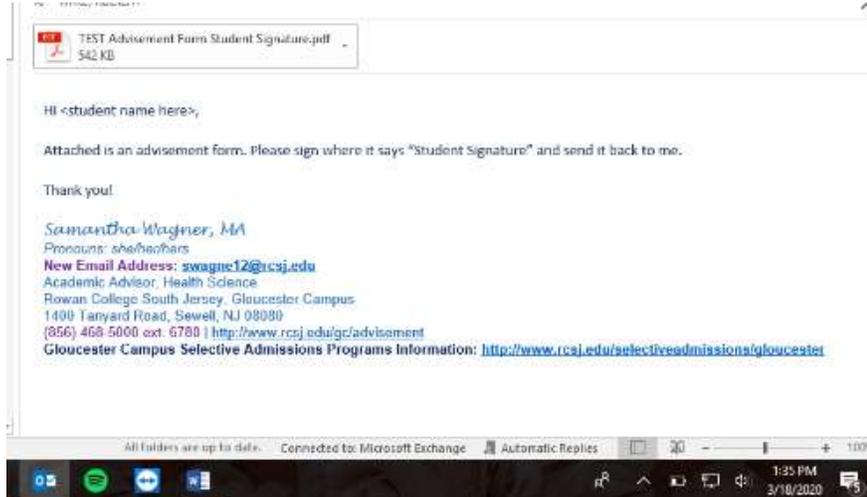


How to Digitally Sign a PDF Advisement Document

During the campus closure and virtual advising appointments, you will still receive forms from your advisor to sign and return. This tutorial should help you navigate how to do so.

1. Open the PDF attachment in Adobe Acrobat Reader.
If the file opens in “Protected View,” please click “Enable All Features”.



2. Read through the document carefully. Your registration PINs (if needed) will be at the top of the form. However, the most important part of the form is in the notes. This is the “meat and potatoes” of the form and has information on payment due dates, prerequisites/sequencing, and selective admissions program information (in needed).
3. Once you’re ready to sign the form, scroll all the way down to the bottom where the signature fields are. Click the purple pen that says “Fill & Sign” on the right-hand side.

Alternate Courses	Credits
SOC 101	3
MAT 103	3
ALH 102	3
Total	

Notes:

- Nursing interested, 2021 application information available in Fall 2020 on selective admissions website (above).
- Research alternate programs. RN License Pathways Handout given.
- Registration open now for summer and fall courses.
- Payment due dates: May 5th (summer 20) and August 6th (fall 20)
- Contact swagne12@rcsj.edu with any questions

Student, please read and initial:

- ONCE YOU REGISTER, YOU OWE A BILL.** If you registered and will not be attending, you must officially drop your classes BEFORE THE SEMESTER BEGINS or you will be held financially responsible. If you are expecting financial aid, please check the "Financial Aid Awards" screen to see if you have been approved for financial aid. If your aid is not approved by the payment due date, you must either pay in full or enroll in the payment plan online. After the payment due date, you must pay in full or enroll in the payment plan on the day you register.
- REFUND POLICY:** 100% prior to start of semester; 50% during partial refund periods. For specific dates and refund policies, go to RCSJ.edu/BusinessOffice.
- FINANCIAL AID:** Federal financial aid recipients are subject to a reduction or loss of their financial aid eligibility if they completely withdraw or stop attending their courses within the first 60 percent of any given semester. Aid recipients will be responsible for costs related to tuition, fees and books if their financial aid is revised or canceled, if they are deemed ineligible for aid, have an incomplete file, or select courses outside of their Program of Study. For more information go to RCSJ.edu/gc/FinancialAid.
- SCHEDULE CHANGES:** Understand that changes to my schedule can result in changes to my schedule aid award, EOF award, NJ STARS award, F1 Visa, athletic eligibility, term bill and/or approved academic accommodations.

By signing this form, I agree to have read the above policies and attest that the personal data provided is truthful and not false.

Student Signature: _____ Date: _____
Advisor Signature: _____ Date: _____

ADVISMENT FORM 08/2018 White — Advisement Yellow — Student Digital Advisement

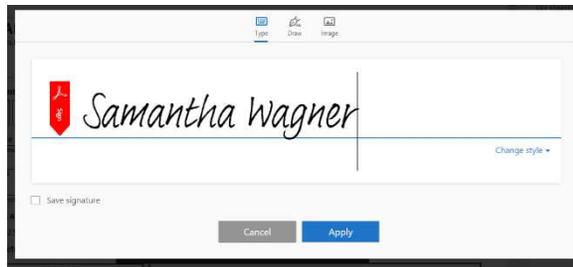
4. Another toolbar will open at the top. Click the fountain pen that says “Sign.”



