



New Drop/Withdrawal Workflow

Fall 2022



Fall/Spring Semester Drop Deadlines

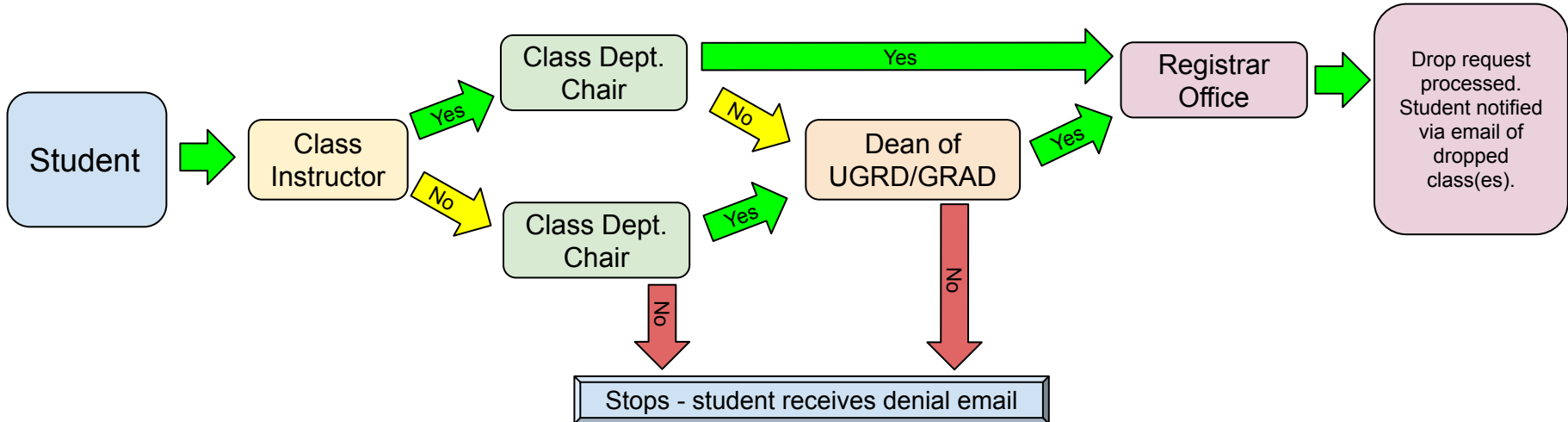
1st day of instruction through 19th day of instruction:

*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:

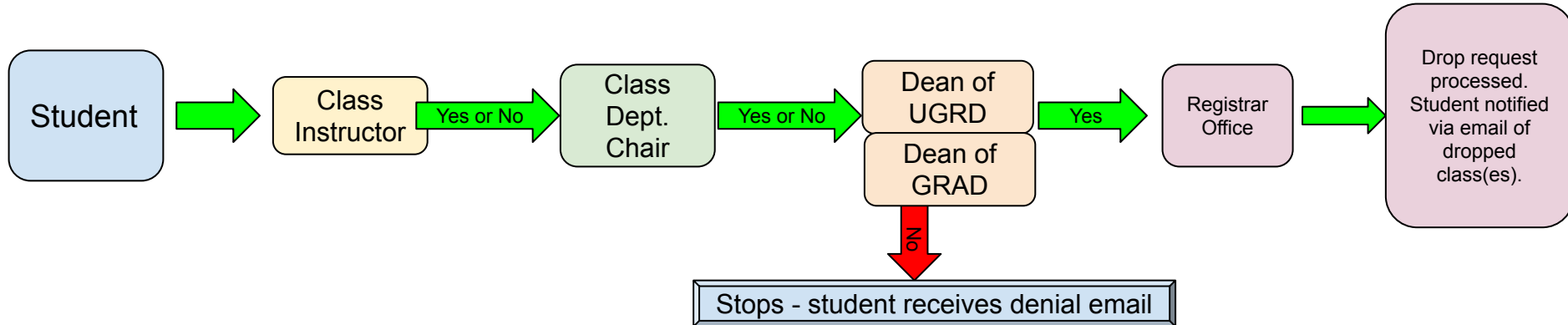
NEW WORKFLOW SYSTEM IN PLACE OF PAPER FORM. “W” grades are now recorded.



