

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.

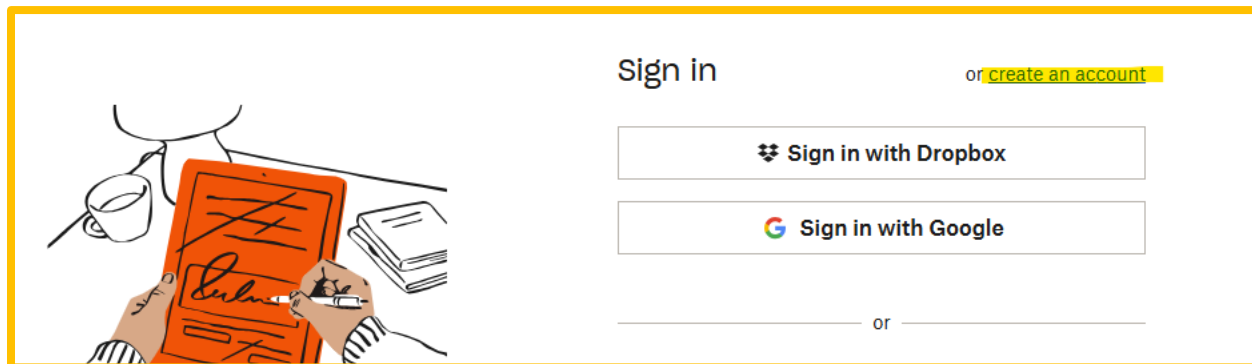
For example, if I were filling out a 4903H reg form, I would save it as “4903HRegistration_Greaves” or “Amanda Greaves Registration Form” or “AG_4903HReg”.

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.

The screenshot displays the Dropbox Sign web application interface. At the top left is the "Dropbox Sign" logo. In the top right corner, there are links for "Upgrade", a help icon, and a user profile icon labeled "AA". Below the logo, a sidebar on the left contains navigation links: "Sign documents" (highlighted in blue), "Bulk send", "Home", "Templates", "Documents", "Teams", "Integrations", "API", and "Send fax ^{New}". The main content area is titled "Hello, Amanda!". Below the greeting, there are four status filters: "0 Pending signature", "0 Pending your signature", "0 Draft", and "1 Signed". The central workspace is a large dashed box with a document icon and the text "Drop documents here to get signed". A red arrow points to a yellow "Upload" button with a dropdown arrow. At the bottom of the interface, there are three preview cards. The left card is titled "Tax ready with template gallery" and includes a "New!" badge and a link to "Browse all templates". The middle card shows a document titled "NDA" with a blue signature and a "PDF" button. The right card shows a document titled "I AM VOLUNTARILY PARTICIPATING IN THE AFOREMENTIONED ACTIVITY ENTIRELY AT MY OWN RISK" with a blue signature and a close button (X).

Continued next page

6. Add signers in the correct order: 1) Academic Success Coach (when specified), 2) student, 3) Thesis Chair, 4) HUT Liaison (when specified).

Add signers

 [I'm the only signer](#)

Student Name Here

Name

Student Name Here

Email address

StudentEmail@ucf.edu

...

Thesis Chair Name Here

Name

Thesis Chair Name Here

Email address

ThesisChairEmail@ucf.edu

...

HUT Liaison Name Here

Name

HUT Liaison Name Here

Email address

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 is as follows: 1) Academic Success Coach (when specified), 2) student, 3) Thesis Chair, 4) HUT Liaison (when specified).**

Add signers

 [I'm the only signer](#)

1. Student Name Here

Name

Student Name Here

Email address

StudentEmail@ucf.edu

...

2. Thesis Chair Name Here

Name

Thesis Chair Name Here

Email address

ThesisChairEmail@ucf.edu

...

3. HUT Liaison Name Here

Name

HUT Liaison Name Here

Email address

HUTLiaisonEmail@ucf.edu

...

 Add another signer

Signer settings

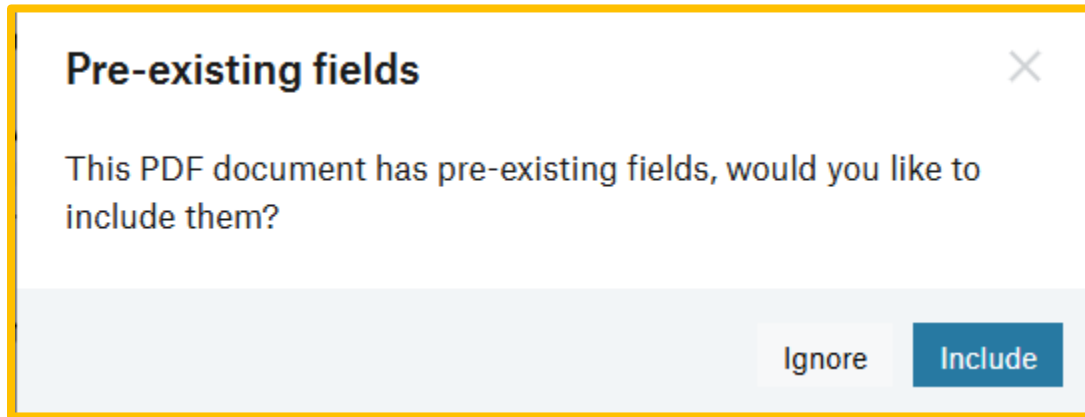
☒ Set signer order

[Back](#)

