Complete Withdrawal/LOA - School

Complete Withdrawal/LOA OnBase Workflow – Department Process

To initiate a complete withdrawal or leave of absence for PeopleSoft processing, complete the OnBase Withdrawal/LOA form and submit it to the University Registrar through an OnBase Workflow process.

Included in this documentation are instructions to:

- Initiate a New Form
- Process a Form Returned by the Registrar
- Track a Request in Progress
- Retrieve an Archived Form

Department Instructions for Initiating a New Complete Withdrawal/LOA Form

**Step 1** – Access the Complete Withdrawal/LOA form through OnBase’s Web Client at [https://imaging.emory.edu](https://imaging.emory.edu).

- Select “New Form” from the dropdown
- Select “SR Withdrawal/LOA Form (Unity)”

**Step 2** – Enter Required Information in all three columns of the Student and Submitter Information section of the form in this order:

1. Type of Leave
2. Enter Student EMPLID
3. Click on the Lookup Button - This will populate the student information.
4. Enter submitters name
5. Select submitters school
6. Enter submitters email address
7. Enter submitters phone #
Step 3a – The type of leave selected in the Student & Submitter section determines the questions asked in the Leave Information Section.

For a Withdrawal:
- Enter the Effective Date of Withdrawal – If the effective date is outside of the 30 day window from the date the form is submitted, you must upload supporting documentation.
- Enter the Effective Term – (i.e. S171, S169, S166)
- Select International Student if it applies
- Select reason for withdrawal

Step 3b

For a Leave of Absence:
- Enter the Effective Date of LOA – If the effective date is outside of the 30 day window from the date the form is submitted, you must upload supporting documentation.
- Enter the Effective Term – (i.e. S171, S169, S166)
- Enter the projected return term
- Remove any future enrollment - Using the dropdown arrow, select yes, no, or N/A (if there is no future enrollment)
- Select International Student if it applies
- Select reason for withdrawal

Step 4 – Complete the Class/Course Information
Add each class the student is enrolled in for the withdrawal term by selecting the “Add” button, and assign a grade of W or WF.

Note: If all classes are not listed, the form will be returned to the submitter to complete the form.

Step 5 – Upload supporting Documents by selecting the “Attach Withdrawal/LOA Form” button.
Use this button to attach supporting documents to include: student signature or email if unable to sign, authorized school official signature, explanation if outside of 30 day window, or school’s internal withdrawal form.

After attaching document, Submit the form
**Processing a Form Returned by the University Registrar**

Forms that are returned by the University Registrar for reasons such as a compliance issues or missing supporting documents must be reviewed and submitted by the School in a timely manner. You will receive an email when a form is returned prompting you to review the submission.

**Step 1** - Login to OnBase using the Unity Client or the Web Client at [http://imaging.emory.edu](http://imaging.emory.edu).

Click on the arrow next to “Document” and select “workflow” from the dropdown.

**Step 2:** Under the “Life Cycle View” tab, click the arrow beside the folder titled, “SRA – Withdrawal and LOA”. You should see the following folder:

- **SR WD – Waiting to be Resubmitted**

Forms that are returned by the University Registrar will route to this folder for your review. Click once on the folder.

**Step 3:** A list of Complete Withdrawals/LOA that require you attention will display in the inbox. By clicking on the desired form, the form will display to the right or bottom (depending on your view).

**Step 4**

Review the reason the form was returned?

1. Click on the “Internal” tab
2. Scroll to the bottom of the page to see why the form was returned and next steps.

Click on “ReSubmit button” once corrections to the request are made.
**Tracking and Retrieving and Archived Complete Withdrawal/LOA Request**

**Step 1** – Login to OnBase using the Unity Client or the Web Client at [http://imaging.emory.edu](http://imaging.emory.edu).

Under Document Types, you should see the following two folders:

- **SR Withdrawal/LOA Form** – Use this folder to retrieve complete withdrawal/LOA requests that have completed workflow.
- **SR Withdrawal/LOA Form Upload** - Use this folder to retrieve attachments submitted along with a complete withdrawal/LOA request.

For this illustration, we are looking for a complete withdrawal form. Select, SR Withdrawal/LOA Form

**Step 2** – You should now see keyword search options. You can search by any of the keywords listed. In most cases you will search by EMPLID or Last and First Name.

**Enter Search Criteria (1)** – For this illustration we will search by EMPLID

Click return or on the **Binocular icon** at the bottom left of the screen (not illustrated) and results will appear in the “documents“ window.

**Double click** on the student you are looking for from the Documents window (2).

The archived form will display (3).

**Step 3** – Click on the **“Office Use Only”** tab to see the status of the form.