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.





Department Chair 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 in your department.

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.

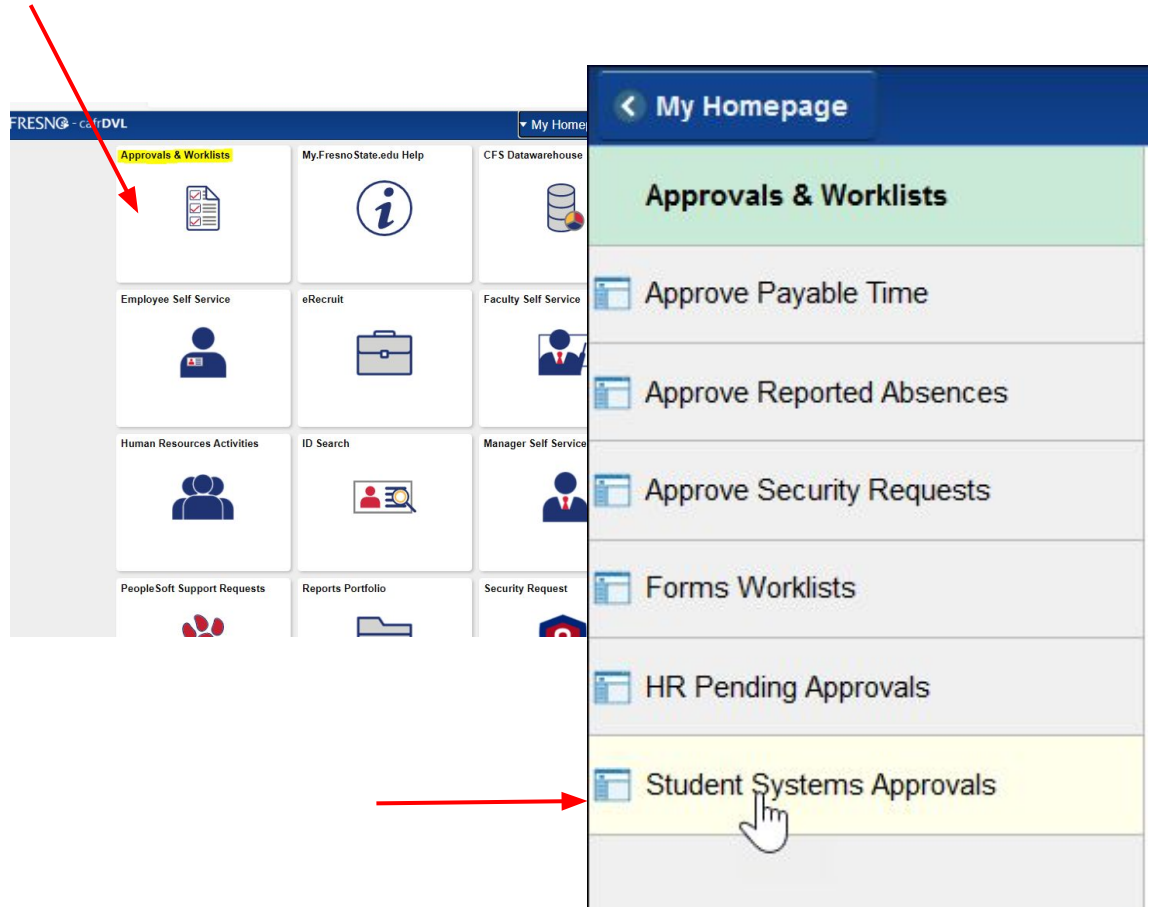
Sincerely,

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"/>	PR 11C							Mark Worked	Reassign
E	ga	01/05/2022	Approval Routing	Approval Workflow	<input type="text"/>	PR 11C							Mark Worked	Reassign
E	ga	01/05/2022	Approval Routing	Approval Workflow	<input type="text"/>	ER On UG Zur	rdo						Mark Worked	Reassign
li	1dez	01/17/2022	Approval Routing	Approval Workflow	<input type="text"/>	PR	145						Mark Worked	Reassign
li	1dez	01/17/2022	Approval Routing	Approval Workflow	<input type="text"/>	PR - 1. emanuelz. marini - 000145	145						Mark Worked	Reassign

Reviewing Requests

- View documentation uploaded by the student
- Review drop reason and written justification provided by the student
- You will also be able to view if the instructor approved or denied the student's request on this page

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	000070000	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 LEC (32100)	TuTh 12:30PM - 1:45PM Peters Business Bldg Room 106
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Drop Reason Other

Justification
Provide detailed justification.

