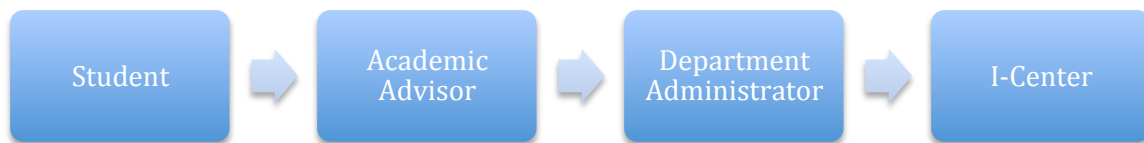


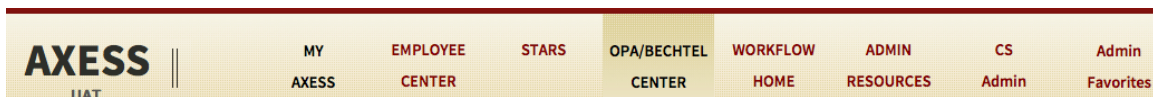
For Academic Advisors - How to Approve Extension Requests in Workflow.

Flowchart



1) Please log in to Axess

2) Double click on OPA/Bechtel Center



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

Workflow Home


My Workflow Dashboard

Work Flow Transaction list: My Approvals

Activity:

Web Form Transaction ID	WorkFlow Activity Description	Transaction Status	Originator Name	Originated On	Received On	Comments
01145333	#20-Extn 01	Pending		11/18/13	11/18/13	

4) Once the transaction has opened, select the new end date by clicking on the magnifying glass.

Program Information			
Start Date	09/23/2012	End Date	01/09/2014
Level of Education	Masters	SEVIS Major	Business Administration (MBA)
New End Date	<input type="text"/> 	<input type="checkbox"/> Override	Extension Reason <input type="text"/>
No. of Months			
Approvers			
Academic Advisor	<input type="text"/>	<input type="text"/>	<input type="text"/>
Department Administrator	<input type="text"/>	<input type="text"/>	<input type="text"/>



5) Then click on Look Up. This will list future degree conferral dates. Select the new end date from this list.

Look Up New End Date ✕

Search by: Confer Date =

Look Up [Advanced Lookup](#)

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.

Program Information			
Start Date	09/23/2012	End Date	01/09/2014
Level of Education	Masters	SEVIS Major	Business Administration (MBA)
New End Date	<input type="text"/> 	<input type="checkbox"/> Override	Extension Reason <input type="text"/>
No. of Months			
Approvers			
Academic Advisor	<input type="text"/>	pscs-dev-emails	<input type="text"/>
Department Administrator	<input type="text"/>	pscs-dev-emails	<input type="text"/>
Are you receiving funding from your primary department? <input type="radio"/> Yes <input type="radio"/> No More about Funding 			
<input checked="" type="checkbox"/> I attest that I have discussed my extension with my academic advisor as well as my department and I am aware of the new end date and departmental funding (if applicable).			
Funding			
Funding From Student	Department Funding	Estimated Expenses	

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.

Print
[Back to Workflow Home](#)

1. Please select:
 a) New End Date by clicking on the magnifying glass to look up conferral date.
 b) Extension Reason from the drop down menu.
 2. Approve the transaction. You do not need to enter funding information.

Bio Demo	
Student Name	<input type="text"/>
SEVIS ID	N000 <input type="text"/>
Phone	650/690 <input type="text"/>
Student ID	<input type="text"/>
Email	<input type="text"/>
Date of Birth	<input type="text"/>

Program Information			
Start Date	09/14/2011	End Date	06/15/2014
Level of Education	Masters	SEVIS Major	Business Administration (MBA)
New End Date	<input type="text"/> <input type="button" value="🔍"/>	Extension Reason	<input type="text"/>
No. of Months	<input type="text"/>	<input type="checkbox"/>	Override

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