

Post-Census(DocuSign): Steps for students

- 1) Login to your one.SJSU account, search for DocuSign and choose "DocuSign" task.

The screenshot shows a web browser at one.sjsu.edu. The page header includes the San José State University logo and a 'Single Sign-On Logout' button. A search bar contains the text 'DocuSign'. Below the search bar, a notification banner for 'Open Enrollment - Virtual Benefits Fair' is displayed. The main content area is titled 'Search Results: Tasks' and contains four task cards: 'DocuSign', 'DocuSign Training', 'College of Engineering Pre-Approval Order Form', and 'IT Training website'. A red arrow points to the 'DocuSign' task card.

one.sjsu.edu

SAN JOSÉ STATE UNIVERSITY

Single Sign-On Logout

one.SJSU
Spartan App Portal

DocuSign

Search Results

Open Enrollment - Virtual Benefits Fair

Benefits Open Enrollment will be held September 21 through October 16. See [Open Enrollment](#) to make changes. A Virtual Benefits Fair will be held September 29 from 10am-1pm - you must register to attend.
[view more...](#)

[view all](#)

Search Results: Tasks Back

	DocuSign DocuSign		
	DocuSign Training DocuSign Training		
	College of Engineering Pre-Approval Order Form DocuSign/Web form		
	IT Training website		

Search Results: Task Centers

2) Click on Post-Census link on our [Forms' page](#):

Enrollment/ Registration

- Excess Units: [Undergraduate \[pdf\]](#) | [Graduate \[pdf\]](#)
- [Incomplete Extension \[pdf\]](#)
- **Late Enrollment: [Post-Census \(DocuSign\)](#)**
- Late Drop/ Withdrawal requ [Late Enrollment Post-Census late](#) | [Graduate \[pdf\]](#)
- [Leave Request \[pdf\]](#)
- [Open University Registration Form \(DocuSign\)](#)

3) Read instructions, preview the request form, prepare to list instructors & department chairs and other signers you need. Look up [Faculty index](#), [SJSU directory](#) or [A-Z index](#) for instructors or department chairs' names & email addresses. Click “**Use**” once you are ready.

★ **Late Enrollment Post-Census Petition (Use between Sept. 17 through Nov. 13)** ⓘ 👤 🔑

INSTRUCTIONS: 1) List ALL classes. If more than 6 classes, submit a second petition. 2) MUST include ALL required signers for approval, especially if need CPGE for Special Session / Open University (OU), GAPE for OU requesting graduate 200-level, Financial Aid. 3) The NAME of each signer must be unique. Email address can be the same. If you have the same instructor/department chair for multiple classes, put a number at the end of the name for distinction, e.g. John Smith 1, John Smith 2, etc.

USE ←

Recipients SIGNING ORDER

1	Student:	Needs to Sign
2	Instructor approval required for class #1:	Needs to Sign

4) Set up the signing order carefully: **remove & delete only** the signatures that are not needed by clicking the “x” to the right of the signature box. Notice the fields assigned to that signer will also be deleted. This is an important step to make sure you include the signers you need for your petition. Once you remove a signer, you cannot add the signer back.

2

Instructor approval required for class #2 - REMOVE if don't have class #2 ✎ NEEDS TO SIGN CUSTOMIZE ▾

Name *

Email *



Home Manage Templates Reports

Recipient has fields ✕

This recipient has 5 assigned fields. By deleting this recipient, you will also delete their fields. Would you like to delete the recipient and fields?

DELETE **CANCEL**

5) Click the "Send" button.

Email Message

Copy of completed DocuSign Late Enrollment Post-Census petition for sweeping into OnBase.

Characters remaining: 9911


SEND **DISCARD**

6) Click "Sign Now" button

Home Manage Templates Reports

Do you want to sign this document now?

