

Introduction

The College of Engineering and Science is undertaking an effort to make all forms used for student academic functions paperless. No longer should one need to walk all around campus to obtain signatures. Instead, documents will be routed electronically to securely obtain the digital signatures of all those required by any given form. Once all signatures have been secured, each person who signed the form will receive a copy via email.

This document will show you how to securely sign a document that requires your signature.

Summary of Signing Process

The College of Engineering and Science is using the DocuSign software.



DocuSign will allow you to receive a notification by email that there is a document awaiting your signature. By clicking the link provided in the email, your web browser will open a page showing you the document to be signed. You can do this on your computer, tablet, or phone. If it is the first time you are signing a DocuSign document, you will be asked a couple brief questions to establish your signature. Then, you will be shown each location you need to either sign or initial the document. Signing or initialing is as simple as clicking on the indicated box. Once you are done, the form will automatically be sent to the next person who needs to sign it. When all the signatures have been obtained, you will receive a signed copy of the document by email.

Detailed Instructions


1. Receiving a Notification

An email will be sent to you when you have a document awaiting your signature:

DocuSign NA3 System <dse_NA3@docusign.net> | Mark Archambault | 1:56 PM

Please DocuSign: Test Add Drop.pdf

If there are problems with how this message is displayed, click here to view it in a web browser.

 **Florida Institute of Technology**
High Tech with a Human Touch™

Mark Archambault sent you a document to review and sign.

REVIEW DOCUMENT

Click "REVIEW DOCUMENT"

Mark Archambault
marchamb@fit.edu

Mark Archambault,
Please DocuSign Test Add Drop.pdf
Thank You, Mark Archambault

Powered by **DocuSign**

Do Not Share This Email
This email contains a secure link to DocuSign. Please do not share this email, link, or access code with others.

Alternate Signing Method
Visit DocuSign.com, click 'Access Documents', and enter the security code:
D419FAAE830547A8AF055AAD11AE9D0B3

About DocuSign

You want to be sure that your email client shows you active links and allows you to click on links embedded in an email message.

Click "REVIEW DOCUMENT"

2. Initial Set-Up

If this is your first time signing a document using DocuSign, you will be asked to agree to use electronic records and signatures. On some phones or browsers, this checkbox may be at the bottom of the document page.

Check the indicated box acknowledging your agreement.

You should only need to click this box the first time you use DocuSign.

Catalog UGCC University Forms
This site uses cookies, some of which are essential for the site to function properly.

Please Review
Mark Archambault
Florida Institute of Technology

1. Acknowledge your agreement to use electronic records and signatures.

DocuSign Envelope ID: E45A7E0B-C728-4GF7-ACF2-72AA68652CCE
KEEP A COPY FOR YOUR RECORDS
Florida Institute of Technology
CHANGE IN REGISTRATION STATUS
DATE: 8/7/18

STUDENT INFORMATION: Florida Tech Online students should scan and email the form to their representative or fax the form to 800-576-8532. All other students may use the information at the bottom of the form or bring to the Registration Center.

MAJOR CODE X X X X TERM Test Term OFF-CAMPUS SITE

NAME: Somewhere Last First Middle STUDENT ID NO. 9xx-xx-xxxx

I HAVE ATTENDED 4 WEEK(S) OF CLASSES Student Signature/Date

1. I receive veterans education benefits Yes No Veterans Affairs Coordinator Signature Date

2. I am an international student Yes No International Student and Scholar Services Signature Date

3. I am a student athlete Yes No Athletics Coach Signature Date

4. This is my first registration at Florida Tech Yes No Athletics Compliance Officer Signature Date

Financial aid may be affected if DROPPING BELOW full-time status (12 credits for undergraduate students and 9 credits for graduate students)

Submit form with appropriate signatures, directly to the Registration Center/Off-Campus Site. Do not list individual course(s) if dropping all classes or withdrawing from the university. Please check plans to return or not. Select one option box (1, 2 or 3) below.

