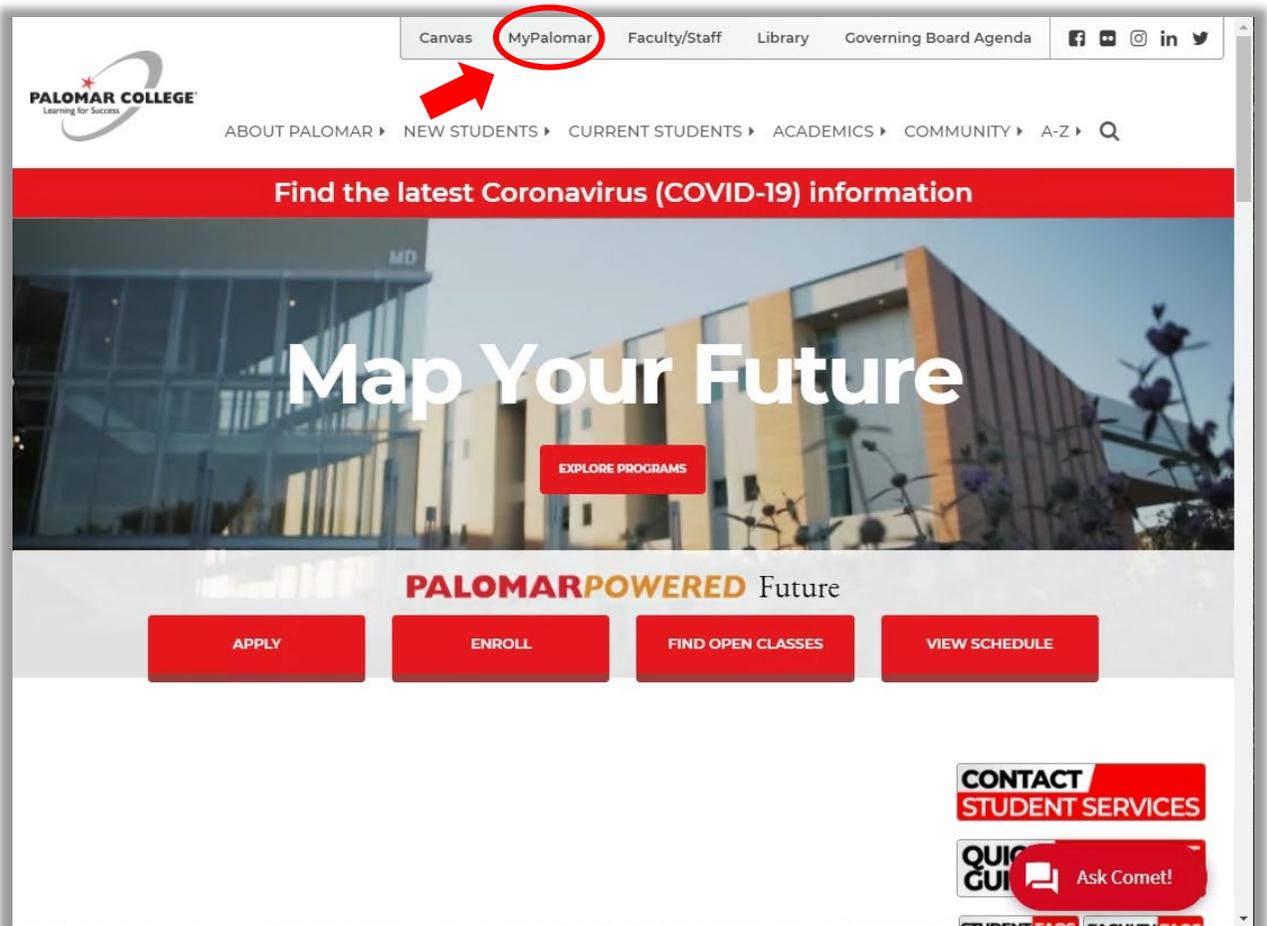


COVID-19 Vaccination and Exemption eForm

The COVID-19 Vaccination eForm is designed for students to submit their COVID-19 immunization record or request a legal exemption (currently, students may only request a medical or religious exemption).

How to Navigate to COVID-19 Vaccination eForm

1. Log into [MyPalomar](#)



2. Read the “Student Health Acknowledgement Face-to-Face Course” and click the “Acknowledged” checkbox at the bottom

Favorites ▾ Main Menu ▾ > Manage GT eForms™ 3.x ▾ > Form Setup > Student Center Home Sign Out

PALOMAR COLLEGE
NOTICE Welcome Student Center

Student Health Acknowledgement Face-to-Face Course

In alignment with the California Division of Occupational Safety and Health (Cal/OSHA) issued guidance on June 17, 2021, and subsequent guidance from additional state and regional public health agencies, Palomar College has instituted every precaution required to ensure the health and safety of all students, faculty, and staff.

By registering and attending face-to-face courses at Palomar College, you have agreed to:

- stay home if you are ill; leave campus if you start to feel ill
- self-screen for health symptoms using the My Palomar app.
- whenever you are indoors on campus, wear [a mask that covers your nose and mouth](#) to help protect yourself and others.
- respect the requests of others to stay up to 6 feet away.
- [Wash your hands often](#) with soap and water. Use hand sanitizer if soap and water aren't available.
- report any illness to your instructor, and complete and submit the COVID-19 questionnaire available at <https://www2.palomar.edu/pages/covid19/covid-19-questionnaire/>.

Acknowledged

NOTICE | [Welcome](#) | [Student Center](#)

3. Click on the “Student Center” tab

Favorites ▾ Main Menu ▾ > Manage GT eForms™ 3.x ▾ > Form Setup > Student Center Home Sign Out

PALOMAR COLLEGE
NOTICE | Welcome | **Student Center**

Student Health Acknowledgement Face-to-Face Course

In alignment with the California Division of Occupational Safety and Health (Cal/OSHA) issued guidance on June 17, 2021, and subsequent guidance from additional state and regional public health agencies, Palomar College has instituted every precaution required to ensure the health and safety of all students, faculty, and staff.

By registering and attending face-to-face courses at Palomar College, you have agreed to:

