

Department Form Inventory - Updated December 5, 2020 - 78% Adoption

Form Name	Department	Current Format	Audience	Initiator	Data Validation Needed?	Multiple Approvers (workflow)?	Shared form with Coalinga?	Comments
Course Repetition	A&R	PDF	Department Staff	Student	Yes	Yes		It could be
Unit Overload	A&R	PDF	Department Staff	Student	Yes	Yes		It could be
Excused Withdrawal	A&R	PDF	Department Staff	Student	Not Sure	Yes		It could be
Dual Enrollment	A&R	PDF	Department Staff	Student	Yes	Yes		It could be
Course Substitution	Counseling & Advising	PDF	Department Staff	Both	Not Sure	Yes		Upload to OnBase necessary
Override	Counseling & Advising	PDF	Department Staff	Both	Not Sure	Yes		Upload to OnBase necessary
Request for Change of Grade	Ed. Services	PDF	Department Staff	Department Staff	Yes	Yes		It could be
Notice of Incomplete Grade	Ed. Services	PDF	Department Staff	Department Staff	Yes	Yes		It could be
EOPS Application	Categorical Programs	PDF	Student	Student	Not Sure	Not Sure	Yes	Electronic files would require upload to a repository
EOPS MRC	Categorical Programs	Word	Student	Department Staff	Not Sure	No	Yes	Staff/student signatures required/Electronic files would require upload to a repository
DSPS Application	Categorical Programs	PDF	Student	Student	Not Sure	No	Yes	Staff/student signatures required/Electronic files would require upload to a repository
DSPS Consent to Release	Categorical Programs	PDF	Student	Department Staff	Not Sure	No	Yes	Student signature required/Electronic files would require upload to a repository
DSPS Academic Accommodation Plan	Categorical Programs	Word	Both	Department Staff	Not Sure	No	Yes	Staff/student signatures required/Electronic files would require upload to a repository
DSPS Classroom & Exam Accommodation Verification	Categorical Programs	PDF	Both	Department Staff	Not Sure	No	Yes	Staff signature required/Electronic files would require upload to a repository
DSPS Exam Accommodation Procedures	Categorical Programs	Word	Both	Department Staff	Not Sure	No	Yes	Student signature required/Electronic files would require upload to a repository
DSPS All Media Request	Categorical Programs	PDF	Student	Both	Not Sure	No	Yes	Staff/student signatures required/Electronic files would require upload to a repository
CalWORKs Intake/Needs Assessment	Categorical Programs	PDF	Department Staff	Student	Not Sure	Yes	Maybe	This could be open, like an application to the program.
CalWORKs Computer Voucher	Categorical Programs	PDF	Department Staff	Department Staff	Yes	Yes	Maybe	This requires departmental verification and may require staff, student, and bookstore signature
Grade Change	A&R	PDF	Department Staff	Department Staff	Not Sure	Yes	Yes	Yes
Incomplete Grade Request	A&R	PDF	Department Staff	Department Staff	Yes	Yes		It could be
Academic Reinstatement	A&R	PDF	Student	Department Staff	Yes	Yes	No	No
Academic Renewal	A&R	PDF	Student	Department Staff	No	Yes	No	No
Course Conflict	A&R	PDF	Student	Department Staff	Yes	Yes	No	No
Pass/No Pass	A&R	PDF	Student	Department Staff	Yes	Yes		It could be
Military Services Residency Form (CCCApply flags in place)	Categorical Programs	PDF	Both	Both	I need info on data validation	No	No	No
Veteran Eligibility of Benefits Application	Categorical Programs	PDF	Both	Both	I need info on data validation	No	No	No
Veteran General Information	Categorical Programs	PDF	Both	Both	I need info on data validation	No	No	This is an agreement form that the veteran has to read, initial, & sign with the MS advisor
Military Services Health Fee Waiver	Categorical Programs	PDF	Both	Both	I need info on data validation	No	No	No
Military Services JST Consent Form	Categorical Programs	PDF	Both	Both	I need info on data validation	No	No	No
