CREATE REQUEST – FOR STUDENTS

Description: This quick guide provides instruction on how to use the Create Request function to complete an online form.

Applies to: Students

TYPES OF REQUESTS

Students will use the Create Request function to initiate tasks. Examples of tasks include:

- Courses at Other Institutions (Undergraduate)
- Directed Study - JD (Law)
- Late Course Withdrawal (Undergraduate and Graduate)
- Late Add/Drop Request (Undergraduate and Graduate)
- Refund Request
- Satisfactory Academic Progress Appeal

CREATE A REQUEST

1. From the Global Navigation Menu, select the Academics Hub.

2. Under Suggested Links, select Create Request.
CREATE REQUESTS

3. Select the Request Type.

4. Click OK.

5. Complete the form according to the directions at the top.

6. Click Submit.

7. The request will route for approval as necessary based on the request.
CREATE REQUESTS

APPROVAL WORKFLOW

View the status of your request by going to My Tasks > Archive.

Archive has all the business process tasks you have been involved in.

1. Find and select the Request event you submitted.

2. Review the Overall Status of the task.

   ![View Event](example.png)

   - Overall Status: In Progress

3. Click the Process tab.

   a. The Process History grid tells you the detailed status of your request and the individual(s) authorized to approve.

   ![Process History](example.png)