

Adobe Sign User Guide

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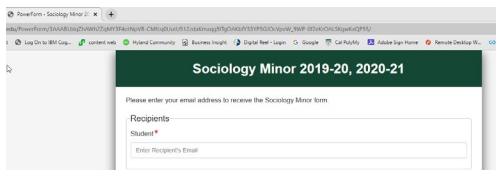
How to access minor/concentration forms

Depends on the department

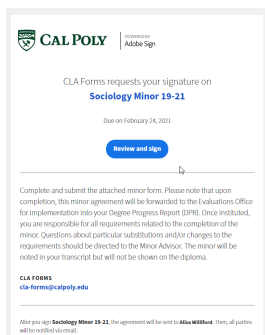
1. Department has placed the minor form as a link on their website
2. Department is holding the link internally and will either email the student the link or initiate the form on the student's behalf

What the student sees

- When they click on the link



- Sample of email student will receive. The sending account will be based on the college that the minor/concentration form belongs. You will also be able to see the workflow at the bottom of the email so the student knows who signs next.



- Student's view of the form (all the highlighted portions need to be completed)

CAL POLY
Sociology Minor Declaration
2019-2020, 2020-2021
Intending to: **Declare**

Name: _____ Student Empl ID: _____
Major: _____ Cumulative GPA: _____ Cal Poly Username: _____

Please initial here if you accept all your minor requirements (2nd page) [Initials](#)

Substitutions:
Substitute (prefix/number/units) for (prefix/number) for (prefix/number) **Apply/Declare** for (prefix/number) **Substitute**
Substitute (prefix/number/units) for (prefix/number) for (prefix/number) **Apply/Declare** for (prefix/number) **Substitute**

Substitute _____ for (prefix/number) _____ B Line # _____
Substitute _____ for (prefix/number) _____ B Line # _____

Catalog Changes
Old Catalog _____ New Catalog **12** _____ Advisor Initials _____

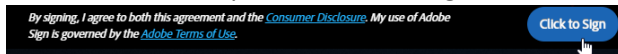
Student Signature/Date: _____ [Click here to sign](#) 01/25/2021

- Student needs to select what type of form it is

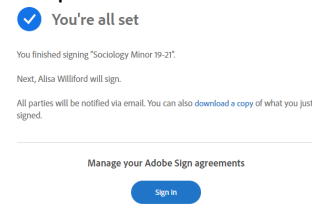
Intending to * Select...
Student Empl ID: * Select...
Cumulative GPA: * Select...
or requirements (2nd page) * Select...

Dropdown options:
Apply/Declare
Declare and Substitute
Substitute
Change Catalog

- **Apply/Declare** – Initial declaration/application to the minor/concentration. **No substitutions** will be allowed to be entered
 - **Declare and Substitute**- Initial declaration/application to the minor/concentration. **Substitutions** will be allowed to be entered by the Faculty/Minor Advisor
 - **Substitute**- Student is already in the minor/concentration and the student would like to have a class substituted that was already discussed and approved by the Faculty/Minor Advisor. The approved substitution will be entered by the Faculty/Minor Advisor.
 - **Change Catalog**- The student needs to change the catalog of their minor. **Note this is not how a student changes their major catalog.**
- Once all fields completed – click to sign to submit

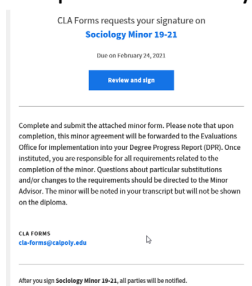


- Sample of confirmation student receives



What Faculty Advisors see

- Sample email faculty receives



- When student selects to sub (the rest of the fields will open as soon as you start to type in the first sub)

Substitutions:
 Ex: Substitute (prefix/number/req on it) PSY 102 at Cuesta for (prefix/number) PSY 202 R line # 510-11
 Subst Minor Substitution sta for (prefix/number) Approved Electives R line # 510-13

Substitute for (prefix/number) R line #
 Substitute for (prefix/number) R line #

Advisor Initials

Catalog Change:
 Old Catalog New Catalog Advisor Initials

Student Signature/Date: Samantha Smith 01/25/2021
 Minor Advisor Signature /Date: 01/25/2021

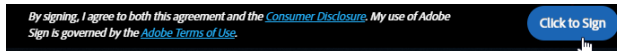
- R line #- The R line # is a code that will let the Office of the Registrar know where in the DPR you want the sub to be placed. At the bottom of page 1 there is a quick guide that gives you the course and the corresponding R line #

SOC 110 - 4 Units Required (R366-10)
 SOC 111 - 4 Units Required (R366-20)
 SOC 308 or 311 - 4 Units Required (R366-30)
 SOC 309 or 323 - 4 Units Required (R366-40)
 SOC 315 or 316 - 4 Units Required (R366-50)
 APPROVED ELECTIVES (Minimum of 4 Units At 300-400 Level) - 8 Units Required (R367-10)

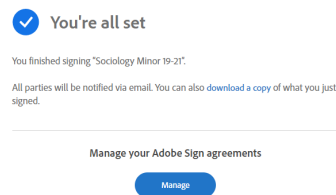
- There is also a drop down of all the minor/concentration R lines in the form so that you don't need to type anything in.

R line #
 R line #
 Initials
 Initials
 Initials
 Initials
 Initials
 Initials

- Once you have completed all the fields necessary then you hit submit



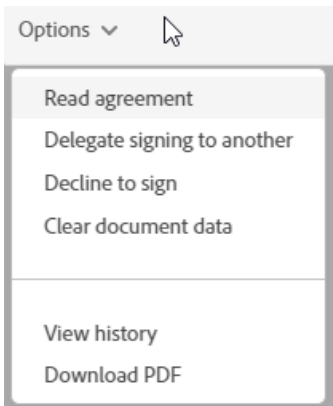
- A sample confirmation that the advisor receives when workflow is complete and the form has been submitted to the Office of the Registrar



- A final copy will be sent to the student and advisor

Declining the Minor/Concentration form

- In the upper left hand corner of the screen click on options.



- You can leave a detailed reason why the form is being decline

- Click on decline and all parties will receive an email informing them that the form has been declined and this is the screen that shows you the agreement has been declined

You declined to sign "Alisa Testing - Italian Studies Minor 19-21".

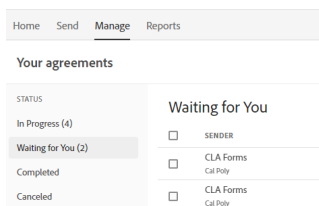
We'll notify all relevant parties that you declined to sign.

Managing all your forms and agreements

- From your portal you can also log into Adobe Sign by clicking on the link under My Apps



- Under the Manage tab you will be able to see how many you have In Progress, Waiting for You and Completed. This is another easy way to manage all the forms instead of hunting and searching for the associated email.



- You can click and open and sign those waiting for you or download a copy