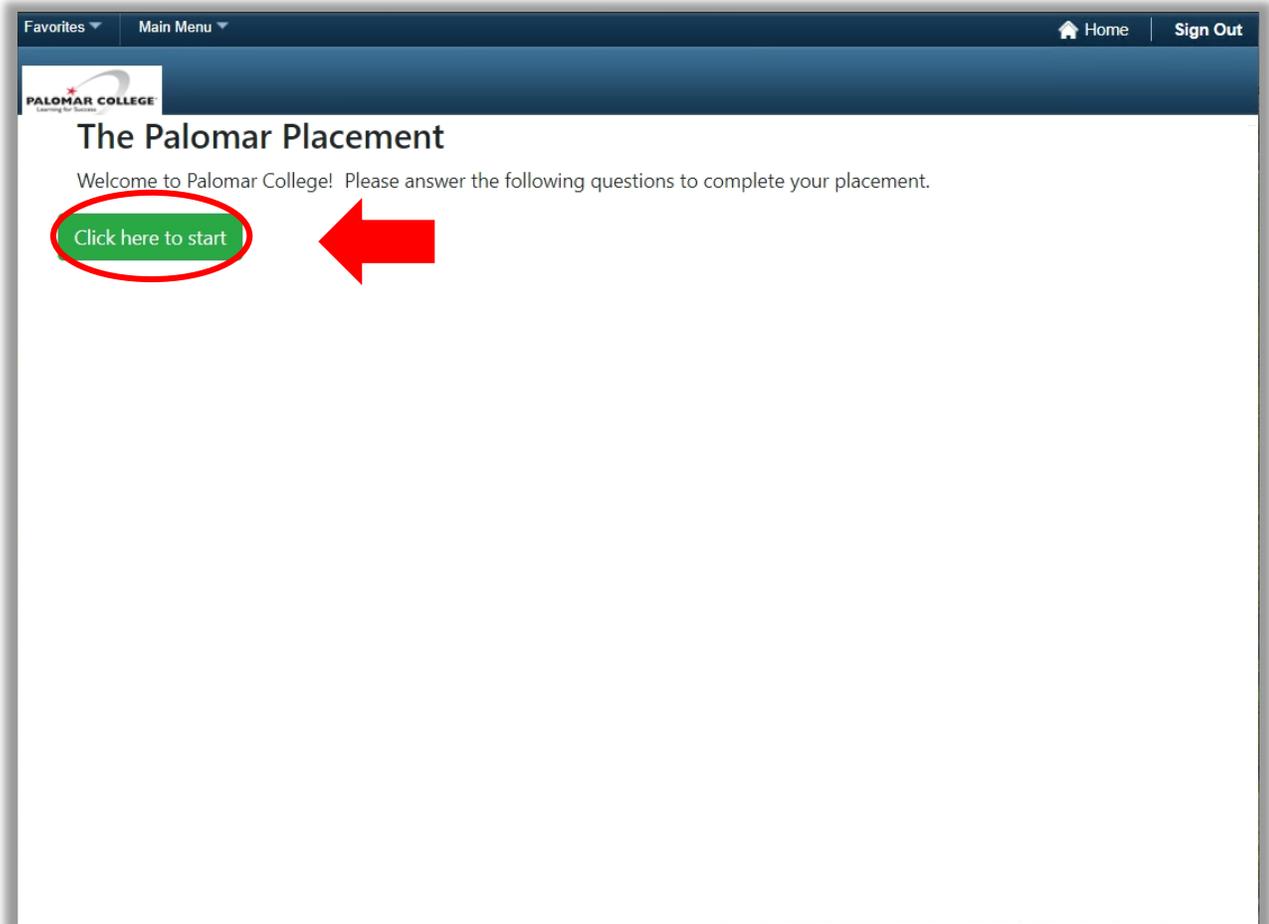
- stay home if you are ill; leave campus if you start to feel ill
- self-screen for health symptoms using the My Palomar app.
- whenever you are indoors on campus, wear [a mask that covers your nose and mouth](#) to help protect yourself and others.
- respect the requests of others to stay up to 6 feet away.
- [Wash your hands often](#) with soap and water. Use hand sanitizer if soap and water aren't available.
- report any illness to your instructor, and complete and submit the COVID-19 questionnaire available at <https://www2.palomar.edu/pages/covid19/covid-19-questionnaire/>.

Acknowledged

NOTICE | [Welcome](#) | [Student Center](#)

4. Complete The Palomar Placement

- a. You may be asked to complete The Palomar Placement survey, if you have not done so before or if this is your first time logging into MyPalomar.
- b. In order to navigate to your Student Center, please complete The Palomar Placement by clicking the “Click here to start” button.



5. Click the "COVID Vaccination & Exemption" link at the upper, right-hand corner of your Student Center.
 - a. This will take you into the COVID-19 Vaccination eForm.

Navigation: Favorites | Main Menu | Manage GT eForms™ 3.x | Form Setup | Student Center | Home | Sign Out

PALOMAR COLLEGE
NOTICE | Welcome | Student Center | [COVID Vaccination & Exemption](#)

Student Center

My Records and Enrollment

Enrollment | Deadlines | URL

	Class	Schedule
ACCT 101-3 LEC (71106)	ONLINE	
ACCT 104-999 LEC (73574)	TBA or DE	

Weekly Schedule ▶
Enrollment Shopping Cart ▶

Search for Classes

Holds & Notifications

No Holds.

To Do List

No To Do's.

Admissions and Records

Official Transcript
Admissions Forms
Graduation Information
Application for Graduation
Evaluations and Records Office
Student Resources

Financial Aid Links

Have a question? Contact Us:
Apply for Federal Aid (FAFSA)
Direct Loan Exit Counseling

Student Finance Links

Fee/Refund Information
Parking Permit Information
Email the Cashier's Office

Promise Program

My Finances and Financial Assistance

My Account

Account Inquiry
Activity Cards (IDs)
Purchase Parking Permit

Financial Aid

Satisfactory Academic Progress
View Financial Aid
Apply for CCPG (formerly BOGW)

Account Summary

You owe 0.00.

- Due Now 0.00
- Future Due 0.00

This may not reflect recent changes to your tuition and fees. For an updated balance, click on Account Inquiry.

Currency used is US Dollar

Make A Payment
Payment Plan Link

6. You should now be in the COVID-19 Vaccination eForm and may begin filling it out.

**Notice to Students**

Palomar College is committed to the safety and well-being of all students and employees. On July 6th, 2021, the Palomar College Governing Board approved a revised Board Policy/Administrative Procedure 5210 (Communicable Disease: Students) which allows the college to implement its [COVID-19 Student Vaccination and Immunization Plan](#) for students.

In order to take face-to-face classes or to be on campus for an extended time (longer than 15 minutes indoors), students must submit their proof of vaccination to the college or receive approval of a qualifying medical or religious exemption. Online instruction is available for students who do not fulfill this requirement or who may not be able to attend face-to-face classes for other reasons.

Authorization and Disclosure

Pursuant to California's Confidentiality of Medical Information Act, I authorize the Palomar Community College District to receive my medical information as described in this authorization. I also authorize representatives from the District to use the medical information for the purposes described in this authorization.

This authorization is limited to the following types of information:

Confirmation of COVID-19 (SARS-CoV-2) Vaccination.

The recipients of this information may use the information for the following purpose:

Compliance with the District's COVID-19 Vaccination and Immunization Plan for Students.

Expiration Date: The District is no longer authorized to disclose or use medical information described in this authorization after June 30, 2022.

Right to Receive Copy of this Authorization: I understand that if I acknowledge this authorization, I have the right to receive a copy of this authorization. Upon request, the District will provide me with a copy of this authorization.

Student Information

How to Submit COVID-19 Immunization Record

1. Navigate to the COVID-19 Vaccination eForm
 - a. Follow the previous steps in “How to Navigate to COVID-19 Vaccination eForm”
2. Read the “Notice to Students” and “Authorization and Disclosure”.
 - a. These sections explain the reasons for requiring this form and how the information in this form will be used.
 - b. It is important that you understand this information as you will be asked to authorize the use and disclosure of the information you provide in the form.
3. Scroll down to the Student Information section
 - a. Your student ID number, name, date of birth, and Palomar student email address should appear automatically.
4. Update your phone number, if needed
 - a. You may only edit your phone number in this section.
5. Scroll down to the COVID-19 Vaccination Information section

COVID-19 Vaccination Information

Read through and complete each section of this form as prompted. Please note, if you do not agree to these terms or if we do not receive this form from you before the first day of classes, you will not be allowed to attend in-person and could be dropped from all such classes. Enrollment in online classes will not be affected.

*Have you been vaccinated for COVID-19?



6. Click on the drop-down box and select “Yes”.
 - a. Once selected,

COVID-19 Vaccination Information

Read through and complete each section of this form as prompted. Please note, if you do not agree to these terms or if we do not receive this form from you before the first day of classes, you will not be allowed to attend in-person and could be dropped from all such classes. Enrollment in online classes will not be affected.

*Have you been vaccinated for COVID-19?

No
Yes



7. The “Immunization” code and “Date of Final Dose” should now appear.

COVID-19 Vaccination Information

Read through and complete each section of this form as prompted. Please note, if you do not agree to these terms or if we do not receive this form from you before the first day of classes, you will not be allowed to attend in-person and could be dropped from all such classes. Enrollment in online classes will not be affected.

