

Dear All,

Due to COVID-19, Graduate Division has decided to use DocuSign for Enrolled Graduate Division forms. DocuSign is an electric signature service to digitally fill out and sign forms. Since DocuSign is new for Graduate Division, we fully expect to work with departments after the initial rollout to determine any improvements.

Our DocuSign configuration requires departments to initiate forms through the PowerForm links below, fill out the necessary recipients to route the form to, and fill out parts of the form on the student's behalf. Once filled out, the form will then be routed to the student to sign and then route to the other recipients to subsequently sign as well.

Links to PowerForms:

Academic Leave of Absence - <https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=7400450b-c3ca-469a-bf4e-5900a4e86caf&env=na3-eu1&acct=b59bde83-a9c8-45e6-b2d5-f78d024994a0&v=2>

Filing Fee Petition - <https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=530825dc-fd1f-444e-9c77-ce11b00f5ce1&env=na3-eu1&acct=b59bde83-a9c8-45e6-b2d5-f78d024994a0&v=2>

In-Absentia Registration - <https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=a82ea862-61b5-4cb2-9f67-f34090dff9b8&env=na3-eu1&acct=b59bde83-a9c8-45e6-b2d5-f78d024994a0&v=2>

Readmission Petition - <https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=cd96fee1-7382-456c-b4c0-64961ec8be14&env=na3-eu1&acct=b59bde83-a9c8-45e6-b2d5-f78d024994a0&v=2>

Reduced Fee Part Time Study Petition - <https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=01cfb0b0-16be-4c82-9418-e179cc6ba9cc&env=na3-eu1&acct=b59bde83-a9c8-45e6-b2d5-f78d024994a0&v=2>

Summer Filing Fee Petition - <https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=3c38d494-1819-4358-8b09-c7917cbb739e&env=na3-eu1&acct=b59bde83-a9c8-45e6-b2d5-f78d024994a0&v=2>

General Petition- <https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=6428ebaa-f48c-4739-93bd-902e76574bea&env=na3-eu1&acct=b59bde83-a9c8-45e6-b2d5-f78d024994a0&v=2>

Change of Degree Level- <https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=534a1de8-1d04-4cef-861b-8bc5758f9e67&env=na3-eu1&acct=b59bde83-a9c8-45e6-b2d5-f78d024994a0&v=2>

- Change of Major- <https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=eb46be21-e219-4465-98f8-6a89ebc807f1&env=na3-eu1&acct=b59bde83-a9c8-45e6-b2d5-f78d024994a0&v=2>

Ph.D. Form I- <https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=99a1c0bf-da13-4c04-98e0-89254d45f821&env=na3-eu1&acct=b59bde83-a9c8-45e6-b2d5-f78d024994a0&v=2>

Master's Advancement to Candidacy Comprehensive Exam Option:

<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=97912986-cc18-4224-9e4d-ff6772243a5f&env=na3-eu1&acct=b59bde83-a9c8-45e6-b2d5-f78d024994a0&v=2>

Master's Advancement to Candidacy Thesis Option: <https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=ca0ad6ab-4259-42bf-9cd5-519104677a24&env=na3-eu1&acct=b59bde83-a9c8-45e6-b2d5-f78d024994a0&v=2>

Final Degree Paperwork for the Master's Degree/Comprehensive Exam:

<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=039269a8-59dd-4e17-8619-25a61609dc86&env=na3-eu1&acct=b59bde83-a9c8-45e6-b2d5-f78d024994a0&v=2>

Master's Thesis checklist/final degree paperwork packet

<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=ec2fc8f3-0b4c-4f86-a1d8-1f32491c5f4e&env=na3-eu1&acct=b59bde83-a9c8-45e6-b2d5-f78d024994a0&v=2>

Ph.D. Dissertation Checklist/final degree paperwork packet-

<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=acab7672-a1e5-4288-9aa7-c1fc436b6c9e&env=na3-eu1&acct=b59bde83-a9c8-45e6-b2d5-f78d024994a0&v=2>

Dissertation - Thesis Approval Form- <https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=56599b20-c5a2-4936-9f23-63842fdb4f59&env=na3-eu1&acct=b59bde83-a9c8-45e6-b2d5-f78d024994a0&v=2>

We recommend going through the process yourselves using your own email for all the roles to get an understanding of how the entire flow works.

How to fill out the PowerForms:

1. Enter the name and @uci.edu email addresses of everyone the form will need to be routed to for a signature/approval. The Department Form Preparer role will be the person entering the PowerForm information and filling out some of the student's information. **Please be extra careful when typing email addresses as there will be no validation that the email address is for the correct person.**

For the International Center, please use the name International Center and email intl@uci.edu

For Graduate Division, please use the name Graduate Division and email grad@uci.edu

2. Once the PowerForm is filled out, press 'Begin Signing' to start the signing process. The page will load into the form and show the fields to complete. When done, press 'Finish' at the top.

DocuSign will then email the student and inform them to take actions on the document by signing and/or filling out any other additional fields. After the student has signed, the document will be sequentially routed to the next recipients. Routing is done through an email notification.

Once everyone has signed, the document will be routed to Graduate Division to sign and complete. Graduate Division staff will e-mail a copy of the completed document to the department.

Emails will be sent from dse_NA3@docusign.net an example email is below

DocuSign



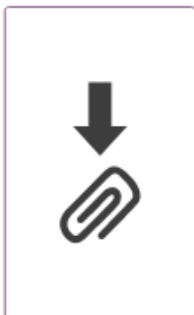
Graduate Division IT Team sent you a document to review and sign.

REVIEW DOCUMENT

Graduate Division IT Team
webmaster@grad.uci.edu

To sign the PowerForms document, Click the link below <https://na3-app.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=a82ea862-61b5-4cb2-9f67-f34090dff9b8&env=na3-eu1&acct=b59bde83-a9c8-45e6-b2d5-f78d024994a0>

In certain cases, if the form does not need to be routed to all roles listed in the PowerForm, such as the International Center, Oversight Member etc. leave these sections blank if they are not required as part of the forms routing. Additionally, exception memos and other attachments may be added to the document through the attachment icon (screenshot below) if needed.



If there are any questions, please e-mail Andrea Bannigan at alanders@uci.edu

Thank you for being flexible during this time as we change how we handle these processes.

Sincerely,

Graduate Division