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.
   
   [Image: calcentral.berkeley.edu]

2. On your CalCentral dashboard, under Advising Resources, click the link for eForms Center.
   
   [Image: eForms Center in CalCentral]

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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**.

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

7. Click **Next**.
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.

![Withdrawal Information Screen]

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.

![Withdrawal Information Screen with updated dates]
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