

How to electronically sign documents

For many forms requested by the Office of the Registrar, you will need to provide a signature. During the COVID-19 Pandemic we are accepting electronic signatures submitted using the following methods.

First Method: Electronic signature in **INTERNET EXPLORER** (Chrome, Firefox, and Safari are not compatible for electronic signing documents)

Step 1: Find form requested on our website at:

http://www.reynolds.edu/student_services/all_services/default.aspx

Reynolds COMMUNITY COLLEGE Request to Withdraw from Class(es)

To request a grade of "W" for one or more classes, please complete and submit this form to Advising@Reynolds.edu. The deadline to withdraw from full-semester classes is published in the *Class Schedule* and in the college's calendar on the college web site: http://www.jsr.vccs.edu/get_started/calendars.aspx. Withdrawal deadlines for shorter or longer classes can be obtained in the Advising Center.

A grade of "W" will be assigned for on-time requests, and your grade point average will not be affected. You are encouraged to discuss your decision with your instructor or advisor, if you have not already done so.

Please note that Withdrawals do not qualify for refunds and that they can negatively affect continued financial aid eligibility.

Section A – Completed by the Student:
Current Term: Check one
 FALL SEMESTER (Aug-Dec) 20__ SPRING SEMESTER (Jan-May) 20__ SUMMER SESSION (May-July) 20__

Student's EmpID: _____ Date of Birth: _____

Student's Last Name _____ Student's First Name _____ MI _____ Jr.,3rd _____

I am aware that withdrawing from a class(es) can negatively effect my eligibility to receive Financial Aid. I understand that withdrawing from class(es) may put me in a situation where I owe money to the college for tuition and fees

SIGNATURE OF STUDENT: _____ DATE: _____

Please complete Columns A,B,C,D,E,F and G below:

A Class ID Nbr	B Subject	C Class Number	D Section Number	E Campus	F Class Title	G Last Date You Attended Class
25741 EXAMPLE	ENG EXAMPLE	111 EXAMPLE	01A EXAMPLE	Parham EXAMPLE	College Composition I EXAMPLE	Sept. 10, 2002 EXAMPLE

For Advising Center Use Only:
Withdrawal Deadlines: On Time Late — informed student
 Financial Aid discussed with student Have used Military Education Benefits?
Processed by: _____ Date: _____

JRCC Form No. 11-0204 Request to Withdraw from Class(es) form 04/2022

You should see the blue fillable boxes on the form

Step 2: Complete the form

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Section A – Completed by the Student:

Current Term: Check one

FALL SEMESTER (Aug-Dec) 2020 SPRING SEMESTER (Jan-May) 20 SUMMER SESSION (May-July) 20

Student's EmpID: 1234567

Date of Birth: 1/1/99

Doe

Jane

Student's Last Name Student's First Name MI Jr.,3rd

I am aware that withdrawing from a class(es) can negatively effect my eligibility to receive Financial Aid. I understand that withdrawing from class(es) may put me in a situation where I owe money to the college for tuition and fees

SIGNATURE OF STUDENT: _____ DATE: _____

Please complete Columns A,B,C,D,E,F and G below:

A Class ID Nbr	B Subject	C Class Number	D Section Number	E Campus	F Class Title	G Last Date You Attended Class
25741 <i>EXAMPLE</i>	ENG <i>EXAMPLE</i>	111 <i>EXAMPLE</i>	D1A <i>EXAMPLE</i>	Parham <i>EXAMPLE</i>	College Composition I <i>EXAMPLE</i>	Sept. 10, 2002 <i>EXAMPLE</i>

For Advising Center Use Only:

Withdrawal Deadlines: On Time Late — informed student

Financial Aid discussed with student Have used Military Education Benefits?

Processed by: _____ Date: _____

JSRCC Form No. 11-0004 Request to Withdraw from Class(es) form 04/2020

Step 3: Click on signature box

For Advising Center Use Only:

Withdrawal Deadlines: On Time Late — informed student

Financial Aid discussed with student Have used Military Education Benefits?

Processed by: _____ Date: _____

JSRCC Form No. 11-0004 Request to Withdraw from Class(es) form 04/2020

Step 4: Create New digital ID, if you do not have one already and select Next >

Add Digital ID

I want to sign this document using:

My existing digital ID from:

- A file
- A roaming digital ID accessed via a server
- A device connected to this computer

A new digital ID I want to create now

Step 5: Select "New PKCS#12 digital ID file" and Select Next >

Where would you like to store your self-signed digital ID?

