

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).	<table border="1"><tr><td data-bbox="560 934 1507 1060">From: share@twu.edu To: Lee, Jenna Cc: Subject: Add/Drop Approval</td></tr><tr><td data-bbox="560 1060 1507 1581"><p>Workflow Notification</p><p>Please indicate your approval/disapproval of the following Add/Drop/Withdraw request.</p><p>Click here to respond to the task.</p><p>Sincerely, Office of the Registrar</p><hr/></td></tr></table>	From: share@twu.edu To: Lee, Jenna Cc: Subject: Add/Drop Approval	<p>Workflow Notification</p> <p>Please indicate your approval/disapproval of the following Add/Drop/Withdraw request.</p> <p>Click here to respond to the task.</p> <p>Sincerely, Office of the Registrar</p> <hr/>
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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>

SharePoint

BROWSE PAGE

Registrar Department Texas Woman's University Workflow Page EDIT LINKS

TWU technology Registrar Department

Home Documents Recent Registration Section AddCourse DropCourse WithdrawCourse ADW Workflow Tasks ADW - Student Life Tasks ADW - Undergraduate Studies ADW - Athletics ADW - International Student Advising Site Contents EDIT LINKS

About The Registrar

Mission

The mission of the Registrar's Office is to provide information and services enabling faculty to deliver and students to receive high quality undergraduate, graduate and professional programs on campus and at a distance.

Who We Are and What We Do

The Office of the Registrar is the custodian of students' permanent academic records and is responsible for maintaining timely and accurate academic records while ensuring their security and privacy. The Registrar's Office provides information and services to students, faculty, and staff in the areas of registration, enrollment changes, grades, academic standing, graduation, official transcript production, residency, and veterans' benefits. Additionally, the Registrar provides the academic calendar, communicates institutional policies and procedures, and provides direction and training to the campus community regarding student rights and procedures as outlined by FERPA.

Bobby Lothringer, University Registrar

Student :

- This link will take you to add/drop , withdraw form <https://workflow.twu.edu/sites/Registrar/sitepages/registrationform.aspx/>

How to add course instruction ---Add Intruction.pdf

How to drop course instruction --Drop Instruction.pdf

How to withdraw course instruction --Withdraw Instruction.pdf

Instructor :

How to instruction for Add Course --Instructor Add Instruction.pdf

How to instruction for Drop Course --Instructor Drop Instruction.pdf

How to instruction for Withdraw Course --Instructor Withdraw Instruction.pdf

Registrar :

How to instruction for Add Course --Reaistration Add Instruction.pdf

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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.

The screenshot shows the 'Add Workflow' page in SharePoint. On the left, there is a navigation pane with several links: 'AddCourse', 'DropCourse', 'WithdrawCourse', 'ADW - Instructor Workflow Tasks', 'ADW - Student Life Tasks', 'ADW - Undergraduate Studies', 'ADW - Athletics', and 'ADW - International Student Advising'. The 'ADW - Instructor Workflow Tasks' link is highlighted with a red box. The main content area displays a table of tasks under the heading 'Add Workflow'. The table has columns for Title, Assigned To, Status, % Complete, Created By, Created, and Outcome. Below this table, there are sections for 'Drop Workflow' and 'Withdraw Workflow', each with a similar table of tasks.

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

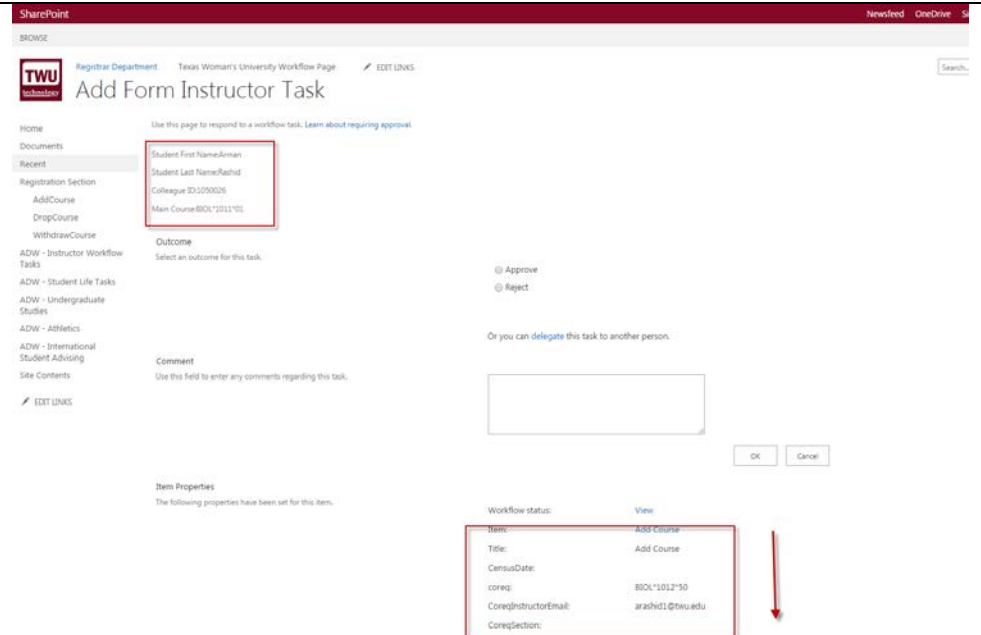
This screenshot is identical to the previous one, but the 'Outcome' column header in the 'Add Workflow' table has a dropdown arrow. The dropdown menu is open, showing options: 'A on Top', 'Z on Top', 'Clear Filters from Outcome', 'Approve', 'Pending', 'Resolved', and 'Pending'. The 'Pending' option is highlighted with a blue background.

