



College of  
Graduate Studies

## 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](mailto: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.











**TIP: OnBase Forms work best when using Firefox.**

## 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.

ID [REDACTED]	
 Course History	<b>Student Records Group</b> <ul style="list-style-type: none"><li>Graduate Student - Advancement to Candidacy Request</li><li>Graduate Student - Appeal for Time Limit Extension</li><li>Graduate Student - Change of Status</li><li>Graduate Student - Report of Foreign Language Completion</li><li>Graduate Student - Notification of Completion of Advanced Certificate Program</li><li>Graduate Student - Petition for Adjustment of Academic Requirements</li><li>Graduate Student - Permission to Enter an Advanced Certificate Program</li><li>Graduate Student - Petition to Apply for Graduation</li></ul>
 View Grades	
 Incomplete Contract	
 View Unofficial Transcript	
 Request Official Transcript(s)	
 Application for Graduation	
 NSC Enrollment Verification	
 <b>Student Records Forms</b>	

### 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**.

**SDSU**

College of  
Graduate Studies

**Student Information**

Request Date

SDSU ID

First Name

Last Name

(New) EmplID

(Old) RedID

Program

Academic Plan

**Student Request**

Please cancel my graduation application for:

Term\*

Year\*

Please roll over my graduation application for:

Future Term\*

Year\*

Submit

2

## 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](mailto:gra@sdsu.edu)

Telephone: 619-594-5213

Student Services East (SSE) 1410