

Chair Instructions for Student Withdrawal

The instructions below cover information on how to process (review and submit) the Student Workflow Withdrawal Request.

1. Log in to the campus portal and select the Adobe Experience Manager (AEM) Workflow Inbox link.

[View step-by-step instructions on accessing Adobe Experience Manager \(AEM\) forms.](#)

Reviewing the Student Workflow Withdrawal Request

Step 1

Open the email from arscworkflow@fullerton.edu, subject: Student Course Withdrawal Request



Step 2

Click on the **CSUF portal** link

CALIFORNIA STATE UNIVERSITY, FULLERTON
Campus Emailer

Dear Dr. Fury,

A course withdrawal form has been submitted by Peter Parker. It has already been reviewed by the instructor of the class. Once you have made a decision to approve or deny the request, the form will continue through the workflow process to the Records and Registration Area (ARSC). There, an email will be sent to the student as to the final decision.

How to Approve or Deny the request

- Please log on to the [CSUF portal](#) and go to Titan Online. Search for AEM or Adobe in the search box on the left-hand side of the campus main portal page. Then click the link for Adobe Experience Manager(AEM) Inbox, Or, click this link to be taken directly to the AEM Inbox: [View AEM Form](#)
- Select the form from the AEM inbox and then click Open
- Go to the Approval and Signatures tab and then approve or deny the request
- Click Send to ARSC to complete the request
- For instructions on how to approve or deny the request, [please visit a web tutorial](#), or review the [Chairs User Guide](#)

Should you have any questions about this process in terms of procedures, please contact Enrollment Services at (657)-278-5202.

Please contact the IT Help Desk if you have any technical issue at 657-278-7777 or helpdesk@fullerton.edu

Sincerely,

Registration and Records

This is an automatically generated email. Please do not reply to this email.

Follow the instructions

CALIFORNIA STATE UNIVERSITY, FULLERTON
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Or, click on the **View AEM Form** link

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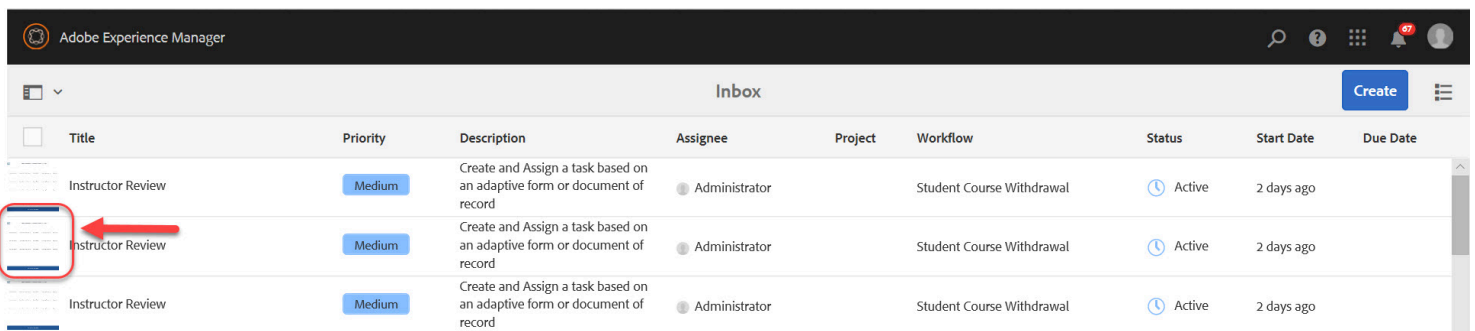
Sincerely,

