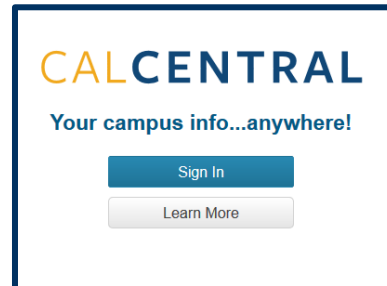


How to Approve a Withdrawal Request

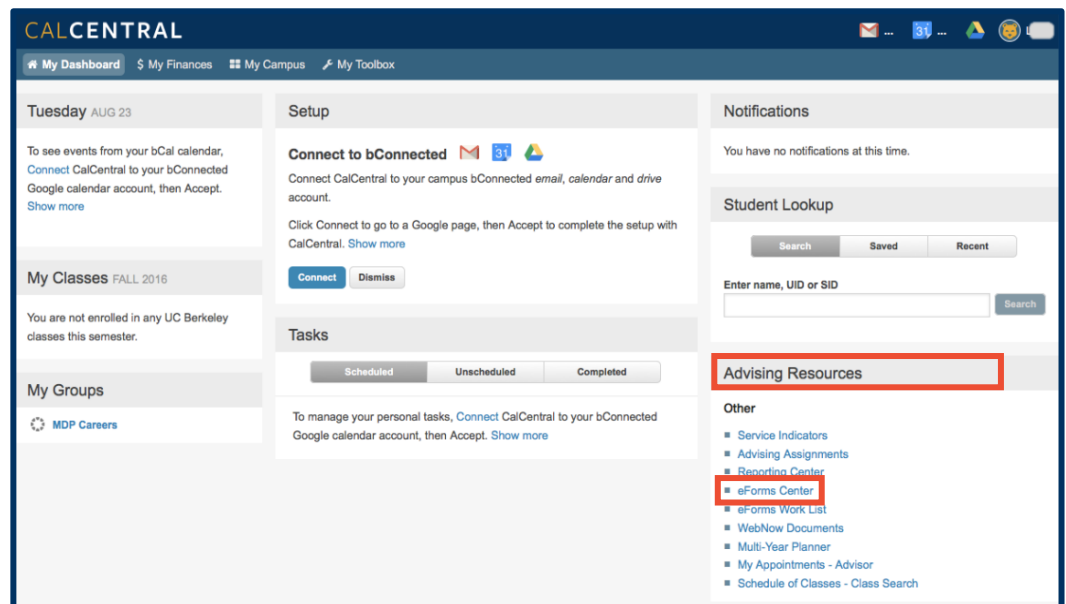
Beginning on the first day of instruction, you will receive email notifications informing you that a student has submitted a withdrawal form for you to review and approve. Please follow these steps to approve your student's withdrawal requests.