Veteran Standards of Progress	Categorical Programs	PDF	Both	Both	I need info on data validation	No	No	No
Veterans Add/Drop Form	Categorical Programs	PDF	Both	Both	I need info on data validation	No	No	No
Veterans Transcript Certification Form	Categorical Programs	PDF	Both	Both	I need info on data validation	No	No	that they will provide those transcripts by their second semester per VA
Transcript Evaluation Form (done)	Categorical Programs	PDF	Both	Both	I need info on data validation	No	No	No
Veterans Request for Certification Form	Categorical Programs	PDF	Both	Both	I need info on data validation	No	No	Currently a word doc, but also a link on the website that goes to a Veteran Services email.
Change of Major	A&R	PDF	Student	Student	No	Yes	Yes	Yes
Course Substitution	A&R	PDF	Department Staff	Department Staff	No	Yes	Yes	Yes
CA AB 540 Affidavit	A&R	PDF	Student	Student	No	No	Yes	Yes
DRAW Form	Categorical Programs	PDF	Both	Both	No	Yes	Yes	Yes
Nursing Application	Health Careers	PDF	Student	Department Staff	No	Yes	No	No
Credit By Exam	A&R	PDF	Both	Student	Yes	Yes		It could be This is the same form used for HS Articulation. How would HS students access it?
Hiring Packet	Ed. Services		Department Staff	Department Staff	Yes	Yes		It could be Technically HR Documents, t
Employment Auth for Temp Position	Ed. Services		Department Staff	Department Staff	Yes	Yes		Yes All departments use this form
Expense Claim	Ed. Services		Department Staff	Department Staff	Yes	Yes		Yes All departments use this form
Faculty Substitute Report	Ed. Services		Department Staff	Department Staff	Yes	Yes		Yes
DSPS Policies and Procedures	Categorical Programs	Word	Both	Department Staff	Not Sure	No	Yes	Student signature required/Electronic files would require upload to a repository
DSPS Exam Proctoring Form	Categorical Programs	PDF	Both	Department Staff	Not Sure	No	Yes	Staff signature required/Electronic files would require upload to a repository
Student Resource Request Form			Both	Both	Not Sure	Yes	No	This is for Student Life and Engagement Program
Service Engagement Form			Both	Both	Not Sure	Yes	No	This is for Student Life and Engagement Program
Club Application and Renewal Form	ASG	PDF	Student	Student	Not Sure	Yes		It could be
Income Receipt Form	ASG	PDF	Both		Not Sure	Yes		Yes
Request for Payment	ASG	PDF	Both		Not Sure	Yes		Yes
Volunteer Application		PDF	Student	Student	Not Sure	Yes		It could be This is for Student Life and Engagement Program
Student Education Plan	Counseling & Advising	PDF	Student	Department Staff	Not Sure	No	No	Staff/student signature fields would be helpful - Self service student planning?
Petition to Graduate	Counseling & Advising	PDF	Both	Department Staff	Not Sure	Yes		It could be Staff/student signature fields would be helpful -until the new process is finalized
VUB Application	Categorical Programs	PDF	Both	Both	I need info on data validation	Yes	No	Blumen building form
Veteran EOPS Application - Use Current EOPS with questions	Categorical Programs	PDF	Both	Both	I need info on data validation	Yes	No	veterans. Starts in Military Services then is forwarded to advisor of EOPS/DSPS
9 Line (Veterans DSPS Referral)	Categorical Programs	PDF	Both	Both	I need info on data validation	Yes	No	veterans. Starts in Military Services then is forwarded to advisor of EOPS/DSPS
Active Duty Enrollment Agreement (adobe sign)	Categorical Programs	PDF	Both	Both	I need info on data validation	No	No	No
Veteran Certification Parent Letter	Categorical Programs	Word	Department Staff	Department Staff	I need info on data validation	Yes	Yes	they have to be certified by the Coalinga certifying official for that Coalinga class.

One Page of 46-