Continuous Enrollment Authorization

This form is used to request authorization to enroll in one unit of a discipline-specific x693 course through the College of Extended Education & Global Engagement (CEEGE). Note: x693 units are not eligible for financial aid.

This form uses Adobe Sign for routing and approval signatures. This form is processed through the Graduate Studies Office. If you have any questions or problems when completing this form, please contact us at hsugrad@humboldt.edu. Please do not contact Summer Turner and/or the CEEGE office directly, as they will not be able to answer any questions prior to submitting the form.

Link to form

Step 1: Know your information
Be prepared to enter the semester & year for:
- When you advanced to candidacy
- Your graduate date
- The oldest course being used for your degree

Step 2: Find Username Emails
Find HSU username emails (abc123) for everyone who needs to sign your form. You will be asked to enter these emails before initiating the form. Don't use "name" emails with Adobe Sign.

Use the Adobe Sign Directory to look up HSU username emails.

Step 3: Sign into Adobe Sign
After you click the form link, you will be prompted to sign in, select the Continue with Google option. Sign in with your **HSU gmail account**. If you encounter any problems with Adobe Sign, make sure you are signed out of any personal gmail accounts first.

Step 4: Enter Emails

Once you are in Adobe Sign, enter the HSU username emails as directed.

- Click **more** to expand "How this workflow works?" so you can see all the instructions.
- You must use HSU username emails with Adobe Sign. Do not use "name" emails.
- A red asterisk by the recipient indicates that this is a required email.
- Emails must be entered in the appropriate field to ensure correct routing.

Step 5: Initiate the form

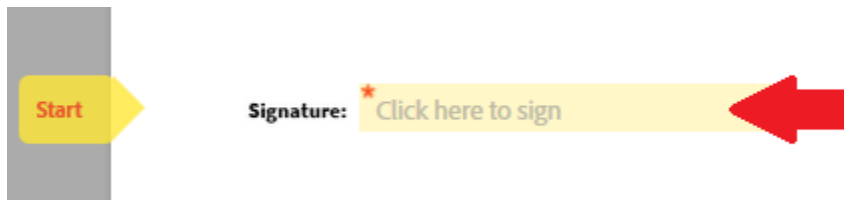You will see the form in the Files box, continue to scroll down. Click **Send** to initiate the form.

Here is an example of a different form but it's the same process
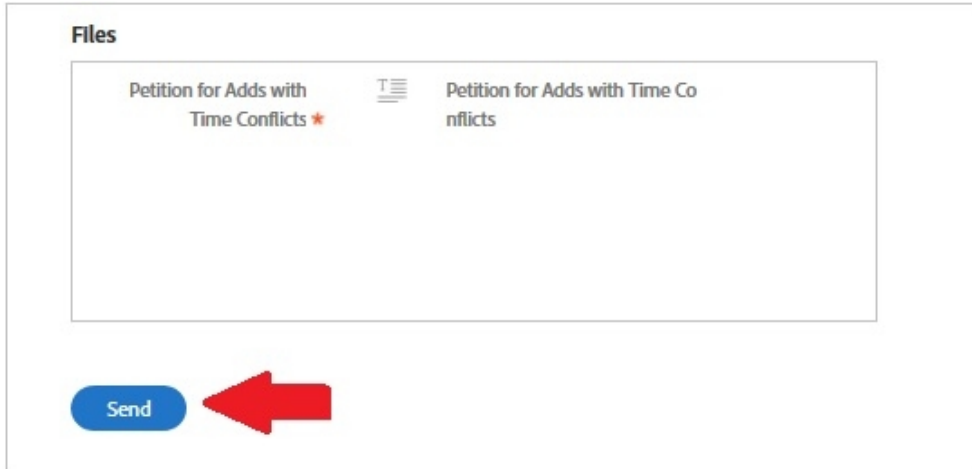
Step 6: Complete & Sign form

When the form opens, follow the prompts and complete the fields assigned to you.

Click on the signature field to add your signature.

An agree to terms banner will appear at the bottom. Click on the Click to Sign button to finish signing the document.

Step 7: Wait for your recipients to sign the form

Once you sign the form, your recipients will be notified they have a form to sign on Adobe Sign. You **do not** need to email them directly or attach a PDF of the form. They will only be able to sign the form through Adobe Sign.

You will receive email notification when the processing is complete.

Once this process is **complete**, the office of Extended Education will contact you to enroll in your Extended Education unit.