

CREATING A DIGITAL SIGNATURE USING ADOBE

1) **Save / Download the form on your computer and fill it out.**



San José State University
New Course Proposal

Undergraduate Graduate Experimental

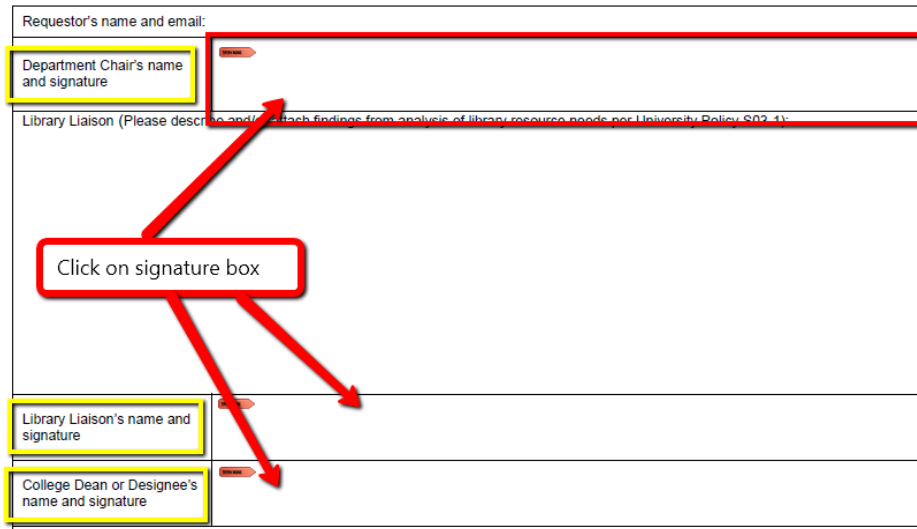
Submit completed form and a required accessible syllabus via email to curriculum@sjsu.edu or to Undergraduate Studies, extended zip 0030. The deadlines for submission are May 20 for inclusion in the following Spring catalog and December 20 for inclusion in the following Fall catalog. If you have questions, or need more information, please visit the Undergraduate Curriculum Homepage at <http://www.sjsu.edu/ugcurriculum/> and/or call 504 2449 or 504 2445. Please note that all New Permanent Course Proposals must first be approved by the Department and College Curriculum Committees, signed off by the Library liaison and the Dean's Office before submission to Undergraduate Studies. Beginning Fall 2009, all course materials must be accessible.

Catalog Information

1. Home Department	2. College Applied Sciences and Arts
3. Course Subject and Number	4. Effective Term
5. New Course Title	
6. New Abbreviated Title (No more than 18 characters)	7. New Subtitle (Topic courses) (No more than 18 characters)
8. Course description (No more than 40 words; all Upper Division University courses require at least a prerequisite)	
9a. Prerequisites:	9b. Corequisites:
10. Prerequisite screening: If you wish to have screening based upon your noted prerequisite, please indicate. (No lower division courses may be used for a Prerequisite requirement due to the large number of transfer students).	

2) Navigate to appropriate signature field (e.g. Dept Chair, Lib Liaison, or College Dean).

Click on the "signature box".



