

# Registrar's Business Process Guide

## Online Withdrawal – Faculty Center Worklist

We encourage you to review the Academic Policy on [Withdrawal from Courses](#).

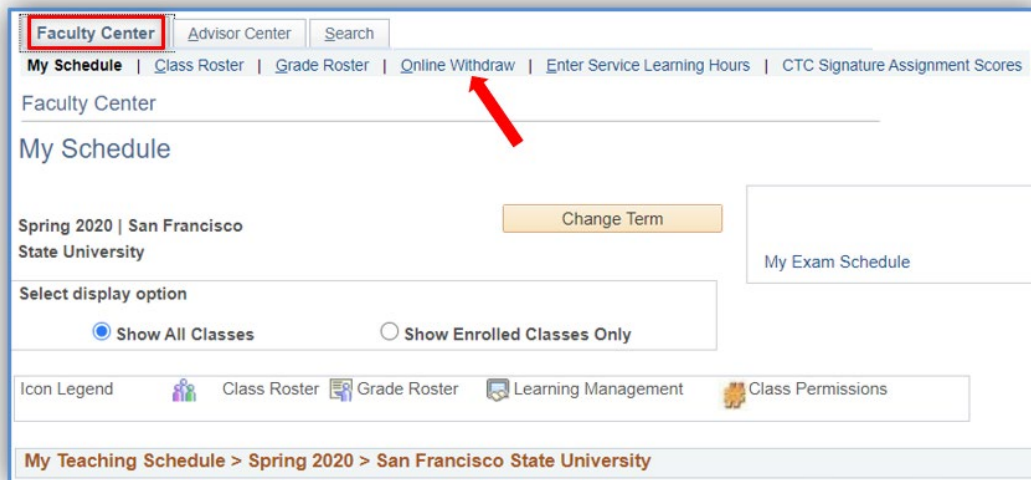
Students not attending a class in which they are enrolled must drop or withdraw from the class. Failure to do so will result in a failing grade on their record (F or WU). *Withdrawing* occurs when students remove themselves from classes **AFTER** the drop deadline for the term or session. The drop deadline is the end of the third week of classes in Fall and Spring. Prior to the Drop Deadline, students may drop themselves via the Student Center in Campus Solutions (CS). Faculty may also drop a student for non-participation starting the first day of instruction until one day prior to the student drop deadline through their Faculty Center. Please review instructions for dropping online:

[cms.sfsu.edu/content/add-drop-students#drop](https://cms.sfsu.edu/content/add-drop-students#drop)

**After the drop deadline**, students will be able to submit an electronic withdrawal request via the Student Center in CS. Undergraduates will not be able to submit a request if it would exceed the repeat limits found in the campus policy. If the request is for one of your assigned classes, you will receive an email alerting you that the request is ready for your review.

**Step 1** To access the online withdrawal request, log into your Faculty Center in CS.

**Step 2** Click on the Online Withdrawal tab in your Faculty Center.



**Step 3** All of the online withdrawal requests that are available for you to review will appear in a Worklist.



**Step 4** Click on the **link** to view each request. The withdrawal summary lets you see how many withdrawal units the student has already been approved for in the past.

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### Withdrawal Summary

Withdraw Limit	18.00	Units Used	3.00	Units Available	15.000
Pending Totals	6.000			Remaining Units	9.00

SFSU ID XXXXXXXXXX Seq No 4  Withdraw All

Name \_\_\_\_\_

Term Fall 2020

Submitted On 09/01/2020 1:35:59PM

### Drop After Census - Course(s) Selected

MGMT 655-02 SEM (10522)	Mo 3:30PM - 6:15PM Online
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**Justification**

Due to illness, I have been unable to be successful in my classes this semester. For this reason, I am requesting a withdrawal.

### Attach Supporting Documentation

	Description	Document Date	Attached File	View
1	Hale_Navy_house.png	09/01/2020	Hale_Navy_house.png	<a href="#">View</a>

	DateTime	Comment
1		

[Add Comments](#)

Enrollment Request ID 2203517545

[Approve](#)    [Deny](#)

[Save](#)    [Return to My Schedule](#)    [Return to Worklist](#)

### On-line Withdraw Approval

**Online Withdraw Status: Pending**

Academic

Pending

Multiple Approvers  
Instructors

→

Not Routed

Multiple Approvers  
Department Chair

→

Not Routed

Multiple Approvers  
Dean/Associate Dean

**Step 5** Review the online withdrawal request submitted by the student. We encourage you to contact the student if you feel it would be in their best interest to continue in your class prior to making a decision.

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**Step 6** This step is Optional for Approvals but Mandatory for Denials. You can add comments by clicking on the "Add Comment" button. Students will be able to see comments left when they check the status of their request in their Student Center.

**Step 7** Approve or Deny the request by clicking on the corresponding button. If you approve the request, it will **be forwarded to the next step of the approval process – Department Chair.**

If you deny the request, the approval process ends, and the student is notified that their online withdrawal request was denied.

**Step 8** If you have other online withdrawal requests to approve/deny, click on the "Return to Worklist" button, and repeat steps 3 – 6. Otherwise, click on the "Return to My Schedule" to return to the main page of your Faculty Center.