

Faculty – Submitting the Electronic Late Add 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 will focus on the submitting of **Late Add Request Form**.

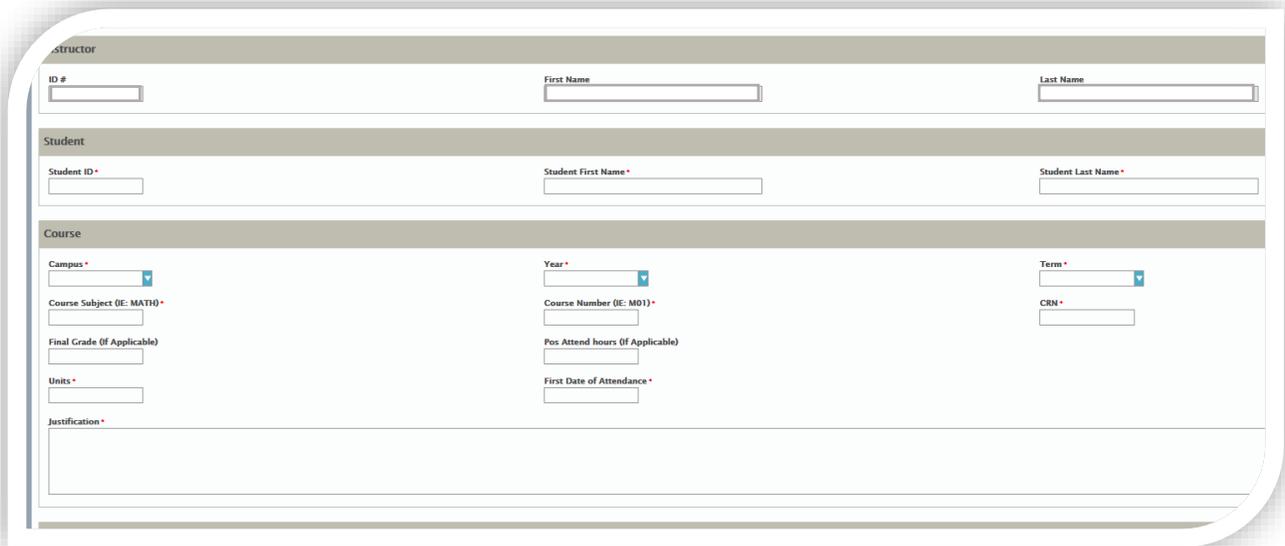
Per VCCCD AP 5075, students who were in attendance prior to census, but have extenuating circumstances that prevented them from registering by add deadlines, may petition to add classes. Students not officially registered in a course shall not be permitted.

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 “[Late Add Request](#)” link under Faculty E- Forms; the form will open in a new tab



Instructor information will automatically populate in the form, you must enter student information and your course information into each field; be sure to include the justification as well. Note – all fields must be complete.



The form is divided into three main sections: Instructor, Student, and Course. The Instructor section includes fields for ID #, First Name, and Last Name. The Student section includes fields for Student ID, Student First Name, and Student Last Name. The Course section includes dropdown menus for Campus, Year, and Term; text input fields for Course Subject (OE: MATH), Course Number (OE: M01), CRN, Final Grade (if Applicable), Pos Attend hours (if Applicable), Units, and First Date of Attendance; and a large text area for Justification.

*Course Subject Example: ART, MATH, PHIL | Course Number Example V01, V56A, V44J

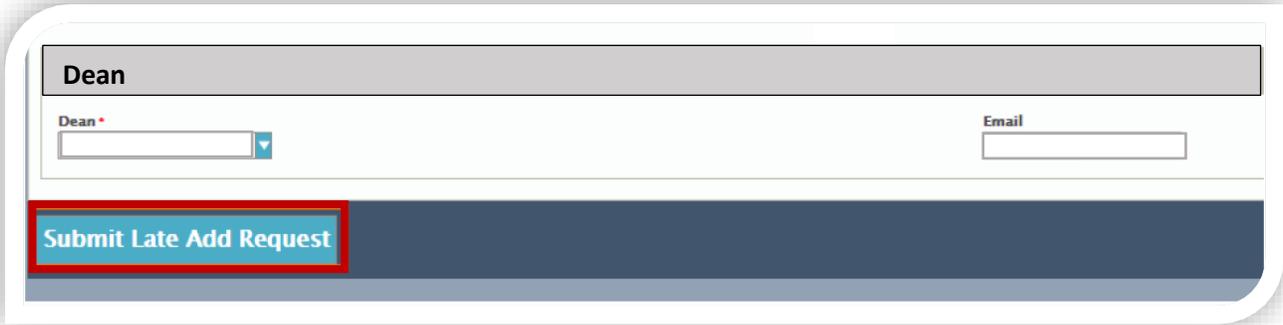
Double check all fields for correct data. Incorrect data will result in a denial of forms & will need to be resubmitted.

- **Student Information** - will need to be entered for the student in need of the **Late Add**.
 - Be sure to enter the information accurately. Forms with mismatched Student ID and Name will be returned and need resubmission.
- **Under Course Section** - input all class information including, Campus, Year, Term, Subject, Course Number, CRN, Final Grade (if applicable), Positive Attendance (if applicable), Units, 1st day of Attendance, and the justification for the **Late Add**.
 - If you submit this request after grades are turned in, you must assign the student a grade and positive attendance hours, if applicable.
- **Justification** - Why was the student unable to add the course before the deadlines posted in the Academic Calendar and Online Schedule of Classes. The reason should be an extenuating circumstance beyond the student's control.
- **Dean Section** – Select the Dean for your division from the drop-down menu, their email will auto-populate in the email field.



The Dean section features a dropdown menu labeled 'Dean' and a text input field labeled 'Email'.

Once the form is complete and checked for accuracy, click the blue button, “**Submit Late Add Request**” Submitting the form will automatically forward the form to the Dean for review. Faculty will receive an email confirmation when the form is submitted.



The screenshot shows a web form interface. At the top, there is a grey header bar with the text "Dean". Below this, there are two input fields: "Dean" (a dropdown menu) and "Email" (a text box). At the bottom of the form, there is a blue button with the text "Submit Late Add Request" in white. The button is highlighted with a red border.

After the Dean reviews the form, A&R will process it manually. There will be a turnaround time, depending on the volume of forms received. When the form is processed, faculty will receive a confirmation email that the form has been approved or denied when A&R’s work is complete. Admissions & Records will notify the student of the registration and fees due if approved.

Troubleshooting Tips –

Is your student a Dual Enrollment student? They will need to be cleared with the A&R office prior to Late Add Requests. Late add forms submitted prior to DE clearance will be denied.

Be sure to double check all fields to accuracy before submitting.