SIGN NOW **SIGN LATER**



7) Read instructions and Initial in each place, fill out and answer all the questions in red fields

DocuSign Envelope ID: 724F6D3B-4AFA-45B9-911C-EE3B4870AF10



Late Enrollment Petition Post-Census Request

Use after census date through last day to withdraw

Office of the Registrar, One Washington Square, San Jose, CA 95192-0009

Part I:

SJSU ID: Student Name:
Last First Middle
 Email Address: Mobile Phone: Academic Career:
 Major:

Are you an Open University Student? Yes No **Warning: You must have added CPGE in the signing order for approval since you are Open University. If you did not, you must start over.**

- Date of birth:
- Have you taken any classes at SJSU after Fall 1990? Yes No When (Term & Year)?
- Are you currently academically disqualified from SJSU? Yes No
- What is the highest education level you have achieved (Jr, Sr, BA, BS, MA, MS, Other)?
- Have you formally applied for admission at SJSU? Yes No Which term & year?
- Are you requesting a 200-level class, e.g. CMPE 244? Yes No Attach proof of degree earned

8) Type your personal statement in the box(required), attach supporting documents if needed e.g. for GAPE section or for your personal statement section (click the red paper clip icon to attach any supporting document)

Disenrollment for non-payment **Other reasons**
 Warning: You must add back all classes and the related classes if disenrolled for non-payment. If you did not add all the required instructors and department chairs as signers for approval, you must start over.

Personal Statement: Attach additional supporting document(s) here if needed

9) Fill out class information in the same order of the signatures that you set in step 2)

Part II: Term Summer Fall Winter Spring Year

5-digit Class #	Subject Area & Catalog #	Section	Units	Approve?	Instructor Name	Instructor Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>			
				Yes <input type="checkbox"/> No <input type="checkbox"/>	Department Chair Name/Signature		Date
Enter class #2? Yes <input type="checkbox"/> No <input type="checkbox"/>				Yes <input type="checkbox"/> No <input type="checkbox"/>	Department Chair Name/Signature		Date
				Yes <input type="checkbox"/> No <input type="checkbox"/>	Department Chair Name/Signature		Date

10) If you remove signers from step 2) but realize you need it when filling out the form, you will need to start a new petition and void the current one.

11) Sign Student Agreement in Part III

Part III: Student Agreement

I understand the conditions of the Late Enrollment Request.
I agree to have the approved classes added and be responsible for payment, including any additional late enrollment fees.



Student Signature

9/18/2020

Date

12) Click Finish button on the bottom of the page

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FINISH








Important Note:

- If you missed any signers that you require/need signatures from, you must start a new petition. If you missed any required information, DocuSign will not let you finish.
- Once you finish, if correction is needed, you need to login SJSUone/ DocuSign. Click "Manage", you will see all your DocuSign envelopes. Click the drop down menu for the options you have e.g. resend, correct, void, delete. **Students can correct the email address for a signer they have already added and not signed yet. Other kinds of corrections are not recommended**

Inbox

FILTERS

Filtered by: Date (Last 6 Months) | [Edit](#)

	Subject	Status	Last Change	
<input type="checkbox"/>	 Sally Ordonez: Late Enrollment Post-Census Petition To: Sally Ordonez, Sally Ordonez +5 more	Need to Sign	9/18/2020 02:04:17 pm	<input type="checkbox"/> SIGN ▼ Resend Move Correct Create a Copy Void History Form Data Export as CSV Delete
<input type="checkbox"/>	 Please DocuSign: Telecommuting.pdf To: Sally Ordonez	Voided	7/15/2020 01:12:46 am	
<input type="checkbox"/>	 Address Change form for Sarinlak(Sally) Ordonez To: Sally Ordonez, Kevin Jones	Completed	6/25/2020 06:47:11 pm	
<input type="checkbox"/>	 Please DocuSign: PerformanceReviewSally.pdf To: Sally Ordonez, Marian Yao	Completed	6/24/2020 06:10:58 pm	
<input type="checkbox"/>	 Enr_Verif_All_Terms_Mayuri.docx From: Joni Talley	Completed	5/11/2020 09:40:44 am	

[Looking for more?](#) | [Edit your filters](#)

Other details

- Both lecture & lab need class info. & signatures set up.
- Access not needed for signing, only students need access to “Use” the template.
- After finishing the DocuSign template, you do not need to send a copy of the petition to the Registrar’s office. We will have the copy of your documents.