

Description: This quick guide provides instruction on how to use the Create Request function to complete an online form.

Applies to: Students

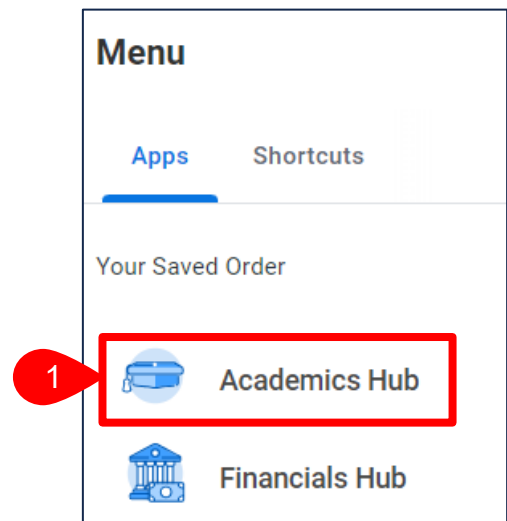
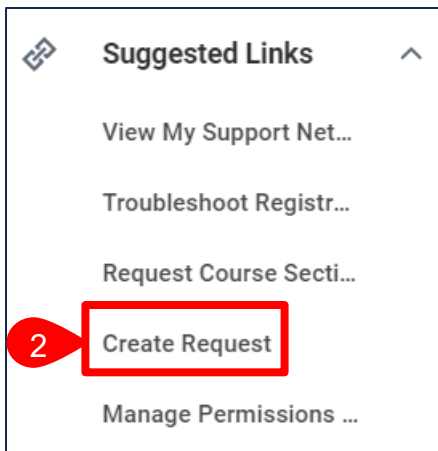
TYPES OF REQUESTS

Students will use the **Create Request** function to initiate tasks. Examples of tasks include:

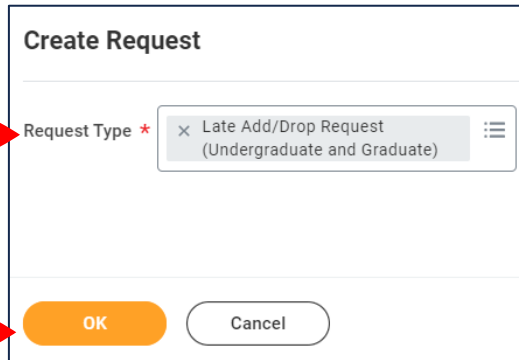
- Courses at Other Institutions (Undergraduate)
- Directed Study - JD (Law)
- Late Course Withdrawal (Undergraduate and Graduate)
- Late Add/Drop Request (Undergraduate and Graduate)
- Refund Request
- Satisfactory Academic Progress Appeal

CREATE A REQUEST

1. From the Global Navigation Menu, select the **Academics Hub**.
2. Under Suggested Links, select **Create Request**.



3. Select the **Request Type**.




Create Request

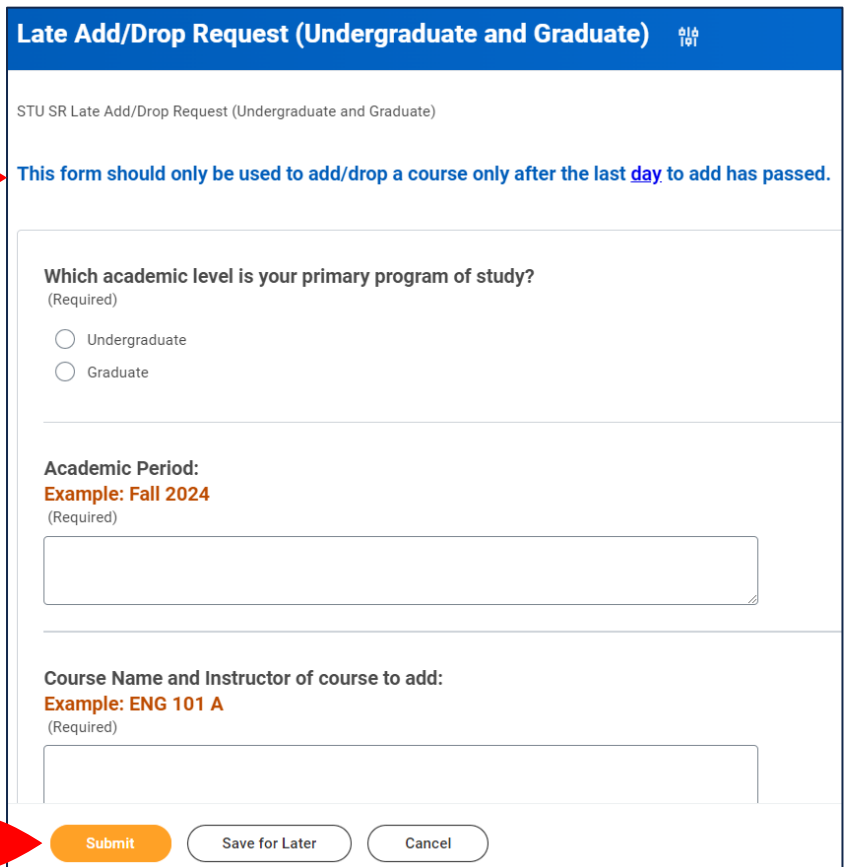
Request Type * × Late Add/Drop Request (Undergraduate and Graduate)

OK Cancel

4. Click **OK**.

5. Complete the form according to the directions at the top.

 **Note:** You must complete all fields marked as **(Required)**.



Late Add/Drop Request (Undergraduate and Graduate) 010 101

STU SR Late Add/Drop Request (Undergraduate and Graduate)

This form should only be used to add/drop a course only after the last day to add has passed.

Which academic level is your primary program of study?
(Required)

Undergraduate
 Graduate

Academic Period:
Example: Fall 2024
(Required)

Course Name and Instructor of course to add:
Example: ENG 101 A
(Required)

Submit Save for Later Cancel

6. Click **Submit**.

7. The request will route for approval as necessary based on the request.

APPROVAL WORKFLOW

View the status of your request by going to **My Tasks > Archive**.

Archive has all the business process tasks you have been involved in.

1. Find and select the **Request** event you submitted.
2. Review the **Overall Status** of the task.

View Event Request Process : Late Add/Drop Request (Undergraduate and Graduate) : Jane Student

10/15/2023 - In Progress: Multiple Parties

For Request : Late Add/Drop Request (Undergraduate and Graduate) : Jane Student

Overall Process Request Process : Late Add/Drop Request (Undergraduate and Graduate) : Jane Student

Overall Status In Progress

Due Date 10/29/2023

Calendars In Use Consecutive Days (No Calendars Selected)

3. Click the **Process** tab.

- a. The **Process History** grid tells you the detailed status of your request and the individual(s) authorized to approve.

Det **3** Process

Process History 8 items **a**

Process	Step	Status	Completed On	Due Date	Person (Up to 5)
Request	Request	Step Completed	10/15/2023 10:08:12 PM	10/29/2023	janestudent / Jane Student
Request	Approval by Advisor International	Not Required		10/29/2023	
Request	Approval by Assistant Dean (Graduate)	Not Required		10/29/2023	
Request	Approval by Assistant Dean (Undergraduate)	Awaiting Action		10/17/2023	Dana Assistant Dean (Assistant Dean (Undergraduate))