



COURSE ADJUSTMENT FORM INSTRUCTIONS

These instructions are for Advisors or Chairs who are looking to submit a Course Adjustment Form at Chicago State University (CSU). If you have any questions about this, please email: csu-registrar@csu.edu.

STEP 1: LOGIN TO ADOBE ECHO SIGN & INITIATE THE COURSE ADJUSTMENT WORKFLOW

Login to [Adobe Echo Sign](https://documents.adobe.com/public/login) (see p. 5 below for login instructions). <https://documents.adobe.com/public/login>

Once logged in:

1. Click on **“Start from Library;”** this will open a pop-up box.
2. Click on **“Workflows”** and look for Banner Access Request Form (do not go to “templates”).
3. Click **“Start.”** See screenshots below for visuals.

Welcome, [User Name] 23 IN PROGRESS 1 WAITING FOR YOU EVENTS AND ALERTS

Send a document for signature
Request signatures on a new agreement, or start from your library of templates and workflows.

Request signatures Start from library

Start from library

Library

Recent Templates

Templates

Workflows

Search

Account Workflows	Date
Banner Access Request Form	08/18/2022
Grade Change Form	10/06/2022
Administrator Application for Vacation	09/13/2022
VPN Access Request	10/25/2022
Faculty Advisor Expectations for Fall/Spring	10/13/2021
Request for Funding Form	09/07/2021
Room Reservation Request Form	07/29/2021
Declaration of Retirement - Final Four Years	09/07/2021
Instructor Authorization Form	08/04/2022
Course Adjustment Form	11/21/2022
Curriculum Approval Form for Course Number & Name Cha	10/12/2022

Cancel Start

Start from library is the best place to begin! It will open the dialogue box below.

Be sure to click on “workflows” then select Course Adjustment Form and click Start.



STEP 2: ADD THE RELEVANT EMAIL ADDRESSES & REVIEW THE AGREEMENT NAME

Before you can fill out the form, enter your Chair/Program Director’s email address, along with that for your Dean:

Course Adjustment Form

How this workflow works?

This form is to be used when a student has met a departmental, College, or University requirement through other means. If approved, the Office of Evaluations will notate this on a student’s account. To waive a College requirement, the Dean must sign. If there is a request to waive a University requirement, this form will be forwarded to the Provost’s Office for review and you will be notified via email by the Provost’s Office if the University requirement has been approved for waiver.

less ^

Recipients



Advisor*

✎ Myself [Email]

Department Chair*

✎ Enter recipient email [Email]

Dean (required if seeking to waive a course) *

✎ Enter recipient email [Email]

CC | Hide

Cc

csu-registrar@csu.edu x

Document Name *

Course Adjustment Form for

Options ?

Some email addresses are pre-included for ease of use.

Important: be sure to check that you entered correct email addresses!



STEP 3: CLICK SEND & ENTER YOUR INFORMATION ON THE FORM THAT FOLLOWS

Once you've entered the relevant email addresses, scroll down to the bottom of the page to review the "agreement name" and then click the "Send" button.

NOTE: clicking "Send" won't send the document yet, but rather take you to fill out the form.

The screenshot shows a web form with the following sections:

- Document Name ***: A text input field containing "Course Adjustment Form for".
- Message ***: A text area containing "Please review and sign if appropriate (or decline to sign, if not).".
- Files**: A section showing a file named "Course Adjustment Form" with a red asterisk and a document icon.
- Send**: A blue button with a white arrow, highlighted with a yellow circle and a green arrow pointing to it from the left.

See next page for the next screen.



STEP 4: FILL OUT THE FORM AND THEN "CLICK TO SEND"


Once you have the form open, begin by filling out all the required fields including:

- Student name, CSU ID, Department, and the course information.

Please note:

This form is to be used when a student has met a departmental, College, or University requirement through other means. If approved, the Office of Evaluations will notate this on a student's account. For *course substitutions*, please input the received course below and which CSU course it is *substituting*. For waivers of program/departmental requirements, the Chair must sign. To *waive* a College requirement, the Dean must sign. If there is a request to waive a University requirement, this form will be forwarded to the Provost's Office for review and you will be notified via email by the Provost's Office if the University requirement has been approved for waiver.

