Using Digital Signatures in Adobe PDF Forms

Creating a digital signature is a one-time process. Once set up, it can be used to sign any forms or documents inside Adobe.
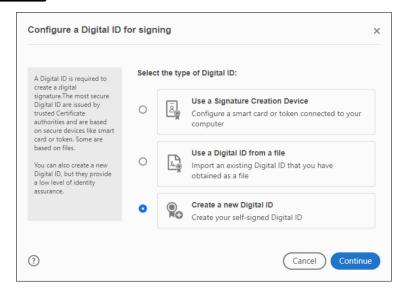
STEP 1 **Download form to your computer**

STEP 2 **Open form in Adobe Acrobat** (currently available for free to UA faculty/staff and students) **or Adobe Reader**. **Do NOT open this form in a web browser or third-party software**, as this will remove the functionality of some fields.
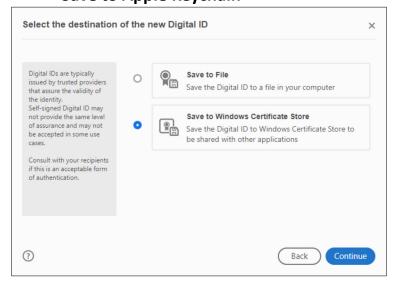
STEP 3 **Click in applicable Signature field**

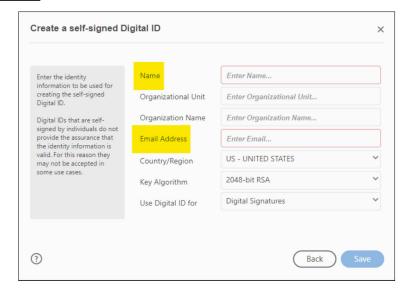**STEP 4** **Select "Create a new Digital ID"**

STEP 5 **Select "Save to Windows Certificate Store" or "Save to Apple Keychain"**

STEP 6 **Enter your name and UA email address and save**

STEP 7 **Save and return form as an email attachment**

The University of Akron
Buchtel College of Arts and Sciences

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Buchtel College of Arts & Sciences
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PROGRAM CHANGE FORM (BCAS PROGRAMS ONLY)

This form is used for changing a major; adding or removing a 2nd major, minor, or certificate; and updating a student from pre-admission to full admission in a declared major. Contact the BCAS Advising Office if you have questions on completing this form.

Name: _____   **ID Number**: _____   **Email:** _____@uakron.edu

Current Major: _____   **College of Current Major:** _____

Program to be Changed (check all that apply):

☐ 1st Major   ☐ 2nd Major   ☐ Minor   ☐ Certificate   ☐ Pre-Admission Update

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BCAS Program to ADD

Academic Plan Number: _____

Academic Plan Name: _____

BCAS Program to REMOVE

Academic Plan Number: _____

Academic Plan Name: _____

---

1. _____ _____
   Student Signature   Date

2. _____ _____
   Department Signature of New Program   Date
   (Not required for Pre-Admission Update)

3. _____ _____
   BCAS Academic Adviser Signature   Date

NOTES

---DEAN'S OFFICE USE---

TRANSFER STUDENTS

PA to Program?	**Upper-level Evaluation?**
☐ Yes	☐ Yes (attached)
☐ No	☐ No Upper-level

Requirement Term Change (if needed): _____

UPDATED BY: _____   **Date:** _____