*Have you been vaccinated for COVID-19? Yes ▾

Immunization COVID

*Date of Final Dose

8. Click the calendar icon ()

COVID-19 Vaccination Information

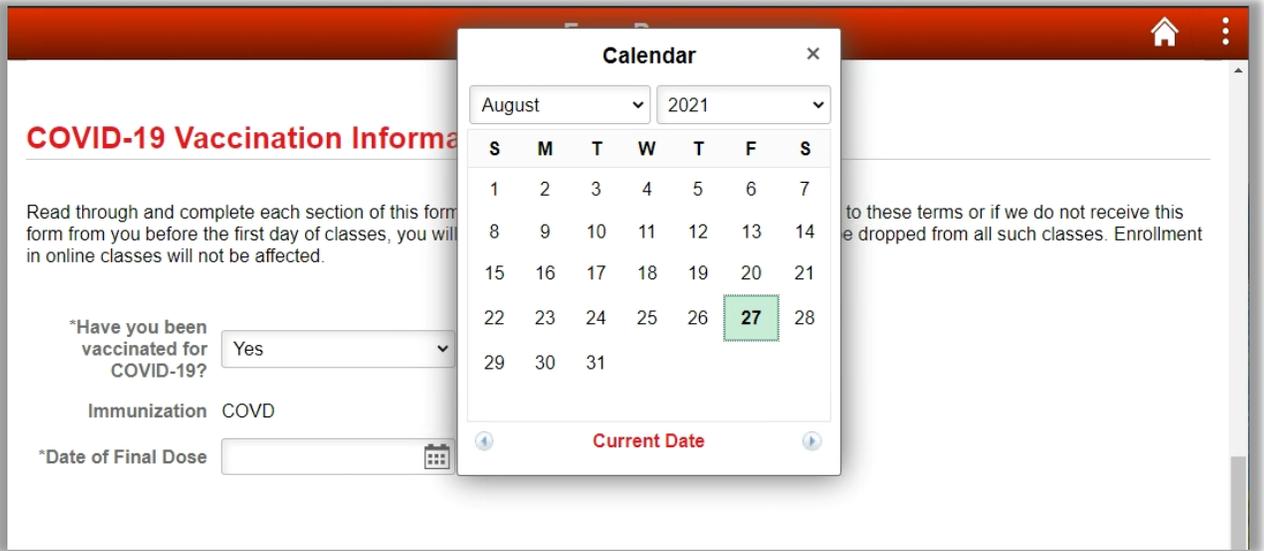
Read through and complete each section of this form as prompted. Please note, if you do not agree to these terms or if we do not receive this form from you before the first day of classes, you will not be allowed to attend in-person and could be dropped from all such classes. Enrollment in online classes will not be affected.

*Have you been vaccinated for COVID-19? Yes ▾

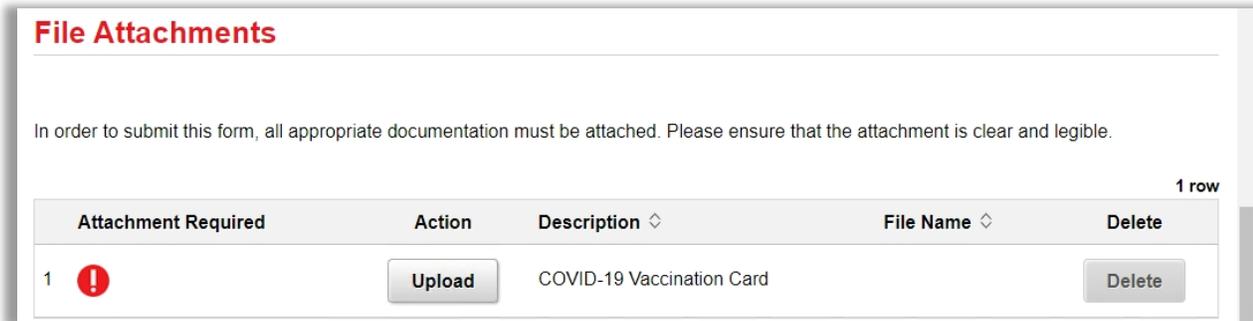
Immunization COVID

*Date of Final Dose

9. Select the date of when you received your final dose of the COVID-19 vaccination.
 - a. Note: in order for your form to be approved, you must have received your final dose of the COVID-19 vaccination; this information must be included in your CDC card at the time you submit the form.
 - i. Depending on which COVID-19 vaccination you received, you may have had up to two doses of the vaccination. This information should be reflected on your CDC card which you should have received at the time of your vaccination appointment.
 - b. If your vaccination requires two doses and you have not received the second dose yet, you may save your form (see “How to Save eForm”) and finish submitting it at a later time.



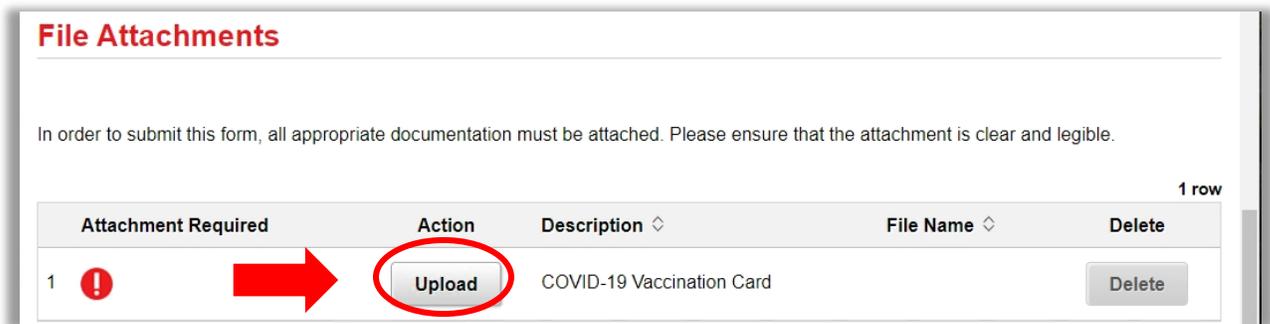
10. Scroll down to the File Attachments section.
 - a. Here, you will need to upload a copy of your COVID-19 Vaccination card (aka CDC card) to the form.
 - i. You should have received this at the time of your vaccination appointment.
 - ii. If you have not received a COVID-19 Vaccination Card or would like to request another copy, please contact your healthcare provider.
 - iii. If you are unable to upload a copy of your vaccination card at this time, you may save your form (see “How to Save eForm”) and finish submitting it at a later time.
 - b. In order to attach the document to the form, the document must be stored on the device that you are using to complete the form.
 - i. For additional help with how to save a copy of the document to your device, please proceed to step 11. Otherwise, you may skip to step 12.



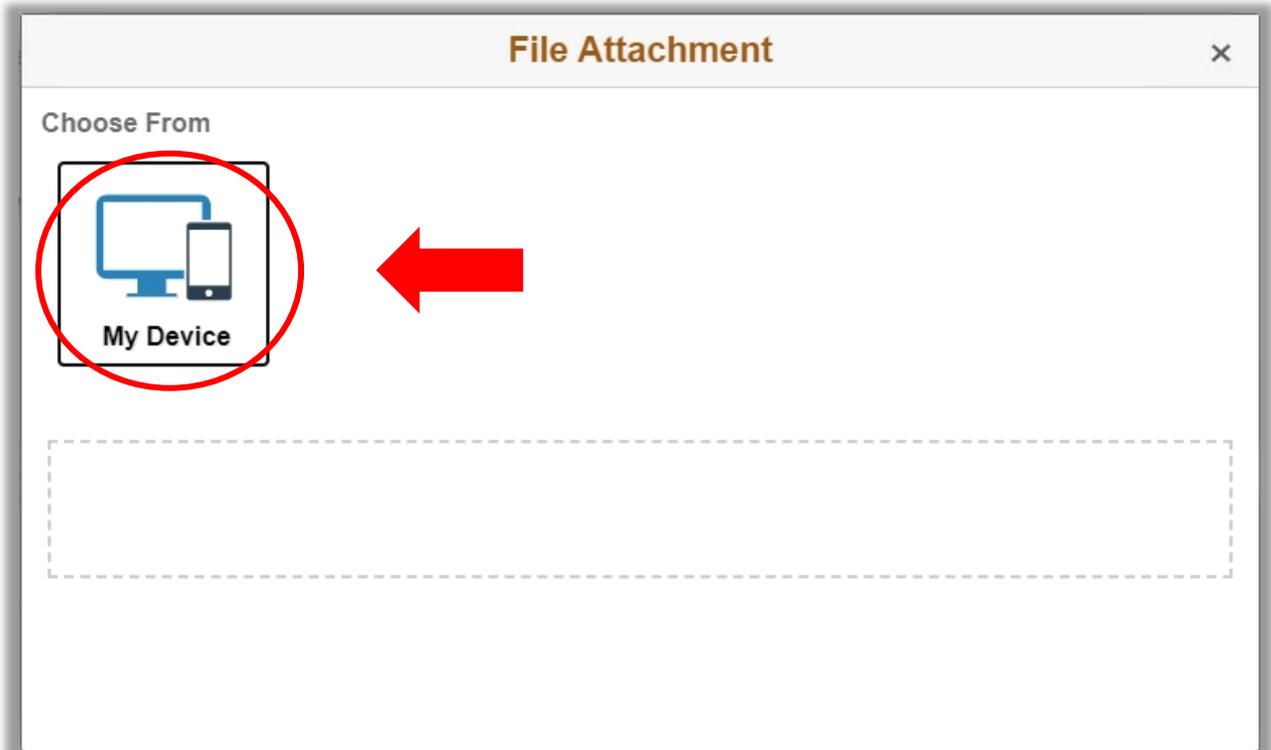
11. If you have not done so already, save a copy of your COVID-19 Vaccination card to the device you are using to complete the form. (Note: make sure the copy is clear and legible before attaching)

