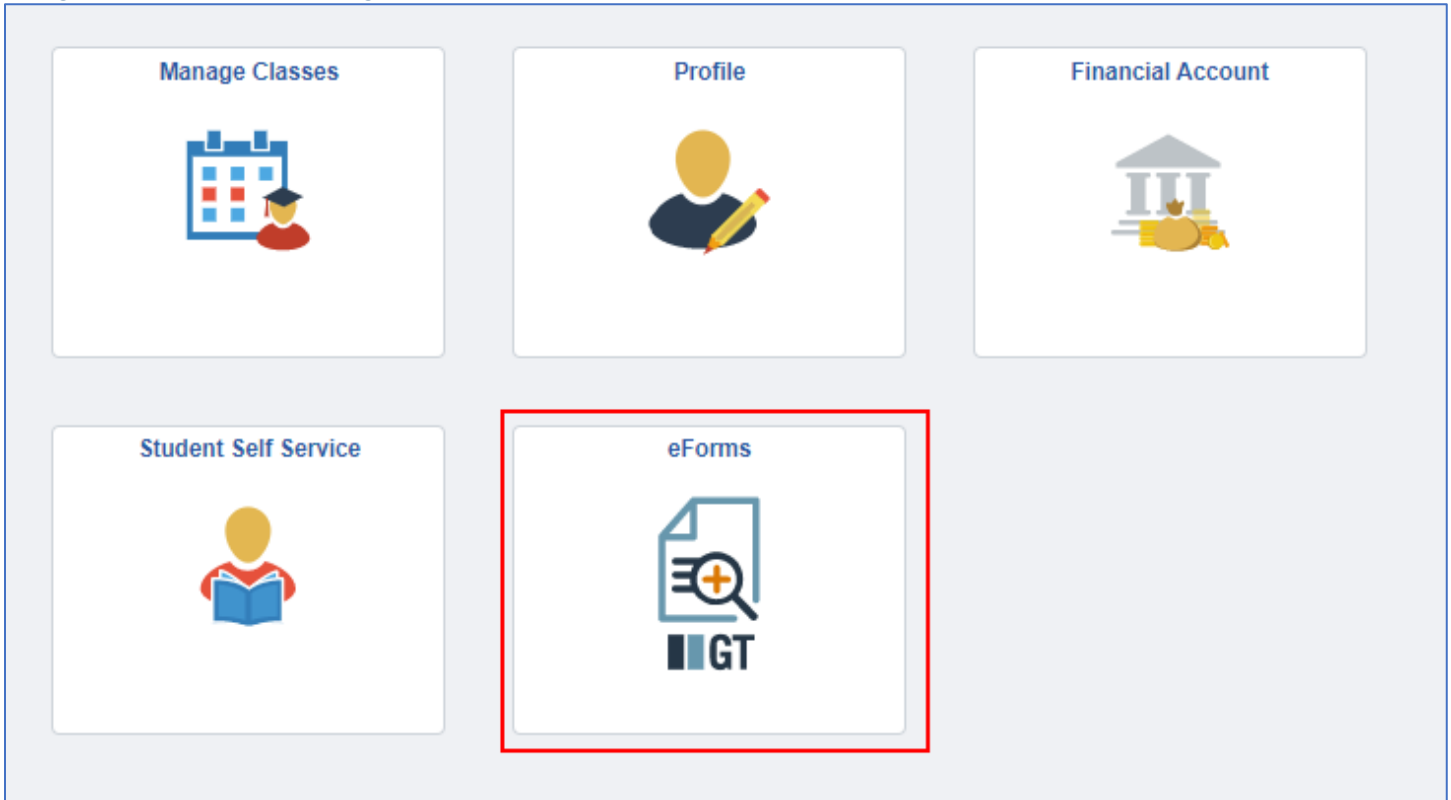


Cancellation/Withdrawal eForm Process

Form Submission (Completed by Student)

Navigation: Student Homepage > eForms > Cancel/Withdraw to Zero Credit



1-The student will select their Academic Institution. This will then pull up the Withdrawal Information for the student to review. The student will then click 'Next' at the bottom of the page.