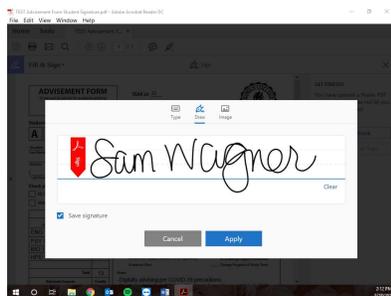
5. Another box will open up. Click “Add signature” on the first option.



6. You'll have 3 options to sign your name when the dialog box pops up.
- Type:** Type your first and last name, it will appear in a cursive/script font. If you want to change the actual font of your signature, click on the “Change Style” drop down arrow under the line for some options. Click “Apply” when finished.

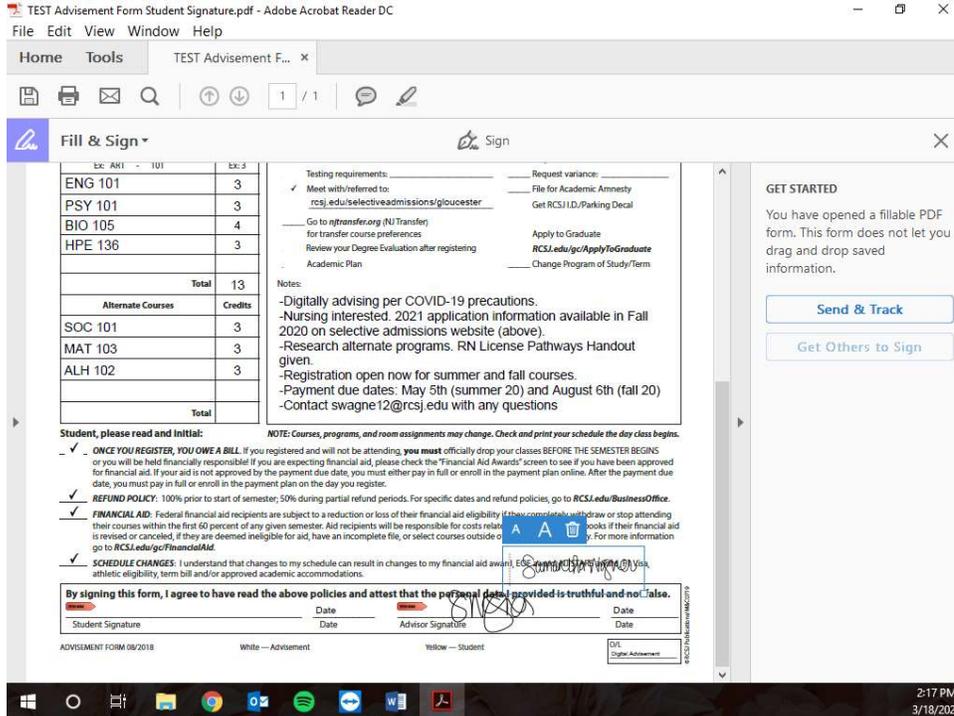


- Draw:** If you're on a touchscreen device (iPad/tablet/etc.) you can use your finger or a stylus to write your name. If you are on a desktop/laptop (this is preferred for the next part) you'll see a cursor to draw out your name. Click “Apply” when finished.



- Image:** Please do not use this option.

- Once signed, the signature will appear in a text box that you can move around using the compass type arrow. Drag it and drop it to the "Student Signature" line.



- Great! You did it! Save it to your computer using the following format for the title. This is how I will send it to you in your email as well:

Student ID Number First Name Last Name File Type

So, if I were to send this advisement form back to my advisor, I would write:

A00123456 Samantha Wagner Advisement Form

- If your advisor has asked you to send the form back, please reply to the original email and attach the signed version (yours) to the email. Please, to the best of your ability, send these forms back quickly so we can help you quickly.

Hopefully this helped! Worst case scenario, you can print out your form, physically sign it with a pen, and send a picture back to your advisor.

This method is not preferred, but is still an option.