Next

Continued next page

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

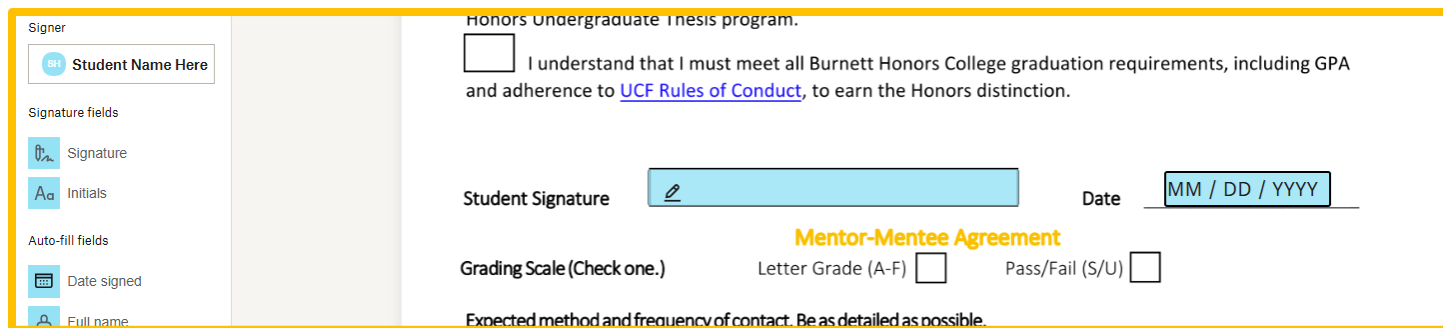


Pre-existing fields X

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

SH Student Name Here

Signature fields

Signature

Initials

Auto-fill fields

Date signed

Full name

Honors undergraduate thesis program.

☐ I understand that I must meet all Burnett Honors College graduation requirements, including GPA and adherence to [UCF Rules of Conduct](#), to earn the Honors distinction.

Student Signature 

Date  MM / DD / YYYY

Mentor-Mentee Agreement

Grading Scale (Check one.) Letter Grade (A-F) ☐ Pass/Fail (S/U) ☐

Expected method and frequency of contact. Be as detailed as possible.

ASSIGN this order of signers following the electronic signature instructions handout:

1) Academic Success Coach, 2) Student, 3) Thesis Chair, 4) HUT Liaison.

Academic Success Coach First & Last Name

Academic Success Coach Electronic Signature

Date *ASC Signed*

Student First & Last Name

Student Electronic Signature

Date *Student Signed*

Thesis Chair First & Last Name

Thesis Chair Electronic Signature

Date *Thesis Chair Signed*

HUT Liaison First & Last Name

(Note: Find HUT Liaison list on next page.

Dept. Chair can sign only if the Liaison is unavailable.)

HUT Liaison Electronic Signature

Date *HUT Liaison Signed*

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

TH Thesis Chair Name H

Signature fields

Signature

Initials

Auto-fill fields

Date signed

Full name

Email address

Company

Agree-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

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

are responsible for knowing how course overrides will affect your courseload.

- 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.
- 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).
- Submit your completed, electronically filled and signed form with the correct order of signers. Obtain signatures through Dropbox Sign (formerly HelloSign).
- 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	MM / DD / YYYY Date
Thesis Chair Full Name	Thesis Chair Electronic Signature	MM / DD / YYYY Date
HUT Liaison Full Name (Note: Find HUT Liaison list on the last page. Dept. Chair can sign <u>only</u> if the Liaison is unavailable.)	HUT Liaison Electronic Signature	MM / DD / YYYY Date

10. Repeat steps 8 and 9 for the Liaison.

Signer

HT
HUT Liaison Name H

Signature fields

Signature

Initials

Auto-fill fields

Date signed

Full name

Email address

Company

Title

Standard fields

Textbox

Checkbox

Dropdown

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

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.

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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Student Full Name	Student Electronic Signature	Date
Thesis Chair Full Name	Thesis Chair Electronic Signature	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.)

Assigned to
HUT Liaison Name Here

Formatting
Noto Sans
12

Field name (required)
DateSigned7

Preview Back Next

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.