1. Drop me from all my classes I do not plan to return I plan to return _____ semester

2. I am not currently registered—withdraw me from the university 3. Process course(s) listed below

SELECT ONE ADD/DROP	CRN	PREFIX	COURSE NO.	SEC	COURSE TITLE	CRS.	INSTRUCTOR	SELECT ONE AUG/18 SEP/18
<input type="checkbox"/>					Any course			<input type="checkbox"/>
<input type="checkbox"/>								<input type="checkbox"/>
<input type="checkbox"/>								<input type="checkbox"/>
<input type="checkbox"/>								<input type="checkbox"/>
<input type="checkbox"/>								<input type="checkbox"/>

ANY LINE LISTED ABOVE THAT IS CROSSED OUT MUST BE INITIALED BY ADVISOR.

DocuSign

Change Language - English (US) | Terms Of Use & Privacy | Copyright © 2018 DocuSign Inc. | 1/28

Click the “CONTINUE” button.

3. Review the Form

Once you have clicked “CONTINUE” in the previous step, the gray layer is removed, and you can review the form. Note the boxes that are indicated where you need to sign or initial. By clicking the “START” button, the form will automatically scroll to the next box where you need to initial or sign. Alternatively, you can move through the document, initialing or signing the indicated boxes in any order. You sign or initial simply by clicking on the indicated box.

Click the first indicated box.

Catalog UGCC University Forms FIT Directories Danny's Share

This site uses cookies, some of which are required for the operation of the site. [Learn More](#) OK

Select the initial field to create and add your initials. FINISH OTHER ACTIONS ▾

DocuSign Envelope ID: E45A7E0B-C728-4CF7-ACF2-72AA68652CCE
KEEP A COPY FOR YOUR RECORDS
Florida Institute of Technology **CHANGE IN REGISTRATION STATUS**
DATE 6/7/18

STUDENT INFORMATION: Florida Tech Online students should scan and email the form to their representative or fax the form to 800-576-8532. All other students may use the information at the bottom of the form or bring to the Registration Center.

MAJOR CODE X X X X TERM Test Term OFF-CAMPUS SITE _____

NAME Somebody Last Somebody First _____ Middle _____ STUDENT ID NO. 9xxx-xx-xxxx

I HAVE ATTENDED 4 WEEK(S) OF CLASSES Student Signature/Date _____

1. I receive veterans education benefits Yes No Veterans Affairs Coordinator Signature _____ Date _____
Veterans are required to give a reason (see below) for dropping classes.

2. I am an international student Yes No International Student and Scholar Services Signature _____ Date _____
ISS signature required only if DROPPING BELOW full-time status (12 credits for undergraduate students and 9 credits for graduate students)

3. I am a student-athlete Yes No Athletics Coach Signature _____ Date _____

4. This is my first registration at Florida Tech Yes No Athletics Compliance Officer Signature _____ Date _____

Required - Initial Here *my be affected IF DROPPING BELOW full-time status (12 credits for undergraduate students and 9 credits for graduate students)*

Initial Submit form with appropriate signatures, directly to the Registration Center/Off-Campus Site. Do not list individual course(s) if dropping all classes or withdrawing from the university. Please check plans to return or not. Select one option box (1, 2 or 3) below.

1. Drop me from all my classes I do not plan to return I plan to return _____ semester

2. I am not currently registered—withdraw me from the university 3. Process course(s) listed below

SELECT ONE ADD DROP	CRN	PREFIX	COURSE NO.	SEC	COURSE TITLE	CRS.	INSTRUCTOR	SELECT ONE AUDIT CEU
<input type="checkbox"/> <input checked="" type="checkbox"/>					Any course			<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/>								<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/>								<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/>								<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/>								<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/>								<input type="checkbox"/> <input type="checkbox"/>

ANY LINE LISTED ABOVE THAT IS CROSSED OUT MUST BE INITIALED BY ADVISOR.
MY REASON FOR REQUESTING THIS CHANGE IS _____

Students are responsible for meeting all published prerequisite requirements for their registered courses to ensure they have the background necessary for successful performance. A student who fails or drops a prerequisite course after registration for the following term, must, in consultation with his/her advisor, submit a "Change in Registration Status" form to add the prerequisite course.

ACADEMIC ADVISOR APPROVAL REQUIRED Sign _____ Date 7/26/2018

DocuSign Change Language - English (US) ▾ Terms Of Use & Privacy ▾ Copyright © 2018 DocuSign Inc. | V2R

4. Selecting a Signature Style

If this is your first time signing a DocuSign document, you will be prompted to select a font style for your signature and initials.

