

Reviewing Add/Drop Course Requests & Course Withdrawal Requests

On the Records Office tab, depending on your role, either you will immediately see the **Add/Drop Course Review** page, which is in the screenshot below, or you will find the link to the **Add/Drop Course Review** on the left, circled in red below.

If you have requests waiting for you, click the underlined link, which displays how many pending requests you have.

The screenshot shows the MCAD website interface. At the top left is the MCAD logo. A navigation bar contains links for Home, Student Accounts, Financial Aid, Records Office (highlighted), Academic Advising, Chair Info, Faculty Info, Advisor Info, Registration, FERPA Form, and Reports. Below the navigation bar, a breadcrumb trail reads "You are here: Records Office > Add Drop Course Review".

On the left side, there is a "RECORDS OFFICE" menu with several items: Home, Graduating Students, Current Semester Attendance Verification, **Add Drop Course Review** (circled in red), MCAD Shared Prerequisite for Personal and Community Safety, and QUICK LINKS. The QUICK LINKS section includes: Access 1098-T Tax Documents, MCAD Email, Important Dates and Deadlines, Blackboard, Course/Room Schedule, Faculty/Staff Directory, Intranet, and Knowledgebase.

The main content area is titled "Welcome to Add/Drop Course Review". It contains the following text:

You'll find the Course Adds/Drops needing your review below.

If you wish to add any comments related to the form submission click Add Comment. You must click Save Changes after adding comments to the form submission. The comments are NOT shared with the student. Other faculty and staff who access the form may be able to see the comments.

If you approve the course addition, click Approve on the form submission. The form will move on to the next Department Chair, Financial Aid, or possibly directly to Records for processing the course adds and drops.

If you decline the course addition, click ReRoute, select -The Abyss from the list, and click Save. The student will be notified that a course addition was not approved but you will need to reach out to them to let them know the reasoning.

Below this text is a section titled "Review Course Adds/Drops" with a notification icon. It states: "You have 2 Documents to review." The text "2 Documents" is circled in blue.

All Pending Requests

Circled in red is a drop down list where you can select which types of request you want to review. I selected **Add_Drop_Courses**, indicated by the checkmark.

The blue box, displays any pending requests for the selected type. At the far left, inside the blue box, is **View**, which you should click to review the individual submission.

The screenshot shows the MCAD Records Office interface. The main heading is "Review Course Adds/Drops". A dropdown menu is open, showing options: "Add_Drop_Course" (checked), "Course_Withdrawal", "Documents I Submitted", and "Previously Assigned Documents". Below this, a table lists one entry with the following details:

	Submitted Date	User ID	First Name	Last Name	Current Stage
View	8/20/2020 5:35:53 PM	1211064	TestNameZ	Test	LA_Department_Approval

At the bottom of the table, it says "Showing 1 to 1 of 1 entries" and includes "Previous 1 Next" navigation buttons.

Review Individual Add/Drop/Withdraw Requests

Next, you will get a new page that includes all the information from the student's form.

The student information is towards the top, including the student's email address so you can reach out to them if necessary.

*The **[Click here to view your current schedule](#)** link is only useful to students while they are filling out the form.*

Scroll down to find the **Course Change List** or **Course Withdrawal List**. The table will show you all the courses that the student has requested to add, drop, or withdraw.

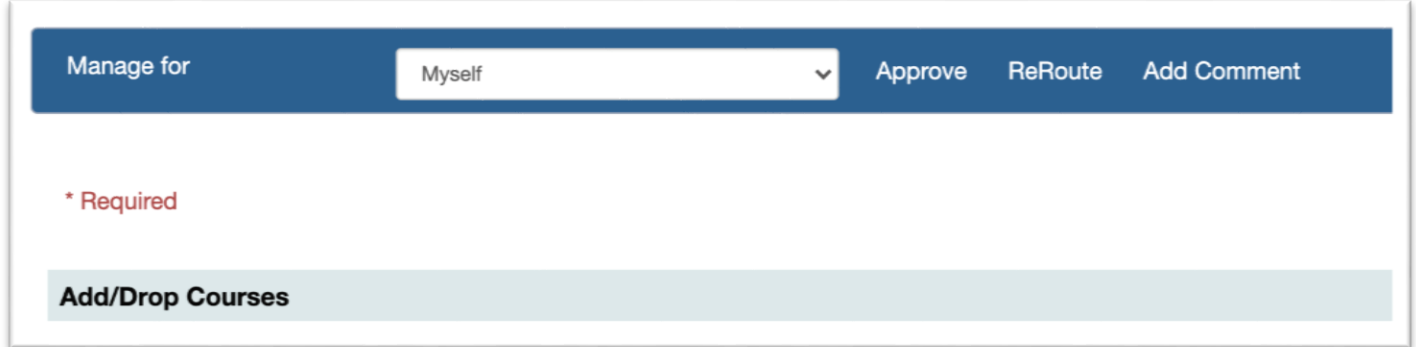
The Add/Drop requests include credit count information below the **Course Change List** for Financial Aid in the event they will need to review the request.

Below that is mainly administrative information that keeps the form moving through the workflow.

ID Number:	1211064												
Legal Name:	TestNameZ Test												
Name:	TestNameZ Test												
MCAD Email Address:	tstudent@mcad.edu												
Student Mailbox Number:	999												
Current Semester:	Spring 2019-2020												
Click here to view your current schedule													
Course Change List:													
	<table><thead><tr><th>Courses to drop:</th><th>Credits to drop:</th><th>Courses to add:</th><th>Credits to add:</th></tr></thead><tbody><tr><td>MCAD 9999 01 - Test Course</td><td>3.00</td><td></td><td></td></tr><tr><td></td><td></td><td>AH 1702 01 - Introduction to Art and Design History 2</td><td>3.00</td></tr></tbody></table>	Courses to drop:	Credits to drop:	Courses to add:	Credits to add:	MCAD 9999 01 - Test Course	3.00					AH 1702 01 - Introduction to Art and Design History 2	3.00
Courses to drop:	Credits to drop:	Courses to add:	Credits to add:										
MCAD 9999 01 - Test Course	3.00												
		AH 1702 01 - Introduction to Art and Design History 2	3.00										
Credits Currently Registered:	3.00												
- Dropped Credits:	3												
+ Added Credits:	3												
= Credit Total:	3												
(if the drops and adds are approved and processed)													

Approve or Deny (ReRoute) Individual Add/Drop/Withdraw Requests

Back at the top of that page, you will see the following menu



The screenshot shows a dark blue header bar. On the left, it says "Manage for" followed by a white dropdown menu containing "Myself". To the right of the dropdown are three buttons: "Approve", "ReRoute", and "Add Comment". Below the header bar, there is a red asterisk followed by the word "Required". At the bottom of the header bar, there is a light blue bar with the text "Add/Drop Courses".

Looking at the options from right to left:

Add Comment

Click **Add Comment**, type your comment in the box, and click **Save**

*The student will NOT receive the comments. Anyone reviewing the form submission after you, other department chairs, Student Affairs, Financial Aid, and Records, will see the comments. They will show up near the bottom of the page. In the **Workflow Files/Comments** section.*

Deny (ReRoute)

If you do NOT approve the request, click **ReRoute**. A drop down list will become available where you should select **~The Abyss**.

***The Abyss** is a form location we created so that we do not lose the record of denied requests and they will NOT end up with Records for processing.*

After selecting **ReRoute** and **~The Abyss**, click **Save**. The student will receive an email stating that someone denied their request to add/drop or withdraw courses but they will not know why. You will need to contact the student to explain, if you did not already do that.

Approve

If you approve the request, click **Approve**.