Registration and Records

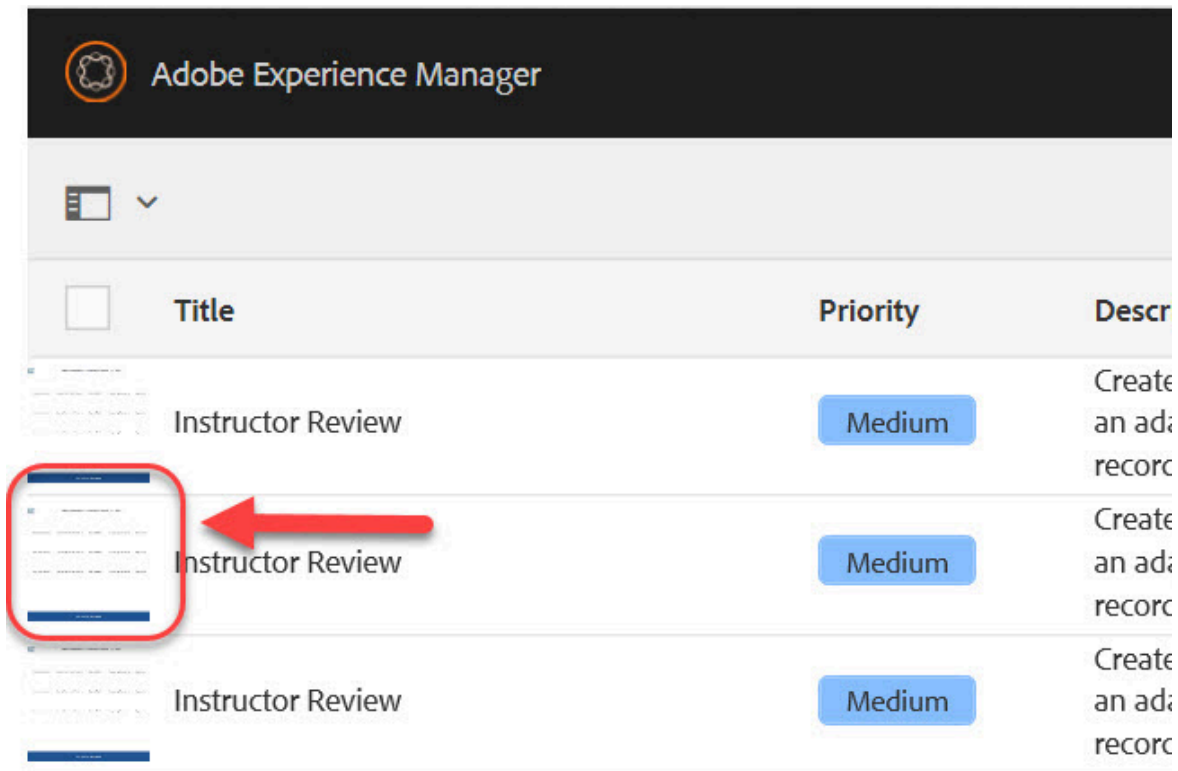
Step 3

You will be taken to the **Adobe Experience Manager** dashboard. Here you will see all Requests that pertain to you.

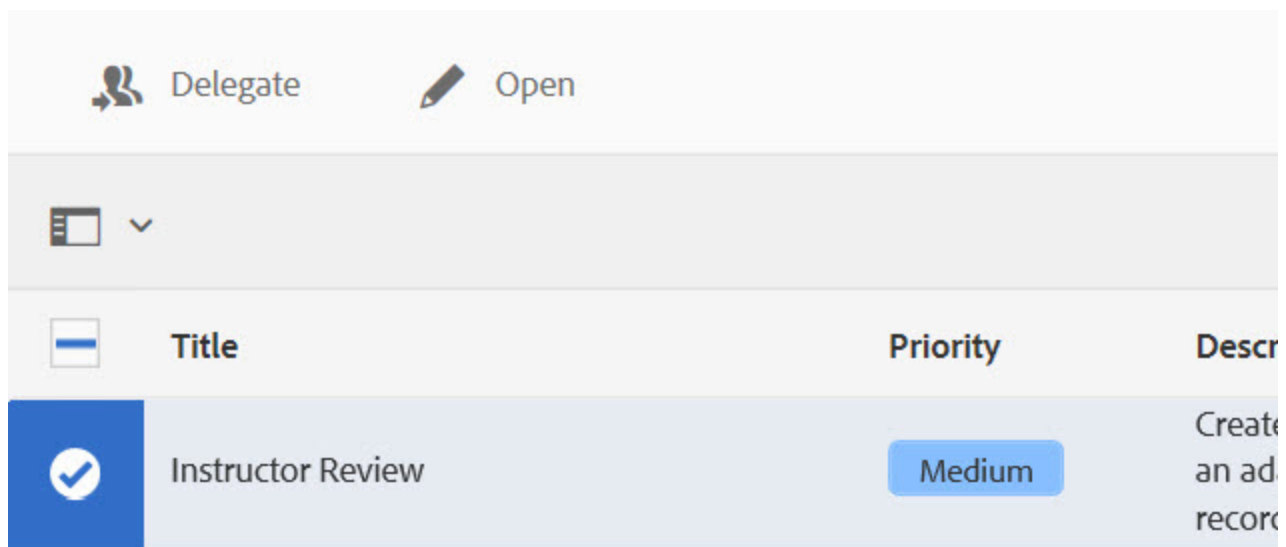
Click on the form icon to select the form



