

Electronic Form Submission Processes Guidance for Students, Faculty and Staff

All student forms for the College of Education, Health, and Human Sciences (CEHHS) 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

College of Education, Health, and Human Sciences OASIS Student Forms

OASIS Contacts

Forms for College of Education, Health, and Human Sciences graduate students are submitted to the applicable OASIS email addresses listed below.

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

Graduate

Visit <https://cehhs.fsu.edu/oasis/graduate-students> for access to most 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 “College of Education, Health, and Human Sciences 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 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

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, 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/) - <https://www.linkedin.com/learning/>
- [Adobe Learn](https://helpx.adobe.com/support.html) - <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, Health, and Human Sciences Department Contacts – Fall 2024

For Fall 2024 – Subject to change

Department Chairs

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

- Educational Leadership and Policy Studies - [Dr. Stacey Rutledge](#) (Department Chair)
- Educational Psychology and Learning Systems – [Dr. Yanyun Yang](#) (Associate Chair)
- Health, Nutrition, and Food Sciences - [Dr. Lisa Griffiths](#) (Department Chair)
- Human Development and Family Science - [Dr. Paul Peluso](#) (Department Chair)
- School of Teacher Education - [Dr. Christine Andrews-Larson](#) (Associate Chair)
- School of Teacher Education BS/MS Pathways - [Dr. Rose Skepple](#)
- Sport Management - [Dr. Jeffrey James](#) (Department Chair)

Department/Program Staff

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

- Athletic Coaching: [Dr. Timothy Baghurst](#)
- Educational Leadership and Policy Studies
 - Online MS, EdS and EdD programs in Educational Leadership/Administration: [Allison Young](#)
 - All other ELPS programs: [Kimberly Howell](#)
- Educational Psychology and Learning Systems
 - Registration (all programs): [Aubrey Linn](#)
 - Sport Psychology: [Aubrey Linn](#)
 - Instructional Systems and Learning Technologies; Learning and Cognition; Measurement and Statistics: [Angela Lanier](#)
 - Career Counseling; Counseling Psychology and School Psychology; School Psychology; Clinical Mental Health Counseling, School Counseling: [Lauren Stewart](#)
- Human Development and Family Science
 - Registration/Course Scheduling (all programs): [Donna Romano](#)
 - Form submissions (all graduate programs): [Tara Hartman](#)
- Health, Nutrition, and Food Sciences
 - Registration/Course Scheduling (all programs): [Kofi Yamoah Ponkor](#)
 - Form submissions (all graduate programs): [Tara Hartman](#)

- Sport Management: [Joshua Boze](#)
- School of Teacher Education
 - Curriculum and Instruction Ph.D. and on-campus MS and EdS programs: [Veronica Houck](#)
 - Curriculum and Instruction combined BS/MS pathway programs: TBA
 - Online MS program: [Heather Murphy](#)

Academic Dean's Office

- Office of Academic Services and Intern Support – Email: CEHHS-StudentServices@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://advising.fsu.edu/undergraduate/dropping-course-or-courses>.

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.

- CEHHS Undergraduate Students – CEHHS-StudentServices@fsu.edu
- CEHHS Graduate Students – OASIS-grad@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, CEHHS students must contact the appropriate OASIS staff person listed below.

Undergraduate - CEHHS-StudentServices@fsu.edu

Graduate - Lisa Beverly (lbeverly@fsu.edu)

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

More information can be found at <https://cehhs.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)

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