Texas Woman’s University
Office of the Registrar

Drop & Withdraw Web Form and Workflow

All Offices

Prerequisites:

1. The student must have an active TWU portal account & password
2. The student must be currently enrolled

STAFF & FACULTY

1. The staff member must have an active TWU Portal account & password
2. The faculty member must be the “instructor of record” for the course in the Colleague system
3. All Staff must be added to appropriate SharePoint group (ie: Registrar’s Office, Student Life, Undergraduate Studies, International Advising, and Athletic Department).

Purpose:

The purpose of the drop & withdraw form and workflow is to enable students to electronically submit the request and to expedite the departmental approval process.

Every time a workflow task is assigned to you, you will receive an email from share@twu.edu.

The student’s request (Drop or Withdraw) can be viewed by clicking on the assignment item next to the arrow.

You can click “here” to respond to the task (to approve or reject the request).
Workflow tasks are also accessible through SharePoint.

From any browser, navigate to the Registrar's SharePoint website.

https://workflow.twu.edu/sites/Registrar/SitePages/Home.aspx
Based on which SharePoint group you are in, you will see the correct link on the left.

Select the link that corresponds with your assignment in relation to drop/withdraw to see your workflow.

Click on the down arrow key next to “Outcome” to filter Pending or Open tasks.

Click on the link under the “Title” column to respond to a task.
The selected item will open. Scroll down the screen to see relevant information.

Click on “Approve” or “Reject.” If rejected, a comment is required. Click on “OK.”

Click on delegate if you would like to assign this approval to someone else.
If the drop is submitted after the academic penalty deadline, then you must indicate a grade of “W” or “WF.”

If you submit a “WF”, a comment is required. Click “OK” to submit.

If “Delegate” is selected, type in the username of the person, insert a comment, and click “OK.”

Note: The delegated person must be a TWU employee. Only TWU usernames are allowed.