

Department of Communicative Disorders

DocuSign Advising Worksheet

Information and Tips

- How do I access the DocuSign worksheet?
 - The link to start a new DocuSign worksheet for CD advising can be found on the “Advising” section of the “Undergraduate” tab of our department website. <https://cd.ua.edu/undergraduate/advising/>
 - You may also receive this link in emails from the department/your CD advisor during advising season.
 - Once you click this link, you will be prompted to enter your name and email address and the name and email address of your CD advisor. If you are not sure who your CD advisor is, you should be able to locate this information in the top section of your Degree Works.
 - Your CD advisor may also start the worksheet for you and share it with you. Your CD advisor will inform you of how they prefer to initiate the DocuSign process.
- Do I need to use this link every time I want to view or edit my DocuSign worksheet?
 - No – you will only use this link to create a new DocuSign advising worksheet (so most likely just once a semester).
- What do I do if I started a DocuSign worksheet but I am not ready to finish it/send it to my CD advisor?
 - Select the “Finish Later” option at the top of the worksheet. Once selected, you will receive an email with the link to the document, and you can use this link to view the document as many times as needed.
- What do I do if I already started a DocuSign worksheet but I need to change it?
 - Use the link in the email that you will receive from DocuSign after selecting “Finish Later” to view and change the information entered on the form as many times as needed before sending it to your CD advisor.
- What do I do when I am ready to send my form to my CD advisor?
 - Insert your electronic signature and select “Finish” at the bottom of the worksheet. This will send an email to your CD advisor, and your CD advisor will be able to view your worksheet.
- How do I view my completed worksheet once it is finished?
 - Once you select “Finish” on your worksheet, you will receive an email giving you the option to download or print the worksheet.
 - Once the department has finished signing your worksheet, you will receive another email that will contain a link to view the completed document (which may include changes from your CD advisor) as well as an attached PDF of the completed worksheet. You should download the completed worksheet and keep it for your records. The link in this email will expire after 30 days, and you will not be able to view the worksheet via the link once it has expired.
- Tips for Completing Each Section of the DocuSign Worksheet
 - The top sections of the worksheet must be completed on each form.

- Use the “Bachelor of Arts” section of your Degree Works to locate your catalog year, total hours earned, Arts and Sciences hours earned, and upper-level credits earned (the Degree Works video posted on the “Advising” section of the CD website provides more details about locating this information)
 - Type your minor and CWID in the text boxes as requested
 - Use the drop-down menu to select the semester and year in which you plan to graduate (i.e., “Spring 2027”)
- The class sections listed on the form should be completed for the upcoming semester(s) that are being discussed in your advising meeting. For example, if you are completing the form in the fall 2023 semester, you are planning for the spring 2024 semester so the classes that you list on the form need to be the classes that you plan to take in the spring of 2024. You are not meant to list the classes that you are currently taking on your advising worksheet. You are not required to plan all of your remaining semesters on each worksheet, but you may choose to do this if wanted.
- For each class section that you complete, you should include the following . . .
 - In the empty text box beside the word “Semester”, type the semester and year that you are planning for (i.e., “Spring 2024”).
 - Type the course name and number of each class that you plan to take in the empty “class” text boxes (one per box); for example, “EN 210”.
 - Type the number of credit hours that the class is worth in the empty “Hrs” text box (for each course individually); for example, “3”.
 - Once you have listed all courses and corresponding hours for each course, type the total number of planned hours for the semester in the “Total Hours” text box (i.e., “15”).
 - Complete these steps for each semester that you are planning/need to discuss with your advisor. For advising meetings that take place in a fall semester, you should list your plans for the upcoming spring semester. For advising meetings that take place in a spring semester, you should list your plans for the upcoming summer and fall semesters.
- If you have any questions or additional pieces of information to share with your CD advisor, you may type this in the “Student Notes” text box (this is optional).
- Your CD advisor will complete the “Advisor Checklist” and “Advisor Notes” sections.
- Click “Sign” to insert your electronic signature at the bottom of the worksheet.