- a. If you are using a computer to complete the form, the document should be scanned and saved to the computer. If you do not have access to a scanner, you may use a mobile device with a camera (e.g. phone, tablet, etc.) to take a picture of the document. Upload the photo to a cloud platform (OneDrive, Google Drive, iCloud Drive, Samsung Cloud, etc.) or somewhere where you can access it over the internet (e.g. email it to yourself). Use a computer to download the photo and save it to the computer.
- b. If you are using a mobile device that has a camera to complete the form, you may take a picture of the document, save it to the mobile device, and upload it straight to the form.

12. Click the "Upload" button.



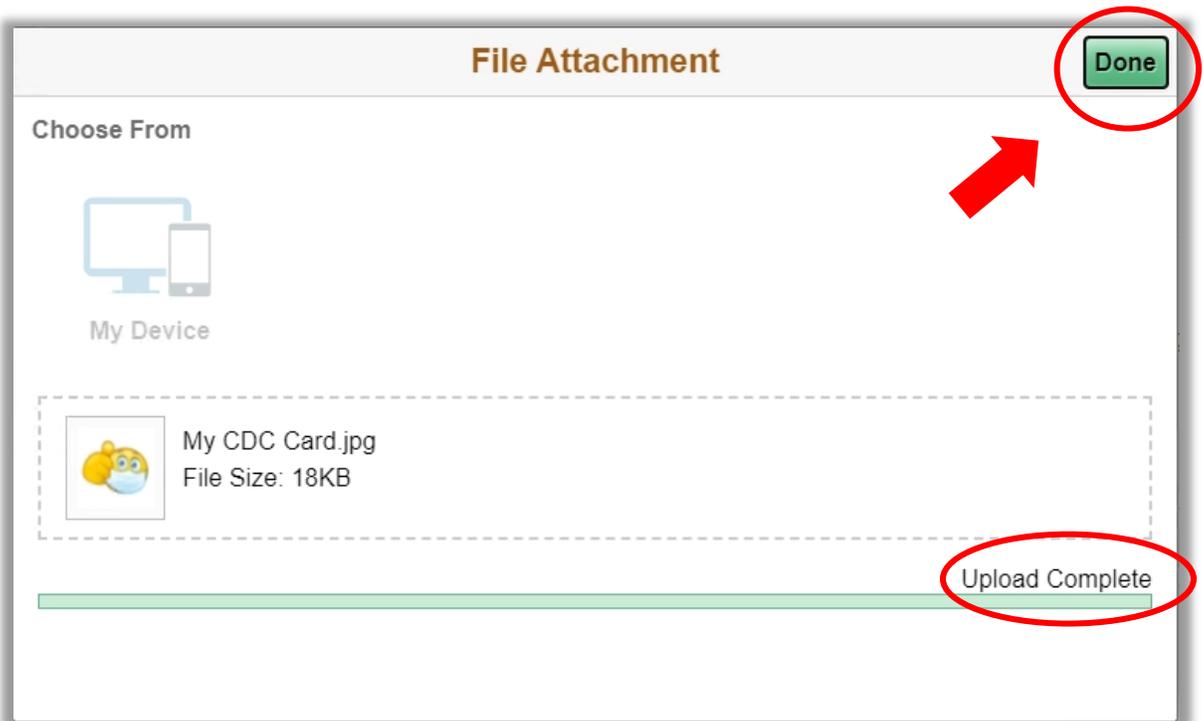
13. Click "My Device".



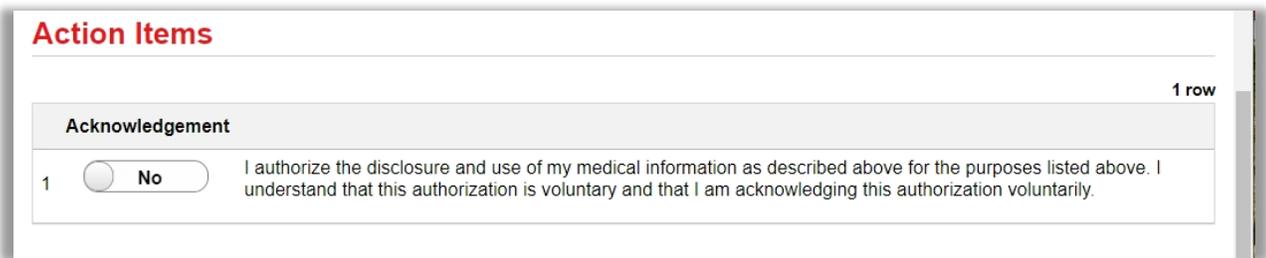
14. Browse your device and go to where you saved the copy of your COVID-19 Vaccination card.
15. Select the file.
16. Click "Upload"



17. Once upload is complete, click "Done".



18. Scroll down to Action Items section.

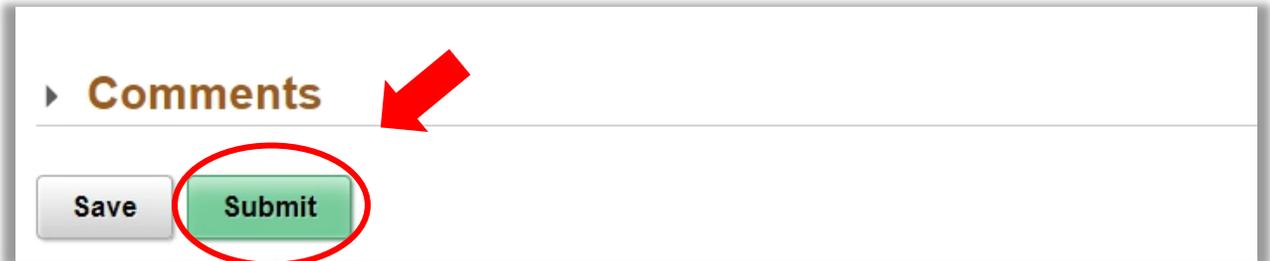


19. Read the Acknowledgement statement and click the button so that the response shows "Yes"
a. This acknowledgement is required in order to submit the form.



20. Scroll down and click "Submit".

- a. If you receive an error message, go back through the form and ensure that everything has been filled out correctly and that the response to the Acknowledgement statement is "Yes".



A screenshot of a web form interface. At the top, there is a section titled "Comments" with a right-pointing arrow icon. Below this, there are two buttons: a grey "Save" button and a green "Submit" button. The "Submit" button is circled in red. A red arrow points from the "Comments" section down towards the "Submit" button.

21. Once submitted, a Thank You message will appear and instruct you to check your Palomar student email address for more information.

- a. It is important that you monitor your Palomar student email address as this is where you will receive notifications regarding the status of your COVID-19 Vaccination eForm.
- b. Note: a form ID number will appear at the upper, right-hand corner of your screen. Please reference this number when contacting the Palomar Vaccine and Exemptions team about your form.



A screenshot of a web page titled "Form Result". The page features the Palomar College logo on the left, which includes the text "PALOMAR COLLEGE" and "Learning for Success". To the right of the logo, the text "Submit COVID-19 Immunization : Results" is displayed. Below this, a red message reads "Thank you for using the COVID-19 Vaccination eForm." followed by "You will receive an email with additional information shortly. Please check your Palomar student email address." The text "Please check your Palomar student email address." is highlighted in yellow. In the top right corner, the text "Form ID 102552" is displayed and circled in red. A red arrow points from the yellow-highlighted text towards the circled form ID number.