Cancellation/Withdrawal to Zero Credits

*Academic Institution

Williston State College

Academic Information:
Campus Connection does not allow you to drop your last or only class.

Completing this form is a request to cancel enrollment and withdraw to zero credits. Failure to initiate the withdrawal process may result in failing grades and possible financial obligations. Courses withdrawn after the last day to drop will be recorded with a "W".

Tuition and Fees Information:
Refunds for withdrawals are prorated based on the length of a course and the date of withdrawal. The term withdrawal refund schedule is available on the Williston State College website.

If registered in a variable length course that has concluded and/or have been graded at the time of withdrawal, you may drop your remaining courses on Campus Connection until the last day of withdrawal.

Financial Aid Information:
Financial aid recipients may have all or a portion of their financial aid returned based on the date of withdrawal which could result in a balance owed to the College. The withdrawal may affect future credit hours attempted.

2-The form will populate with some prefilled information that has been setup by CTS. Students can update address information if needed. They will then answer specific additional student information questions.

Update a Withdrawal : Withdrawal to Zero Credits - p2

An asterick [*] denotes required fields.

Student Information

Student Name Last Name, First name	Student ID/Empl ID STUDENT ID
*Mailing Address <input type="text"/>	*Phone Number <input type="text"/>
*City <input type="text"/>	Email Address LoadTest@NDUS.edu
*State/Province <input type="text"/>	
*Zip/Postal Code <input type="text"/>	

Address information will populate and a student can update if they choose. Information will not update to Campus Connection.

Additional Student Information

Are you enrolled in collaborative courses? No

Are you receiving Military or Veteran's educational benefits? No

Are you currently a student athlete? No

Have you lived in campus housing during the term you are withdrawing from? No

3-The student will then enter the Withdrawal request details. The institution will prepopulate from their selection after initiating the form.

Withdrawal Request Details

*Cancel/Withdraw from which institution? Williston State College ▾

*Cancel/Withdraw from which term? ▾

*Withdrawal Career ▾

*Do you plan to return to this institution? Yes ▾

If yes, when? ▾

4-The student can then indicate their reasons for withdrawing from the institution. They can also attach any needed documentation. This documentation will go into Perceptive.

Cancellation/Withdrawal Reason

Please identify the reason (s) for cancelling/withdrawing at this time: (check all that apply)
Briefly explain your selected reason(s) for withdrawal in the text box below. If you prefer not to explain your selection, please type 'N/A' in the space below.

Academic <input type="radio"/> No	Financial <input type="radio"/> No
Personal, family <input type="radio"/> No	Illness/Medical <input type="radio"/> No
Moving or transferring to a new location <input type="radio"/> No	Job Conflict <input type="radio"/> No
Other (Please specify below) <input type="radio"/> No	Decided to attend a different college or university <input type="radio"/> No

Explanation:

File Attachments

Please attach any corresponding documentation, if necessary, that may be needed for your Cancellation/Withdrawal to be processed.

Status	Action	Description	File Name	Delete
1	<input type="button" value="Upload"/>	<input type="text"/>		<input type="button" value="Delete"/>

Comments

5-A student can either 'Save' a form for future updating or 'Submit' to be processed. Previous takes them back to the first page where they can review the collaborative agreement or their home institution.

Comments

Previous
Save
Submit

5-After the form is submitted, the student will get a results screen indicating successful submission of the form. The student will also get a notification that the form has been submitted.

SUBMITTED: NDUS Withdrawal Form - Form ID: 100440

donotreply@ndus.edu
To: Narveson, Sara

Reply
Reply All
Forward
...

Thu 9/2/2021 9:25 AM

Hello,

Thank you for your submission. To view your request, please click [here](#). If you have any questions, please contact your ND University System campus.

Thank you

Comments:

A student can also view a form's Approval Route' by clicking the Approval Route button.

