Reviewing a Selective Withdrawal Request

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,

   [Email body with case information]

   Regards,
   
   Office of University Registrar

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 Approve 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.

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.