New PKCS#12 digital ID file

Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.

Windows Certificate Store

Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.

Step 6: Complete fields requested and select Next >

Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

Email Address:

Country/Region:

Key Algorithm:

Use digital ID for:

Step 7: Create a password and Select Finish

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

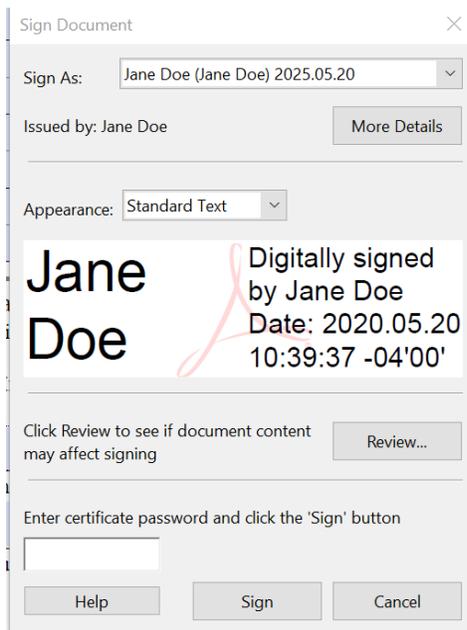
File Name:

Password:

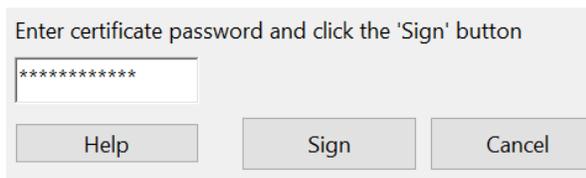
Best

Confirm Password:

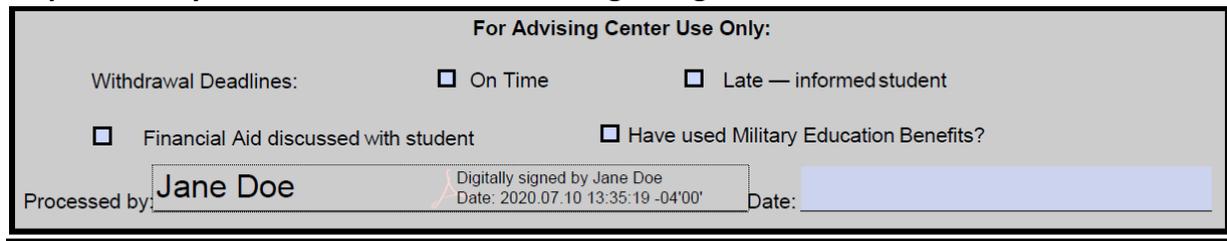
Step 8: You will have an electronic signature stamp



Step 9: Enter the password you previously created and click 'Sign'

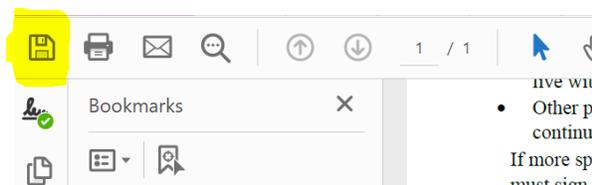


Step 10: Now your form should contain the digital signature as seen below



JSRCC Form No. 11-0004 Request to Withdraw from Class(es) form 04/2020

Step 11: Save document to your computer



For instructions on how to upload forms in SIS please see instruction handout for “How to upload documents in SIS Student Center”

Second Method: Using Adobe Reader DC

If you are using a browser other than internet explorer you can download adobe reader for free and follow the steps below on creating an electronic signature.

Step 1: Open document from our forms page at:

http://www.reynolds.edu/student_services/all_services/default.aspx

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I am aware that withdrawing from a class(es) can negatively effect my eligibility to receive Financial Aid. I understand that withdrawing from class(es) may put me in a situation where I owe money to the college for tuition and fees

SIGNATURE OF STUDENT: _____ DATE: _____

Please complete Columns A,B,C,D,E,F and G below:

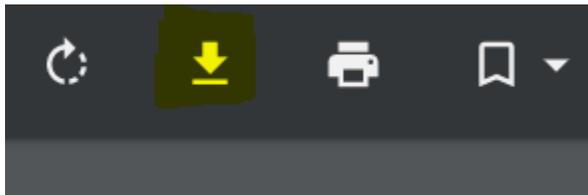
A	B	C	D	E	F	G
Class ID Nbr	Subject	Class Number	Section Number	Campus	Class Title	Last Date You Attended Class
25741	ENG	111	01A	Parham	College Composition I	Sept. 10, 2002
EXAMPLE	EXAMPLE	EXAMPLE	EXAMPLE	EXAMPLE	EXAMPLE	EXAMPLE