Sample screenshot of the form:



Course Adjustment Form

Instructions: this form is to be used when a student has met a departmental, College, or University requirement through other means. If approved, the Office of Evaluations will notate this on a student's account. For *course substitutions*, please input the received course below and which CSU course it is *substituting*. For *wavers* of program/departmental requirements, the Chair must sign. To *waive* a College requirement, the Dean must sign. If there is a request to *waive* a University requirement, this form will be forwarded to the Provost's Office for review and you will be notified via email by the Provost's Office if the University requirement has been approved for waiver.

Start

Student full name: * _____ CSU ID: * _____ Academic Department: * _____

What subject & course number to be used:	From which institution:	To Substitute	To Waive	Which CSU course or degree requirement:
*	*	<input type="radio"/>	<input type="radio"/>	*
		<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	

Advisor signature: * [Click here to sign](#) Date: 11/21/2022 Chair signature: _____ Date: _____



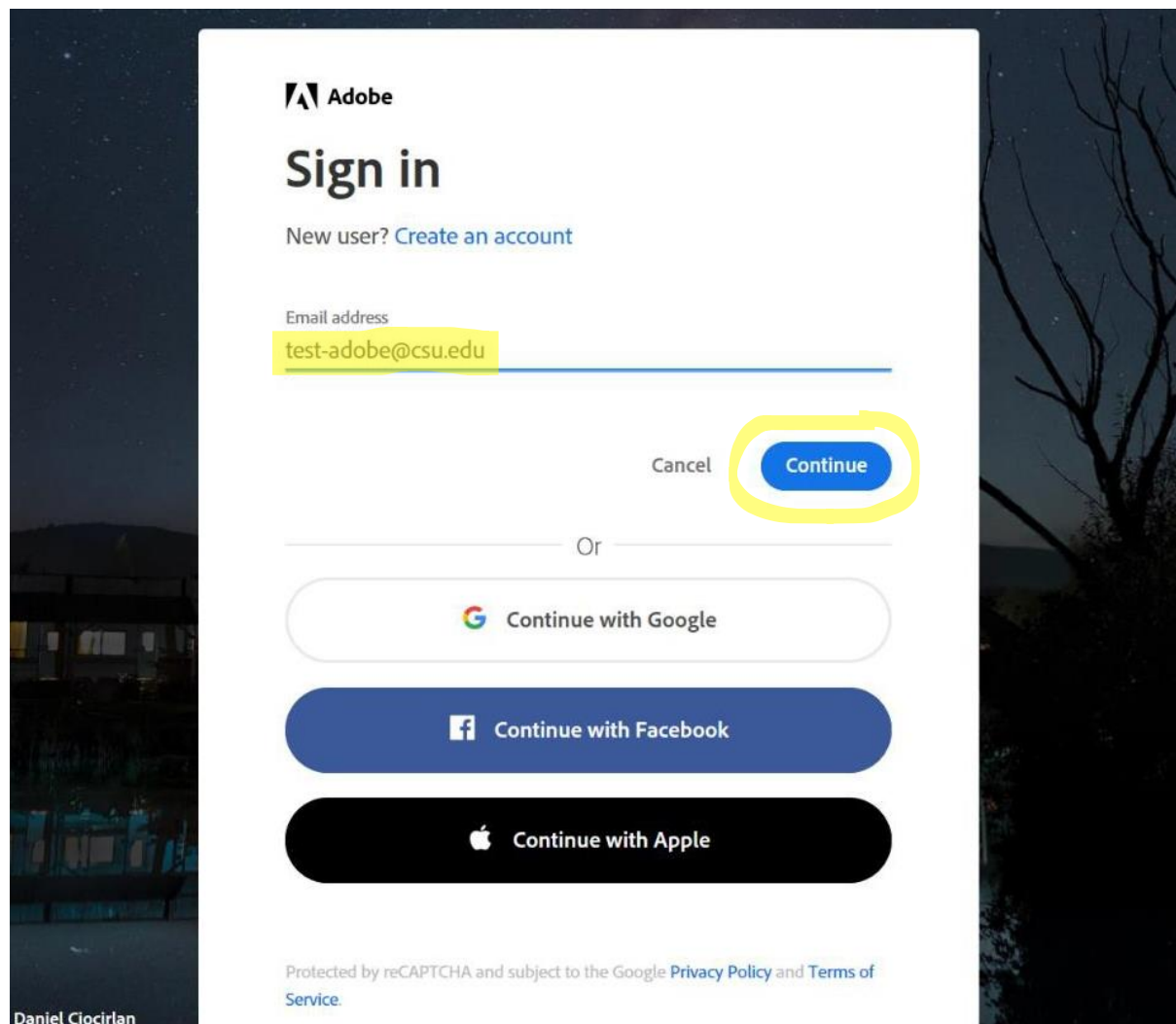
ADOBE SIGN LOGIN INSTRUCTIONS

These instructions are designed to help faculty and staff at Chicago State University to login to Adobe Sign and navigate within the platform. For questions or concerns, please contact IT at: helpdesk@csu.edu

