

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:

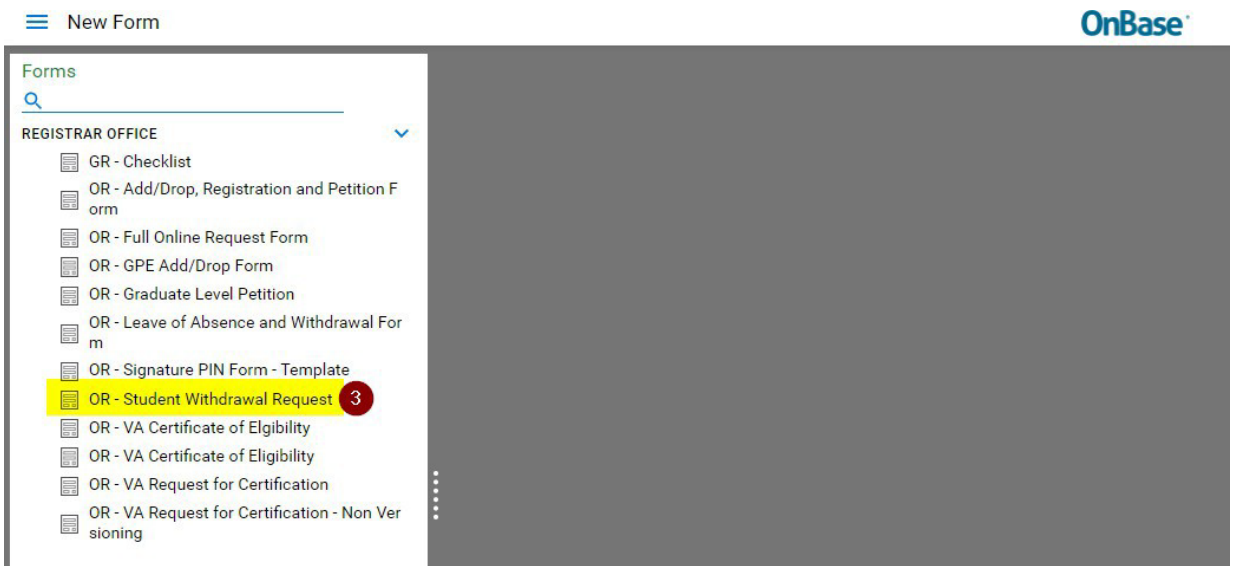
1. Login to OnBase: <https://onbase.baylor.edu/OnBase/login.aspx>
2. Click on the 3 lines beside "Document Retrieval"



3. Select "New Form"



4. Select "OR-Student Withdrawal Request"



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 OnBase Hannah_Dysinger

Forms

REGISTRAR OFFICE

- ☐ GR - Checklist
- ☐ OR - Add/Drop, Registration and Petition Form
- ☐ OR - Full Online Request Form
- ☐ OR - GPE Add/Drop Form
- ☐ OR - Graduate Level Petition
- ☐ OR - Leave of Absence and Withdrawal Form
- ☒ OR - Signature PIN 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

Submit

Student Information

Withdrawal Type *	Request Status	Official Effective Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Baylor ID *	Student Name	Baylor email	Phone number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Preferred Email	Preferred Phone		
<input type="text"/>	<input type="text"/>		
School/College	Major	Classification	Earned Hours
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Future Registration			<input type="checkbox"/> Prior Term?
Submission Type	Form Submission Date	Special Program	Withdrawal Term
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Initial Withdrawal Details

Baylor Selection

Student Selected Primary Reason	Staff Selected Primary Reason	Examples:
<input type="text"/>	<input type="text"/>	1. Academic Environmental (ex., The academic program I am in is not what I expected; Baylor does not offer the major I am now interested in)
Additional Reasons:	Additional Reasons:	2. Academic Personal (ex., My grades are not adequate to succeed at Baylor; I am not doing well enough academically to succeed in my desired major)
<input type="checkbox"/> Academic - Environment	<input type="checkbox"/> Academic - Environment	3. Financial (ex., I cannot afford Baylor given the financial package I have; I cannot justify the amount of loans I will need to complete Baylor)
<input type="checkbox"/> Academic - Personal	<input type="checkbox"/> Academic - Personal	4. Military (ex., I am in the Reserves and have been called to serve)
<input type="checkbox"/> Financial Aid	<input type="checkbox"/> Financial Aid	5. Personal Health (ex., I'm suffering from severe depression and anxiety and I need to go home to get treated)
<input type="checkbox"/> Military	<input type="checkbox"/> Military	6. Personal (ex., My grandfather was diagnosed with cancer and I need to spend time with him; My parents need me to come home in order to help with childcare; I have decided God wants me to devote my time to mission work for the foreseeable future)
<input type="checkbox"/> Personal	<input type="checkbox"/> Personal	7. Social (ex., The climate on campus makes me feel uncomfortable; I don't feel like I fit here; I don't feel I have anyone on campus I can connect with)
<input type="checkbox"/> Personal - Health	<input type="checkbox"/> Personal - Health	
<input type="checkbox"/> Social Environment	<input type="checkbox"/> Social Environment	
<input type="checkbox"/> Social Personal	<input type="checkbox"/> Social Personal	

Submit