22. Log into your Palomar student email and read the email notification about your form.
 - a. The subject line of the email will say “Submitted: COVID-19 Vaccination eForm [*form ID number*]”
 - b. It is important that you monitor your Palomar student email address as this is where you will receive notifications regarding the status of your COVID-19 Vaccination eForm.**
 - c. For help on how to access your Palomar student email address, please contact helpdesk@palomar.edu

How to Request Medical Exemption

23. Navigate to the COVID-19 Vaccination eForm
 - a. Follow the previous steps in “How to Navigate to COVID-19 Vaccination eForm”
24. Read the “Notice to Students” and “Authorization and Disclosure”.
 - a. These sections explain the reasons for requiring this form and how the information in this form will be used.
 - b. It is important that you understand this information as you will be asked to authorize the use and disclosure of the information you provide in the form.
25. Scroll down to the Student Information section
 - a. Your student ID number, name, date of birth, and Palomar student email address should appear automatically.
26. Update your phone number, if needed
 - a. You may only edit your phone number in this section.
27. Scroll down to the COVID-19 Vaccination Information section

COVID-19 Vaccination Information

Read through and complete each section of this form as prompted. Please note, if you do not agree to these terms or if we do not receive this form from you before the first day of classes, you will not be allowed to attend in-person and could be dropped from all such classes. Enrollment in online classes will not be affected.

*Have you been vaccinated for COVID-19?



28. Click on the drop-down box and select “No”.

COVID-19 Vaccination Information

Read through and complete each section of this form as prompted. Please note, if you do not agree to these terms or if we do not receive this form from you before the first day of classes, you will not be allowed to attend in-person and could be dropped from all such classes. Enrollment in online classes will not be affected.

*Have you been vaccinated for COVID-19?

	▼
No	
Yes	



29. Click on the next drop-down and select “Yes-Medical”
 - a. Additional exemption information will appear once this is selected.

COVID-19 Vaccination Information

Read through and complete each section of this form as prompted. Please note, if you do not agree to these terms or if we do not receive this form from you before the first day of classes, you will not be allowed to attend in-person and could be dropped from all such classes. Enrollment in online classes will not be affected.

*Have you been vaccinated for COVID-19?

*Do you have a medical or religious exemption?

Please note, **completion** of this form is required in order to attend classes on-campus. This form must show proof of COVID-19 vaccination or legal exemption information.

Vaccination events are being held at Palomar College campuses and are open to the public. For more information, please visit the [Palomar COVID-19 Vaccination Information webpage](#).

30. Read the Exemption Information.
 - a. Note: a written statement from your healthcare provider must be obtained in order to claim to be medically exempt from receiving COVID-19 vaccination.
 - i. If you already have a written statement from your healthcare provider, please proceed to step 9. Otherwise, contact your healthcare provider to request this documentation.
 - ii. If you are unable to upload the required documentation at this time, you may save your form (see “How to Save COVID-19 Vaccination eForm”) and finish submitting it at a later time.
31. Scroll down to the File Attachments section.
 - a. Here, you will need to upload a copy of your Medical Exemption Written Statement from your healthcare provider. (Note: make sure the copy is clear and legible before attaching)
 - b. In order to attach the document to the form, the document must be stored on the device that you are using to complete the form.
 - i. For additional help with how to save a copy of the document to your device, please proceed to step 10. Otherwise, you may skip to step 11.

File Attachments

In order to submit this form, all appropriate documentation must be attached. Please ensure that the attachment is clear and legible.

1 row

Attachment Required	Action	Description <small>◇</small>	Instructions <small>◇</small>	File Name <small>◇</small>	Delete
1	<input type="button" value="Upload"/>	Medical Exemption Written Statement	This statement must be submitted on the healthcare provider's office letterhead with their printed name, license number, signature, and date the statement is issued.		<input type="button" value="Delete"/>

32. If you have not done so already, save a copy of your Medical Exemption Written Statement from your healthcare provider to the device you are using to complete the form.
- a. If you are using a computer to complete the form, the document should be scanned and saved to the computer. If you do not have access to a scanner, you may use a mobile device with a camera (e.g. phone, tablet, etc.) to take a picture of the document. Upload the photo to a cloud platform (OneDrive, Google Drive, iCloud Drive, Samsung Cloud, etc.) or somewhere where you can access it over the internet (e.g. email it to yourself). Use a computer to download the photo and save it to the computer.
 - b. If you are using a mobile device that has a camera to complete the form, you may take a picture of the document, save it to the mobile device, and upload it straight to the form.

33. Click the "Upload" button.

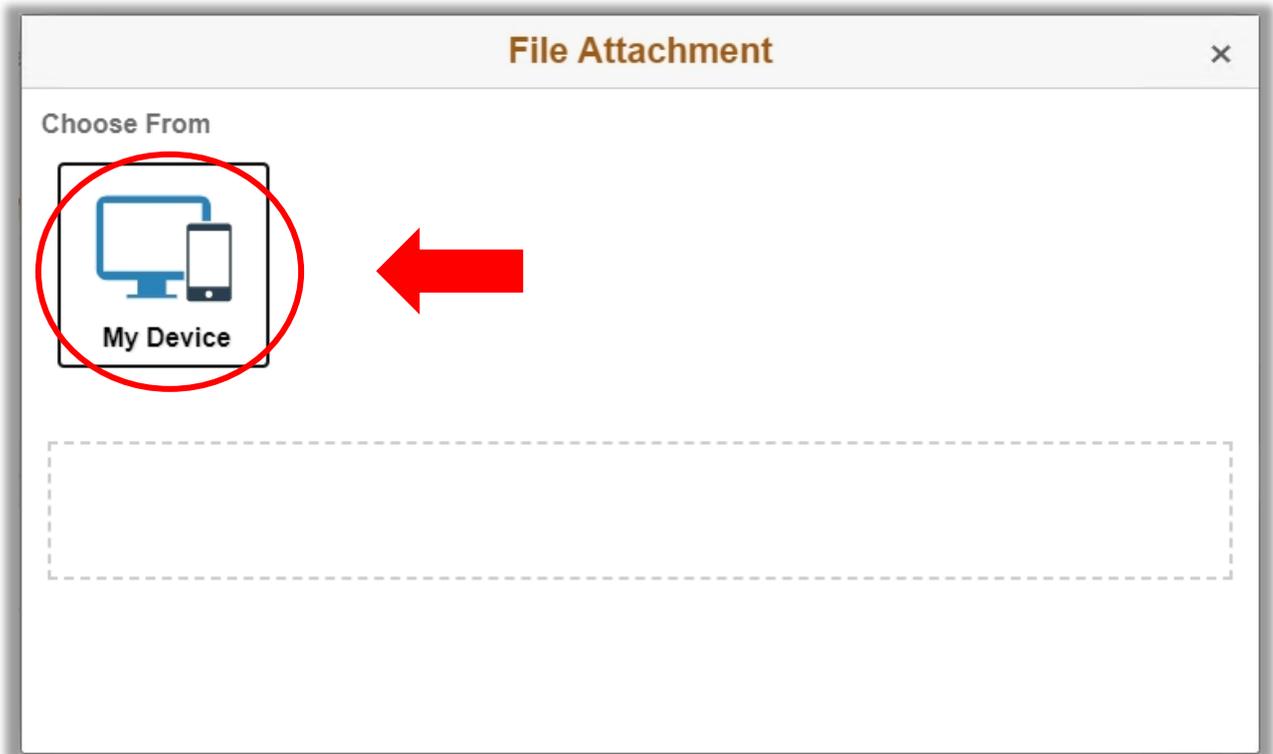
File Attachments

In order to submit this form, all appropriate documentation must be attached. Please ensure that the attachment is clear and legible.