STEP 1: LOGGING IN

In order to login to Adobe Sign, open a tab in the web browser of your choosing (e.g. Chrome, Firefox, etc.) and navigate to: <https://documents.adobe.com/public/login>

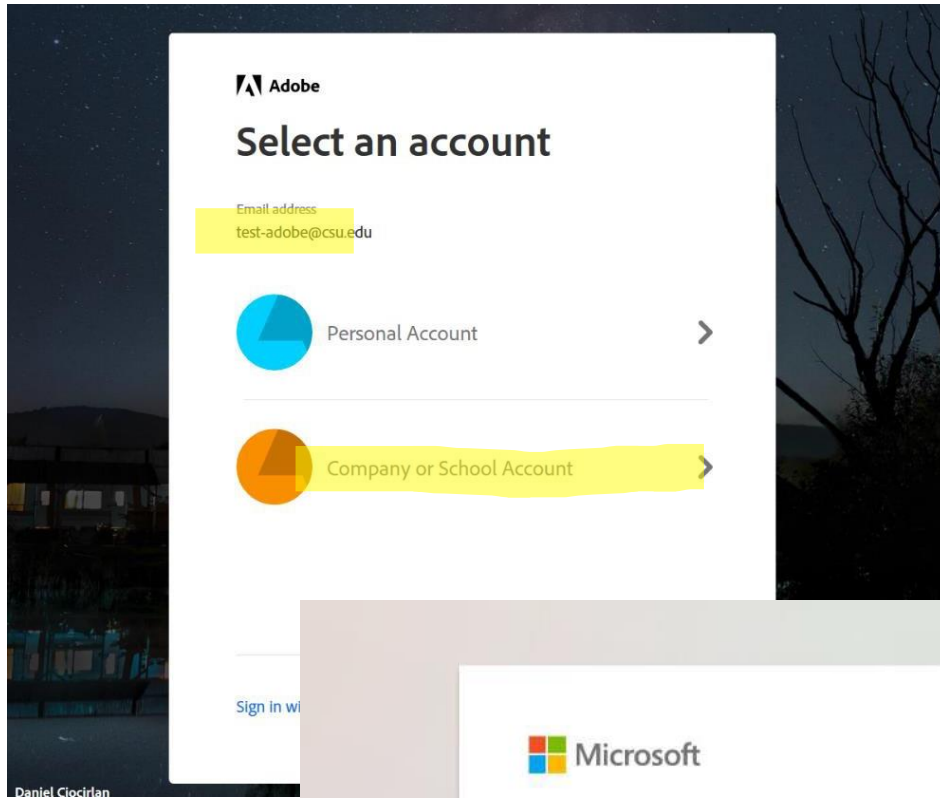
From there, enter your CSU email address on the sign-in portal and click the blue “Continue” button:



