

Electronic Form Submission Processes Guidance for Students

College of Education Students,

During this uncertain time, the College of Education is committed to protecting the health and safety of the university community, as well as our families and friends. At this time, the faculty and staff in the College of Education and most offices across campus are working remotely. Although the staff in Office of Academic Services and Intern Support (OASIS) are not physically in our campus offices, we continue to support College of Education undergraduate and graduate students in the steps and milestones required to achieve degree completion.

As most of you already know, the steps to degree completion are paved with *many* student forms. To help students, faculty, and staff navigate the electronic form submission process, OASIS has updated our “forms” websites to provide the workflow for obtaining signatures and the submission of forms commonly used in our College.

Authenticated electronic signatures are required on forms. Authenticated electronic signatures are obtained by using [Adobe Sign](#) or [DocuSign](#). The PDF-specific forms listed on the OASIS websites are formatted for PDF-fill in and electronic signatures. Most University-level forms are also formatted for PDF fill-in and signature. Please see below for more information on electronic signatures and form submissions.

Student Forms

College of Education OASIS Student Forms

Under each form listed on the OASIS webpages below, you will find the order in which applicable signatures are to be collected, as well as and the form submission workflow, for that form. If you need assistance with completing a form, please contact your department staff.

- Undergraduate - <https://education.fsu.edu/student-resources/student-academic-services-oasis/for-undergraduate-students>
- Graduate - <https://education.fsu.edu/student-resources/student-academic-services-oasis/for-graduate-students>

Please bookmark these sites for future use. For forms not available on public websites, such as grade change forms and late drop/add forms, contact the appropriate academic department staff person for assistance. (See the “College of Education Department Contacts” section of the document.)

IMPORTANT: Each form must be submitted in a separate PDF file or DocuSign submission. Do not combine individual student forms into one file.

Registrar’s Office Student Forms

Many student forms are found on the Registrar’s Office website: <https://registrar.fsu.edu/forms/>.

Please be advised that some forms on this website are not yet available as PDF-fill in. For your convenience, OASIS has converted many of these forms to PDF fill-in and placed them on our undergraduate and graduate student websites (noted above).

The Graduate School Forms

Graduate School forms and applications for students, staff and faculty are found at <https://gradschool.fsu.edu/forms>.

Electronic Form Submissions via [DocuSign](#) and Adobe Authenticated Digital Signatures ([Adobe Sign](#))

DocuSign

DocuSign is a cloud-based electronic signature service that allows users to easily send, sign and store documents in a secure, online location. With DocuSign, the entire document approval process can be managed electronically.

To use **DocuSign** to obtain signatures on the College of Education forms listed on this page, follow the login instructions below.

1. Go to docusign.fsu.edu.
2. Sign in with your FSUID and password.
3. Click "New" next to the "Sign or Get Signatures" option.
4. To obtain signatures on a document, choose "Send an Envelope" and upload the applicable form.
5. Add all required signers (and FSU email) on the applicable fields.

FSU DocuSign Support website: <https://its.fsu.edu/service-catalog/communication-collaboration/electronic-signatures>

- How do I get support at FSU for DocuSign?
<https://faq.its.fsu.edu/communications/electronic-signatures-docusign/how-do-i-get-support-docusign>
- How do I share my envelope with other users in DocuSign?
<https://faq.its.fsu.edu/communications/electronic-signatures-docusign/how-do-i-share-my-envelope-other-users-docusign>

Visit the DocuSign website to browse "how to" articles or register for a free "DocuSign Signing and Sending" training session: <https://support.docusign.com/>.

Adobe Authenticated Digital Signatures via Adobe Sign

FSU students can create a free **Adobe Sign** account with a valid FSU email address. Free accounts are primarily for signers of documents. Adobe Sign supports digital signatures by simply placing the Digital Signature field on a form (either via Text Tags, drag and drop in the Adobe Sign Authoring environment, or authoring in Adobe Acrobat with Acroforms). For more information on how to use digital signatures in **Adobe Sign**, visit <https://helpx.adobe.com/sign/using/digital-signatures.html>.

To create a free **Adobe Sign** account with your FSU student email account, visit <https://helpx.adobe.com/sign/using/create-adobe-sign-free-account.html>. Students are required to use their official FSU student email account for Adobe Sign digital signatures.

FSU employees can also use **Adobe Creative Cloud** at home. Please use your Adobe Enterprise ID to [sign into Adobe.com](#) to download and install the software. [Your Adobe Enterprise ID will be created using your FSUID in the format fsuid@fsu.edu](#). For assistance with Adobe or any other software, please contact the COE Office of Information and Instructional Technologies (OIIT) directly: <https://education.fsu.edu/about/faculty-staff-resources/oit>.

