

Below is the text for the HES website. Under 5, please create hyperlinks using the word here.

CHES INTERIM CLASS PROPOSAL FORM

1. Download form to your computer.
2. Open Adobe Acrobat, click on *File* and navigate to the folder where the form has been saved.
3. Click to open file.
4. Complete the form.
5. Digitally sign the form.

See instructions on how to digitally sign the form located on the bottom of the second page.

For assistance, please watch this instructional video:

<https://www.youtube.com/watch?v=v9fAlMeQ2sM#t=01m28s>

For step by step instructions via static images, please visit:

<https://education.uq.edu.au/files/2448/How%20To%20Create%20A%20Digital%20Signature%20and%20Sign%20A%20Document.pdf>

To sign documents digitally on your mobile device, visit <https://youtu.be/qNVIfurmGdQ> for instructions.

6. If you need to attach documents to the form, follow the instructions below. For those who do not need to attach documents to the form, proceed to step 7.

Attach documents to form:

1. With document open in *Adobe Acrobat*, click on *Tools*, then select *Organize Pages*.
 2. Click *Open*.
 3. Click on *Insert* from the menu.
 4. Click on *From File*.
 5. Navigate to the file.
 6. Click *Open*.
 7. Rearrange pages as needed by click and drag.
7. Save the completed and digitally signed form to your computer:
lastname_first_name_interim_su_2018.pdf (summer interim)
lastname_first_name_wi_2018.pdf (winter interim)
 8. Send the completed and digitally signed form to your departmental chairperson.
 9. The departmental chairperson will digitally sign the form and send to:
mkmeyer@ches.ua.edu
 10. Dr. Meyer will send the form to the Dean for approval and signature.