

# Office of the Registrar

## OnBase Withdrawal Workflow

### Submitting a Withdrawal Form

#### Student Submission

An Undergraduate student may submit a withdrawal request here:

<https://registrar.web.baylor.edu/enrollment-registration/university-withdrawal>

A GPE (online) student may submit a withdrawal request here:

<https://professionaleducation.web.baylor.edu/student-resources/professional-program-student-withdrawal>

#### Staff Submission

A Staff member may submit a withdrawal request through OnBase:

1. Login to OnBase: <https://onbase.baylor.edu/OnBase/login.aspx>
2. Click on the 3 lines beside "Document Retrieval"



3. Select "New Form"



4. Select "OR-Student Withdrawal Request"