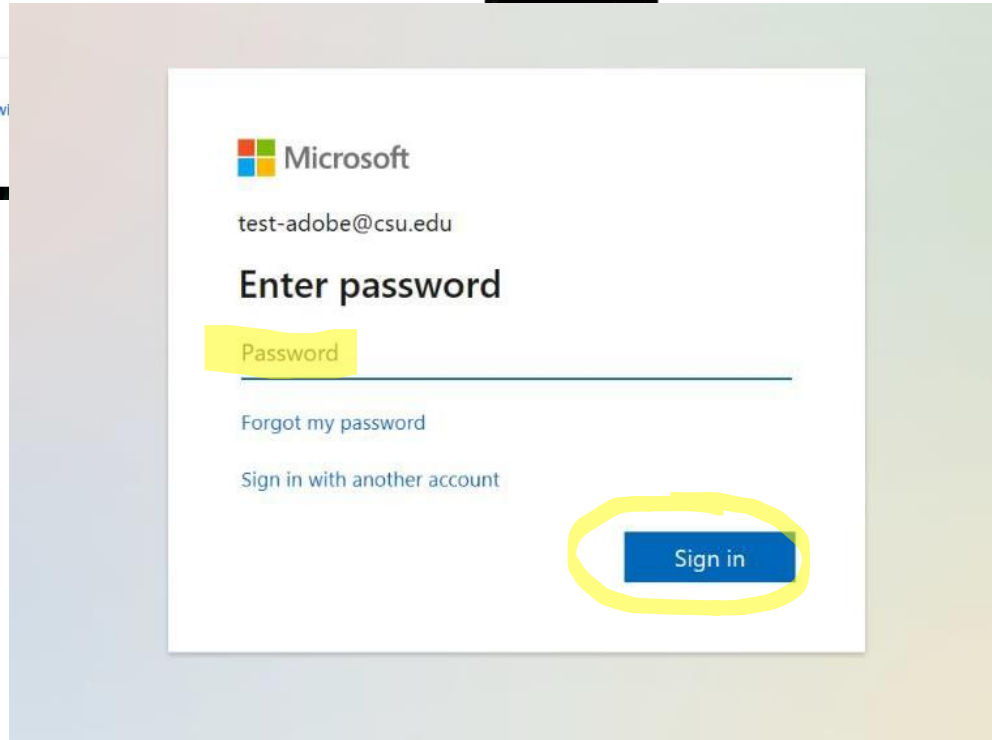


STEP 2: SELECT ACCOUNT TYPE

From there, a window will appear requesting you select an account. To access your CSU assigned Adobe Sign account, please click on the “Company or School Account” option:



You will then be prompted to enter the password associated with your CSU login credentials:

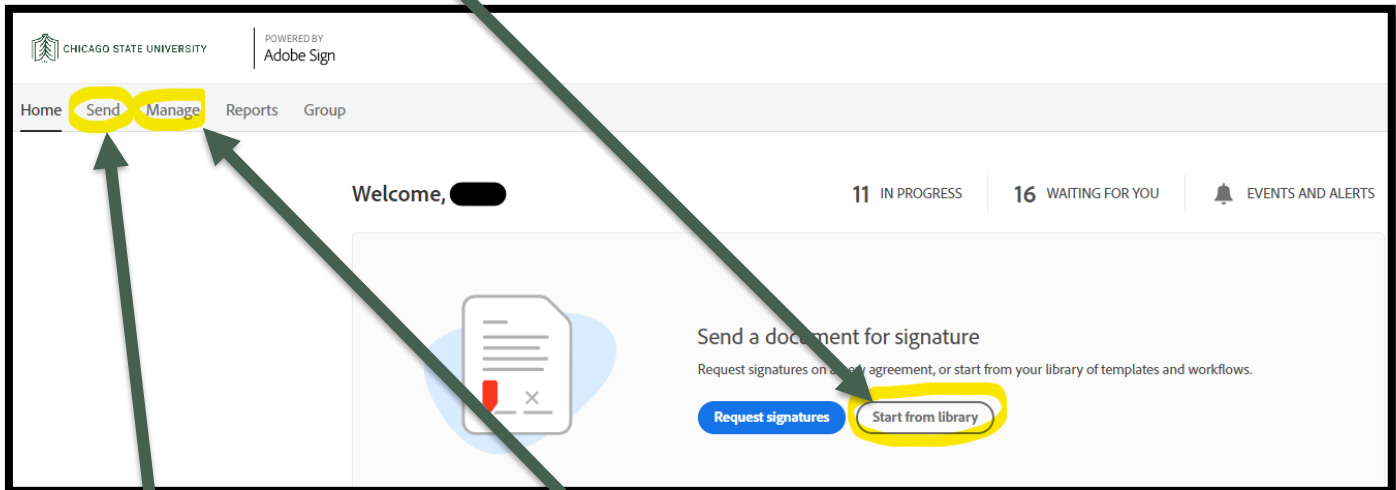




STEP 3: NAVIGATING HOME PAGE

Once logged in, your home screen should look like the one below.

Depending on your e-signing needs, you can find an existing form in the template library by clicking on **“Start from library”** in the middle of the home page.



To collect signatures on a one-off document, click the **“Send”** tab.

To see your existing documents or check on the status of a document sent, click the **“Manage”** tab.

If you're unable to login, reset your password from IAM.csu.edu and try again. For any additional assistance reach out to Helpdesk@csu.edu