



New Drop/Withdrawal Workflow

Fall 2022



Fall/Spring Semester Drop Deadlines

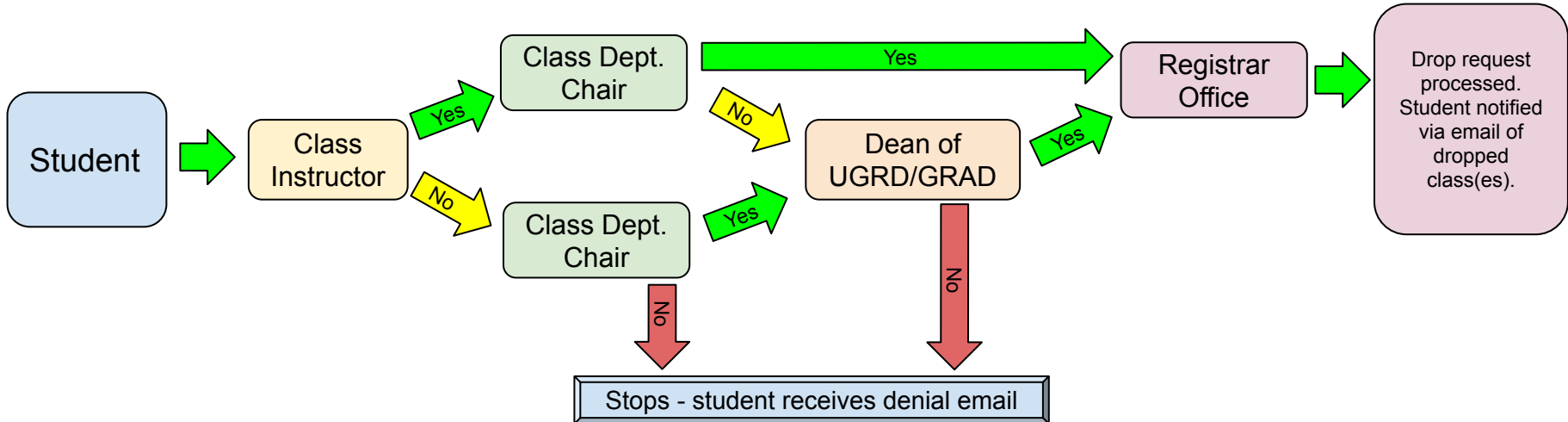
1st day of instruction through 19th day of instruction:

*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:

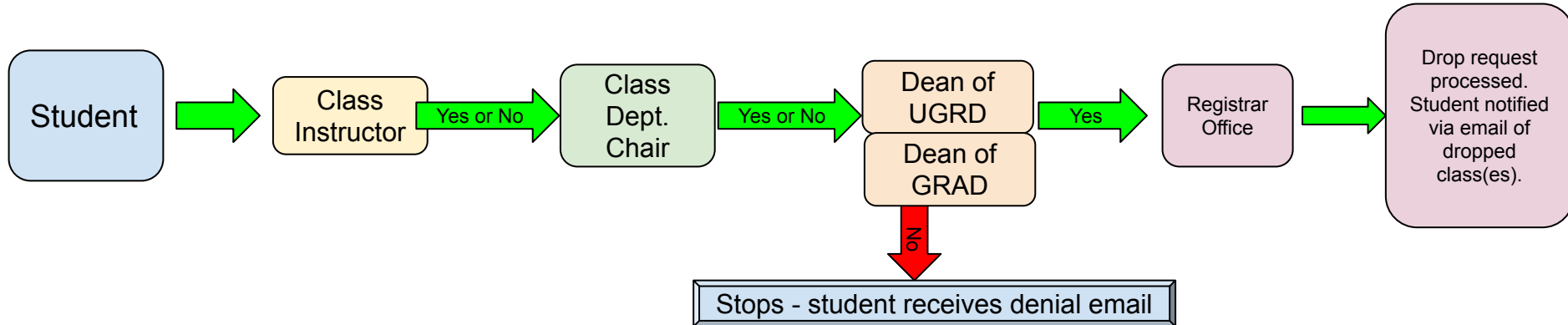
NEW WORKFLOW SYSTEM IN PLACE OF PAPER FORM. “W” grades are now recorded.



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.



Instructor 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.

