REGISTRAR – SUBSTITUTION OR WAIVER FORM

The Substitution or Waiver form uses Adobe Sign to allow the student or advisor, approver, and Registrar’s Office to sign the form electronically. There are 3 main types of substitutions or waivers that can be requested:

1. **Major/Minor Course Substitution or Waiver**
2. **General Education Substitution**
3. **General Education Waiver**

The student or advisor submitting the form can attach up to the 3 files to include with the form.

SECTIONS

1. **INITIATING THE FORM**
2. **COMPLETING AND SIGNING THE FORM**
3. **DECLINING TO SIGN THE FORM**

INITIATING THE FORM

1. To begin, click the form link above for the type of substitution or waiver you are requesting
2. When the authentication screen opens,

   ![Authentication Screen]

   a. In the User Name, enter your Net ID
   b. In the Password, enter your Password
   c. Click OK
3. A page appears to initiate the form based on the link used in Step 1.
   a **Major/Minor Course Substitution or Waiver**
   ![Form Link]
   b **General Education Course Substitution**
   ![Form Link]
4. Complete the following form fields based on the chosen request type.

Table 1 List of Form Fields by Section

<table>
<thead>
<tr>
<th>FORM SECTION</th>
<th>FORM FIELD</th>
<th>WHAT TO ENTER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Major/Minor Course Substitution or Waiver</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recipients</td>
<td>Student or Advisor</td>
<td>Email of student or advisor to receive the form for completing and signing</td>
</tr>
<tr>
<td></td>
<td>Department Chair of Student's Major</td>
<td>Email of the department chair of student’s major. Use the Campus Directory to search.</td>
</tr>
<tr>
<td><strong>If initiated by Advisor, student email is required.</strong></td>
<td>CC 1</td>
<td>If an advisor is completing the form on behalf of a student, enter the student’s email to ensure they received a copy of the completed form.</td>
</tr>
<tr>
<td><strong>Fields</strong></td>
<td>CSUB ID#</td>
<td>Student’s CSUB ID number</td>
</tr>
<tr>
<td></td>
<td>Student’s Full Name</td>
<td>First and Last name of student</td>
</tr>
<tr>
<td><strong>General Education Course Substitution</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recipients</td>
<td>Student or Advisor</td>
<td>Email of student or advisor to receive the form for completing and signing</td>
</tr>
<tr>
<td><strong>If initiated by Advisor, student email is required.</strong></td>
<td>CC 1</td>
<td>If an advisor is completing the form on behalf of a student, enter the student’s email to ensure they received a copy of the completed form.</td>
</tr>
<tr>
<td><strong>Fields</strong></td>
<td>CSUB ID#</td>
<td>Student’s CSUB ID number</td>
</tr>
<tr>
<td></td>
<td>Student’s Full Name</td>
<td>First and Last name of student</td>
</tr>
<tr>
<td><strong>General Education Waiver</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recipients</td>
<td>Student or Advisor</td>
<td>Email of student or advisor to receive the form for completing and signing</td>
</tr>
<tr>
<td><strong>If initiated by Advisor, student email is required.</strong></td>
<td>CC 1</td>
<td>If an advisor is completing the form on behalf of a student, enter the student’s email to ensure they received a copy of the completed form.</td>
</tr>
<tr>
<td><strong>Fields</strong></td>
<td>CSUB ID#</td>
<td>Student’s CSUB ID number</td>
</tr>
<tr>
<td></td>
<td>Student’s Full Name</td>
<td>First and Last name of student</td>
</tr>
</tbody>
</table>
5. Click **Submit**
   After clicking **Submit**, Adobe Sign will send an email to the email entered in **Student or Advisor** with a button/link complete and sign form in Adobe Sign.

**COMPLETING AND SIGNING THE FORM**

1. To complete and sign the form, locate the desired email
2. From your email, click **Review and Sign**

   ![](image)

3. Your default browser will open the form to complete and sign.
4. Complete the form as necessary
5. When the form is complete, at the bottom of the screen, click the “Click to Sign” button
   The form will route automatically to the next individual. After all signatures are collected, a **final copy with all signatures** will be sent to **anyone who signed the form** and the email entered in **CC 1**.

**DECLINING TO SIGN THE FORM**

If needed, you can decline to sign the form.

**NOTE**: This will stop all further processing of the form.

1. To decline to sign and cancel the form, click the “Options” button or the “Options” drop-down
   From the menu, click **Decline to sign**
   ![](image)

2. In the box,
   - Enter your reason for declining
   - Click **Decline**
   ![](image)

3. Any person who signed the form prior to declining will receive an email notification with the reason for declining.