For Advising Center Use Only:
Withdrawal Deadlines: On Time Late – Informed student
 Financial Aid discussed with student Have used Military Education Benefits?
Processed by: _____ Date: _____

JSRCC Form No. 11-0004 Request to Withdraw from Class(es) form 04/2020

As you can see, there is not a signature box available in Google Chrome

Step 2: Download the document and save to your computer

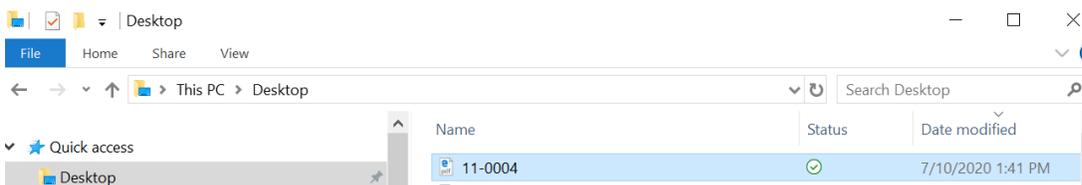


Select the downward arrow icon highlighted here

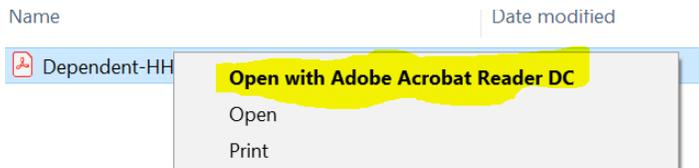
File name: 11-0004
Save as type: Adobe Acrobat Document

Hide Folders Save Cancel

Step 3: Open File Explorer and find document



Step 4: Right Click File and Select Open with Adobe Acrobat Reader DC



Step 5: You should now see a fillable signature section

For Advising Center Use Only:

Withdrawal Deadlines: On Time Late — informed student

Financial Aid discussed with student Have used Military Education Benefits?

Processed by: _____ Date: _____

JSRCC Form No. 11-0004 Request to Withdraw from Class(es) form 04/2020

Step 6: After completing the form Click on Student Signature

You should get the following and select create a new digital ID and click continue

Configure a Digital ID for signing [X]

A Digital ID is required to create a digital signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

Select the type of Digital ID:

- Use a Signature Creation Device**
Configure a smart card or token connected to your computer
- Use a Digital ID from a file**
Import an existing Digital ID that you have obtained as a file
- Create a new Digital ID**
Create your self-signed Digital ID

[?] [Cancel] [Continue]

Step 7: Select Save to File

Select the destination of the new Digital ID [X]

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form

- Save to File**
Save the Digital ID to a file in your computer
- Save to Windows Certificate Store**
Save the Digital ID to Windows Certificate Store to be shared with other applications

Step 8: Enter name and email and select continue

Name	<input type="text" value="Enter Name..."/>
Organizational Unit	<input type="text" value="Enter Organizational Unit..."/>
Organization Name	<input type="text" value="Enter Organization Name..."/>
Email Address	<input type="text" value="Enter Email..."/>
Country/Region	US - UNITED STATES
Key Algorithm	2048-bit RSA
Use Digital ID for	Digital Signatures

Step 9: Create a password and select Save

Apply a password to protect the Digital ID:

Confirm the password:

Step 10: You should see the signature as shown below, enter password previously created in step 9 and select Sign

Appearance

Jane Doe Digitally signed by Jane Doe
Date: 2020.05.20 11:26:20 -04'00'

[View Certificate Details](#)

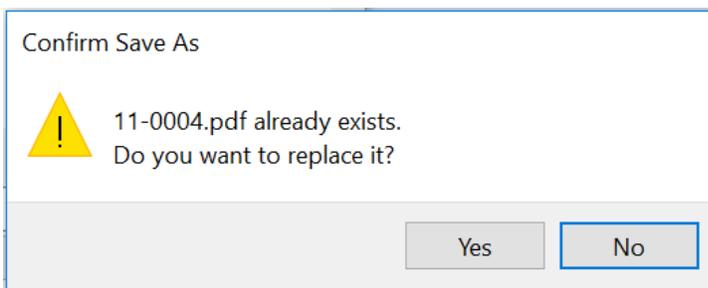
Review document content that may affect signing

