



When the halfway point of a course is reached, faculty will have to approve or deny withdraw/drop requests from students. When an approval is needed, faculty will receive an email with a link that will take them directly to the Withdrawal Request Approval page in PeopleSoft. **Requests should be addressed within 48 hours of receipt.**

Faculty Approving or Denying Withdraw/Drop Requests

From the faculty approval generated email:

1. Click the provided link in the email.

From: prcs-KCTSATST@kctcs.edu <prcs-KCTSATST@kctcs.edu>
Sent: Monday, September 4, 2017 11:53 PM
To: Chi, Bernard (KCTCS)
Subject: Class Withdrawal Request


You have a Withdrawal Request that requires your approval.

Please visit the following URL to approve or deny this withdrawal request. https://csdev.kct.mycmsc.com/psp/kctsatst/EMPLOYEE/SA/c/KCTCS_SR.K_OWR_FAC_APP.GBL?Page=K_OWR_FAC_APPRV_FL&Action=U&EMPLID=001042640&OPRID=DQUEEN0001

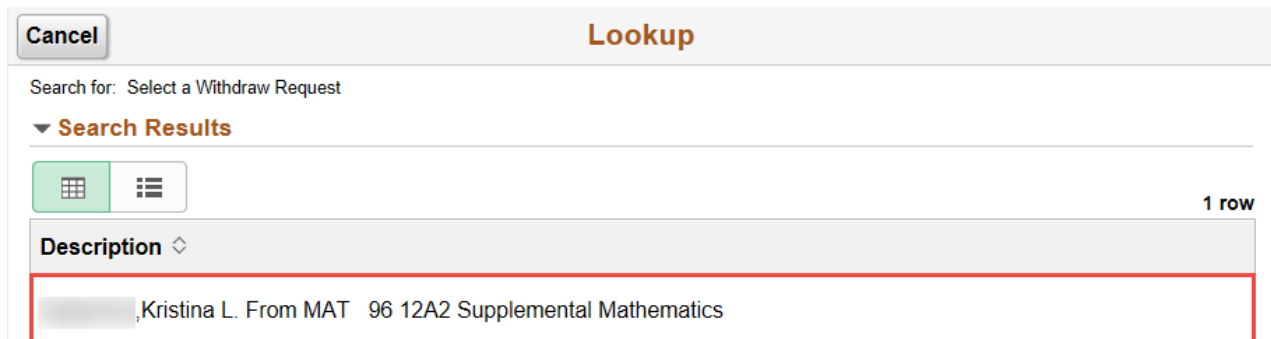
2. If prompted, log in to PeopleSoft.
3. The link provided in the email will navigate directly to the Withdraw Request Approval Page. Select the **Magnifying Glass** under **Select a Withdraw Request** to select the student.



Note: The **Withdrawal Request Approval** page can also be accessed from PeopleSoft if not using the email link provided. The page has been set up as a tile on the Campus Solutions Homepage. If the tile is not visible, the tile must be added:

1. From the Campus Solutions Homepage, click the Action List icon .
2. Select **Personalize Homepage**
3. Click **Add Tile** in the upper right hand corner.
4. Select **KCTCS Fluid Development**.
5. Select **Withdrawal Requests**.
6. Click the green **Save** button in the upper right hand corner. The tile should now be visible on the Campus Solutions Homepage.

4. Select the student from the list.





5. The Student's information and reason for withdraw will display. Click on the **Approve** or **Deny** button to approve or deny the request.

Advisor, Starr L

Select a Withdraw Request

Kristina L. From MAT 96 12A2 Supplemental Mathematics

Student ID

Name

Kristina L.

Requested On

09/29/17 2:11PM

Reason for Withdraw

Academic

From

MAT 96 12A2

Supplemental Mathematics

Cancel Approve Deny

6. A confirmation will display stating the request has been set to **Approved** or **Denied**. Click **OK** to work another request or click **OK** and then **Cancel** to return to the homepage. Selecting Approve or Deny will flag the record with an **"A"** or a **"D"** where A = Approved by Faculty and D=Denied by Faculty.

The withdrawal request status has been set to approved

The withdrawal request has been updated. Click 'OK' to work another request or 'OK' and then 'Cancel' to return to your homepage.

OK

7. The student will be notified via email when the request has been approved or denied.
8. After the approval or denial is completed by the faculty member, the college will complete the withdrawal and update the record as complete.

Faculty Withdraw/Drop Requests Important Information

- If an approval/denial is marked incorrectly by the faculty member, faculty should contact the records office to have the record fixed.
- If a request is not addressed by faculty within 48 hours, an escalation email will be sent to a designated individual(s). **Please be prompt in addressing Withdrawal Request Approval Emails.**