Adobe Online Training Resources

There are many online training resources to help faculty, staff and students master Adobe signatures and Adobe Creative Cloud apps. Follow the links below to access everything from short informational videos to full online courses.

- Digital Signatures (LinkedIn): <https://www.linkedin.com/learning/acrobat-xi-creating-forms/digital-signatures?u=42572828>
- Signatures via EchoSign: <https://www.linkedin.com/learning/acrobat-xi-creating-forms/distribute-via-echosign>
- FSU Adobe Creative Cloud Information: <https://its.fsu.edu/service-catalog/end-point-computing/its-software-licensing/adobe-creative-cloud>
- [LinkedIn Learning](#) - <https://www.linkedin.com/learning/>
- [Adobe Learn](#) - <https://helpx.adobe.com/support.html>

Note to iPad Users: Adobe PDF form fields may not be available if viewing documents using the "Preview" option. Please download the document to utilize the fill-in and electronic signature features.

College of Education Department Contacts

For Summer 2020 – *Subject to Change*

Department Chairs

Forms requiring department chair signature must be routed to the applicable College of Education department chair listed below:

- Educational Leadership and Policy Studies – Dr. Motoko Akiba (makiba@fsu.edu)
- Educational Psychology and Learning Systems – Dr. James Klein (jklein@fsu.edu)
- Sport Management – Dr. Jeffrey James (jdjames@fsu.edu)
- School of Teacher Education – Dr. Sherry Southerland (ssoutherland@fsu.edu)

Department Staff

For assistance with form submissions, registration, or course offerings in the College of Education, please contact the appropriate department staff person listed below:

- Educational Leadership and Policy Studies (online MS, EDS and EDD programs in Educational Leadership/Admin.) – Deb Ham-Kelly (dhamkelly@fsu.edu)

- Educational Leadership and Policy Studies (all other programs) – Jimmy Pastrano (jpastrano@fsu.edu)
- Educational Psychology and Learning Systems Registration (all programs) – Jennifer Walsh (jnwalsh@fsu.edu)
- Educational Psychology and Learning Systems (Sport Psychology) – Jennifer Walsh (jnwalsh@fsu.edu)
- Educational Psychology and Learning Systems (Instructional Systems and Learning Technologies; Learning and Cognition; Measurement and Statistics) – Mary Kate McKee (mmckee@campus.fsu.edu)
- Educational Psychology and Learning Systems (Counseling Psychology and School Psychology PHD; School Psychology MS/EDS; Counseling Psychology MS/EDS; Mental Health Counseling MS/EDS, School Counseling MS/EDS) – Taneshia Toussaint (tytousaint@fsu.edu)
- Sport Management (all programs) – Jeff Hoh (jhoh@fsu.edu)
- School of Teacher Education (Curriculum and Instruction - PhD and on-campus MS and EDS programs) – Britni DeZerga (b.dezerga@fsu.edu)
- School of Teacher Education (Curriculum and Instruction - combined BS/MS pathway students and online MS students) – Jeannie McDowell (jmcdowell@fsu.edu)

Course Registration

Drop a Class from a Closed Enrollment Term (Current or Prior)

Occasionally, it's necessary for a student to drop a class after the current term's drop/add period ends. Students can initiate a late course drops for individual courses using the course drop tool in my.fsu.edu by following the step-by-step instructions at <https://sc.my.fsu.edu/students/how/drop-class-closed-enrollment-term-current-or-prior>.

Once the drop form has been generated, students should save a copy of the form for their records. The drop form must then be submitted via email to the student's appropriate academic dean's representative.

- College of Education Undergraduate Students – George Green (ggreen@fsu.edu)
- College of Education Graduate Students – Lisa Beverly (lbeverly@fsu.edu)
- Non-Degree Seeking Students: University Registrar (registrar@fsu.edu)

ADD a Class after Drop/Add Ends

To add a class after the drop/add period for a current enrollment term ends, contact the academic department staff person listed above.

Course Swaps after Drop/Add Ends

To drop and add classes concurrently (swap courses) after the drop/add period for a current enrollment term ends, contact the academic department staff person listed above.

Withdrawals – “Dropping All Coursework”

In order to “drop” **all** coursework on the schedule, after the drop/add period for a given semester, the student is required to submit Withdrawal Application from the University for the term. For information on applying for a withdrawal, COE students should contact the appropriate OASIS staff person listed below.

Undergraduate - Stephen Mozier (smozier@fsu.edu)

Graduate - Lisa Beverly (lbeverly@fsu.edu)

Non-Degree Seeking Students - University Registrar (registrar@fsu.edu)

Other Helpful Websites

Academic Calendars

Current and future University academic calendars and enrollment appointments (registration windows) can be viewed at <https://registrar.fsu.edu/calendar/>.

Student Central (my.fsu.edu)

“How To” for Students: <https://sc.my.fsu.edu/students/how>