If you don't like the default style selected for you, click on "Change Style" to choose from a set of provided styles, or click on "DRAW" which will let you draw your signature using your mouse or finger.

Once you are satisfied with your signature style, **Click on "ADOPT AND SIGN" or "ADOPT AND INITIAL"**.

Note: While generally you should only have to do this step once, you may be asked to again select a signature style with your next document depending on how the person sending you the form writes your name. You can help minimize these requests by asking the sender to use only your first and last name, and providing your name consistently to senders (e.g. "William" rather than "Bill").

5. Continue Signing the Document

Click on each indicated field to either sign or initial, as appropriate. Use the "NEXT" button to take you to the next indicated field.

Financial aid may be affected IF DROPPING BELOW full-time status (12 credits for undergraduate students and 9 credits for graduate students)

Submit form with appropriate signatures, directly to the Registration Center/Off-Campus Site. Do not list individual course(s) if dropping all classes or withdrawing from the university. Please check plans to return or not. Select one option box (1, 2 or 3) below.

1. Drop me from all my classes I do not plan to return I plan to return _____ semester
2. I am not currently registered—withdraw me from the university 3. Process course(s) listed below

SELECT ONE ADD/DROP	CRN	PREFIX	COURSE NO.	SEC	COURSE TITLE	CRS.	INSTRUCTOR	SELECT ONE AUDIT/CEU
<input type="checkbox"/>					Any course			<input type="checkbox"/>
<input type="checkbox"/>								<input type="checkbox"/>
<input type="checkbox"/>								<input type="checkbox"/>
<input type="checkbox"/>								<input type="checkbox"/>
<input type="checkbox"/>								<input type="checkbox"/>
<input type="checkbox"/>								<input type="checkbox"/>

ANY LINE LISTED ABOVE THAT IS CROSSED OUT MUST BE INITIALED BY ADVISOR.
MY REASON FOR REQUESTING THIS CHANGE IS _____

Students are responsible for meeting all published prerequisite requirements for their registered courses to ensure they have the background necessary for successful performance. A student who fails or drops a prerequisite course after registration for the following term, must, in consultation with his/her advisor, submit a "Change in Registration Status" form to add the prerequisite course.

ACADEMIC ADVISOR APPROVAL REQUIRED

Academic Advisor/Site Representative Signature: _____ Date: 7/26/2018
Comments: _____

SIGNATURES

Academic Unit Head/Program Chair Signature _____ Date _____
Print Name: _____
College Dean Signature _____ Date _____
Print Name: _____
Registrar Signature _____ Date _____

FOR OFFICE USE ONLY

Final Grades will be: No Record W NA Tuition Credit (%) _____
Processed by _____ Date _____ SGASTDN: WS WR SFAREGS: ESTS Code _____ RSTS _____
Title IV Recipient? Yes No Financial Aid Initials/Date _____ Campus Services/Housing Initials/Date _____

Florida Institute of Technology • Office of the Registrar
150 West University Boulevard, Melbourne, FL 32901-6975 • 321-674-8118 • Fax 321-674-7827 • registration@fit.edu RGR-343-1117

NEXT

Financial aid may be affected IF DROPPING BELOW full-time status (12 credits for undergraduate students and 9 credits for graduate students)

Submit form with appropriate signatures, directly to the Registration Center/Off-Campus Site. Do not list individual course(s) if dropping all classes or withdrawing from the university. Please check plans to return or not. Select one option box (1, 2 or 3) below.


1. Drop me from all my classes I do not plan to return I plan to return _____ semester
2. I am not currently registered—withdraw me from the university 3. Process course(s) listed below

SELECT ONE ADD/DROP	CRN	PREFIX	COURSE NO.	SEC	COURSE TITLE	CRS.	INSTRUCTOR	SELECT ONE AUDIT/CEU
<input type="checkbox"/>					Any course			<input type="checkbox"/>
<input type="checkbox"/>								<input type="checkbox"/>
<input type="checkbox"/>								<input type="checkbox"/>
<input type="checkbox"/>								<input type="checkbox"/>
<input type="checkbox"/>								<input type="checkbox"/>
<input type="checkbox"/>								<input type="checkbox"/>

ANY LINE LISTED ABOVE THAT IS CROSSED OUT MUST BE INITIALED BY ADVISOR.
MY REASON FOR REQUESTING THIS CHANGE IS _____

Students are responsible for meeting all published prerequisite requirements for their registered courses to ensure they have the background necessary for successful performance. A student who fails or drops a prerequisite course after registration for the following term, must, in consultation with his/her advisor, submit a "Change in Registration Status" form to add the prerequisite course.