1 row

Attachment Required	Action	Description <small>◇</small>	Instructions <small>◇</small>	File Name <small>◇</small>	Delete
		Medical Exemption Written Statement	This statement must be submitted on the healthcare provider's office letterhead with their printed name, license number, signature, and date the statement is issued.		<input type="button" value="Delete"/>

34. Click "My Device".



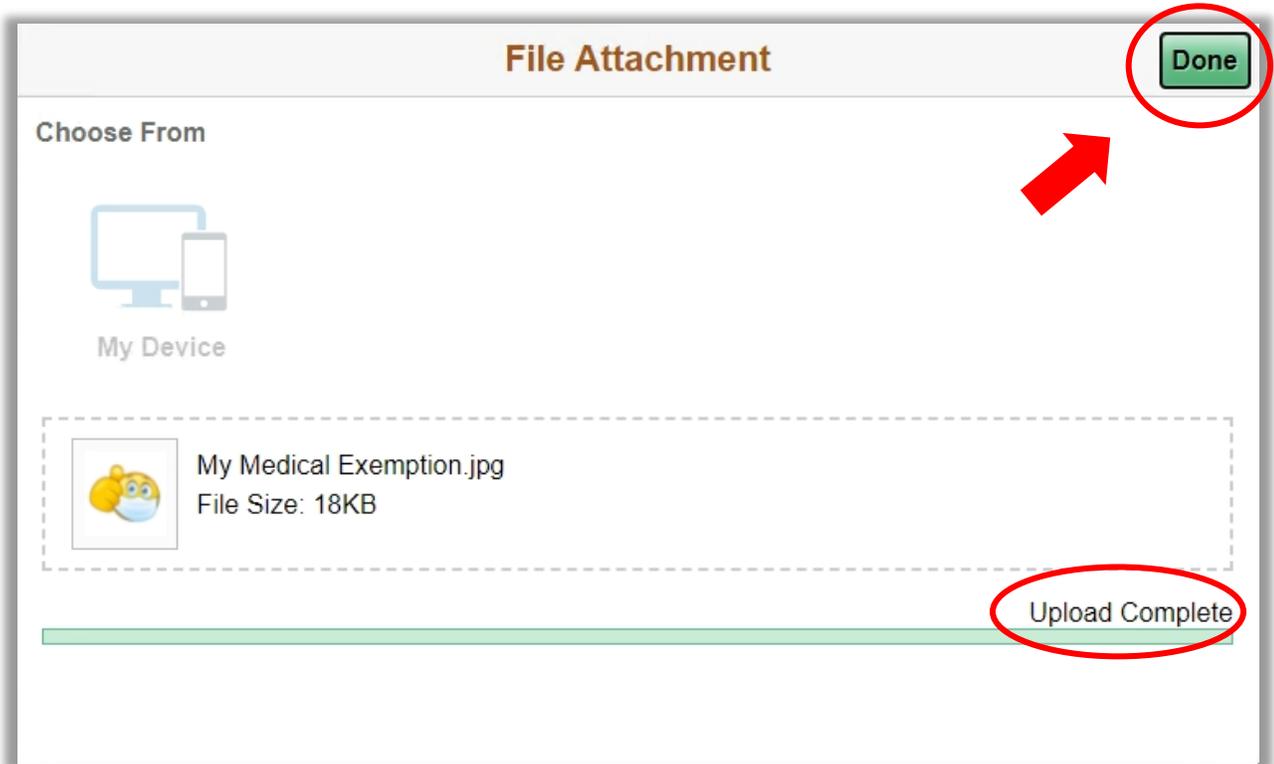
35. Browse your device and go to where you saved the copy of the document.

36. Select the file.

37. Click "Upload"



38. Once upload is complete, click "Done".



39. Scroll down to Action Items section.

Action Items 1 row

Acknowledgement

1	<input type="radio"/> No	I authorize the disclosure and use of my medical information as described above for the purposes listed above. I understand that this authorization is voluntary and that I am acknowledging this authorization voluntarily.
---	--------------------------	--

40. Read the Acknowledgement statement and click the button so that the response shows “Yes”
a. This acknowledgement is required in order to submit the form.

Action Items 1 row

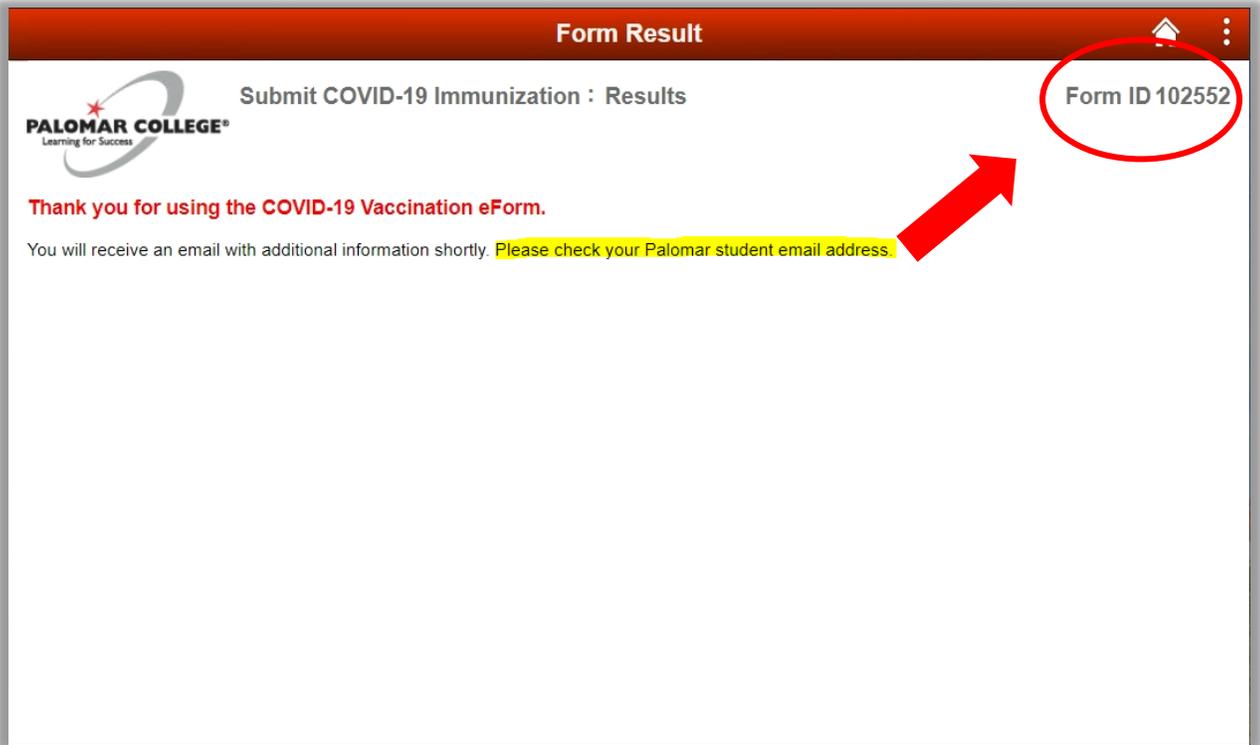
Acknowledgement

1	<input checked="" type="radio"/> Yes	I authorize the disclosure and use of my medical information as described above for the purposes listed above. I understand that this authorization is voluntary and that I am acknowledging this authorization voluntarily.
---	--------------------------------------	--

41. Scroll down and click “Submit”.
a. If you receive an error message, go back through the form and ensure that everything has been filled out correctly and that the response to the Acknowledgement statement is “Yes”.

▶ **Comments**

42. Once submitted, a Thank You message will appear and instruct you to check your Palomar student email address for more information.
- Note: a form ID number will appear at the upper, right-hand corner of your screen. Please reference this number when contacting the Palomar Vaccine and Exemptions team about your form.



43. Log into your Palomar student email and read the email notification about your form.
- The subject line of the email will say "Submitted: COVID-19 Vaccination eForm [form ID number]"
 - It is important that you monitor your Palomar student email address as this is where you will receive notifications regarding the status of your COVID-19 Vaccination eForm.**
 - For help on how to access your Palomar student email address, please contact helpdesk@palomar.edu

How to Request Religious Exemption

1. Navigate to the COVID-19 Vaccination eForm
 - a. Follow the previous steps in “How to Navigate to COVID-19 Vaccination eForm”
2. Read the “Notice to Students” and “Authorization and Disclosure”.
 - a. These sections explain the reasons for requiring this form and how the information in this form will be used.
 - b. It is important that you understand this information as you will be asked to authorize the use and disclosure of the information you provide in the form.
3. Scroll down to the Student Information section
 - a. Your student ID number, name, date of birth, and Palomar student email address should appear automatically.
4. Update your phone number, if needed
 - a. You may only edit your phone number in this section.
5. Scroll down to the COVID-19 Vaccination Information section

COVID-19 Vaccination Information

Read through and complete each section of this form as prompted. Please note, if you do not agree to these terms or if we do not receive this form from you before the first day of classes, you will not be allowed to attend in-person and could be dropped from all such classes. Enrollment in online classes will not be affected.