Attach Supporting Documentation

Document Date	Attached File	View
1 05/20/2022	to_do.pdf	View

Comments Log

Date Time		Comment
1 05/20/22 10:06:59AM	Laura Yager	Not Recommended by Class Instructor.

[Add Comments](#)

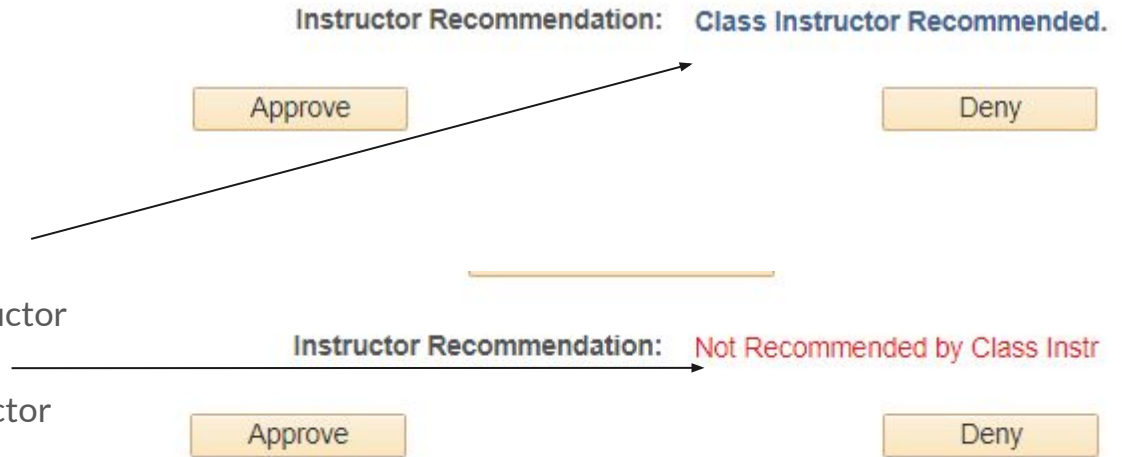
Instructor Recommendation: Not Recommended by Class Instr

[Approve](#) [Deny](#)

[Back](#)

Reviewing Requests

- Approved requests from the instructor will show in blue font
- Denied requests from the instructor will show in red font
- Text is defaulted, but the instructor can add additional comments if needed





Approved Requests

- Comments will auto populate, but you can add additional text here.
- Comments are NOT required for approvals.
- If the decision is the same as the instructor decision, the workflow will stop here.
- If the decision is different than the instructor's decision, it will automatically route to the Dean of UGRD/GRAD Studies based on the student's program.

Add Comments

Comment

Submit Comment

Cancel Comment

Note: Students will see this information.



Denied Requests

- Comments will auto populate, but you can add additional text here.
- Comments ARE required for denials.
- If the decision is the same as the instructor decision, the workflow will stop here.
- If the decision is different than the instructor's decision, it will automatically route to the Dean of UGRD/GRAD Studies based on the student's program.

Add Comments

Comment

Not Recommended by Department Chair.

Submit Comment

Cancel Comment

Note: Students will see this information.

Workflow Complete!

If your decision is in agreement with the instructor's, the student will receive an email. If denied, your comments will show in the student's email for the reason their request was denied.

If your decision is NOT in agreement with the instructor, it will be automatically routed to the Dean of Undergraduate/Graduate Studies. If denied, the Dean's comments will show in the student's email instead of the department chair's.

During the last three weeks of instruction, all requests are automatically routed to the Dean of Undergraduate/Graduate Studies for a final decision.



Sample Denial Email to the Student

- If both the instructor and department chair deny a student's request, only the comments the dept. chair enters 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