

Frequently Asked Questions Regarding e-forms

1. What are e-forms?

E-forms are an electronic version of paper forms. They are fully completed online and are easily accessible 24/7. This paperless form enables speedy processing workflow by automating submission and efficient routing to different departments on campus for review before arriving to the Office of Enrollment Services as the final destination for processing. Travel between departments and across campuses is eliminated in order to obtain multiple signatures on the forms.

2. How do I access the e-form?

To access any of the e-forms, you MUST log in to Inside ArtCenter (inside.artcenter.edu) with your username and password using the preferred browser, **Firefox**. (NOTE: Other browsers may prevent successful use of online forms.) Go to the Enrollment Services webpage and click on the applicable form URL for your request from the Forms section.

3. How do I complete the e-form?

Enter the ArtCenter student ID number with the leading zero on the student ID field and hit the Tab key. Basic personal information (name, major, address, ArtCenter email, and telephone information) will pre-populate. Confirm that the contact information is correct and update if needed. Self-complete the remainder of the e-form and electronically sign and submit. Please refer to the e-form instructions document on the Enrollment Services webpage for guidance.

4. Can I enter comments on the e-form?

Select e-forms provide a text box to allow comments, ask questions, or provide additional information.

5. Can attachments be submitted with the e-form?

Select e-forms will allow attachments. Use the Attachments button.

6. What if I made a mistake on the e-form?

The Reset button at the top of the form will clear all fields so that you can start the form from the beginning. If an error occurs, clear your browser cache and cookies before you reattempt. Alternatively, click the Close button at the top of the form and start the form from the beginning.

7. How do I know my e-form was successfully submitted?

You will receive an e-mail confirmation within a few seconds to your ArtCenter e-mail account after completing the e-form and electronically signing it. If you did not receive an e-mail confirmation, please check the Junk/Spam folder before resubmitting a new submission. Resubmit your e-form to prevent any delays or missing any deadlines.

Enrollment Services

8. How is the e-form approved by the department?

Once the e-form has been completed, electronically signed and submitted, the applicable department automatically receives, reviews, and routes/approves the submitted form electronically. An e-mail notification will be sent to you once the final department has approved your request.

9. What happens if my e-form request is not approved?

If your request is not approved, then the department will contact you and notify you immediately.

10. Can I track the status of my e-form?

Currently a tracker is not available. However, please expect 1-2 business days for the Office of Enrollment Services to review and process your request after your e-form has been reviewed and approved by the department. Allow additional time if your e-form needs to be reviewed and signed by multiple departments.

11. Can I still use the paper and PDF forms?

No, once the paper-based/PDF form has been converted to an e-form, only the e-form must be used.

12. I see PDF forms for some requests on the Enrollment Services webpage. Where are the e-forms for those requests?

Not all Enrollment Services forms are available as e-forms. However, more PDF forms will convert to e-forms in the future!

13. Technical issues accessing the e-form?

Make sure you verify that you are using the preferred browser, **Firefox**. Clear your browser cache and cookies, clear your browser history, completely close and restart the browser. Start the e-form from the beginning. If you are still experiencing technical issues, contact the Help Desk at helpdesk@artcenter.edu.