1. Sign into CalCentral with your CalNet ID.

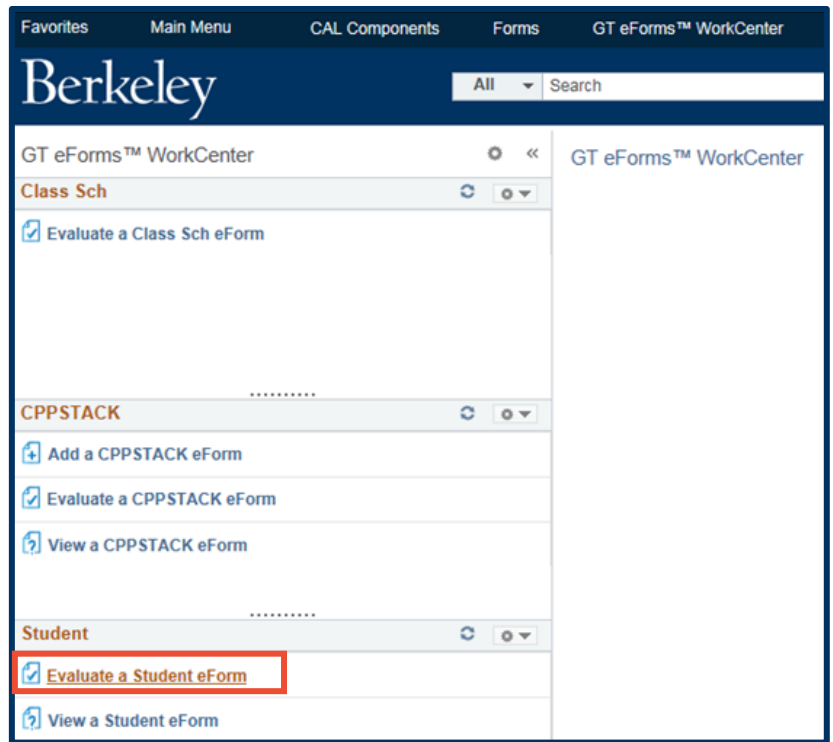
calcentral.berkeley.edu



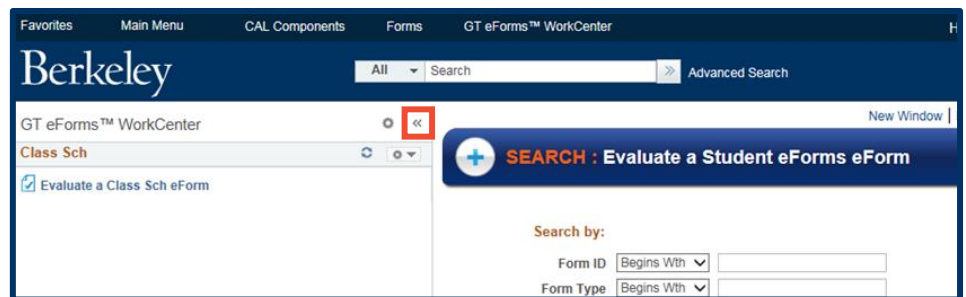
2. On your CalCentral dashboard, under **Advising Resources**, click the link for **eForms Center**.



- 3. On the **WorkCenter** menu, click **Evaluate a Student eForm**.



- 4. On the next page, click the left-pointing double arrows to minimize the left side menu.



5. Enter the **Form ID** from the withdrawal email notification you received.
6. Click **Search**.

»

SEARCH : Evaluate a Student eForms eForm

Search by:

Form ID Begins Wth 561 x

Form Type Begins Wth

Form Condition Begins Wth

Form Status Begins Wth

Original Operator Begins Wth

Original Date Equals

Last Operator Begins Wth

Last Date Equals

Search Clear

The next page shows the message the student sees when they fill out the withdrawal form.

7. Click **Next**.

UNDERGRADUATE

Starting the first day of instruction you may withdraw, but you will be billed for that semester's fees and/or receive failing grades. *Note: Once instruction for the semester has begun, you cannot cancel your registration. You must withdraw.*

When you withdraw, any classes in which you are enrolled will be dropped from your schedule, and you will no longer be eligible to attend for that semester or any future semester until you are readmitted.

You must withdraw through your college or school dean's office (undergraduates) or through your major adviser (graduate students). The withdrawal will be processed electronically; you do not need to go to the Office of the Registrar to file a petition.

- Impact on your records: No course work shown, but your transcripts will reflect a Withdraw

Refunds: Percentage of refunds depends on the effective date of your withdrawal. See [Refunds After Withdrawal](#) for more information.

Note: If you have a student loan (Federal Direct, Health Professions, or Perkins), the process remains the same as any withdrawal, and you are required to complete an exit interview.

HIDDEN INFORMATION

Current academic program and term that the student is eligible to withdraw from.

Academic Career UGRD

Term 2168

Eligible Y

Search Next Hold

Authorized by: SIDON TAYLOR Close

8. Click the **Withdrawal Reason** list. The approver has the ability to change the **Withdrawal Reason**. The reason selected here will appear on the Term Withdrawal page under Term History.

The screenshot shows the 'UC BERKELEY STATUS' form. At the top, there is a table with columns: Program Description, Plan Description, and Academic Program Status. The first row contains: 1 Undergrad Natural Resources, Environ Econ & Policy BS, and Active. Below this is the 'WITHDRAWAL INFORMATION' section. It includes a checkbox for 'Pro-Rata Eligible', a search field for 'Withdrawal \ Cancel' with 'WDR' entered, and a dropdown menu for '*Withdrawal Reason' with options: Medical, Parental, Personal, and Research. The 'Withdrawal Date' field is also visible. At the bottom, there is a 'Last Date of Attendance' field set to 08/09/2016 and a 'COMMENTS' section with buttons for Search, Previous, Approve, Deny, and Hold.

