

OnBase Forms

Student User Guide

Contents

1.	OnBase Forms	3
2.	Selecting Forms	4
3.	Submitting Forms	5
4.	Notifications	6
5.	Support	6

1. OnBase Forms

OnBase Forms are available for students in master's, doctoral, and advanced certificate programs. Online forms make it easy for students to submit and reduce processing time. If you have any questions about any form, please contact your graduate advisor, or Graduate Studies at gra@sdsu.edu or 619-594-5213.

Get started by visiting the College of Graduate Studies Forms webpage here: https://grad.sdsu.edu/current-students/forms

The Registrar's office maintains forms for Late Schedule Adjustment, and Retroactive Course Changes. See the "Other Petitions and Forms" table on the Forms webpage.

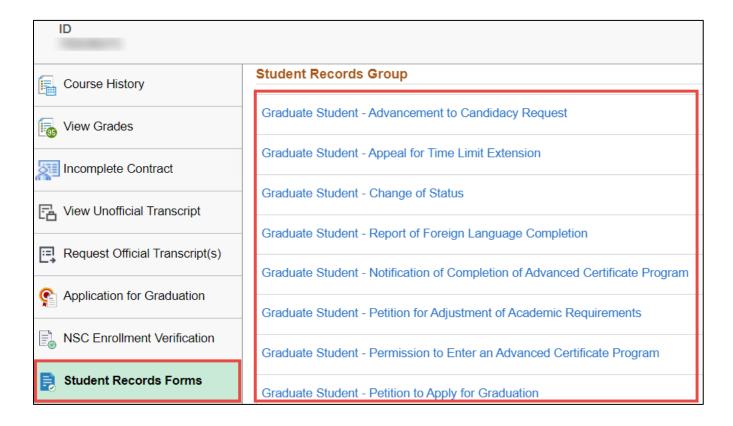


2. Selecting Forms

- To initiate an OnBase Form, log into my.SDSU.
- Select the Academic Records tile.



- Choose Student Records Forms from the side menu.
- Click on the desired form from the list.

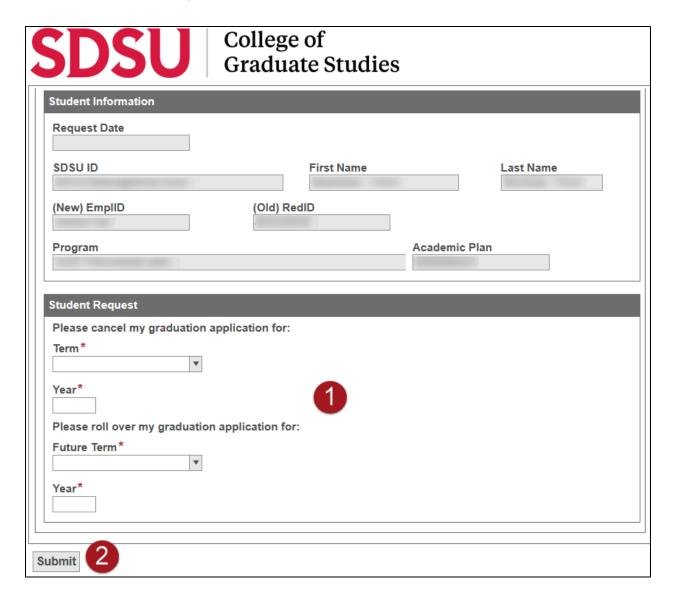


3. Submitting Forms

• Once you click on the form link, the Form will open and your student information will fill in automatically.

Note: If any of the information filled in on the form is incorrect, please update your Personal Information in my.SDSU prior to submitting your form.

Fill in the required fields and click Submit.



4. Notifications

- Once you have submitted your form, you will receive a series of notifications as your form is processed.
- Notifications may include:
 - Form Received
 - Form Approved/Denied/Processed/Cancelled by Program
 - Form Escalated to Department Chair
 - Form Approved/Denied/Processed/Cancelled by Graduate Studies
 - Form Complete
- **Note**: If you receive a Form Cancelled notification, please contact your Graduate Advisor to discuss.

5. Support

- Please contact your Graduate Advisor if you have any questions about the content of the form or for assistance filling it out.
- Please contact Graduate Studies with any questions or issues about using the OnBase Form.

Email: gra@sdsu.edu

Telephone: 619-594-5213

Student Services East (SSE) 1410