

Faculty – Submitting an Electronic (OnBase) 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 **Locating & Accessing all Faculty Forms**

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”



The Following Forms are currently available, each 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](#)

Instructor information will automatically populate in the form, you must enter any relevant student and course information into each field. Note – all fields must be complete. Once you have confirmed all data is correct submit the form for processing.

Submitting the form will automatically forward it onto the appropriate people for signing or processing. You will receive an email confirmation when your form is submitted, and another email confirmation when your form has been completely processed by Admissions & Records.