

CAS Independent Study Application - Adobe Sign Quick Guide

Important: Students cannot initiate these Adobe Sign requests. A faculty advisor must begin the request on the student's behalf.

1. Log in to Adobe Sign

Use your SCSU credentials to sign in to Adobe Sign App. This can be accessed through the links provided. You will get to the screen pictured below. Ignore the top of the screen that says Agreement details and focus on the lower part of the screen- Add recipients.

Get documents signed
Send an agreement to others for e-signing, approval, or other processing.

Agreement details

Add file

Agreement name

Message

Drag and drop your files here

Choose more files

Ignore

Agreement settings

Completion deadline: July 21, 2027 | Reminder frequency: Every five days | Password: None | Signature type: Electronic | Language: English/US | Restricted access: No

2. Add Recipients in Order

Use the + **Individual** button to add signers as demonstrated below.

Start here →

Add recipients

☒ Recipients must sign in order

1

Signer

Email *

Recipient settings

Multi-factor authentication: None | Private message: None

+ Individual + Myself + Group + CC

Preview & add fields | Send now

Add signers by clicking here

The initiator (faculty advisor or designee) should add 5 recipients with themselves as the first recipient. The student should be entered as the second recipient. They will be responsible for completing the rest of the form. Once complete, it will be sent to

the faculty sponsor/Supervisor who is teaching the independent study. The department chair and the associate dean should be entered as the 4th and 5th participants, respectively. Enter recipients in the participant positions shown below.

Order is important: template fields are preassigned to specific recipient roles.

Recipient	CAS Independent Study Application
1	Faculty Advisor or Designee - initiator
2	Student
3	Faculty Sponsor/Supervisor
4	Chairperson/Director
5	Associate/Assistant Dean

The faculty advisor or designee must initiate the form and will be responsible for completing the Course Information section of the form (example below). This will be visible and fillable once all recipients are entered, and the form is sent.

Course Information	
Subject Code_____	Course Number_____
Credits Requested_____	W Course (yes or no) _____
Semester (Fall, Summer, Spring) _____	
Session (Full, F8W, S8W, SuA 5, SuA 6, SuB 5, SuB 6) _____	
Year_____	

3. Send and Track the Request

Select **Send Now** after all recipients have been added. Do not select Preview & Add Fields; the template fields are already configured.

- The form will allow the initiator to type in the first portion of the form. Then the form is signed and sent to the student.
- The student completes their remainder of the form and signs it. Then the form will go to the 3rd recipient for review/signature before continuing through the recipient path and ending with the Associate Dean for final approval.
- Use Manage in Adobe Sign to check status and/or download documents. All recipients receive a completed copy when the process is finished.

Need template access or have questions? Contact Betsy Lewis Roberts at robertse8@southernct.edu.