




Electronic Maintaining Matriculation Instructions DocuSign

Office of Enrollment Management
School of Health Professions

DocuSign

- Electronic signature made simple



Office of Enrollment Management

Maintaining Matriculation Form

Student ID AID First Name Last Name

Daytime Phone Rutgers E-mail Address

Program/Major Concentration/Track

In order for a change of student status to maintaining matriculation will incur a \$100 administrative fee. The effective date is the date the form is received by the Office of Enrollment Management.

Status Change Effective Term: Spring 20 Summer 20 Fall 20

Maintaining Matriculation

Requesting to be placed on maintaining matriculation due to one of the following reasons:

Will be working on incomplete (I) or in Progress (IP) course(s) from previous semester
Please list all Incomplete Course(s) that you will be working on:

Awaiting next graduation date
Please indicate your anticipated graduation date:

Completing requirements at my joint institution
Please indicate your joint institution:

By signing below, I acknowledge that I will be charged a \$100 administrative fee for maintaining matriculation.

Student Signature Date

Program Director/Track Coordinator Signature Date

Enrollment Management Use Only

Enrollment Services Signature Date

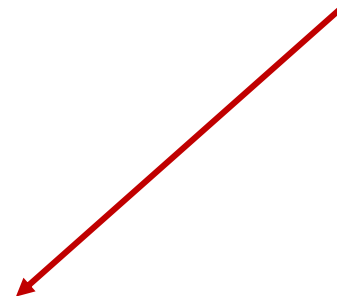
650ergen@scs.rutgers.edu
 Phone: 973-973-5454 Fax: 973-973-7460
 Email: enrollment@scs.rutgers.edu
 The University is an affirmative action/equal opportunity employer.

Workflow

Student initiates form on DocuSign




Faculty member reviews request and sends decision to Enrollment Management



Enrollment Management will receive email notification and process request contingent upon faculty member's approval or denial

DocuSign Link

[Electronic Maintaining Matriculation - DocuSign](#)

DocuSign Log In

PowerForm Signer Information

If there are other 'roles' required for this document to be completed, please enter the name and email of those other recipients. An email will be sent inviting them to sign along with you.

Please enter your name and email to begin the signing process.

Your Role:
Student

Your Name:

Your Email:

Please provide information for any other signers needed for this document.

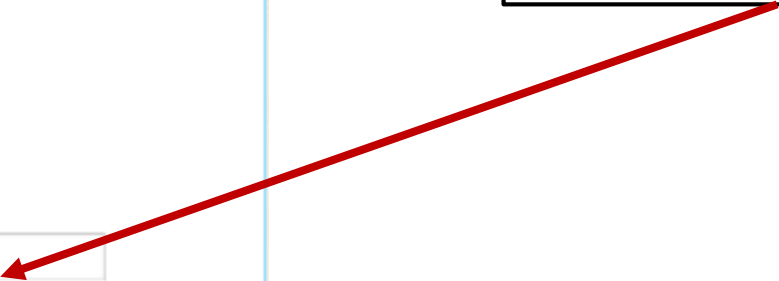
Role:
Program Director (sign)

Name:

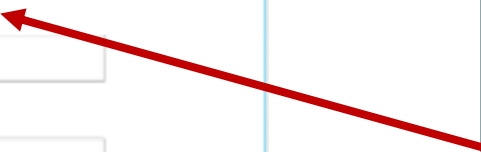
Email:

[Begin Signing](#)

Fill out your name and provide SHP email.




Student must provide SHP email for program director of faculty advisor that will review leave of absence request.



Validation Code

- An email will be sent to your SHP email asking for your access code to authenticate your email:

Please enter the access code to view the document


From:  Enrollment Services
Rutgers School of Health Related Professions

An email has just been sent to your email address with a special validation code in it. To proceed to sign your documents please open your email, and enter the code into the box below. Keep this browser window open while you get your email.

Access Code

[Show Text](#) [VALIDATE](#) [I NEVER RECEIVED AN ACCESS CODE](#)

DocuSign



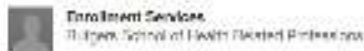
Signing validation code: cb8e523c

[RESUME SIGNING](#)

Please enter access code and click on “Validate” to continue. If you never received a code, press on “I Never Received an Access Code”.

Maintaining Matriculation Power Form

Please Review & Act on These Documents



Please review & sign your document. To begin the process of reviewing and signing your documents, please click the button below. Signing will not be complete until you have reviewed the agreement and you have confirmed your signature.

Please agree to the electronic records and signatures disclosure then click on continue. Begin to enter all required fields in the electronic change of grade form. All boxes in **RED** require information to be entered. Students must read policy carefully and find the actual form to fill out on page 3.

Acknowledgement of MM Policy

*Examples of LOA criteria: Personal leave may include but is not limited to the death or illness of a family member, financial instability, or employment commitments. Medical leaves may include illness or injury experienced by the student, childbirth, or any other physical or psychological condition that prevents the student from meeting the "Essential Functions" of their program. Students cannot claim a personal leave for a medical issue.

I HAVE READ THE POLICY CAREFULLY,
AND UNDERSTAND THE POLICY



Form is on next page. Please Scroll down

After reading policy, students must initial as confirmation that they have read the maintaining matriculation policy. Students may scroll down to the 2nd page and start filling out MM request form.

Document Number ID: 00190085-303-4406-879C-5083001880A1



Office of Enrollment Management

Print Form

Maintaining Matriculation Form

Student ID A00: First Name: Last Name:
Daytime Phone: Rutgers E-mail Address:
Program/Major: Concentration/Track:

Break/need change of student status to maintaining matriculation will incur a \$100 administrative fee. The effective date is the date the form is received by the Office of Enrollment Management.