Requestor's name and email: _____

Department Chair's name and signature _____

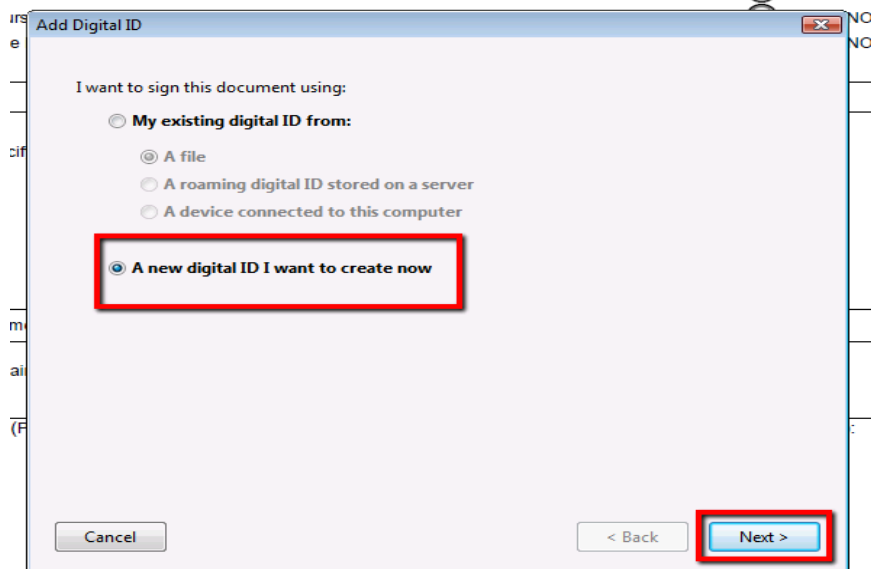
Library Liaison (Please describe and/or attach findings from analysis of library resource needs per University Policy S02.1): _____

College Dean or Designee's name and signature _____

Click on signature box

3) Select "A new digital ID I want to create now", to create a new digital signature

Click "Next".



Add Digital ID

I want to sign this document using:

- My existing digital ID from:
 - A file
 - A roaming digital ID stored on a server
 - A device connected to this computer
- A new digital ID I want to create now**

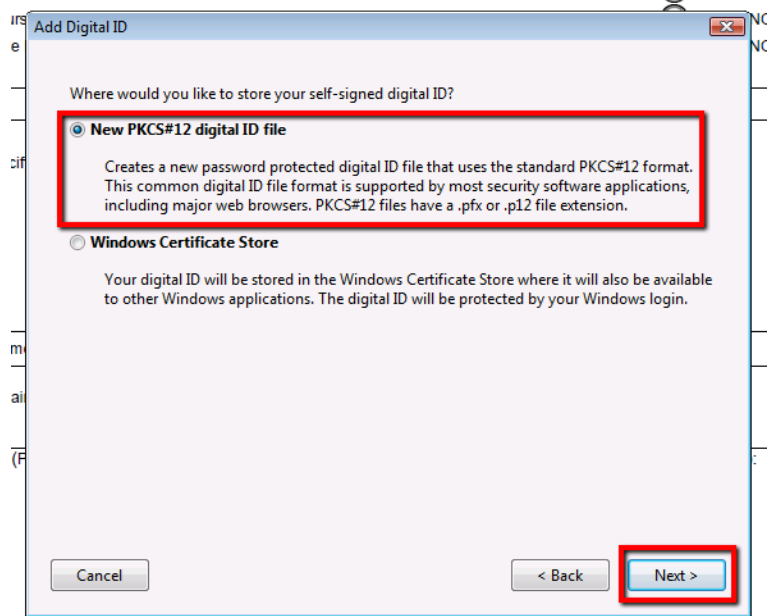
Cancel < Back **Next >**

4) Select **“New PKCS #12 digital ID file”** for a password protected Digital ID / Signature

-or-

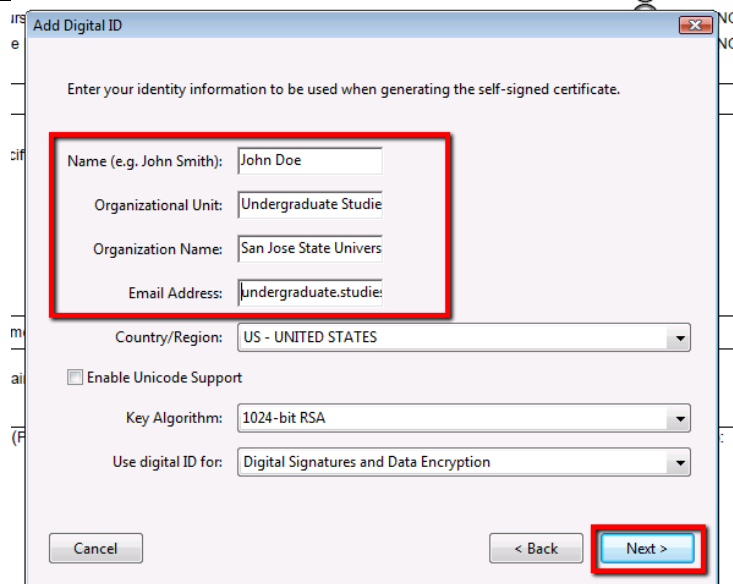
Select **“Windows Certificate Store”** for non-password protected Digital ID.

