

Dear Colleagues,

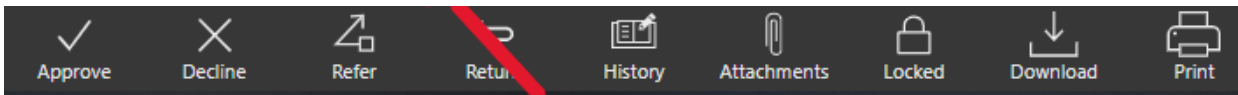
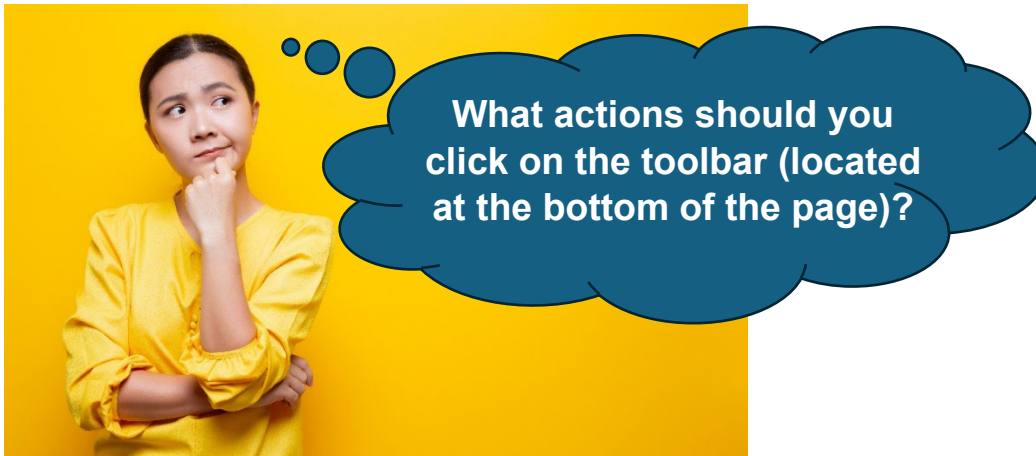
As the new semester begins, you may have already received some Etrieve forms for our office. Please be on the lookout for emails addressed from etrieve, which will include a link to direct you to the form to review. Timely review of Etrieve emails is essential, as these notifications often require action that directly supports students and academic operations.

Forms you may receive from students:

- Course Overload
- Course Withdrawal After W Period (should only be used after the W period has ended)

Department Chairs, College Deans, Student Affairs and Provost may receive these forms:

- Authorization to Attend Another Institution
- [Change of Grade](#)
- [Course Substitution Form](#)
- Leave of Absence or University Withdrawal Form



Most forms in the workflow will have a toolbar like the one above.

Approve & Decline – If the form requires a “signature,” type your name in the box and click either Approve or Decline to move it along in the workflow.

- Selecting **Approve** indicates your support of the request or acknowledgement of the document and allows the form to continue through the workflow.
- Selecting **Decline** simply records that you do not support the request at this stage, and the form will continue in the workflow.

Tip: Please add comments in the **History** section when declining to provide helpful context.

Refer – If you need someone else to look at the form first, you can refer to that person. Note: that person can only click “approve.”

History – A handy tool to add comments to the history of the form.

Attachments – Attach any supporting documentation to the form.

Locked – Once you open the document, the form is “locked” so that no one else can act on the form.

- When a form shows **Locked**, it means another user currently has it open. Until an action is taken (Approve, Decline, Refer), others cannot access the form.

Download & Print – Save or Print the form.

Should you have any questions, please email reginfo@frostburg.edu or call 301-687-4281.