', 'Provost Review Date', and 'Provost Reviewer'.

Step 3: Review Withdrawal and Initial Review Details. If there is a Retro-Withdrawal date requested proceed to Step 4. If no Retro-Withdrawal request indicated in Initial Review Details, leave any necessary comments, and click "Save" and then "Completed" to push to Next Reviewer.

This screenshot shows the 'Registrar Review' section of the form. At the top, there is a navigation bar with 'Items: 2', 'Template: None', and buttons for 'Review Complete' (highlighted with a green checkmark and a red circle '3'), 'Remove Request', and 'Return for Review'. Below this is the 'Initial Review (CASE or GPE Program Manager)' section. The 'Provost-Level Review' section is highlighted with a red circle '1' and contains a 'General Comments' text area. Below this are fields for 'Provost Review Status', 'Provost Review Date', and 'Provost Reviewer'. The 'Registrar Review' section contains a 'Comments' text area, and fields for 'ESTS Code', 'ESTS Date', 'RSTS Date', 'Registrar Status', 'Registrar Date', and 'Registrar Reviewer'. At the bottom left, a 'Save' button is highlighted with a red circle '2'. At the bottom right, there is a '0 Note(s)' indicator and a mouse cursor pointing to the bottom of the form.

Step 4: If Retro-Withdrawal Date request is indicated in Initial Review Details, review date and justification. If modification needs to be made, proceed to step 5. If no modification is necessary, write justification, select "Approved" and "Save," and then click "Completed" to push form to next reviewer.

No items to display | Items: 2

Items: 0 | Template: None | **6** Review Complete Remove Request Return For Review

Provost Review | 03/16/2022

Initial Review (CASE or GPE Program Manager)

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

Request Retro Withdrawal date (if retro checked, required) * **1**
 03/16/2022

General Comments

Initial Review Status: Approved | Initial Review Date: 03/23/2022 | Initial Reviewer: Hannah_Dysinger

Provost-Level Review

Retro Date Decision **4**
 Approved **3** **Required: Justification to support retro dating the effective withdrawal date ***
 Modified

General Comments

Provost Review Status | Provost Review Date | Provost Reviewer

Registrar Review

Save **5**

0 Note(s)

Step 5: Review Retro-Withdrawal Request date and justification in Initial Review details. If modification is needed, select "Modified," and enter a new date and justification for the change. Then select "Save" and click "Completed" to push the form to the next reviewer.

No items to display | Items: 2

Items: 0 | **7** Review Complete Remove Request Return For Review

Modified Withdrawal Date This field is required. **2** **Required: Justification to support retro dating the effective withdrawal date ***
 Test test test

Request Retro Withdrawal **1** **Request Retro Withdrawal date (if retro checked, required) ***
 03/16/2022

General Comments

Initial Review Status: Approved | Initial Review Date: 03/23/2022 | Initial Reviewer: Hannah_Dysinger

Provost-Level Review

Retro Date Decision **3**
 Approved **5** **Required: Justification to support retro dating the effective withdrawal date ***
 Modified **4** **Modified Withdrawal Date ***
 [Empty field]

General Comments

Provost Review Status | Provost Review Date | Provost Reviewer

Registrar Review

Save **6**

Late Withdrawal

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