For Dept. Administrators - How to Approve Extension Requests in Workflow.

Flowchart

1) Please log in to Axess and double click on OPA/Bechtel Center.

2) Select the student’s request by clicking on it.

3) Once the transaction has opened, the new end date and extension reason entered by the academic advisor can be found on the student’s request. If the end date needs to be updated, please click “Override”. You can select the new end date by clicking on the magnifying glass.

4) If the student will receive funding from the Department please indicate the amount under the correct category in Department Funding section, otherwise leave the Department Funding section blank.
• **F-1 students** are required to show proof of funding from the next quarter till the end of the extension period up to a maximum of 9 months (3 quarters).

• **J-1 students** are required to show proof of funding from the end date of the current DS-2019 till the end of the extension period.

5) Please enter the tuition category from the drop down menu. You do not need to enter funding amounts as they will be entered by the Bechtel I-Center staff.

   • If the extension period is greater than 9 months, only one tuition category has to be entered. If it is less than 9 months, a tuition category has to be entered for each quarter of the extension.

   • If the extension period is less than nine months and covers summer quarter, select "Vacation" as the tuition category for that quarter unless the student is graduating at the end of summer.

6) You now have four options:
• Click on the "Approve" button. The request will then be forwarded to the Bechtel I-Center 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. The edited request will come directly to you and will not go to the Advisor.

• 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.

7) This concludes the Department Administrator’s role in approving the Extension Request in Workflow.