

FSU | ANNE SPENCER DAVES
**COLLEGE OF EDUCATION,
HEALTH, AND HUMAN SCIENCES**
Electronic Form Submission Processes
Guidance for Students, Faculty and Staff

All student forms for the Anne Spencer Daves College of Education, Health, and Human Sciences (Anne's College) students must be submitted electronically to the Office of Academic Services and Intern Support (OASIS) via [DocuSign](#) submission or by email submission of forms signed with Adobe Authenticated Digital Signatures.

The PDF-specific forms listed on the OASIS websites are formatted for PDF-fill in and electronic signatures. Many University-level forms are also formatted for PDF fill-in and signature. Electronic signatures can be obtained with [Adobe Sign](#) or [DocuSign](#). Please see below for information on electronic signatures and form submissions.

Student Forms

Anne Spencer Daves College of Education, Health, and Human Sciences OASIS Student Forms

OASIS Contacts

Forms for Anne's College graduate students are submitted to the applicable OASIS email addresses listed below.

Undergraduate – Forms and requests are submitted to cehhs-studentservices@fsu.edu.

Graduate – Student forms are submitted by the department academic staff to oasis-grad@fsu.edu.

Graduate

Visit <https://annescollege.fsu.edu/academics/office-academic-services-and-intern-support-oasis/graduate-students> for access to most College and University graduate student forms. Under each form listed on this page, you will find the order in which applicable signatures should be collected for that form and the form submission workflow. Please bookmark this site 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/program staff person for assistance. (See the "Anne Spencer Daves College of Education, Health, and Human Sciences Department Contacts" section of the document.)

For department-specific forms, contact the applicable academic department.

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 of the 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 graduate student website (noted above).

The Graduate School Forms

The Graduate School's 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, Health, and Human Sciences forms listed on this page, follow the login instructions below.

1. Go to docusign.fsu.edu
2. Sign in with your FSUID and password

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

- How do I get support at FSU for DocuSign?
- <https://its.fsu.edu/service-catalog/communication-collaboration/electronic-signatures>
- How do I share my envelope with other users in DocuSign?
<https://support.docusign.com/>

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 CEHHS Office of Information and Instructional Technologies (OIIT) directly.

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/services/design-software>
- 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.

Anne Spencer Daves College of Education, Health, and Human Sciences (Anne's College) Department Contacts

For assistance with student form submissions, registration, or course offerings in Anne's College, please contact the appropriate department staff person.

Graduate student forms requiring department chair signature, an/or other signatures, must be submitted to the applicable department academic staff person for review and for routing via Docusign.

A listing of department staff, department chairs their representative, is found at <https://annescollege.fsu.edu/academics/office-academic-services-and-intern-support-oasis/graduate-students>.

Course Registration

Register for Classes - <https://stellic.fsu.edu/students/register-classes>

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://advising.fsu.edu/undergraduate/dropping-course-or-courses>. Students are tuition/fee liable for course drops after the drop/add period ends.

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.

- Anne's College Undergraduate Students – annescollege-studentservices@fsu.edu
- Anne's College Graduate Students – OASIS-grad@fsu.edu
- Non-Degree Seeking Students: University Registrar (registrar@fsu.edu)
- Other University Dean's Offices: <https://advising.fsu.edu/deans-offices>

ADD a Class after Drop/Add Ends

To add a class after the drop/add period for a current enrollment term ends, contact the applicable academic department staff person listed at <https://annescollege.fsu.edu/academics/office-academic-services-and-intern-support-oasis/graduate-students>.

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. Students are tuition/fee liable for course swaps after drop/add, except in exceptional circumstances, or for Doctoral DIS to Dissertation prior to the end of the seventh week (prorated in summer).

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, Anne's students must contact the appropriate OASIS staff person listed below.

- Undergraduate - annescollege-studentservices@fsu.edu
- Graduate - Lisa Beverly (lbeverly@fsu.edu)
- Non-Degree Seeking Students - University Registrar (registrar@fsu.edu)
- Other University Dean's Offices: <https://advising.fsu.edu/deans-offices>

More information on course drops and withdrawals can be found at
<https://annescollege.fsu.edu/current-students/office-academic-services-and-intern-support-oasis/drops-withdrawals>.

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

Stellic - <https://stellic.fsu.edu/>

- For students - <https://stellic.fsu.edu/students>
- For faculty and staff - <https://stellic.fsu.edu/faculty-and-staff>

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