Title	Priority	Description	Assignee	Project	Workflow	Status	Start Date	Due Date
Instructor Review	Medium	Create and Assign a task based on an adaptive form or document of record	Administrator		Student Course Withdrawal	Active	2 days ago	
Instructor Review	Medium	Create and Assign a task based on an adaptive form or document of record	Administrator		Student Course Withdrawal	Active	2 days ago	
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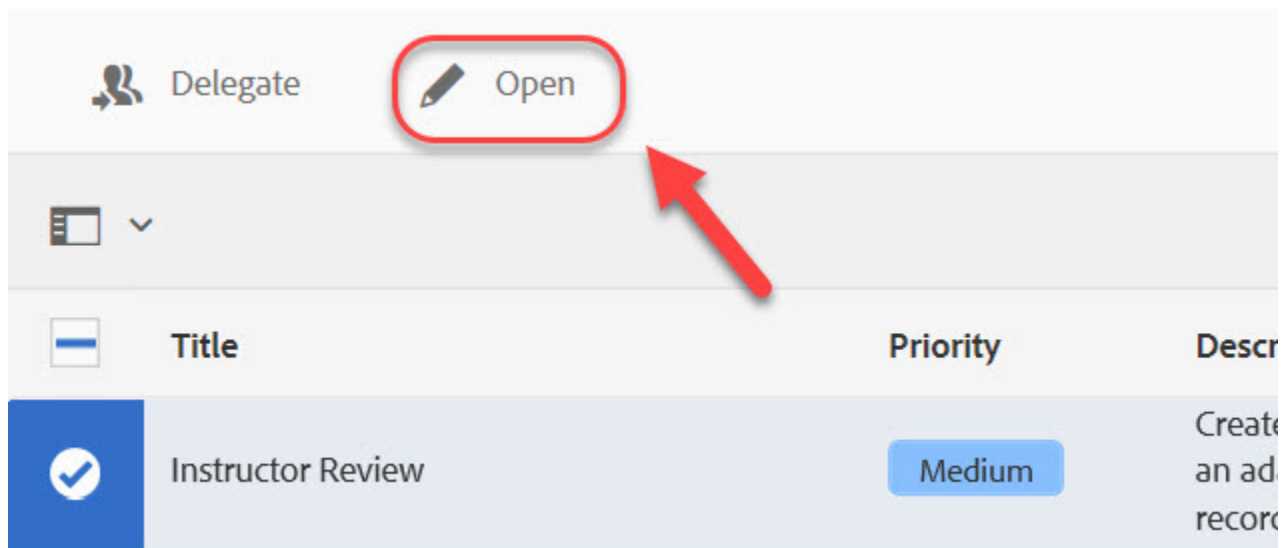


The icon will now show as selected



Step 4

Click the **Open** button to open the request



💡 Click on **Task Details** to close side bar (optional for viewing ease).

