



# New Drop/Withdrawal Workflow

Fall 2022



# Fall/Spring Semester Drop Deadlines

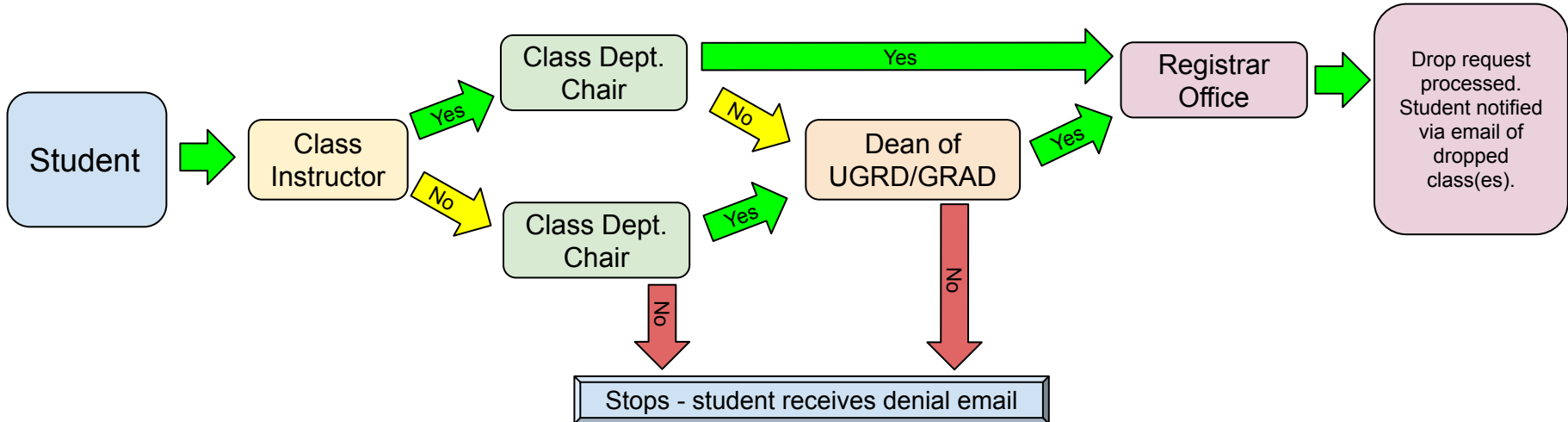
**1st day of instruction through 19th day of instruction:**

\*Students drop themselves online 1st-19th day without permission. No “W” grade is recorded.

# Fall/Spring Semester Drop Deadlines

After the 19th day of instruction through before the last 3 weeks of instruction:

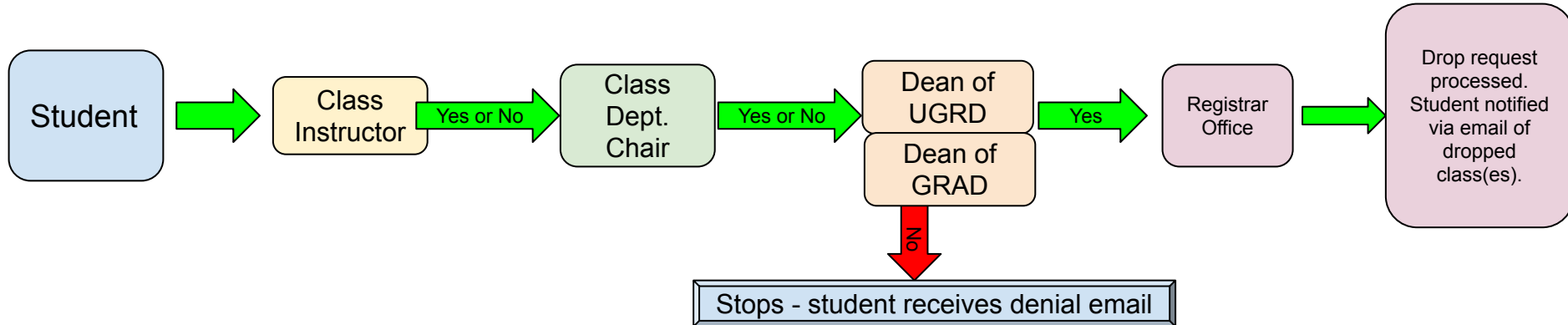
NEW WORKFLOW SYSTEM IN PLACE OF PAPER FORM. “W” grades are now recorded.



