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-programstudent-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"

\equiv Document Retrieval 1			OnBase
Document Types			
REGISTRAR OFFICE	✓ ▲		

3. Select "New Form"

× Document Retrieval Onl	Base'
DOCUMENT	
Document Retrieval	
New Form 2	
Import Document	
Batch Indexing	

4. Select "OR-Student Withdrawal Request"



5. A New Form will generate, and Withdrawal Type and Student ID will need to be entered. Once the student ID is entered, the rest of the data will automatically populate. A staff reason will also need to be selected. Note: Preferred Phone and Email is optional.

New Form		😭 🖂 🛅 Hannah_Dysinger 🗸		
Forms Q REGISTRAR OFFICE	Submit Student Information			
GR - Checklist GR - Add/Drop, Registration and Petition F orm GR - Full Online Request Form GR - GPE Add/Drop Form GR - Graduate Level Petition GR - Leave of Absence and Withdrawal For	Withdrawal Type *	Request Status Student Name Preferred Phone	Official Effective Date Baylor email	Phone number
OR-Signature PN Form - Template OR-Student Withdrawal Request OR-VA Certificate of Eligibility OR-VA Certificate of Eligibility OR-VA Request for Certification OR-VA Request for Certification - Non Ver sioning	School/College Future Registration Submission Type Staff Initial Withdrawal Details Baylor Selection	Major Form Submission Date	Classification Special Program	Earned Hours
	Student Selected Primary Reason Additional Reasons: Academic - Environment Academic - Personal Financial Ald Hillitary Personal Health Social Environment Social Environment	Staff Selected Primary Reiso Additional Reasons: Academic - Environment Academic - Personal Financial Ald Military Personal - Health Social Environment Social Personal	9	Examples: 1. Academic Previous International (e.g., The academic program I are in its net what I aspected; Baylor date not offer the major I am new interested up 2. Academic Previous I (e.g., I) and the entertial of the international (e.g., I) and the entertial of the international (e.g., I) and the entertial of the entertial (e.g., I) as a general previous international (e.g., I) and