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.

![Collaborate](image)

**Collaborate**
Zoom Video Conferencing, Google Drive, Qualtrics Surveys, Yammer and more

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

![E-Signature](image)

**E-Signature**
E-Signature solution powered by Adobe Sign for sending and signing digital forms

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 begins with your coyoteidnumber@coyote.csusb.edu).

Click “Start from Library”

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

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