Status Change Effective Term: Spring 20 Summer 20 Fall 20

Maintaining Matriculation

Requesting to be placed on maintaining matriculation due to one of the following reasons:

Will be working on incomplete(s) (I) or In Progress (IP) course(s) from previous semester

Please list all incomplete Course(s) that you will be working on:

Awaiting next graduation date

Please indicate your anticipated graduation date:

Completing requirements at my joint institution

Please indicate your joint institution:

By signing below, I acknowledge that I will be charged a \$100 administrative fee for maintaining matriculation.

Student Signature: Date:
Program Director/Track Coordinator: Signature: Date:

When all information required in red boxes is provided, you may submit your form by pressing on "SIGN".

Document ID: 6391099-8980-AV18-1121-2811809ACCL

RUTGERS
School of Health Professions

Office of Enrollment Management

Maintaining Matriculation Form

Student ID: First Name: Last Name: *Required

Daytime Phone: Rutgers E-mail Address:

Program/Major: Concentration/Track:

By clicking a choice of status above to maintain your matriculation will notify SJS administrators. The effective date is the effective term's selected by the Office of Enrollment Management.

Status Change Effective Term: Spring 20 Summer 22 Fall 20

Maintaining Matriculation
Requesting to be placed on maintaining matriculation due to one of the following reasons:

Will be working on Incomplete (I) or In Progress (P) courses from previous semester.
Please list all Incomplete Courses that you will be working on:

Awaiting next graduation date.
Please indicate your anticipated graduation date:

Completing requirements at my joint institution.
Please indicate your joint institution:

By signing below, I acknowledge that I will be charged a \$150 administrative fee for maintaining my matriculation.

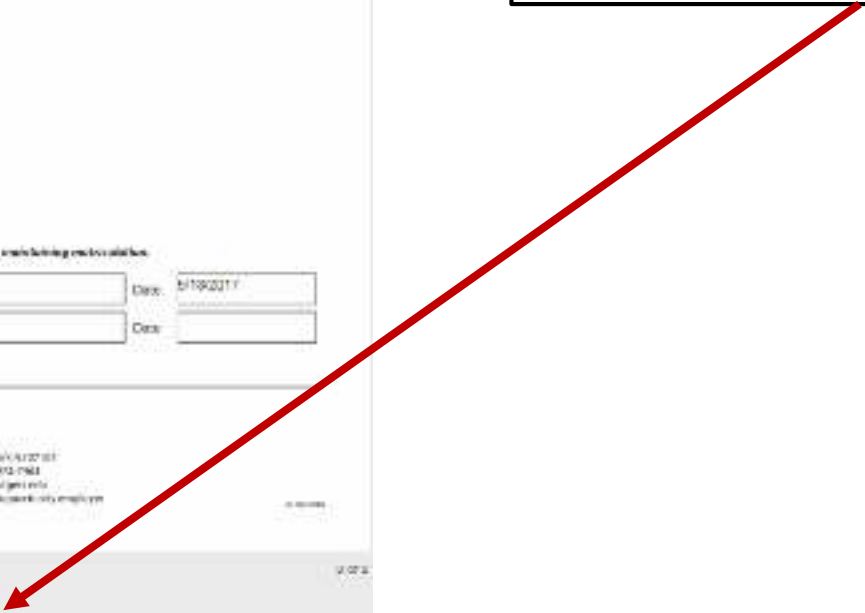
Student Signature: Date: 5/19/2017

Program Director/Track Coordinator Signature: Date:

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Phone: 878-802-5404 Fax: 878-802-7963
Web: www.rutgers.edu/sjs/ehp/ehp.html
*For development or to all other services, please contact your system administrator.

FINISH

Press on "finish" to submit document to Enrollment Services



A confirmation email will be sent to your SHP email that your document has been completed. Click on review document to see what was submitted.

DocuSign



Your document has been completed

REVIEW DOCUMENT

Enrollment Services

enrollmentservices@shrp.rutgers.edu

LOG IN TO DOCUSIGN

No Account? [Sign Up](#)

Email Address

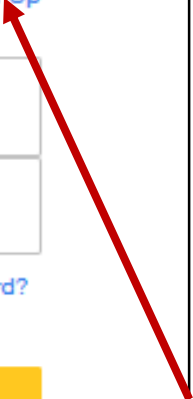
Password

[Forgot your password?](#)

LOG IN

CANCEL

COMPANY LOGIN



Make sure to sign up with your SHP email if you have not done so already to review electronic forms you have submitted.

DocuSign Dashboard

DocuSign

Home Manage Send Dashboards Reports

Rutgers School of Health Related Professions 1/18/2021

Get Signatures Sign a document Need Help?

Upload a document from your computer Upload

Select a document from the cloud Cloud Document

Your Identity edit

Jonathan Gomez
Rutgers School of Health Related Professions
gomezj2@shrp.rutgers.edu

DocuSigned by:

Your Stats 3289880F4DC54FF

3 documents you signed last doc. signed 4/4/2019

0 completed signature requests

Quick Tips

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[Signer Roles](#)

[Envelope Management](#)

Document Status Click on an icon to filter your documents by their current status

0 Awaiting My Signature

0 Expiring Soon

0 Out for Signature

3 Completed

Need Help?

Visit DocuSign Support

Watch How-To Videos

Ask Questions in Community

Click on "Completed" to review the change of grades you have submitted.

Things to note...

- Please create a log-in to see your log of submitted forms. You can see this by clicking on “Completed” forms under “Document Status”.
- Each form you start, counts towards our number of envelopes. If you open one, please finish and submit. If you reopen another form, DocuSign will “charge” another envelope.
- Only faculty advisor approval needed, except under certain circumstances.
- If you need any support, please contact us at enrollmentservices@shp.rutgers.edu and we can walk you through the process.