



# Instructions to Withdraw From A Class Using Docu-Sign

USE THIS CHECKLIST TO WITHDRAW FROM A CLASS SUCCESSFULLY

- Go to [augusta.edu](http://augusta.edu), type in the search bar Registrar's Office
- On the Registrar's page, scroll down and click forms. Then choose Withdrawal form at the bottom
- Complete sections 1-2. (In part 2, make sure you choose W for withdrawal and enter the last day you attended the class. (If the class is online, put the last date you logged in.) For section 4 print your name in the space provided.
- You can find the CRN through POUNCE
- Once the form is completed, save it
- Open a new tab and go to [augusta.edu](http://augusta.edu). Search for "Signature through Augusta University," click on eSignature through Augusta University"
  
- Click the option DocuSign for Faculty and Staff and click the "Login" button when it loads
- After being redirected to the DocuSign page, drag & drop the completed withdrawal form to get started
  
- Add recipients & their emails. Add yourself, your professor, and your advisor as "Needs to Sign," (in that order)
- The Registrar's Office will not need to sign. So, use the drop-down arrow and select receives a copy. The email address to use for the Registrar's Office is [records@augusta.edu](mailto:records@augusta.edu). Click next.
  
- The first signature is yours. Drag the yellow signature box to Student Signature, and drop date signed to the provided space
- Go to your name in the top left-hand corner, change to the next person to sign (the professor). The color should change. Drag the signature for your professor to section 2
- Next, change the name at the top left to your advisor. The color should change again. Drag the Name box in the left-hand corner to the advisor printed name space in section 4
- Next, drag the signature box for your advisor and drag the date signed to the provided space as well
- Once all areas that need a signature are assigned to each party, select send
- A dialog box should popup and you should choose sign now.
- Sign your part on the document and click finish
- Now your document will be sent to everyone for signature, and once it is completed you will be sent a completed copy and the Registrar's Office will be sent a completed copy as well.