+ Add a Withdrawal : Withdrawal to Zero Credits - Results
Form ID 100317

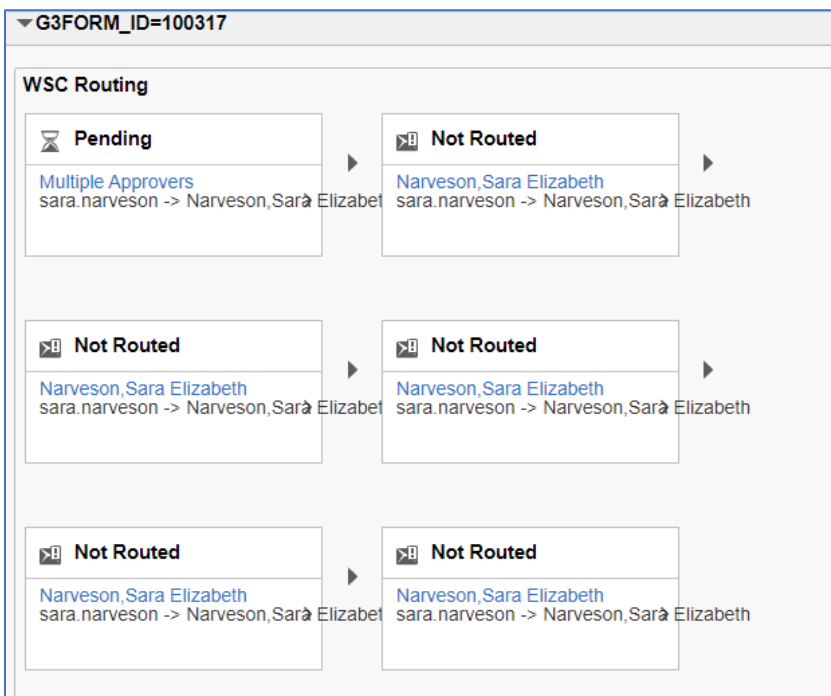
You have successfully submitted your eForm. Refresh

The eForm has been routed to the next approval step.
multiple approvers.

View Approval Route

Transaction / Signature Log							1 row
	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed	
1	09/02/2021 8:35:51AM	Initiated	iambad.test	Test userid for Crystal H.	Submit		

Action Item Log				1 row
	Acknowledgement	Description	User	Time Stamp
1	Yes	I have read and understand the information outlined on the preceding page of this form. I accept all academic and financial consequences resulting from this withdrawal. I understand I will forfeit the grades from any courses that have not been completed and that I am subject to charges and refunds according to State Board of Higher Education policy.	iambad.test	09/02/21 8:35:47 000000AM



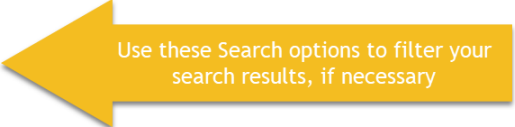
Updating a previously saved form (Student Submission)

If a student saves a form to go back and complete later, they will access the form at:
Student Homepage > eForms > Update a NDUS eForm.

1-Clicking **Search** will bring up all forms that are in the user's queue or that have been submitted. A student will be able to see all pending and saved forms submitted by them.

Search by:

Form ID	Begins With	<input type="text"/>
Form Type	Begins With	<input type="text"/> <input type="button" value="Q"/>
Form Status	is Equal To	<input type="text"/>
Student Name	Begins With	<input type="text"/>
Student ID/Empl ID	Begins With	<input type="text"/>



2-The student can select the form they wish to updated. On this page a student can either choose to Save again, Withdraw the form, or Submit for processing.

▶ **Comments**

Evaluation

Navigation: Campus Solutions Administrator Homepage > eForms tile > Evaluate a NDUS eForm

Note: Evaluation/workflow will vary by campus. Please review the Withdrawal Workflow document located [here](#) for your institution's workflow process.

1-Clicking Search will bring up all forms that are in the user's queue for review. A user can also filter to a specific student, Form type, Form ID or Form status if necessary.

2-The form will be reviewed by the department for accuracy.

3-Comments can be entered if desired. The initial department may need to determine which offices a form needs to be routed to. **Evaluation criteria will vary by institution.**

Withdrawal Evaluation

Select the appropriate department you would like this withdrawal form to be routed to.

Route to Collaborative? No

4-After the form has been evaluated, the evaluator will get the following page:

Evaluate a Withdrawal : Withdrawal to Zero Credits - Results Form ID 100317

You have successfully approved your eForm. Refresh

The eForm has been routed to the next approval step.
multiple approvers.

