

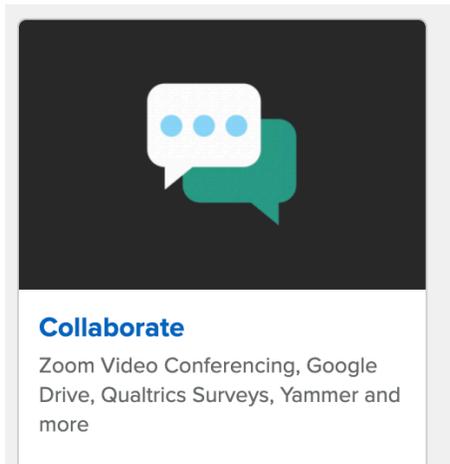
How to Submit a Academic Probation Advising Form

This form should be submitted **after** you have met with your program coordinator to develop a plan to raise your GPA by the end of the upcoming term. Instructions for initiating this process are below. Be sure to enter your [Program Coordinator's](#) email address. Once your program coordinator signs-off the form will automatically be routed to Office of Graduate Studies and filed.

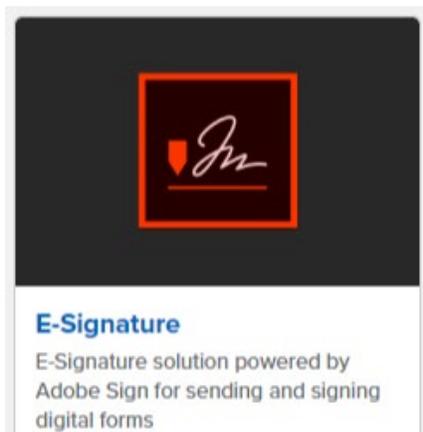
The progress of your request can be viewed within your Adobe Sign account.

Please read the following instructions and complete the form carefully.

To begin, log into your myCoyote student portal. Scroll down until you locate the “Collaborate” tile. Click the “Collaborate” tile.



Scroll down until you locate the “E-Signature” tile. Click the “E-Signature” tile



Sign in using your on-campus student email address.

Tip: Be sure you are using your on-campus student email address. Not sure what this email address is? Find it here: “myCoyote → “My Personal Information” → “Email Addresses” → You must use your “On-

Campus" email address (not the email address that is beings with your coyoteidnumber@coyote.csusb.edu).

Sign in

New user? [Create an account](#)

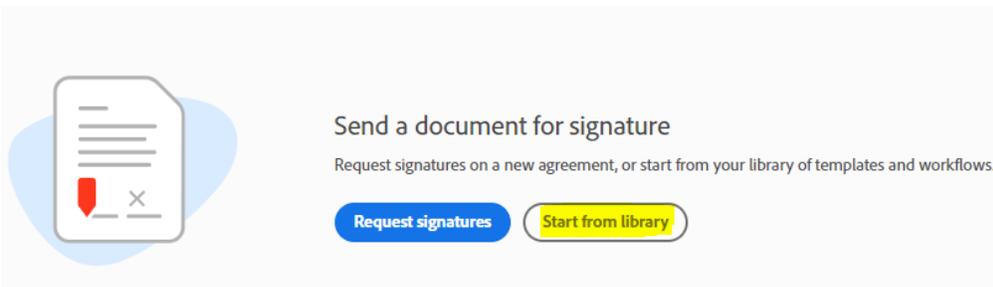
Email address

joecoyote2020@coyote.csusb.edu

Continue

Or

Click "Start from Library"



Send a document for signature

Request signatures on a new agreement, or start from your library of templates and workflows.

[Request signatures](#) [Start from library](#)

Select "Workflows" and type "OGS" into the search bar. You should see the the OGS – Academic Probation Advising Form:

Start from library

Library	OGS
	Name Last Modified
Recent Templates	Shared Workflows
Templates	OGS - Academic Probation Advising Form 12/22/2020
Workflows	Account Workflows
	OGS - Simultaneous Enrollment 08/04/2020

Click on the form and select "Start"

Enter your Program Coordinator's email address and you may want to type a short message in the message box. Click "Send".

You will be taken to the Academic Probation Advising Form. Complete the required fields and then select "Click to Sign":

I agree to the [Terms of Use](#) and [Consumer Disclosure](#) of this document

[Click to Sign](#)

The form has now been successfully submitted. You can view the progress of your request within your Adobe Sign account.