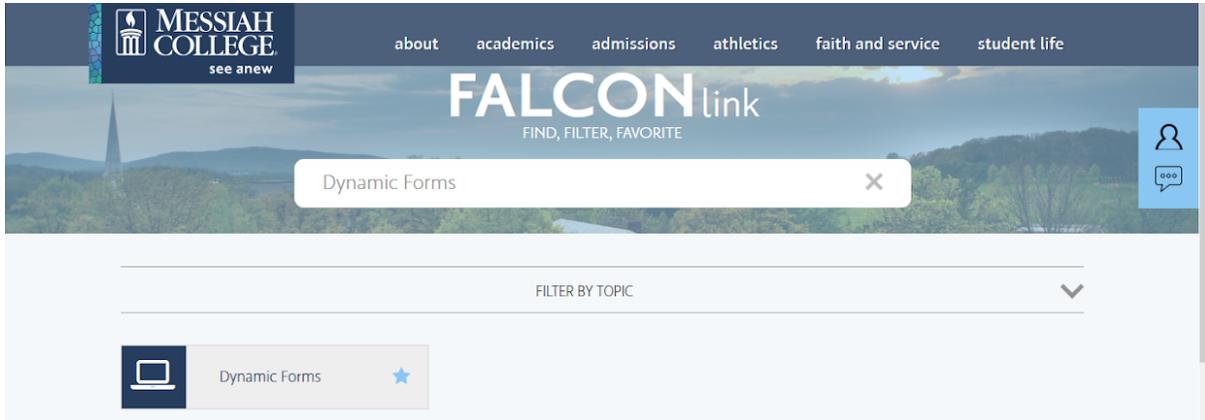


# Dynamic Forms Guide for Completing Petitions For Academic Advisors and Department Chairs Registrar's Office

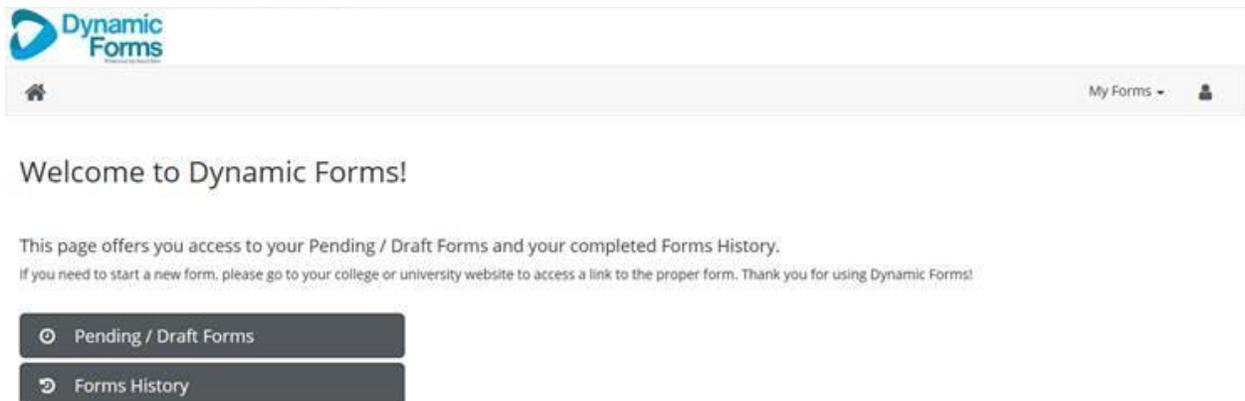
## How to Access Dynamic Forms:

Log in to FalconLink. Type in "Dynamic Forms" in the "Search Anything" bar. To favorite the card for quick future access, click the star.



## Navigating Dynamic Forms:

- To view forms that are in process, click on "My Forms" then select "Pending/Draft Forms"
  - To view forms that are completed, click on "My Forms" then select "Forms History".
- Every form on which your signature appears will be filed here. You can reference them at any time.



## Academic Policies Petitions / Quest (General Education) Petitions

### Email Notification

- Rather than receiving a hard-copy petition, you will receive an email notification when an advisee/student submits a petition
- To review and complete your portion of the petition, click on the link embedded in the email notification
- A reminder email will be generated every three days until the form is completed



Wed 2/19/2020 12:43 PM

registrar@messiah.edu

Academic Policies Petition for Lauren Bond

To Bond, Lauren

---

Please complete the Academic Policies Petition on behalf of your advisee, Lauren Bond.

[Click here to complete your section of the form.](#)

If you have any questions please contact the Registrar's Office at (717) 691-6074 or [registrar@messiah.edu](mailto:registrar@messiah.edu).

### Return for Revision

- Your signature indicates you have reviewed the student's petition. You are not granting approval
- If the request is not in the student's best interest, the academic advisor may "Return the form for Revision"
- Click the "Return for Revision" button at the bottom of the form



Save Progress

Return for Revision

- You will be prompted to email the student with an explanation

## Return For Revision

This form will be returned for revision. Please enter the content of the email that will be sent to the previous form participant(s) to prompt them to review and/or re-submit the form.

hee Clark (kclark@messiah.edu)

ject

ly



Characters (including HTML

- 
- The form will be routed back to the student, who may then revise the request and resubmit the form, if appropriate.

If the department chair clicks “Return for Revision”, the form will be routed back to the academic advisor. The department chair will be prompted to email the advisor with an explanation for the action.

The advisor may either resubmit the form, or return the form back to the student.

### Comment Box

- The comment box may be used to provide information relative to the request  
*Example: Student requests to take 21 credits in semester, but student's academic history does not indicate successful completion*
- The comments are intended for Registrar's Office review only and are not visible to the student. They will not appear on the PDF of the form.
- To communicate with the student, use the “Reject” button

---

## Academic Advisor

Instructions: Review the student's Academic Policies Petition, and check the box that you have reviewed the petition. Please provide any comments relative to the request and if there are any discrepancies or errors in the student's request, click the "reject" button at the bottom of the form. This will send the request back to the student. You will have the opportunity to save your progress and complete the form at a later time, click "Save Progress". To sign and submit the form, click "Next".

\*  I have reviewed the student's Academic Policies Petition.

Comments:

File Upload - Academic Advisor

*Files over 25 MB will not be accepted*

---

### Saving or Submitting

- To save your progress and complete it at a later time, click "Save Progress" button
- To access the incomplete form, log in to Dynamic Forms, select "My Forms" and "Pending/Draft Forms" (see "Navigating Dynamic Forms" section above)
- To sign and submit the form, click "Next". Type your name as it appears and click "Sign Electronically" button

## Electronic Signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Lauren

Bond