Making your *Free* DropboxSign *(HelloSign)* Account with your UCF Email and Next Steps

1. Complete the form electronically in its entirety except for the signature fields. Save the file name with your name in it.
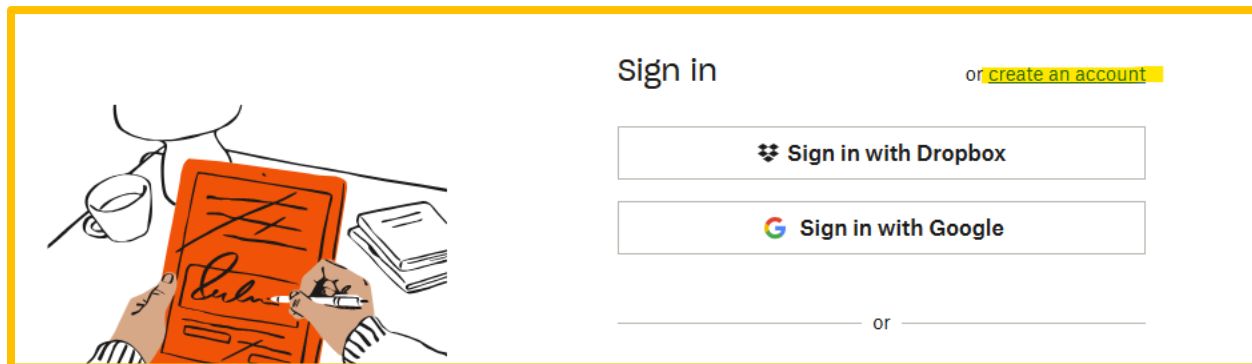   For example, if I were filling out a 4903H reg form, I would save it as "4903HRegistration_Greaves" or "Amanda Greaves Registration Form" or "AG_4903HReg".

2. Go to
   https://app.hellosign.com/prep-and-send/b6638c354a0ebd22b130c507ac05966e9e5f1284/documents

3. Click the "**Sign in**" drop-down menu in the top-right hand corner, then click "**Dropbox Sign**".

4. If this is your first time using the site, create a new account using your @UCF.edu email address.

5. Upload the document.

6. Add signers in the correct order: Student, then Thesis Chair, then HUT Liaison (when needed).

Add signers

✍ I'm the only signer

Student Name Here •••

Name | Email address
Student Name Here | StudentEmail@ucf.edu

Thesis Chair Name Here •••

Name | Email address
Thesis Chair Name Here | ThesisChairEmail@ucf.edu

HUT Liaison Name Here •••

Name | Email address
HUT Liaison Name Here | HUTLiaisonEmail@ucf.edu

👤 Add another signer

Signer settings
☐ Set signer order

Back **Next**

6. **Do not skip this important step.** Check the "**Set signer order**" box. Double-check the order is correct before clicking "**Next**". **The correct order for collecting signatures for the Registration Form is as follows: 1) Student, 2) Thesis Chair, 3) HUT Liaison.**