Click on the link under the "Title" column to respond to a task.

This screenshot shows the 'ADW Workflow Tasks' page. The navigation pane on the left is the same as in the previous screenshots. The main content area shows the 'Add Workflow' table. A red box highlights the 'Add Form Instructor Task' link in the 'Title' column of the first row. Below the 'Add Workflow' table, there is a section for 'Drop Workflow' with a similar table of tasks.

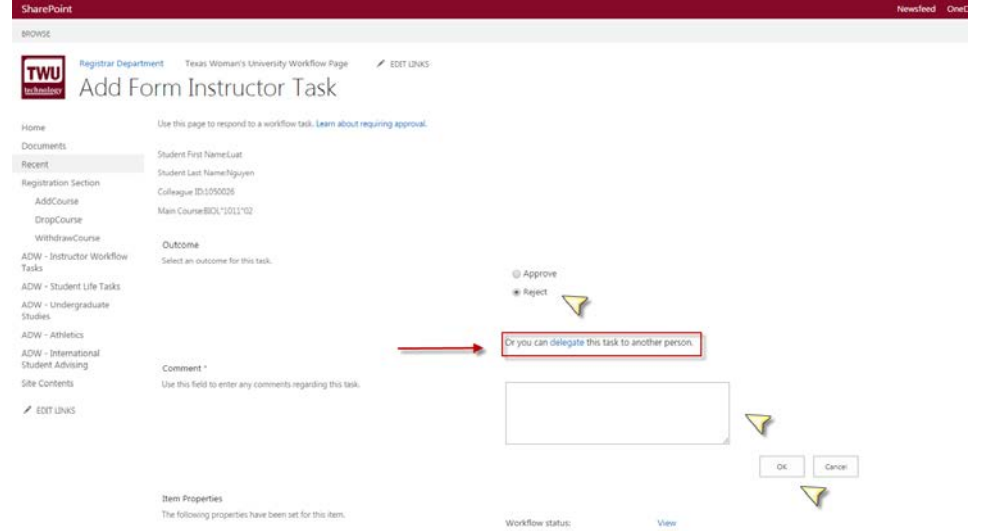
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The selected item will open.
Scroll down the screen to see
relevant information.



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.



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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.

The screenshot shows the 'Drop Form Instructor Task' page. The left sidebar lists navigation options: AddCourse, DropCourse, WithdrawCourse, ADW - Instructor Workflow Tasks, ADW - Student Life Tasks, ADW - Undergraduate Studies, ADW - Athletics, ADW - International Student Advising, and ADW - Registrar. The main content area includes: 'Registration Section' with 'AddCourse' (Jenna Lee would like to drop following course. Please assign a grade.) and 'DropCourse' (Course: HIST*5503*01 - BETWEEN THE WARS); 'Outcome' selection with radio buttons for 'W' and 'WF'; a 'Comment' field with the instruction 'Use this field to enter any comments regarding this task.'; and 'Item Properties' section. At the bottom right, there are 'OK' and 'Cancel' buttons, and a 'Workflow status: View' indicator.

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.

The screenshot shows the 'Delegate Task' page. The left sidebar is identical to the previous screenshot. The main content area includes: 'Registration Section' with 'AddCourse' and 'DropCourse'; 'Comments' field with the instruction 'Use this field to enter comments about why the task was delegated.'; a 'Delegate' dropdown menu with 'Sachal Arora' selected; a text input field containing 'Can you please use if this student mat requirement?'; and 'OK' and 'Cancel' buttons at the bottom right.