

Online Withdrawal Process – Faculty & Staff

Beginning in Fall 2017 MyUI will remain open for withdrawing from all courses in a session. Students will be required to obtain authorization dependent on collegiate dean's deadlines and if ISSS or Athletics authorization is needed.

Before Fall 2017 students would need to physically come on campus to withdraw their registration. This process will eliminate that need, however the option to withdraw by paper at the Service Center is still available.

How the Process Works

Faculty & Staff with the proper authorization will be able to initiate a withdrawal process on behalf of the student and grant permissions. Many MAUI users will have view only access to the Registration Change Authorizations – Withdrawals section.

How the Process Works – Withdraw Link in MAUI & Authorization

On the student’s Registration Change Authorizations panel, there will be a link to initiate Withdrawal.

Withdrawals

	Date Entered	Entered By	Withdrawal Survey	ASR	Athletics	ISSS	Dean	Change Processed	
No withdrawals found									



[Initiate withdrawal](#)

Depending on what type of student is requesting the withdrawal, there will be various permissions that will need to be authorized.

- International and Student Athletes will need permissions from those areas beginning on Day 1.
- College of Engineering, Nursing, and Professional MBA Program students will need Dean’s permission on Day 1.
- All other Undergraduates and Graduate students will adhere to the withdrawals dates on the Academic Calendar.

Withdrawals

		Date Entered	Entered By	Withdrawal Survey	ASR	Athletics	ISSS	Dean	Change Processed	
log	comments	08/21/2017	MAUI User HawkID or ISIS	Pending - waiting for authorizations	Authorize	Authorize	Authorize	Authorize		delete

How the Process Works – Granted Permissions and Revoking

Once the necessary permissions have been granted they will display in MAUI with the User who granted the permission and a date.

Withdrawals									
		Date Entered	Entered By	Withdrawal Survey	ASR	Athletics	ISSS	Dean	Change Processed
log	comments	08/21/2017	jthutchi	Pending - waiting for authorizations	Authorized by MAUI Users on Date Revoke	Authorized by MAUI Users on Date Revoke	Authorized by MAUI Users on Date Revoke		

Authorized Users will be able to Revoke a granted permission but cannot complete the Withdrawal Process. The student will have to be the one who completes the process via MyUI.

Once the student completes the process, the information will display to MAUI.

Withdrawals									
		Date Entered	Entered By	Withdrawal Survey	ASR	Athletics	ISSS	Dean	Change Processed
log	comments	08/21/2017	ISIS	Complete	Authorized by MAUI User and Date	Authorized by MAUI User and Date	Authorized by MAUI User and Date		✓