







Faculty Guide – How to Approve Course Withdrawal Requests in OnBase

After a student in one of your courses has submitted a Course Withdrawal form, you will receive an email notification. Please note the hyperlink will be unique to each form and email:

Important: Awaiting Review - Test Anthony Student's Course Withdraw Request for XICE-117...

 UC Merced Office of the Registrar <registrar@ucmerced.edu>
To [REDACTED] Mon 1/25/2021 11:03 AM

  Reply  Reply All  Forward 

**UNIVERSITY OF CALIFORNIA
MERCED** | **OFFICE OF THE
REGISTRAR**

EMAIL registrar@ucmerced.edu
PHONE (209) 228-7178
WEB registrar.ucmerced.edu

Dear [REDACTED],

There is a new Course Withdraw form that needs your review.

Course Details:
Student Name: Test Anthony Student
Student ID: 100079907
Term: Spring Semester 2021 - Full Term
Course Information: 12763 (XICE-117-01) INTERCAMPUS EXCHANGE PROGRAM
Course Instructor: [REDACTED] (@UCMERCED.EDU)

If approved, the following linked sections will also be withdrawn:
None

Please use the link below to access the form to record your decision:
<https://ucmerced.onbaseonline.com/1801IDP/Workflow/WFLLogin.aspx?LifeCycleID=159&QueueID=433&DocID=1190489>

If you receive an error when clicking on the link above, copy and paste the URL into one of the following supported browsers.

Browser	Version
Google Chrome	57 and newer
Microsoft Edge	EdgeHTML 14 and newer
Mozilla Firefox	52 and newer
Mozilla Firefox ESR	52
Microsoft Internet Explorer	11
Apple Safari	9.1.x, 10.0.x, 10.1.x, 11.0.x, 11.1.x

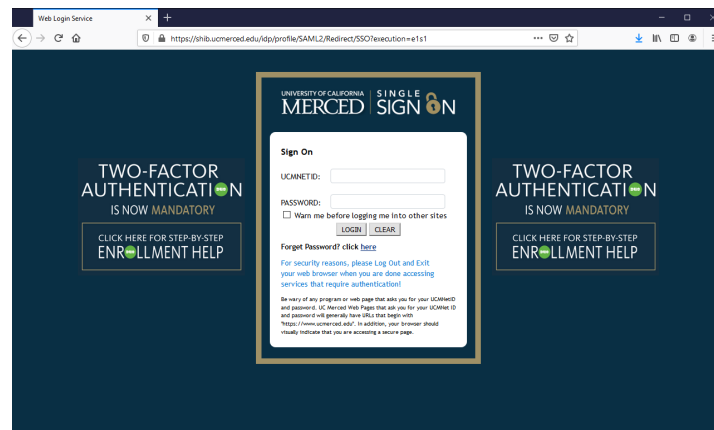
If you have questions regarding this notification, please e-mail registrar@ucmerced.edu.

Please do not forward this email since it contains sensitive information.

Thank you,

Office of the Registrar
University of California, Merced
registrar@ucmerced.edu
<https://registrar.ucmerced.edu>

Clicking on the link in the email will bring you to this screen. Log in using your UCM Single Sign-On credentials:



After logging into the system, you will see a view of the student's form submission:

If approving a request, go directly to Step #3. If declining a request, follow Steps #1-3.

Step #1: To deny the student's request for a course withdrawal, you must specify a reason in the "If you are denying the request..." box (see red rectangle). This will be used in the email sent to the student.

Step #2: Click the Save button (see red oval) only if declining a request.

Step #3: Click the Approve or Deny button (see red arrow). This step launches an automatic process that either moves the submission to the Advisor/Dean workflow step if approved or removes the form from the workflow if declined. In both instances, the student will be notified of the final decision automatically via email.

If you have questions or need additional assistance with this process, contact the Registrar's Office at registrar@ucmerced.edu.