Add signers

🖋 I'm the only signer

1. Student Name Here   •••

Name   Email address

Student Name Here   StudentEmail@ucf.edu

2. Thesis Chair Name Here   •••

Name   Email address

Thesis Chair Name Here   ThesisChairEmail@ucf.edu

3. HUT Liaison Name Here   •••

Name   Email address

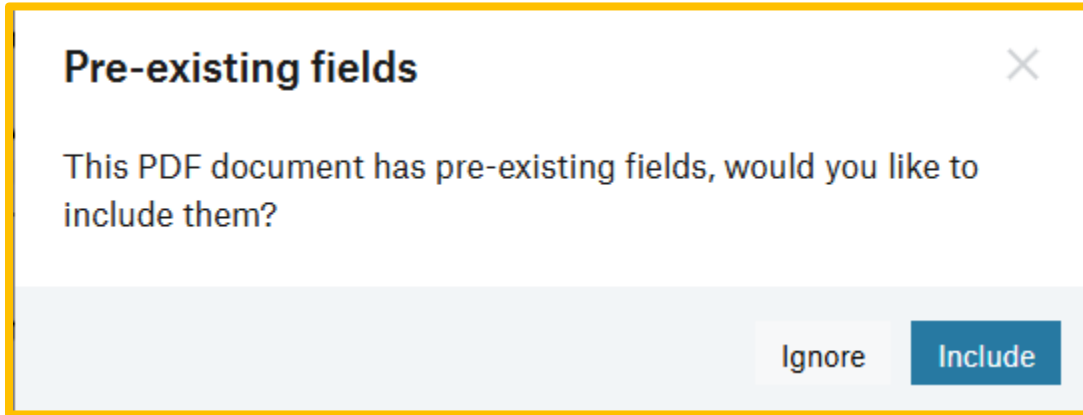HUT Liaison Name Here   HUTLiaisonEmail@ucf.edu

👤 Add another signer

Signer settings

☑ Set signer order

Back   **Next**

7. You can choose to click "**Ignore**" or "**Include**". I usually choose "**Ignore**"

Pre-existing fields ✕

This PDF document has pre-existing fields, would you like to include them?

Ignore Include

8. Select Signature on the left. Then click exactly where you will sign on the document. Move the field, expand it as needed to fit. Then, do the same with the "Date Signed" auto-fill field. See if there is another place you need to sign and repeat the steps there.

Signer
- Student Name Here

Signature fields
- Signature
- Initials

Auto-fill fields
- Date signed
- Full name
- Email address
- Company
- Title

Standard fields
- Textbox
- Checkbox

2. Accept responsibility for payment of your semester tuition and fees. For an in-depth understanding of your financial obligation, review the Student Financial Responsibility Statement and Promise to Pay, found under "Policies" in the UCF Undergraduate Catalog. Once you are enrolled, if you no longer wish to take the course, you are responsible for dropping the course on myUCF by 11:59 PM on the drop deadline. Dropping or withdrawing from the course after the drop deadline will incur a fee.

3. Students who register for the first time during the Late Registration and the Add/Drop period will be assessed a $100 Late Registration Fee. All registration activity must be completed by 11:59 p.m. on the last day of Late Registration and Add/Drop. Students may drop courses that meet for the first time after the end of Late Registration and Add/Drop during the next business day in the Registrar's Office (MH 161).

4. Submit your completed, electronically filled and signed form with the correct order of signers. Obtain signatures through Dropbox Sign (formerly HelloSign).

5. All forms must be submitted to HonorsResearch@ucf.edu before 5:00 PM on the Wednesday of add/drop week. Students who submit forms after 5:00 PM on this date will not be included in that semester's cohort.

Assign electronic signatures in the following order: Student, then Thesis Chair, then HUT Liaison.

Student Full Name	Student Electronic Signature	Date: MM / DD / YYYY
Thesis Chair Full Name	Thesis Chair Electronic Signature	Date
HUT Liaison Full Name (Note: Find HUT Liaison list on the last page.)	HUT Liaison Electronic Signature	Date

9. Go to the "Signer" drop-down menu in the top-left corner. Choose the next signer (in this case, thesis chair). Then repeat step #8.

Signer
- Thesis Chair Name H

Signature fields
- Signature
- Initials

Auto-fill fields
- Date signed
- Full name
- Email address
- Company

Agreen-upon interim target dates, milestones, and deadlines. (E.g. Sections of the proposal to be completed, number of pages written, etc.)

Is this research project likely to require approval from the IRB (Institutional Review Board)? If unsure, check YES.

