Post-Census(DocuSign): Steps for students

1) Login to your one.SJSU account, search for DocuSign and choose “DocuSign” task.
2) Click on Post-Census link on our **Forms’ page**:

- **Excess Units**: [Undergraduate](#) | [Graduate](#)
- **Incomplete Extension** [pdf]
- **Late Enrollment Post-Census** *(DocuSign)*
- **Late Drop/Withdrawal request** [Late Enrollment Post-Census | Graduate](#)
- **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.

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.
5) Click the “Send” button.

6) Click “Sign Now” button
7) Read instructions and Initial in each place, fill out and answer all the questions in red fields

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)

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

12) Click Finish button on the bottom of the page

![Finish button](image)

**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.**
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.