[View Approval Route](#)

Transaction / Signature Log 4 rows

	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1	09/02/2021 8:35:51AM	Initiated	iambad.test	Test userid for Crystal H.	Submit	
2	09/02/2021 8:38:24AM	sara.narveson -> Narveson,Sara Elizabeth + crys...	crystal.hotchkiss	Hotchkiss,Crystal M.	Approve	2 minutes
3	09/02/2021 8:42:58AM	GTAdmin Mass Resubmit	crystal.hotchkiss	Hotchkiss,Crystal M.	Resubmit	4 minutes
4	09/02/2021 8:43:19AM	sara.narveson -> Narveson,Sara Elizabeth + crys...	crystal.hotchkiss	Hotchkiss,Crystal M.	Approve	< 1 minute

Action Item Log 1 row

	Acknowledgement	Description	User	Time Stamp
1	Yes	I have read and understand the information outlined on the preceding page of this form; I accept all academic and financial consequences resulting from this withdrawal. I understand I will forfeit the grades from any courses that have not been completed and that I am subject to charges and refunds according to State Board of Higher Education policy.	iambad.test	09/02/21 8:35:47.000000AM

Approvers

Navigation: Campus Solutions Administrator Homepage > eForms tile > Evaluate a NDUS eForm

Note: Evaluation/workflow will vary by campus. Please review the Withdrawal Workflow document located [here](#) for your institution's workflow process.

1-Clicking Search will bring up all forms that are in the user's queue for review. A user can also filter to a specific student, Form type, Form ID or Form status if necessary.

2-The form will be reviewed by the approver. Processing depending on department will vary.

3-Comments can be entered if desired. The Approver can either choose the action that best fits.

4-After the form has been processed in that department, the approver will get the following page:

Evaluate a Withdrawal : Withdrawal to Zero Credits - Results Form ID 100317

You have successfully approved your eForm.
The eForm has been routed to the next approval step.
multiple approvers. Refresh

[View Approval Route](#)

Transaction / Signature Log 5 rows



	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1	09/02/2021 8:35:51AM	Initiated	iambad.test	Test userid for Crystal H.	Submit	
2	09/02/2021 8:38:24AM	sara.narveson -> Narveson,Sara Elizabeth + crys...	crystal.hotchkiss	Hotchkiss,Crystal M.	Approve	2 minutes
3	09/02/2021 8:42:58AM	GTAdmin Mass Resubmit	crystal.hotchkiss	Hotchkiss,Crystal M.	Resubmit	4 minutes
4	09/02/2021 8:43:19AM	sara.narveson -> Narveson,Sara Elizabeth + crys...	crystal.hotchkiss	Hotchkiss,Crystal M.	Approve	< 1 minute
5	09/02/2021 8:45:49AM	sara.narveson -> Narveson,Sara Elizabeth + crys...	crystal.hotchkiss	Hotchkiss,Crystal M.	Approve	2 minutes





Action Item Log 1 row

	Acknowledgement	Description	User	Time Stamp
1	Yes	I have read and understand the information outlined on the preceding page of this form; I accept all academic and financial consequences resulting from this withdrawal. I understand I will forfeit the grades from any courses that have not been completed and that I am subject to charges and refunds according to State Board of Higher Education policy.	iambad.test	09/02/21 8:35:47 000000AM

5-After the form has fully been processed by each department within the process, the student will get the following notification. Any other offices requiring notification will also be alerted.

FINAL DECISION: NDUS Withdrawal Form - Form ID: 100440

 helpdesk@ndus.edu
To:  Narveson, Sara

 Reply  Reply All  Forward 

Thu 9/2/2021 9:32 AM

Hello,

The NDUS Withdrawal Form has been Approved. If you have any questions, please reach out to your ND University System campus. To view your form at any time, please click [here](#).

Thank you,

North Dakota University System

Example of Notification Only email:

Hello,

Per your request, you are receiving notification for the following processed form:

- NDUS Withdrawal Form

The view the completed submission, please click [here](#).

Comments: