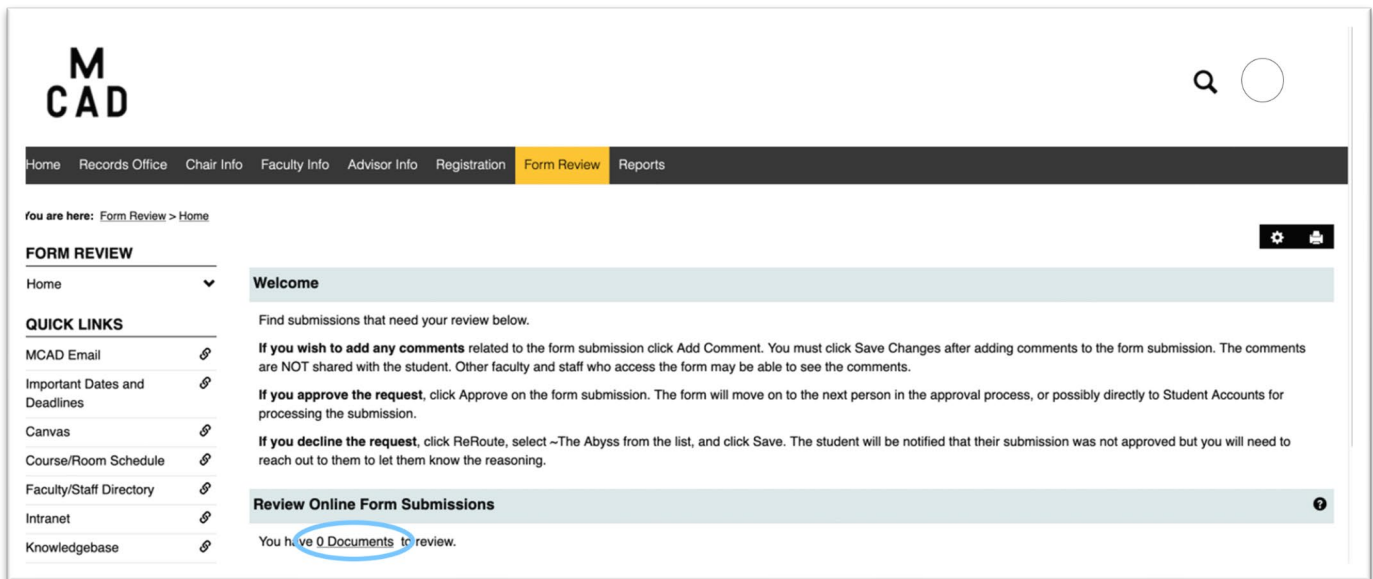


Reviewing Forms on myMCAD

To review form submissions, log into my.mcad.edu and go to the **Form Review** tab.

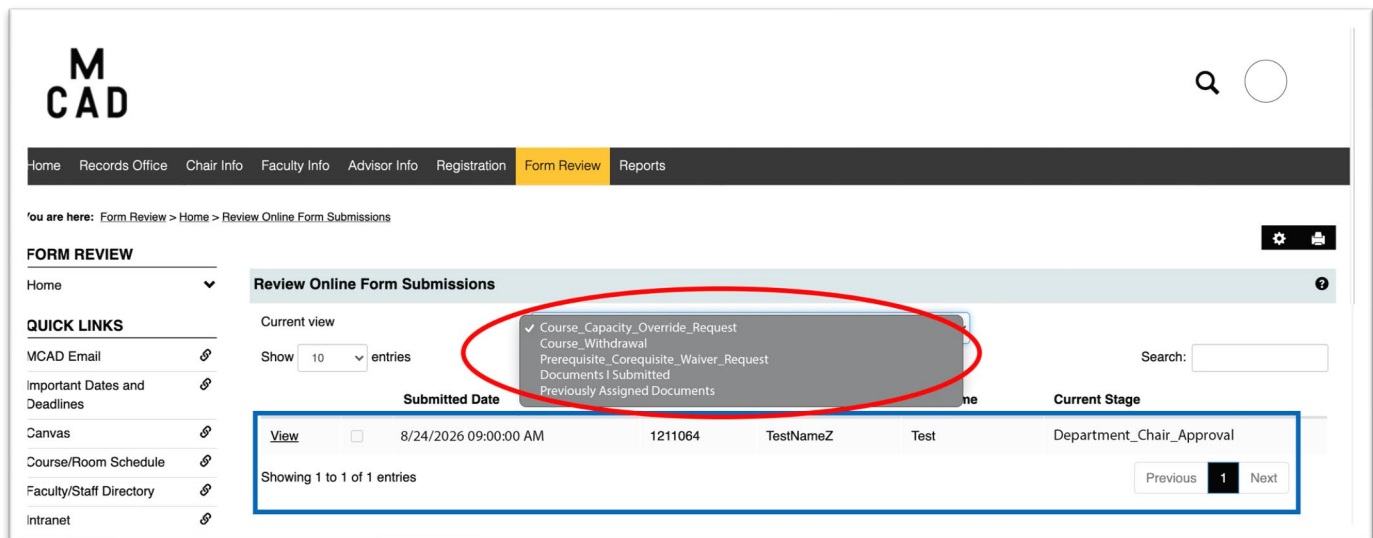
If you have requests waiting for you, click the underlined link, which displays how many pending requests you have.



All Pending Requests

Circled in red is a dropdown list where you can select which types of requests you want to review. In my example I selected **Course_Capacity_Override_Request**, indicated by the checkmark.

The blue box displays any pending requests for the selected category. At the far left, inside the blue box, is the clickable link "**View**", which you can click to review the individual submission.



Review Individual Requests

After clicking “**View**” for an individual request, you’ll see all the information from the student’s form.

For **Course Capacity Override Requests** and **Prerequisite and Corequisite Waiver Requests**, you can scroll to near the bottom of the page to find an overview section with the student’s information and the selected course.

Course Capacity Override Request Overview

Student ID:	Semester Selected:
1211064	Fall 2026
MCAD Email Address:	Course Selected:
tstudent@mcad.edu	AH 3365 01
Name: (Recognized first name & legal last name)	
TestNamePN TestZ	

For **Course Withdrawals**, the student’s information, including their email address, is included at the top of the form. *The link to view the current schedule is only for students while they are filling out the form.* Scroll down to find the **Course Withdrawal List**. The table will show you all the courses that the student has requested to withdraw from.

[Click here to view your current schedule](#)

Course Withdrawal List:

*

Courses to withdraw:	Credits to withdraw:	Withdrawal Reason:	Current Term:	Current Year:	MCAD Student ID Number
ABCD 1234 01 - Test Course	3.00	Reason ...	FA	2026	1211064

Approve or ReRoute (Deny) Requests

At the top of that page, you will see the following menu:



Looking at the options from left to right:

Approve

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

ReRoute (Deny)

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

***The Abyss** is a form location we created so that we don't lose the record of denied requests and they will NOT end up in Records queue for processing.*

After selecting **ReRoute** and **~The Abyss**, click **Save**. The student will receive an email stating that someone denied their request but they will not know why. You should contact the student to let them know the reason.

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, for example other department chairs/program directors, Student Affairs, Financial Aid, or Records, will see the comments. Your comment will appear near the bottom of the page. In the **Workflow Files/Comments** section.*