For Academic Advisors - How to Approve Extension Requests in Workflow.

Flowchart

1) Please log in to Axess

2) Double click on OPA/Bechtel Center

3) Select the student's request by clicking on it.

4) Once the transaction has opened, select the new end date by clicking on the magnifying glass.
5) Then click on Look Up. This will list future degree conferral dates. Select the new end date from this list.

6) Next select the academic reason for the extension. This will show a list of the most common reasons. If the reason is not listed, please choose “Other Reason” and enter the reason.

7) You now have four options:
• Click on the "Approve" button. The request will then be forwarded to the department administrator for the next step in the workflow. You do not need to add a comment.
• Click on the "Return" button if you need additional information. This will send the request back to the student and will allow the student to edit information as necessary and resubmit the request. Please enter a comment explaining why the request is being returned.
• Click on the "Decline" button if you do not wish to approve the extension. This will send the request back to the student who will not be allowed to edit and resubmit the request. Please enter a comment explaining why the request is being declined.
• Click on the "Save" button at the bottom of the form if you want to save the information you have entered and approve it later.

8) This concludes the Academic Advisor's role in approving the Extension Request in Workflow.