REGISTRAR – SUBSTITUTION OR WAIVER FORM

The Substitution or Waiver form uses Adobe Sign to allow the student or advisor, approver, and Registrar's Office to sign the form electronically. There are 3 main types of substitutions or waivers that can be requested:

1. Major/Minor Course Substitution or Waiver
2. General Education Substitution
3. General Education Waiver

The student or advisor submitting the form can attach up the 3 files to include with the form.

SECTIONS

1. INITIATING THE FORM
2. COMPLETING AND SIGNING THE FORM
3. DECLINING TO SIGN THE FORM

INITIATING THE FORM

1. To begin, click the form link above for the type of substitution or waiver you are requesting

2. When the authentication screen opens,

   a. In the User Name, enter your Net ID

   b. In the Password, enter your Password

   c. Click OK

3. A page appears to initiate the form based on the link used in Step 1.

   a Major/Minor Course Substitution or Waiver
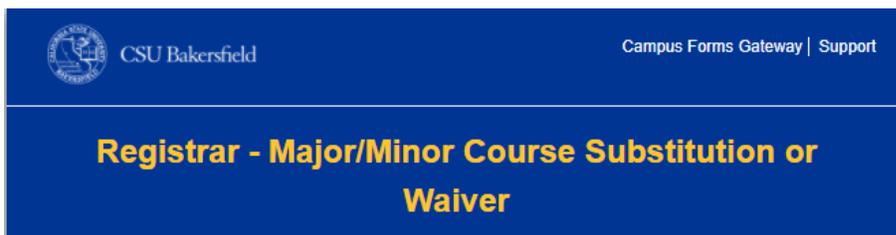
   b General Education Course Substitution

c General Education Waiver

CSU Bakersfield	Campus Forms Gateway | Support
Registrar -General Education Waiver	

4. Complete the following form fields based on the chose request type.

Table 1 List of Form Fields by Section

FORM SECTION	FORM FIELD	WHAT TO ENTER
Major/Minor Course Substitution or Waiver		
Recipients	Student or Advisor	Email of student or advisor to receive the form for completing and signing
	Department Chair of Student's Major	Email of the department chair of student's major. Use the Campus Directory to search.
If initiated by Advisor, student email is required.	CC 1	If an advisor is completing the form on behalf of a student, enter the student's email to ensure they received a copy of the completed form.
Fields	CSUB ID#	Student's CSUB ID number
	Student's Full Name	First and Last name of student
General Education Course Substitution		
Recipients	Student or Advisor	Email of student or advisor to receive the form for completing and signing
If initiated by Advisor, student email is required.	CC 1	If an advisor is completing the form on behalf of a student, enter the student's email to ensure they received a copy of the completed form.
Fields	CSUB ID#	Student's CSUB ID number
	Student's Full Name	First and Last name of student
General Education Waiver		
Recipients	Student or Advisor	Email of student or advisor to receive the form for completing and signing
If initiated by Advisor, student email is required.	CC 1	If an advisor is completing the form on behalf of a student, enter the student's email to ensure they received a copy of the completed form.
Fields	CSUB ID#	Student's CSUB ID number
	Student's Full Name	First and Last name of student

5. Click **Submit**

   *After clicking Submit, Adobe Sign will send an email to the email entered in **Student or Advisor** with a button/link complete and sign form in Adobe Sign.*

COMPLETING AND SIGNING THE FORM

1. To complete and sign the form, locate the desired email

2. From your email, click **Review and Sign**

3. Your default browser will open the form to complete and sign.

4. Complete the form as necessary

5. When the form is complete, at the bottom of the screen, click the "Click to Sign" button

   *The form will route automatically to the next individual. After all signatures are collected, a **final copy with all signatures** will be sent to **anyone who signed the form** and the email entered in **CC 1**.*
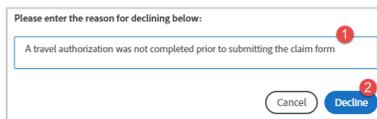
DECLINING TO SIGN THE FORM

If needed, you can decline to sign the form.

NOTE: This will stop all further processing of the form.

1. To decline to sign and cancel the form, click the "Options" button or the "Options" drop-down

2. From the menu, click D**ecline to sign**

3. In the box,

   - Enter your reason for declining
   - Click **Decline**

4. Any person who signed the form prior to declining will receive an email notification with the reason for declining.