9. The **Withdrawal Date** is the date the request was submitted and is the effective date for the withdrawal.

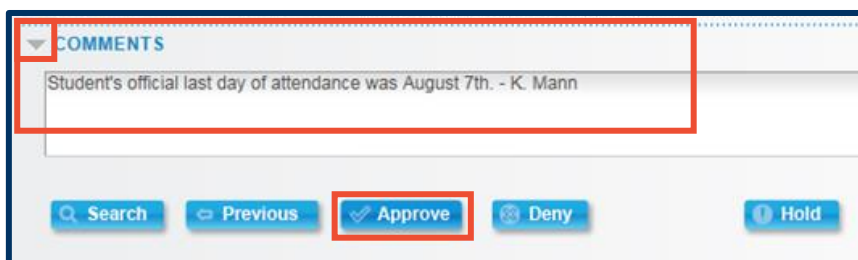
NOTE: The **Withdrawal Date** field cannot be updated.

10. The approver can update the **Last Date of Attendance** field. This date is required for all withdrawals.

NOTE: If a student never attended, please enter the date before the first day of instruction.

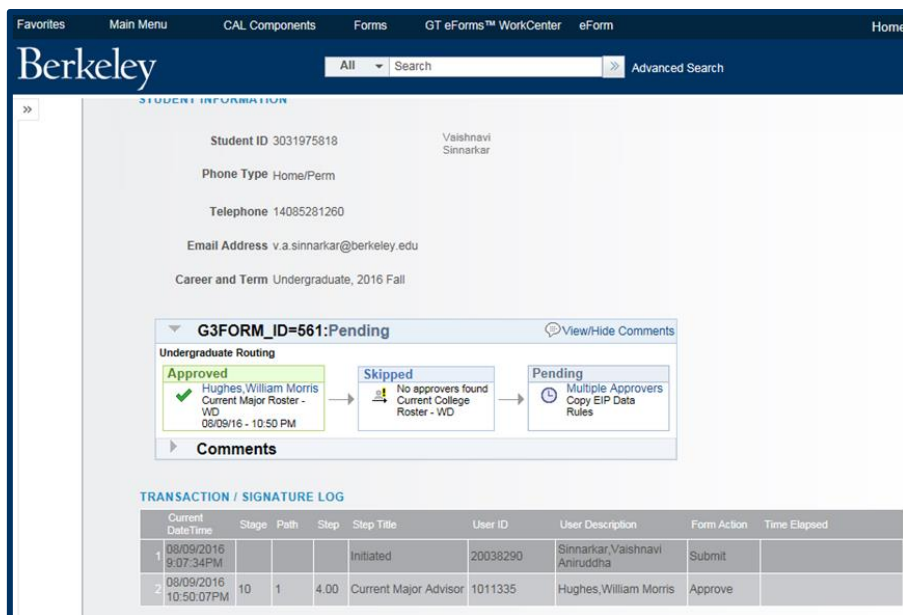
This screenshot is similar to the one above but shows the 'WITHDRAWAL INFORMATION' section with the '*Withdrawal Reason' dropdown set to 'Medical'. The 'Withdrawal Date' field is highlighted with a red box and contains the date 08/09/2016. Below it, the 'Last Date of Attendance' field is also highlighted with a red box and contains the date 08/09/2016. The rest of the form, including the table at the top and the buttons at the bottom, remains the same.

11. Click the arrow next to **Comments** to enter text in the **Comments** box.



12. Click **Approve**.

13. Once you **Approve**, the form will be routed to the next level of approval. If you are the final approver, the withdrawal will be processed immediately.



Support:

For questions or assistance, please contact SIS Production Support:

- Email: sishelp@berkeley.edu
- Call **510-664-9000** (press **option 6**)
- Submit a ticket: https://shared-services-help.berkeley.edu/new_ticket/it