Click **“Next”**



5) Enter identity information into the appropriate fields to create digital ID.

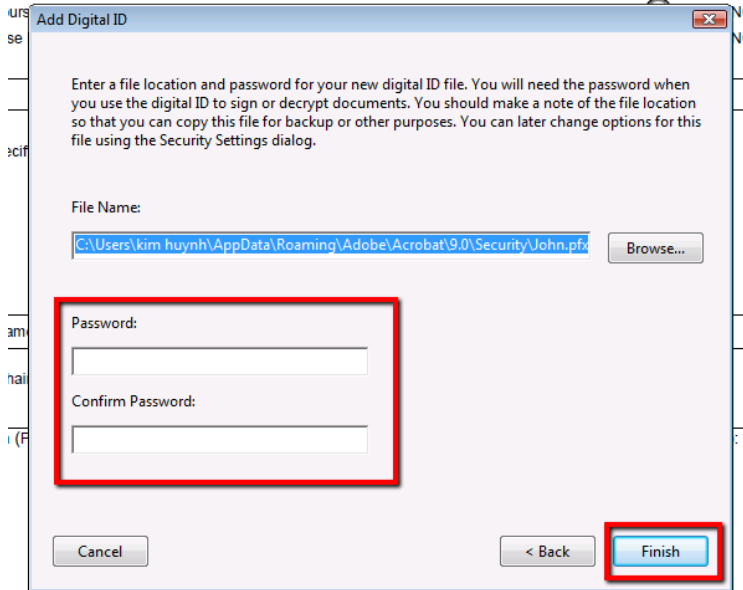
Click **“Next”**.



6) Create a password in the appropriate fields and confirm.

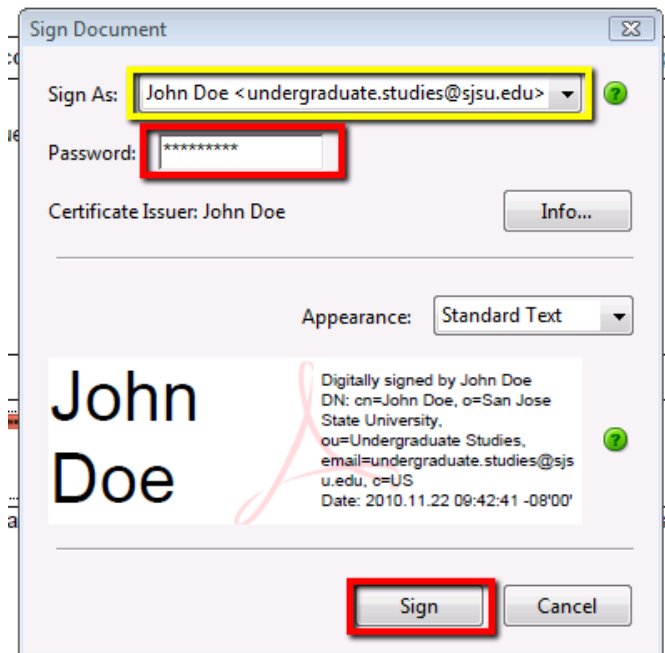
Click "**Finish**" to create your digital ID.

(Note: Passwords cannot be recovered. Please make note of this password.)



7) Verify ID information and enter "**Password**" into field.

Click "**Sign**".



8) **Save** the form

Adobe will prompt you to save the file. You can choose to replace the original file or save it as a new one e.g. adding your initials to the original file.

9) Document is now digitally signed.