ACADEMIC ADVISOR APPROVAL REQUIRED

Academic Advisor/Site Representative Signature:  Date: 7/26/2018
Comments: _____

SIGNATURES

Academic Unit Head/Program Chair Signature _____ Date _____
Print Name: _____
College Dean Signature _____ Date _____
Print Name: _____
Registrar Signature _____ Date _____

FOR OFFICE USE ONLY

Final Grades will be: No Record W NA Tuition Credit (%) _____
Processed by _____ Date _____ SGASTDN: WS WR SFAREGS: ESTS Code _____ RSTS _____
Title IV Recipient? Yes No Financial Aid Initials/Date _____ Campus Services/Housing Initials/Date _____

Florida Institute of Technology • Office of the Registrar
150 West University Boulevard, Melbourne, FL 32901-6975 • 321-674-8118 • Fax 321-674-7827 • registration@fit.edu RGR-343-1117

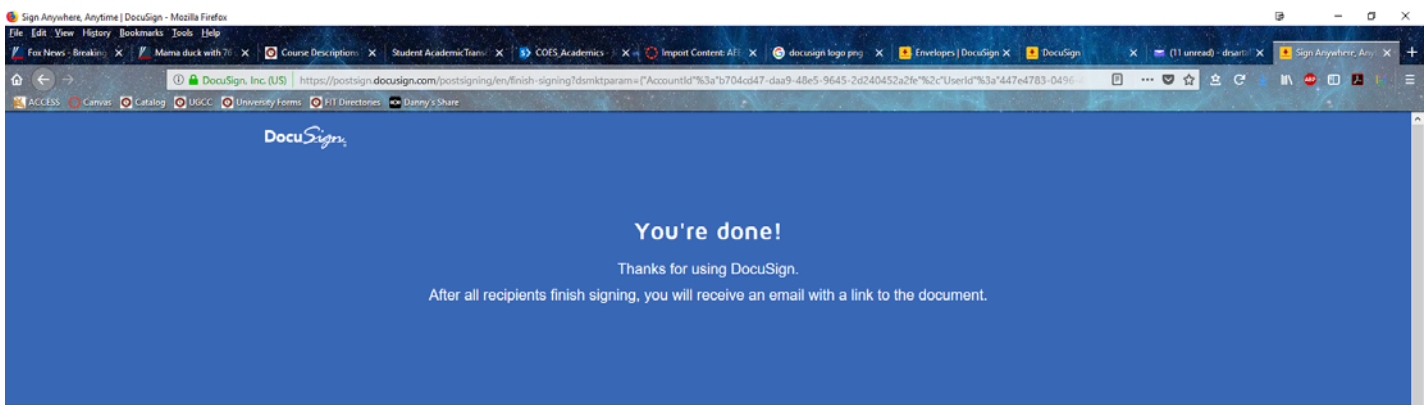
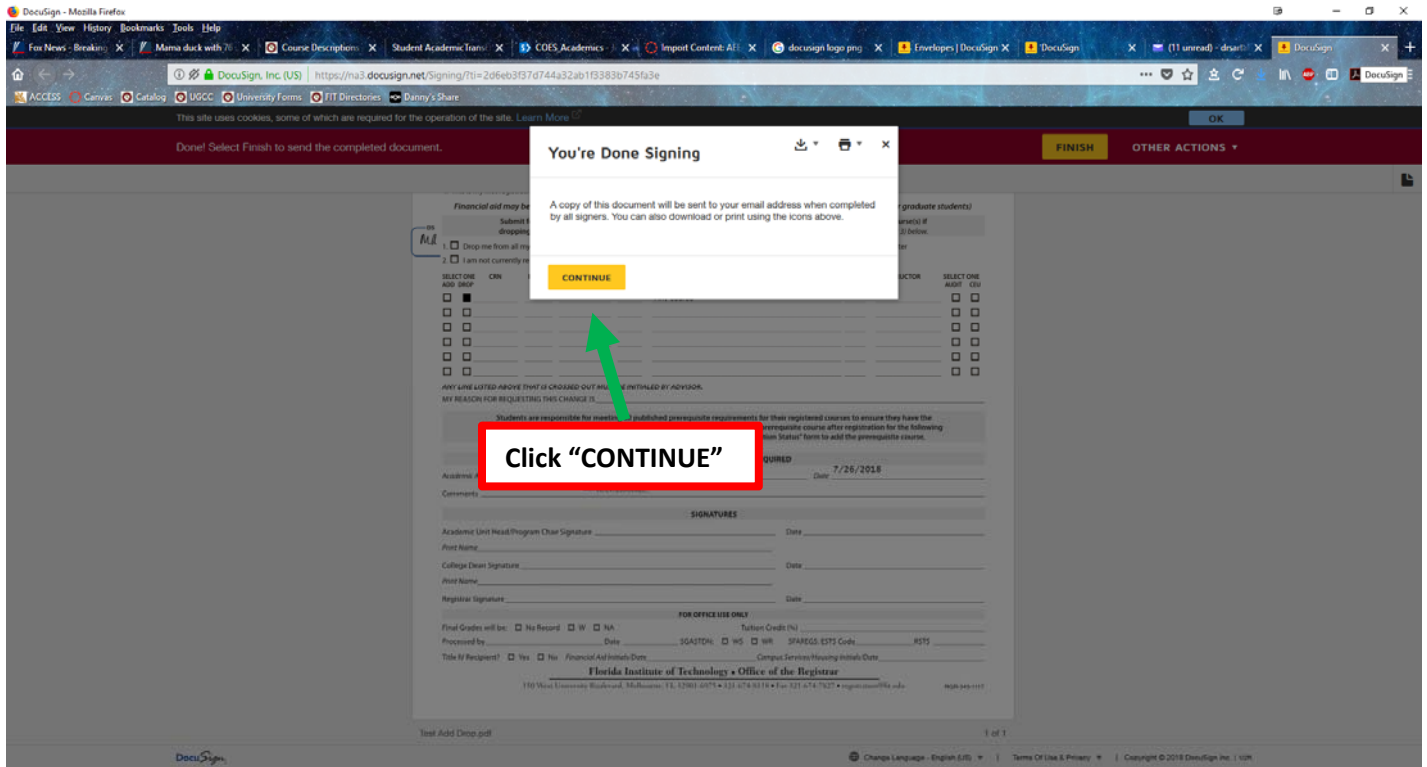
Click "FINISH" when you are done.

