Continuous Enrollment Authorization

This form uses Adobe Sign to route and obtain approval signatures.

Step 1: 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: Gather username emails (e.g., abc123@humboldt.edu) for everyone who needs to sign your form. You will be asked to enter these emails before filling out the form.

For this form you will need username emails for:

- yourself
- your advisor
- the program coordinator (if different than your advisor)

A listing of emails for the Associate Deans, Department Chairs, and Administrative Support Staff is available at Academic Affairs – Department Chairs.

Step 3: Click the form link (Come back to this step after you finish reading the instructions.)

Link to form: Graduate Continuous Enrollment Authorization

Step 4: When you are prompted to sign in, select the **Continue with Google** option.
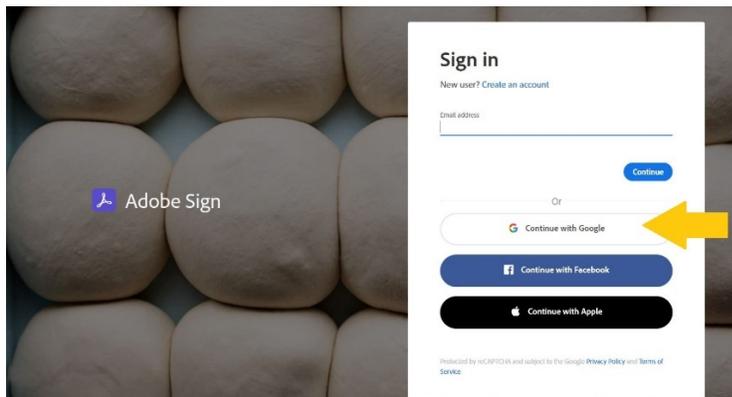
Step 6: You will either be:

Automatically logged into your Adobe Sign account via Single Sign On (if you are already logged into your computer with your HSU credentials), or

Redirected to the HSU Authentication page where you will need to enter your HSU username and password.

Step 7: Once you are in Adobe Sign, enter the username emails as directed.

How this workflow works?
Enter HSU username emails (abc123@humboldt.edu) for yourself (student), your advisor and the program coordinator. If your advisor is the program coordinator, leave the email field blank.

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Recipients ❓

Yourself (Student) *

| ✎ | Enter recipient email | ✉ ⌄ Email |

Advisor

| ✓ | Enter recipient email | ✉ ⌄ Email |

Graduate Coordinator (Leave blank if same as advisor)

| ✓ | Enter recipient email | ✉ ⌄ Email |

Graduate Studies *

| ✓ | tef21@humboldt.edu | ✉ ⌄ Email |

CC | Hide

Cc

hse2@humboldt.edu ✕

Step 8: Click **Send**. You will be redirected to the form.

Step 9: Follow the prompts to complete the form and sign.

Step 10: You will receive email notification when processing is complete.