

Tips to assist your faculty with signing Applications to Candidacy (APPC) via DocuSign

1.) Encourage faculty to sign DocuSign forms through their DocuSign account/Single Sign-On (SSO), as opposed to accessing/signing each one individually via an email.

- Go to <https://docusign.ucsd.edu>
- Sign on with SSO
- Click on “Action Required”

DocuSign eSignature Home Manage Templates Reports

Sign or Get Signatures NEW

OVERVIEW Last 6 Months

- Action Required 395 >
- Waiting for Others 174 >
- Expiring Soon 30 >
- Completed 1740 >

WHAT'S NEW

Comments Ask and answer questions about documents and receive real-time comment notifications. [More Info](#)

Bulk Send for Multiple Recipients Include multiple recipients in each envelope. Send to more recipient types and specify envelope custom field values. [More Info](#)

Template Sorting Sort your templates by name.

MY DOCUSIGN ID Edit

Graduate Division - Academic Affairs gradacademicalffairs@ucsd.edu Member since 2020

DocuSigned by: Graduate Division Academic Affairs 18EFC8D4D1A4D0...

- View the list of pending documents

Action Required

Search Quick Views FILTER

Filtered by: Date (Last 6 Months) Edit

Subject	Status	Last Change	Folder
<input type="checkbox"/> Application to Candidacy - Master's - CS75 A [REDACTED] g - Action Required From: Dema Youhanna	Need to Sign	10/2/2020 08:38:13 am	APPC
<input type="checkbox"/> Application to Candidacy - Master's - EC79 A [REDACTED] e - Action Required From: Stephanie Mathew	Need to Sign	10/1/2020 11:10:41 pm	App to C's

- 2.) Consider requiring only ONE faculty signature on the APPC (ie. Department Chair). Graduate Division allows the Department Chair’s signature to cover *both* the Department Chair’s approval and the Faculty Advisor’s approval. That is, your department can opt to require both signatures on the APPC – or require only the Department Chair’s.

To require only one signature on the form, simply “X-out” (delete) the faculty advisor box when you initiate the form in DocuSign.

Hover your cursor over the right side of that signature box to delete it.

Application to Candidacy - Master's

3 Faculty Advisor NEEDS TO SIGN CUSTOMIZE ▾

Name *

Email *

4 Department/Group/School Chair NEEDS TO SIGN CUSTOMIZE ▾

Name *

Email *

5 Graduate Division NEEDS TO SIGN CUSTOMIZE ▾

Name *

Judy Kim

Remove Faculty Advisor

- 3.) Share the work between the Department Chair and a faculty member who has authority to sign forms requiring Department Chair approval. This faculty member’s name would have been listed on the Graduate Program Contact Sheet submitted to the Graduate Division. If you need to add a faculty member with signing authority, please contact Eliese Maxwell, etmaxwell@ucsd.edu