Click "FINISH" when you are done.

And that's it. You've completed the document.

Click "CONTINUE".

The document will automatically be sent to the next person who needs to sign it.



Have questions? We're here to help.

How do I get back to my document?

Once all signers have finished signing the DocuSign document, you'll be notified via email. You can access the document by opening the completed notification email that is sent to you once all signers have finished signing.

Will this document be saved to my DocuSign account?

Yes, if you already signed up for a DocuSign account, go to www.docuSign.net and log in with your email and password. Once logged in, select the Documents tab and you will see your documents.

Does the person who sent this to me know that I've signed and am done?

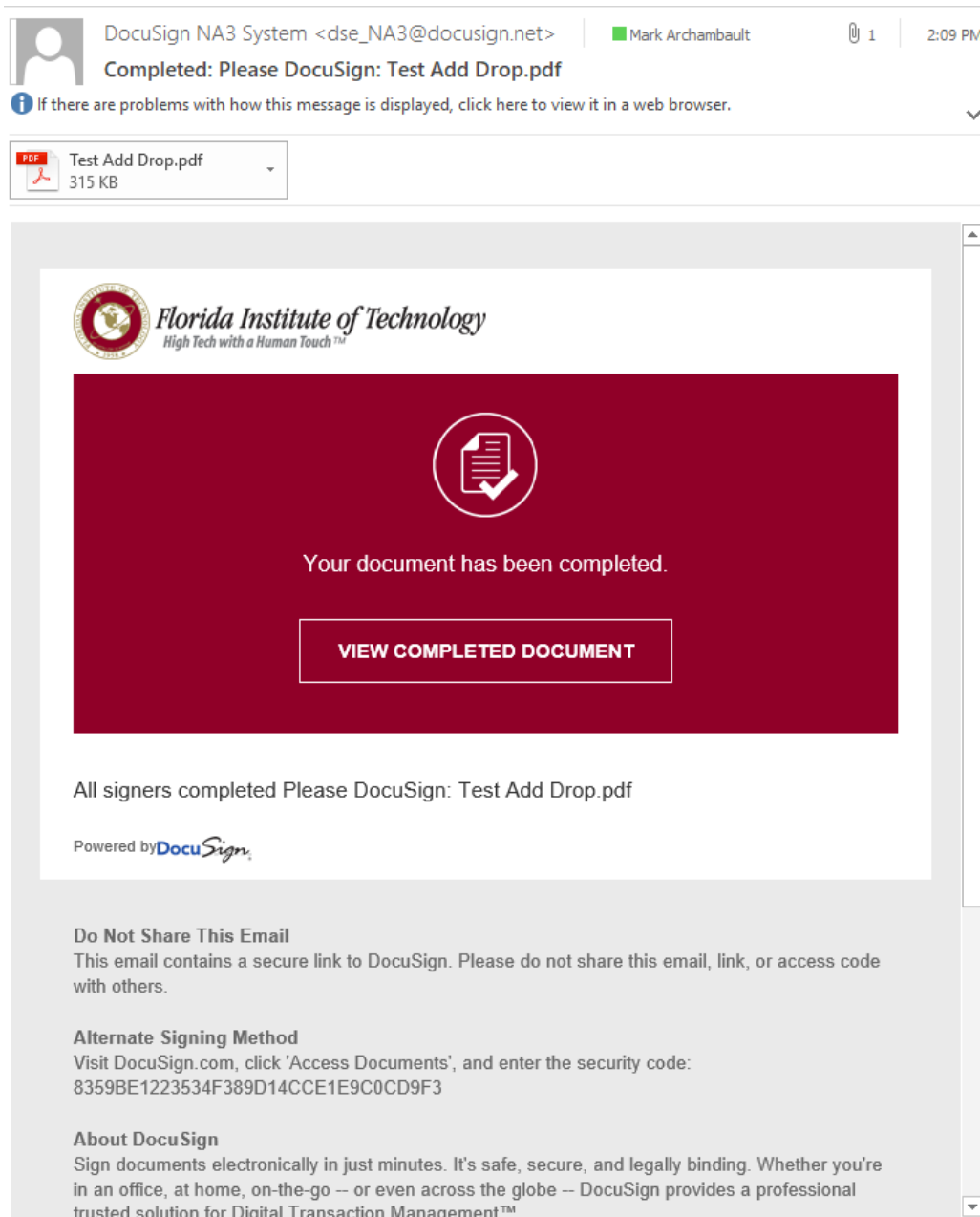
Once all signers have finished, the sender will receive an email notification that the document is completed.

Who do I contact with questions about this document?

DocuSign sends email notifications on behalf of its users. You can simply "reply to" the email notification to contact the sender of the document.

[MORE SIGNING FAQS >](#)

When all the signatures have been obtained, you will get an email with your form attached. You can also view the form in DocuSign by clicking the “VIEW COMPLETED DOCUMENT” link in the email.



The screenshot shows an email interface. At the top, the sender is identified as 'DocuSign NA3 System <dse_NA3@docusign.net>' with a status indicator for 'Mark Archambault' and a timestamp of '2:09 PM'. The subject line is 'Completed: Please DocuSign: Test Add Drop.pdf'. Below the subject, there is a link: 'If there are problems with how this message is displayed, click here to view it in a web browser.' A PDF attachment is listed as 'Test Add Drop.pdf' with a size of '315 KB'. The main content of the email is a large red box with a white document icon and the text 'Your document has been completed.' Below this, there is a white button with the text 'VIEW COMPLETED DOCUMENT'. Underneath the red box, it states 'All signers completed Please DocuSign: Test Add Drop.pdf' and 'Powered by DocuSign'. At the bottom, there are three sections: 'Do Not Share This Email' with a warning not to share the link; 'Alternate Signing Method' with instructions to visit DocuSign.com and enter a security code (8359BE1223534F389D14CCE1E9C0CD9F3); and 'About DocuSign' with a brief description of the service.

If you are going to sign a lot of documents on the go, consider getting the DocuSign mobile app. Visit <https://www.docusign.com/features-and-benefits/mobile> for details.