Send To Chair Save Delegate

Description
Create and Assign a task based on an adaptive form or document of record

Status
⌚ ACTIVE

Start Date
2019-08-20 13:33:50

Task Attachments

Instructor Review

Document Workflow Details

Student

Type Of Form

☒ **Non Medical Withdrawal** ☐ Medical Withdrawal

REQUEST FOR NON-MEDICAL WITHDRAWAL

Week 3 to Week 16(Non-Medical)

Fill all the steps in the form as mentioned below. Once done click on "Save"

Step 5

Click through the tabs to review the information provided

Send To Chair Save Delegate Close

Instructor Review

>> Task Details Document Workflow Details

Student Course Withdrawal

Type Of Form Case ID
☒ Non Medical Withdrawal ☐ Medical Withdrawal 1000997

REQUEST FOR NON-MEDICAL WITHDRAWAL

Week 3 to Week 16(Non-Medical Withdrawal)

Fill all the steps in the form as mentioned below. Once done click on "Submit" to send the form to authorities for further processing of your request. You will be getting an e-mail notification of the progress on your provided e-mail ID.

ATTENTION UNDERGRADUATES: CANNOT EXCEED 18 UNITS OF 'W' (FROM FALL 2009 FORWARD)

To know about withdrawal procedures and guidance click here : [Help](#)

→ **Student Information** Course Withdrawal Information Student Petition Supporting Documents Approval and Signature

Submitting the Student Workflow Withdrawal Request

Step 1

Click on the Approval and Signature Tab

Scroll down to the bottom of the screen to the Chair Signature Section

Student Information	Course Withdrawal Information	Student Petition	Supporting Documents	Approval and Signature								
Student Signature <p><input checked="" type="checkbox"/> I am submitting this form which I confirm is true and submitted to the best of my ability. I understand that by submitting this course withdrawal request, I am not guaranteed that it will be approved. I understand that my request to withdraw is contingent on approval by the instructor and department chair of the course. Additionally, if my request to withdraw is approved, I understand that withdrawing from courses could impact my financial aid eligibility, and/or fees due to the university.</p> <p>Student Signature: <input type="text" value="Tuffy Titan"/> Student Signature Date: <input type="text" value="02/03/2020"/></p>												
Instructor Signature <p><input checked="" type="checkbox"/> Please indicate that you have completed the review</p> <p>Please check one of the following and provide the last date of attendance</p> <p><input checked="" type="checkbox"/> Estimated grade at time of withdrawal <input type="checkbox"/> No basis for evaluation(no exams or graded assignments)</p> <table border="1"> <thead> <tr> <th>Recommend</th> <th>Denial Reasons</th> <th>Grade</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> Approval <input checked="" type="radio"/> Denial</td> <td><input type="text" value="Missing or inadequate documentation"/></td> <td><input type="text" value="D"/></td> </tr> </tbody> </table> <p>Signature: <input type="text" value="Carol Danvers"/> Review Date: <input type="text" value="02/03/2020"/> Last Date Student attended your class: <input type="text" value="01/15/2020"/></p> <p>Comments: <input type="text" value="Appropriate documentation has been attached to support decision."/></p>					Recommend	Denial Reasons	Grade	<input type="radio"/> Approval <input checked="" type="radio"/> Denial	<input type="text" value="Missing or inadequate documentation"/>	<input type="text" value="D"/>		
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Chair Signature <p>After your decision to either approve or deny this request, please send this to Registration and Records for final processing by clicking 'Send To ARSC' in the top left corner.</p> <p><input type="checkbox"/> Please indicate that you have completed the review</p> <table border="1"> <thead> <tr> <th>Recommend</th> <th>Denial Reasons</th> <th>Signature</th> <th>Chair Review Date</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> Approval <input type="radio"/> Denial</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text" value="mm/dd/yyyy"/></td> </tr> </tbody> </table>					Recommend	Denial Reasons	Signature	Chair Review Date	<input type="radio"/> Approval <input type="radio"/> Denial	<input type="text"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>
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Chair Signature

After your decision to either approve or deny this request, please send this to Registration and Records for final processing by clicking 'Send To ARSC' in the top left corner.