# Fall/Spring Semester Drop Deadlines

Last 3 weeks of instruction:

NEW WORKFLOW SYSTEM IN PLACE OF PAPER FORM. "W" grades are recorded, but do not count toward the 18-unit Undergraduate student limits.



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# Dean of Undergraduate/Graduate Studies Process



# Email Message

An email message will be sent when you have a drop request pending your approval. You will receive one email for each course requested by the student.

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A Drop Request is Ready for Your Review ▾ Inbox x

**no-reply@csufresno.edu**

A Drop Request has been submitted and is ready for your review:

Student Name: [REDACTED]

Term: 2223

Course: ART 188

Class Number: 33510

Log into your My Fresno State (PeopleSoft) to approve/deny this request from your Worklist.

If you have any questions, please contact the Office of the University Registrar at (559) 278-4743 or [fsregistrar@mail.fresnostate.edu](mailto:fsregistrar@mail.fresnostate.edu).

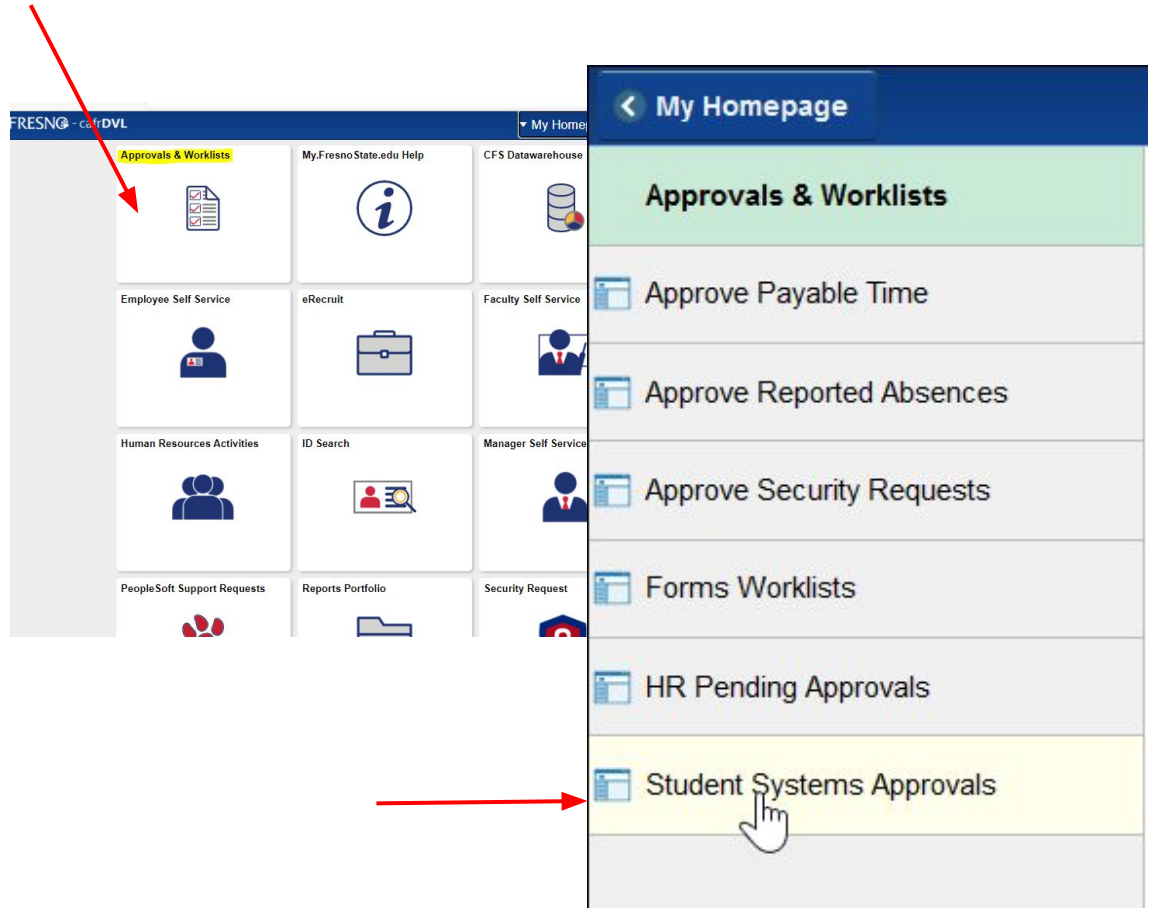
Sincerely,

Office of the University Registrar  
Fresno State

# Worklist

- Login to your My Fresno State
- From the home page, click on the Approvals & Worklists icon
- Then select 'Student Systems Approvals' from the left side menu

**Please note:** If you received an email with a drop request then go to your worklist and it is not there, the student may have canceled the request.