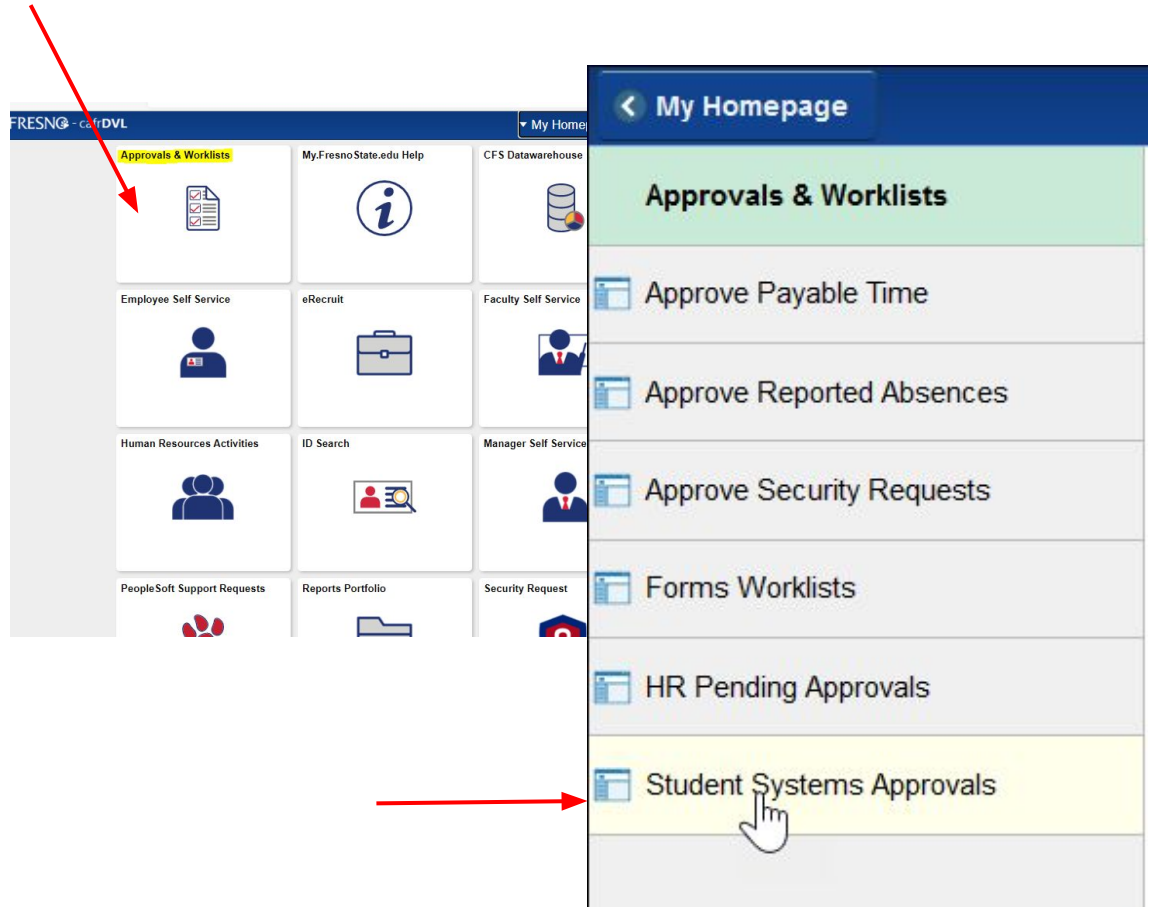
Sincerely,

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	ja	01/05/2022	Approval Routing	Approval Workflow	<input type="text"/>	PR 11C							Mark Worked	Reassign
E	ja	01/05/2022	Approval Routing	Approval Workflow	<input type="text"/>	PR 11C							Mark Worked	Reassign
E	ja	01/05/2022	Approval Routing	Approval Workflow	<input type="text"/>	FR On UG Zur	rdo						Mark Worked	Reassign
li	idez	01/17/2022	Approval Routing	Approval Workflow	<input type="text"/>	PR	145						Mark Worked	Reassign
li	andez	01/17/2022	Approval Routing	Approval Workflow	<input type="text"/>	PR	andez, marcel - 000145	145					Mark Worked	Reassign

Reviewing Requests

- View documentation uploaded by the student
- Review drop reason and written justification provided by the student

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 [redacted] **Seq No** 1
Name [redacted] **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	View

Add Comments

Approve

Deny

Back



Approved Requests

- Comments will auto populate, but can add additional text here
- Comments are NOT required for approvals
- Once approved, the request will be routed directly to Dept. Chair for review and approval

Add Comments

Comment

Class Instructor Recommended.

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
- Once denied, the request will be routed directly to Dept. Chair for review and approval
- Only comments made from the Dept. Chair or Dean will be shown and included in the email to the student

Add Comments

Comment

Submit Comment

Cancel Comment

Note: Students will see this information.

Workflow Complete!

All approved and denied requests will automatically be routed to the Department Chair.