*Have you been vaccinated for COVID-19?



6. Click on the drop-down box and select “No”.

COVID-19 Vaccination Information

Read through and complete each section of this form as prompted. Please note, if you do not agree to these terms or if we do not receive this form from you before the first day of classes, you will not be allowed to attend in-person and could be dropped from all such classes. Enrollment in online classes will not be affected.

*Have you been vaccinated for COVID-19?

	▼
No	
Yes	



7. Click on the next drop-down and select "Yes-Religious"
 - a. Additional exemption information will appear once this is selected.

COVID-19 Vaccination Information

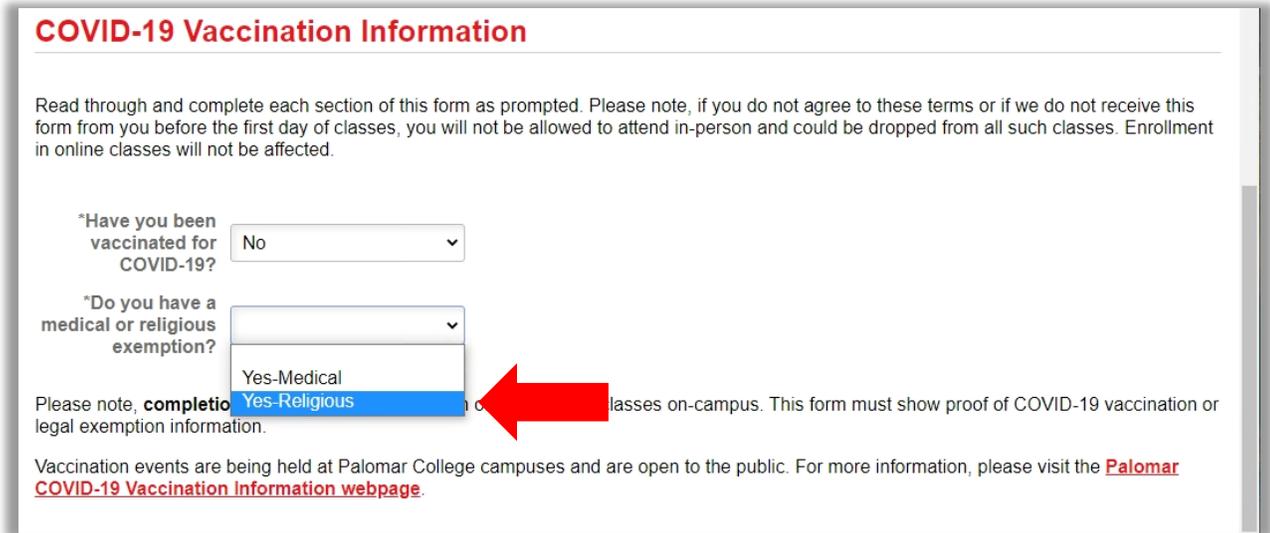
Read through and complete each section of this form as prompted. Please note, if you do not agree to these terms or if we do not receive this form from you before the first day of classes, you will not be allowed to attend in-person and could be dropped from all such classes. Enrollment in online classes will not be affected.

*Have you been vaccinated for COVID-19?

*Do you have a medical or religious exemption?

Please note, **completion of this form is required for enrollment in classes on-campus.** This form must show proof of COVID-19 vaccination or legal exemption information.

Vaccination events are being held at Palomar College campuses and are open to the public. For more information, please visit the [Palomar COVID-19 Vaccination Information webpage](#).



8. Read the Exemption Information.
9. Use the Religious Exemption comment box to provide a brief description of your sincerely held religious belief, practice, or observance that conflicts with the requirement to receive a COVID-19 vaccination.

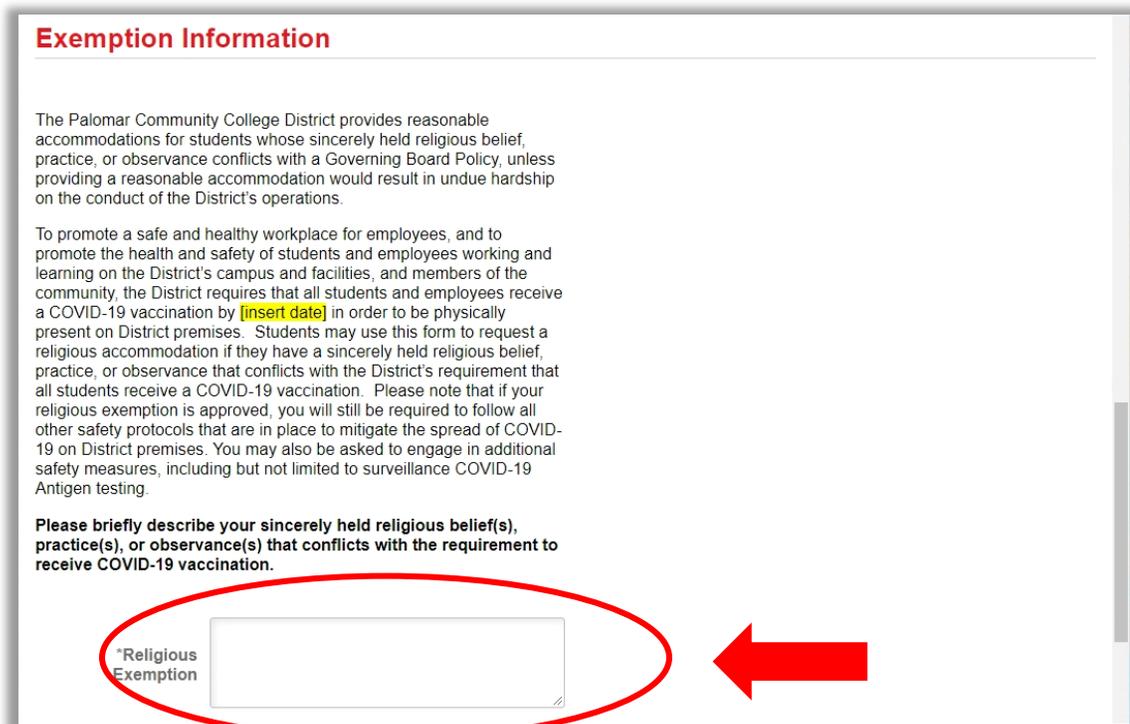
Exemption Information

The Palomar Community College District provides reasonable accommodations for students whose sincerely held religious belief, practice, or observance conflicts with a Governing Board Policy, unless providing a reasonable accommodation would result in undue hardship on the conduct of the District's operations.

To promote a safe and healthy workplace for employees, and to promote the health and safety of students and employees working and learning on the District's campus and facilities, and members of the community, the District requires that all students and employees receive a COVID-19 vaccination by **insert date** in order to be physically present on District premises. Students may use this form to request a religious accommodation if they have a sincerely held religious belief, practice, or observance that conflicts with the District's requirement that all students receive a COVID-19 vaccination. Please note that if your religious exemption is approved, you will still be required to follow all other safety protocols that are in place to mitigate the spread of COVID-19 on District premises. You may also be asked to engage in additional safety measures, including but not limited to surveillance COVID-19 Antigen testing.

Please briefly describe your sincerely held religious belief(s), practice(s), or observance(s) that conflicts with the requirement to receive COVID-19 vaccination.

*Religious Exemption



10. Scroll down to Action Items section.

Action Items 1 row

Acknowledgement	
1	<input type="radio"/> No <input type="radio"/> Yes I authorize the disclosure and use of my medical information as described above for the purposes listed above. I understand that this authorization is voluntary and that I am acknowledging this authorization voluntarily.

11. Read the Acknowledgement statement and click the button so that the response shows “Yes”
a. This acknowledgement is required in order to submit the form.