# Worklist View (one request per class).



Click on the name link to continue.

## Worklist

Worklist for

[Detail View](#)

Worklist Filters   Feed 

Worklist Items						Personalize	Find	View All			First	1-5 of 5	Last	
From	Date From	Work Item	Worked By Activity	Priority	Link									
E	ga	01/05/2022	Approval Routing	Approval Workflow	<input type="text"/>	<a href="#">PR 11C</a>							Mark Worked	Reassign
E	ga	01/05/2022	Approval Routing	Approval Workflow	<input type="text"/>	<a href="#">PR 11C</a>							Mark Worked	Reassign
E	ga	01/05/2022	Approval Routing	Approval Workflow	<input type="text"/>	<a href="#">FR On UG Zur</a>	rdo						Mark Worked	Reassign
li	idez	01/17/2022	Approval Routing	Approval Workflow	<input type="text"/>	<a href="#">PR</a>	145						Mark Worked	Reassign
li	idez	01/17/2022	Approval Routing	Approval Workflow	<input type="text"/>	<a href="#">PR - Fernandez, Maria - 00019-145</a>	145						Mark Worked	Reassign



# Reviewing Requests

- Dean of UGRD/GRAD Studies signatures are not required for the first 80% of the term.
- Only if the decision of the instructor is different from the department chair will requests be automatically routed to the Dean.
- Deans will also be able to view documentation, as well as student DPR and unofficial transcripts.
- During the final 20% (last 3 weeks) all requests are automatically routed to the Dean for final consideration.

Withdraw Limit	18.00	Units Used	0.00	Units Available	18.000
Pending Totals	12.000	Total Units	0.00	Remaining Units	6.00

Student ID Seq No 1  
Name Row No 1  
Term Spring 2022  
Submitted On 05/20/2022 9:35:54AM Status Pending

### Drop Request - Class Information

BA 105W-25 TuTh 12:30PM - 1:45PM  
LEC (32100) Peters Business Bldg Room 106

Drop Reason Other

### Justification

Provide detailed justification.

### Attach Supporting Documentation

Document Date	Attached File	View
1 05/20/2022	to_do.pdf	<span style="border: 2px solid blue; padding: 2px;">View</span>

### Comments Log

DateTime		Comment
1 05/20/22 10:06:59AM	Laura Yager	Not Recommended by Class Instructor.
2 05/20/22 10:14:03AM	Laura Yager	Department Chair Recommended.

Add Comments

Instructor Recommendation: Not Recommended by Class Instr

Dept Chair Recommendation: Department Chair Recommended.

Approve

Deny

Back

Degree Progress Report

View Unofficial Transcript



# Reviewing Requests

- Denied requests by the instructor or department chair will show on this page in red text
- Approved requests by the instructor or department chair will show on this page in blue text
- The Dean of UGRD/GRAD Studies decision is considered final

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**Instructor Recommendation:** Not Recommended by Class Instr  
**Dept Chair Recommendation:** Department Chair Recommended.

Approve

Deny



# Approved Requests

- Comments will auto populate, but can add additional text here
- Comments are NOT required for approvals
- If approved, the workflow will be automatically routed directly to Registrar Office for processing

## Add Comments

Comment Dean Approves

Submit Comment

Cancel Comment

Note: Students will see this information.

# Denied Requests

- Comments will auto populate, but can add additional text here
- Comments ARE required for denials
- If denied, your comments will show in the student's email for the reason their request was denied

**Add Comments**

Comment

Note: Students will see this information.

# Workflow Complete!

If approved, the Office of the University Registrar will process the requests and the student will receive emails that they were successfully dropped from the course(s).





## Sample Denial Email to the Student

- Only the comments you enter in the student's denial are included in the email to the student.

### A Drop Request Has Been Denied

no-reply@csufresno.edu

to lyager ▾

The following Drop Request has been denied.

Student Name:

Term: 2223

Course: ENGL 5B

Class Number: 37500

Denial Comment: Dean Denied.

Sincerely,

Office of the University Registrar

Phone number: (559) 278-4743

Email: [fsregistrar@mail.fresnostate.edu](mailto:fsregistrar@mail.fresnostate.edu)