☐ Please indicate that you have completed the review

Recommend	Denial Reasons	Signature	Chair Review Date
<input type="radio"/> Approval <input type="radio"/> Denial	<input type="text"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>
Comments: <input type="text"/>			

Step 2

Click on the check box to indicate that you have completed the review

Chair Signature

After your decision to either approve or deny this request, please send this to Registration and Records for final processing by clicking 'Send To ARSC' in the top left corner.

☐ Please indicate that you have completed the review

Recommend

Denial Reasons

Signature

Chair Review Date

☐ Approval ☐ Denial

Comments

Step 3

Click on the radio dial of **Approval** or **Denial** to reflect your **Recommended** decision

Chair Signature

After your decision to either approve or deny this request, please send this to Registration and Records for final processing by clicking 'Send To ARSC' in the top left corner.

☐ Please indicate that you have completed the review

Recommend

Denial Reasons

Signature

Chair Review Date

☐ Approval ☐ Denial

Comments

Step 4

If you selected Denial, please select the appropriate denial reason

Click on the **Denial Reasons** drop-down to select your choice

Chair Signature

After your decision to either approve or deny this request, please send this to Registration and Records for final processing by clicking 'Send To ARSC' in the top left corner.

☒ Please indicate that you have completed the review

Recommend

☐ Approval ☒ Denial

Comments

Denial Reasons

Signature

Chair Review Date

admin

Should be re-submitted as a medical issue
Missing or inadequate documentation
Documentation does not indicate sufficient hardship
Other

02/03/2020

! If you selected **Approval**, you will not need to provide a selection in Denial Reasons

i Signature and Chair Review Date will auto-populate when you check the complete review checkbox

Chair Signature

After your decision to either approve or deny this request, please send this to Registration and Records for final processing by clicking 'Send To ARSC' in the top left corner.

☒ Please indicate that you have completed the review

Recommend

☐ Approval ☒ Denial

Comments

Denial Reasons

Signature

Chair Review Date

Missing or inadequate documentation

Nick Fury

02/03/2020

Step 5

Provide your comments regarding the request in the **Comments** box

Chair Signature

After your decision to either approve or deny this request, please send this to Registration and Records for final processing by clicking 'Send To ARSC' in the top left corner.

☒ Please indicate that you have completed the review

Recommend: ☐ Approval ☒ Denial

Denial Reasons: Missing or inadequate documentation

Signature: Nick Fury

Chair Review Date: 02/03/2020

Comments

Step 6

When you are ready to submit, click the **Send To ARSC** button (at the left-hand top of the page)

Send To ARSC Save Delegate

Chair Review

>> To: Details

Form Workflow Details

☐ Approval ☒ Denial

Denial Reasons: Missing or inadequate documentation

Signature: Carol Danvers

Review Date: 02/03/2020

Last Date Student attended your class: 01/15/2020

Comments: Provided appropriate documentation to support decision.

Chair Signature

After your decision to either approve or deny this request, please send this to Registration and Records for final processing by clicking 'Send To ARSC' in the top left corner.

☒ Please indicate that you have completed the review

Recommend: ☐ Approval ☒ Denial

Denial Reasons: Missing or inadequate documentation

Signature: Nick Fury

Chair Review Date: 02/03/2020

Comments: Verified documents and agree with decision

The screenshot shows a web interface with a top navigation bar containing three buttons: "Send To ARSC" (circled in red), "Save" (with a floppy disk icon), and "Delegate" (with a person icon). Below the navigation bar is a section titled ">> Task Details". To the right of this section are two radio buttons labeled "Approval" and "Denial", with "Denial" being selected. Below these are two text input fields. The first is labeled "Signature" and contains the text "Carol Danvers". The second is labeled "Comments" and contains the text "Provided appropriate docun". At the bottom right of the form is a label "Chair Signature". A large red arrow points from the "Send To ARSC" button down towards the "Task Details" section.

Need More Help?

For questions or assistance, please contact the IT Help Desk at:

helpdesk@fullerton.edu

657-278-7777