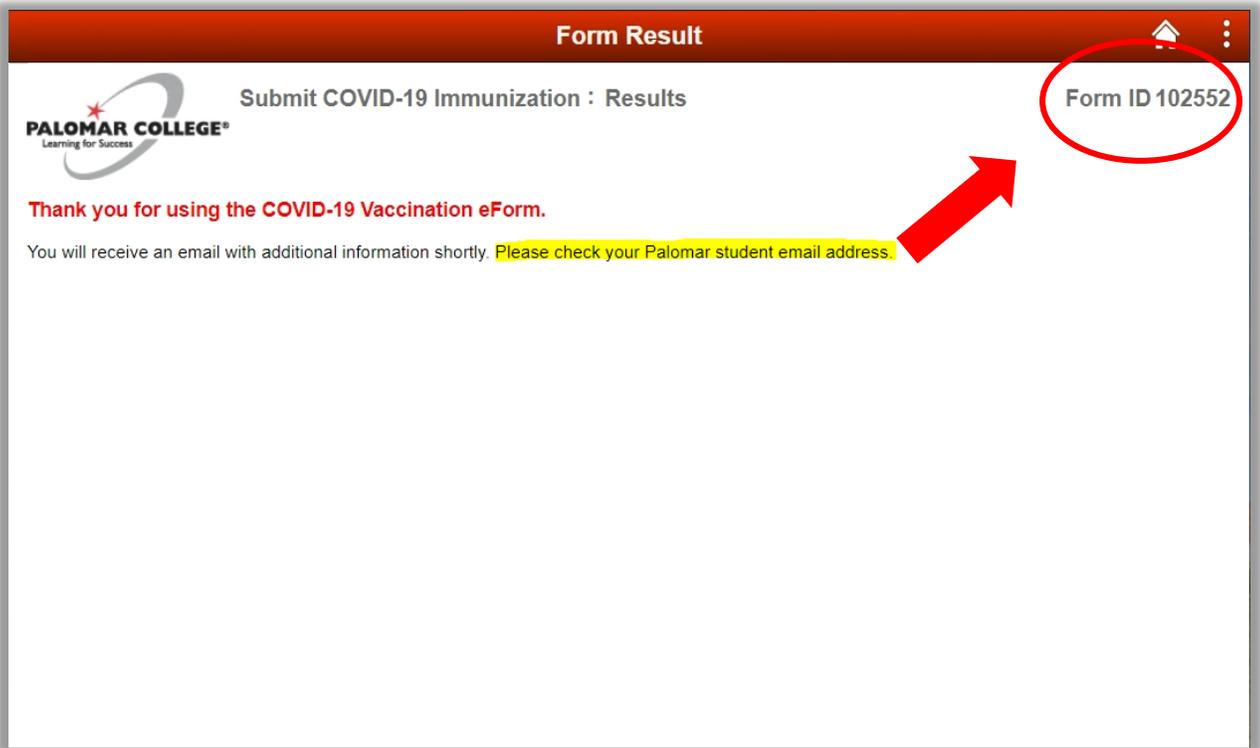
Action Items 1 row

Acknowledgement	
1	<input checked="" type="radio"/> Yes <input type="radio"/> No I authorize the disclosure and use of my medical information as described above for the purposes listed above. I understand that this authorization is voluntary and that I am acknowledging this authorization voluntarily.

12. Scroll down and click “Submit”.
a. If you receive an error message, go back through the form and ensure that everything has been filled out correctly and that the response to the Acknowledgement statement is “Yes”.

Comments

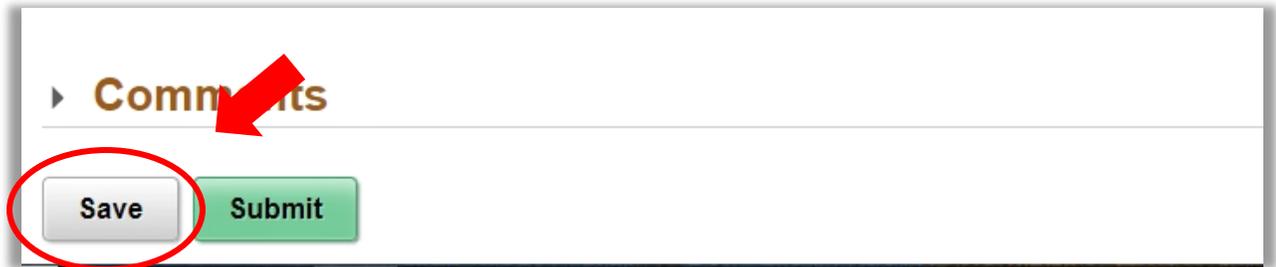
13. Once submitted, a Thank You message will appear and instruct you to check your Palomar student email address for more information.
a. It is important that you monitor your Palomar student email address as this is where you will receive notifications regarding the status of your COVID-19 Vaccination eForm.
b. Note: a form ID number will appear at the upper, right-hand corner of your screen. Please reference this number when contacting the Palomar Vaccine and Exemptions team about your form.



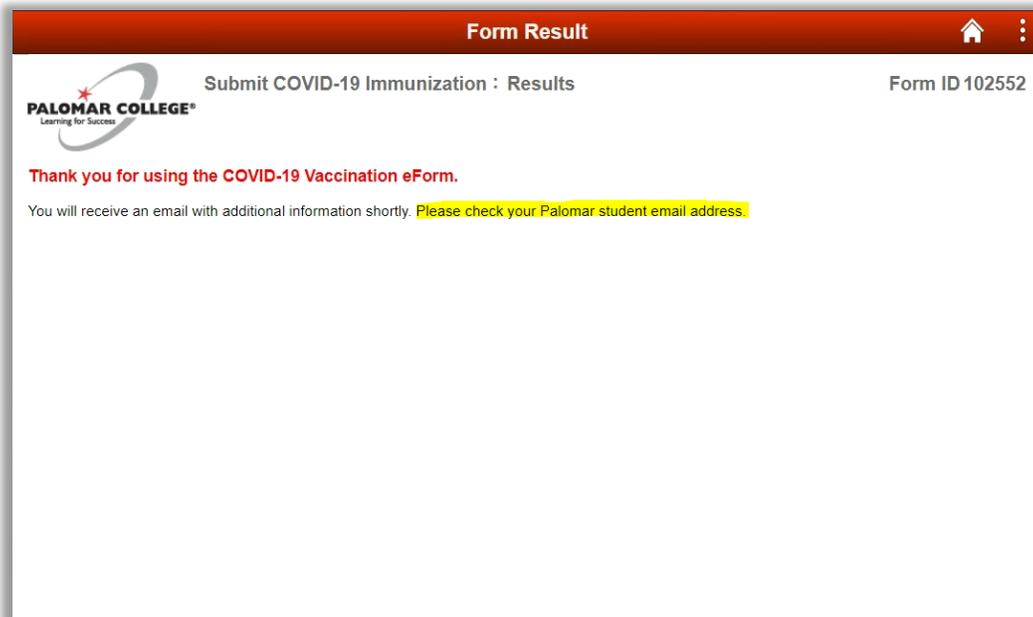
14. Log into your Palomar student email and read the email notification about your form.
 - a. The subject line of the email will say "Submitted: COVID-19 Vaccination eForm [*form ID number*]"
 - b. **It is important that you monitor your Palomar student email address as this is where you will receive notifications regarding the status of your COVID-19 Vaccination eForm.**
 - c. For help on how to access your Palomar student email address, please contact helpdesk@palomar.edu.

How to Save COVID-19 Vaccination eForm

1. Scroll down to the bottom of your form.
2. Click "Save".



3. Once saved, a Thank You message will appear and instruct you to check your Palomar student email address for more information.
 - a. It is important that you monitor your Palomar student email address as this is where you will receive notifications regarding the status of your COVID-19 Vaccination eForm.
 - b. Note: a form ID number will appear at the upper, right-hand corner of your screen. Please reference this number when contacting the Palomar Vaccine and Exemptions team about your form.



4. To get back into your form and submit it, follow the instructions in the email notification.
 - a. The subject line of the email notification will be "Action Needed: COVID-19 Vaccination eForm [form id #]"
 - b. There will be links included in the email notification.