☐ Yes ☐ No   *Disclaimer: Projects that require IRB approval take an average of 3 semesters to complete.*

Thesis Chair Acknowledgement

Thesis Chair Signature: ✎   Date: MM / DD / YYYY

Continued next page

Fields | Documents

Signer

TH Thesis Chair Name H

Signature fields
- Signature
- Initials

Auto-fill fields
- Date signed
- Full name
- Email address
- Company
- Title

Standard fields
- Textbox
- Checkbox

2. are responsible for knowing how course overrides will affect your courseload.
2. Accept responsibility for payment of your semester tuition and fees. For an in-depth understanding of your financial obligation, review the Student Financial Responsibility Statement and Promise to Pay, found under "Policies" in the UCF Undergraduate Catalog. Once you are enrolled, if you no longer wish to take the course, you are responsible for dropping the course by myUCF by 11:59 PM on the drop deadline. Dropping or withdrawing from the course after the drop deadline will incur a fee.
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Assign electronic signatures in the following order: Student, then Thesis Chair, then HUT Liaison.

Student Full Name | Student Electronic Signature | MM / DD / YYYY Date
Thesis Chair Full Name | Thesis Chair Electronic Signature | MM / DD / YYYY Date
HUT Liaison Full Name | HUT Liaison Electronic Signature | Date
(Note: Find HUT Liaison list on the last page. Dept. Chair can sign only if the Liaison is unavailable.)

10. Repeat steps 8 and 9 for the Liaison.

Signer

HH HUT Liaison Name H

Signature fields
- Signature
- Initials

Auto-fill fields
- Date signed
- Full name
- Email address
- Company
- Title

Standard fields
- Textbox
- Checkbox
- Dropdown

2. Accept responsibility for payment of your semester tuition and fees. For an in-depth understanding of your financial obligation, review the Student Financial Responsibility Statement and Promise to Pay, found under "Policies" in the UCF Undergraduate Catalog. Once you are enrolled, if you no longer wish to take the course, you are responsible for dropping the course on myUCF by 11:59 PM on the drop deadline. Dropping or withdrawing from the course after the drop deadline will incur a fee.
3. Students who register for the first time during the Late Registration and the Add/Drop period will be assessed a $100 Late Registration Fee. All registration activity must be completed by 11:59 p.m. on the last day of Late Registration and Add/Drop. Students may drop courses that meet for the first time after the end of Late Registration and Add/Drop during the next business day in the Registrar's Office (MH 161).
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Assign electronic signatures in the following order: Student, then Thesis Chair, then HUT Liaison.

Student Full Name | Student Electronic Signature | MM / DD / YYYY Date
Thesis Chair Full Name | Thesis Chair Electronic Signature | MM / DD / YYYY Date
HUT Liaison Full Name | HUT Liaison Electronic Signature | MM / DD / YYYY Date
(Note: Find HUT Liaison list on the last page. Dept. Chair can sign only if the Liaison is unavailable.)

Continued next page

11.   Double-check the boxes are placed in the correct place and assigned to the correct people. Then, click "Next" in the bottom-right corner.
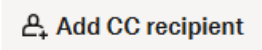
12. You may write a message before clicking "Send for signature"

Review and send

Signers

1. Student Name Here (studentemail@ucf.edu)

2. Thesis Chair Name Here (thesischairemail@ucf.edu)

3. HUT Liaison Name Here (hutliaisonemail@ucf.edu)

CCs (optional)

    👤 Add CC recipient

Email to signers

Title ⓘ

> HUT - New Student Admission Agreement and Registration Form

Message (optional)

> Good morning, Dr. _____ and Dr. _____,
> I hope this finds you well. As a newly accepted HUT student, I am requesting your electronic signature on the admission paperwork. Please let me know if you have any questions or problems signing at myemail@ucf.edu. I appreciate your help.
> Sincerely, Name

Back   **Send for signature**

Submitting Signed Documents to the Office of Honors Research

Once your form(s) are completed and signed, it is important to submit them to the Office of Honors Research along with the audit trail of signatures, which is automatically generated on the last page of the signed document.

Submissions should be emailed to HonorsResearch@ucf.edu.

A log of all the documents you've sent for signatures will live in the "Documents" tab on the left-hand side of the home page.