# Faculty – Submitting the Electronic Reinstatement Request Form

There are several forms required to process faculty requests, petitions, & submissions. These forms are completed & submitted electronically, then automatically uploaded into OnBase, VC's records management software.

This guide focuses on **Submitting the Electronic Reinstatement Request Form** for students who were in attendance & fully registered into the course, but were dropped in error by faculty, or accidently dropped themselves, may petition to be reinstated into a course.

To access faculty forms:

1. Sign into your MyVCCCD portal, from the left-hand menu, under "Tools", find the Faculty Forms drop down arrow, then select, "Faculty Forms – VC"

2. In the center of the screen click on "Reinstatement Request " link under Faculty E- Forms, and the form will open in a new tab.
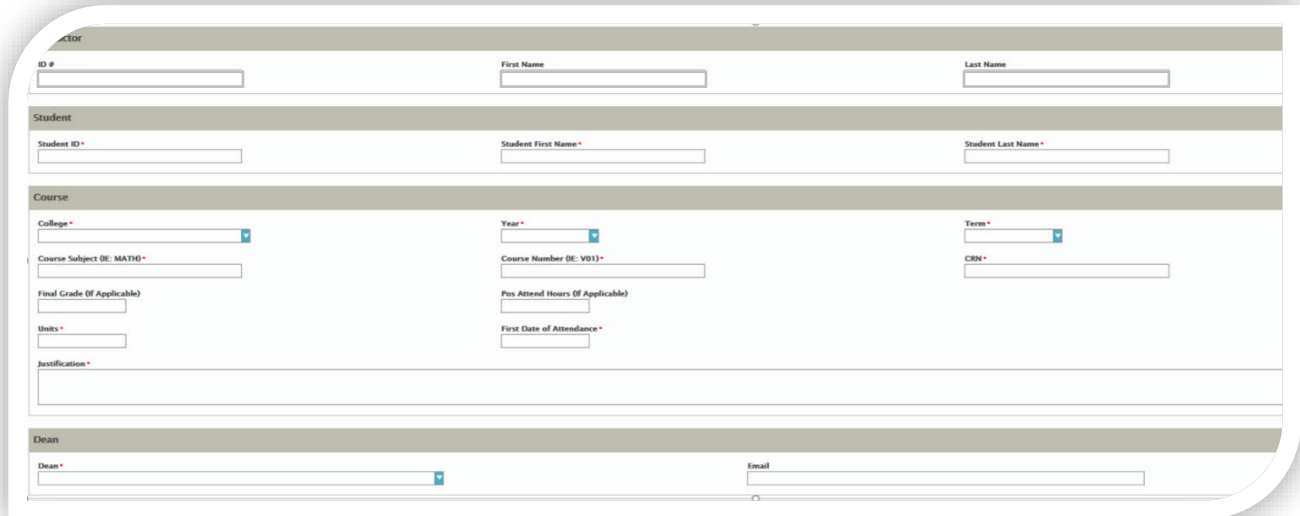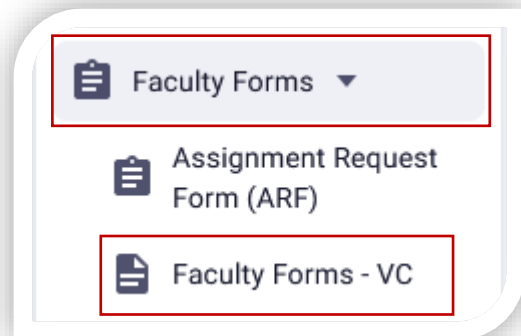

Faculty E-Forms:

- Authorization to Admit a Dual Enrollment Student
- Census Certification Deadline Exception
- Grade Change Petition
- Incomplete Grade Agreement
- Incomplete Grade Change
- Independent Studies Request
- Late Add Request
- Positive Attendance Record Submission
- Reinstatement Request

Completing the form –

Instructor information will automatically populate in the form, you must enter information into each field.

*Course Subject Example: ART, MATH, PHIL | Course Number Example V01, V56A, V44J
Double check all fields for correct data. Incorrect data will result in a denial of forms & will need to be resubmitted.

Please provide all information, including the student's 900#, justification for the petition and the student's first date of attendance. **Assign a final grade only if the semester is over.** If your class is a positive attendance course, please include the positive attendance hours and submit your roster through Positive Attendance Record Submission.

Complete each field –

- Add student information: Student ID (900#), Student First Name & Last Name
- Add Course Information including, Campus, Year, Term, Subject, Course Number, CRN, Final Grade (if applicable), Positive Attendances hours (if applicable), Units, and 1st date of attendance.
    - If you are completing the form during the semester, before grading, leave the final grade & Positive attendance hours blank, (If applicable) & continue to the "Units" field & enter the units associated with the CRN.
    - If you are submitting this request after grades are turned in, you must assign the student a grade & positive-attendance hours (if applicable). All other fields on the form must be complete as well.
- Add the justification for the Reinstatement Request - Why was the student dropped or did they accidently drop themselves?
    - If the student is dropped while add codes are active, they need to use an add code to register back into the class. **This form is only for after add codes are expired.**
- Once fields are complete add the dean for your division from the drop-down menu, once selected the deans' email will populate in the form.

Once you are sure each field is complete and accurate, click the blue button "Submit Reinstatement Request"
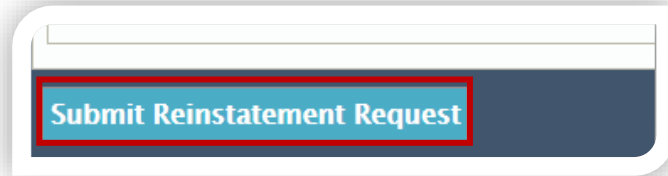
Clicking submit will automatically forward the form to your division dean for review. Faculty will receive an email confirmation when the form is submitted.

Once the Dean reviews the form, A&R will receive and process it manually. There will be a turnaround time of 24-48 hours, depending on the volume of forms received. Once the form is processed, faculty will receive a confirmation email that the form was approved or needs resubmission due to incomplete or missing information. A&R will notify the student once the reinstatement is complete.

Troubleshooting Tips –

- Before submitting double check all data for accuracy