The purpose of this guide is to provide instructions for reviewing a selective withdrawal form utilizing Ellucian Workflow.

1. A notification will be sent to your Mason email address. Click on **Review Case in Workflow** then login using your Mason credentials.
   NOTE: The emails will be sent from GMU Workflow Do Not Reply <wfnorply@gmu.edu>.

Dear Athletics,

                     (   ) has submitted a Selective Withdrawal Request for your review. Click on the link below to approve/deny the case.

- Case number: 39715
- Student: (   )
- Term: Spring 2024
- Course(s):
    - HEAL 110-DL1 Personal Health
    - MIS 303-001 Intro Business Informatn Syst
    - MUSI 100-DL1 Fundamentals of Music

Regards,

Office of University Registrar

Review Case in Workflow

2. *Click on **Claim**. **NOTE:** If the Confirmation box doesn't display or the case does not appear in unassigned, it has already been claimed by another approver and no further action on your part is required.*
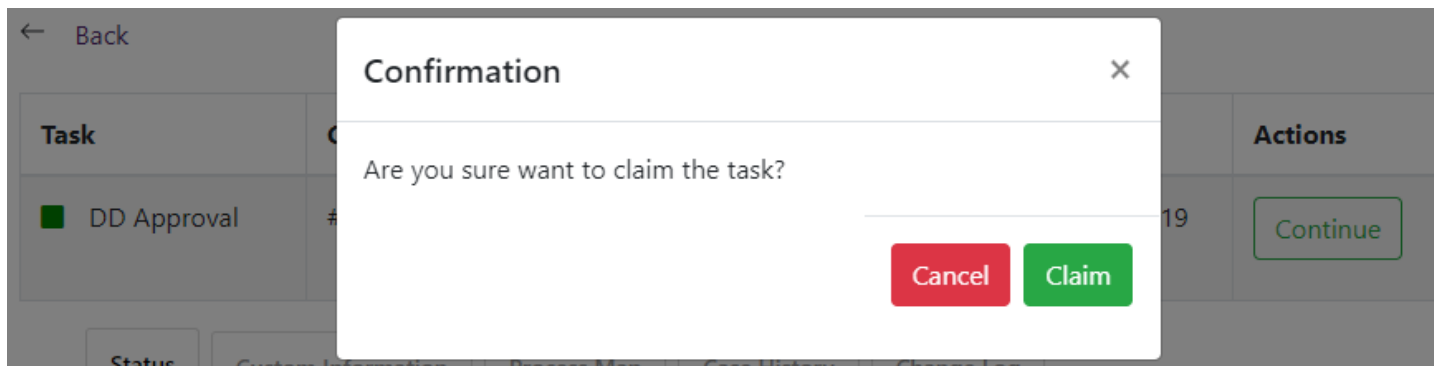
3. Review the request. Enter a **Decision**.
   Comments are optional when you <mark>Approve</mark> the case.
   If you **Reject** the request, the **Comments** will be required. The words you type in that box will be
   included in the notification to the student.

Approver		Banner Id	
Athletic Department Decision:	*	Select the decision	⌄
Athletic Department Comments / Notes	*		

4. Click **Submit**

5. A page confirming successful submission will appear. A notification will be sent to the next approver, if applicable, in the workflow for review.

6. Once approved by all approvers in the workflow, the record will be updated in Banner and on the student's academic record. The student will receive an email that their request has been processed.

For assistance or issues with Ellucian Workflow forms, please contact regwf@gmu.edu.