Step 11: A Save As box will show up; select Save

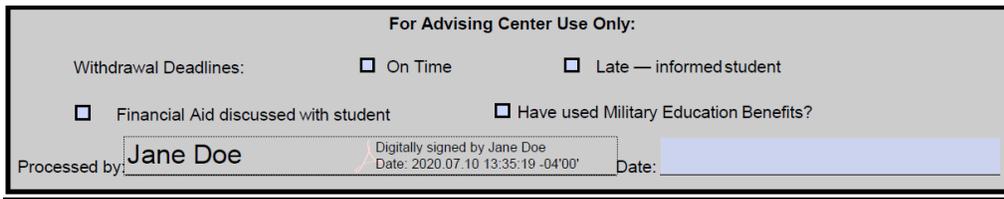
File name:

Save as type:

Step 12: Confirm Save As; Select Yes



Step 13: Your document is now signed



JSRCC Form No. 11-0004 Request to Withdraw from Class(es) form 04/2020

For instructions on how to upload forms in SIS please see instruction handout for “How to upload documents in SIS Student Center”

Third/Final Method: Hand sign electronically

Some forms do not have the option to sign as shown above, in this method you will learn how to sign a document by creating digital hand signature.

Step 1: Follow steps 1-4 from the Second Method

Step 2: If signature field does not give the option to sign it may look like this

information is attached. The student and one parent **MUST** sign and date this section.
WARNING: If you purposely give false or misleading information on this worksheet you may be held responsible for both.

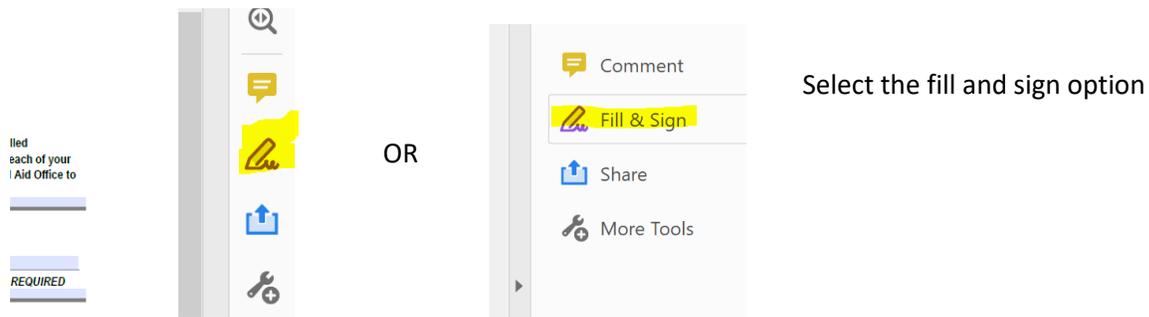


Student's Signature



Parent Signature

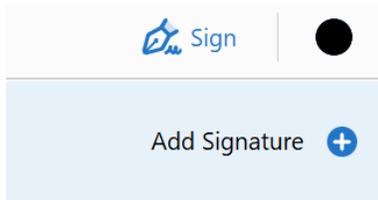
Step 3: On the right side of the page you may see one of the following options



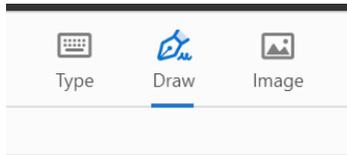
Step 4: Select the Option at the top of the page that says Sign



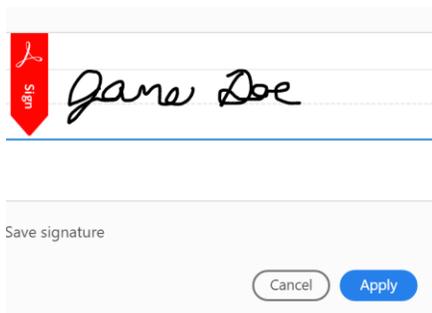
Step 5: Select Add Signature



Step 6: Select Draw



Step 7: Use your Cursor to sign your name and select Apply



Step 8: Position signature on signature line

Each person signing below certifies that all the info information is attached. The student and one parent
WARNING: If you purposely give false or misleading information, you may be held liable.

Jane Doe
Student's Signature

Step 9: Save document and submit

For instructions on how to upload forms in SIS please see instruction handout for "How to upload documents in SIS Student Center"