

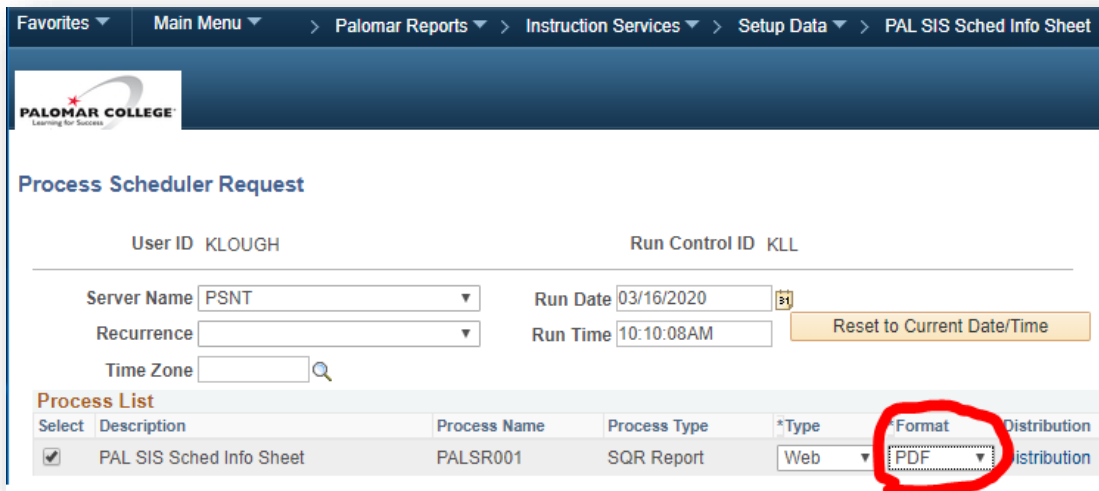
Updating and Sending Schedule Information Sheets (SIS) Electronically

You will need Adobe Acrobat Pro DC to prepare and submit an SIS for approvals electronically. If you do not have this software on your home computer, please log into your remote desktop (instructions were provided by Information Services on 3/17/2020) to access Adobe Acrobat on your work computer.

Please also use palomar.edu email addresses for all approvals and communications.

Process:

1. Run your SIS as normal, making sure to select PDF as the format:



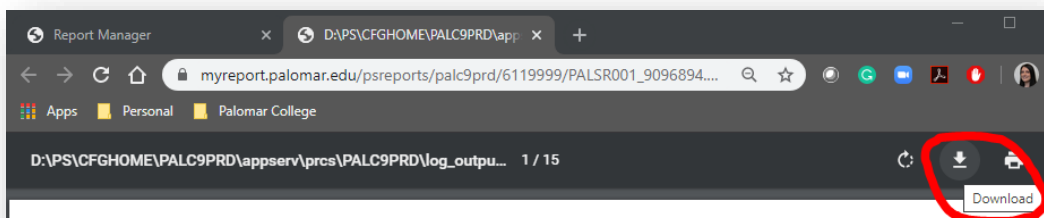
The screenshot shows the 'Process Scheduler Request' form in the Palomar College system. The form includes fields for User ID (KLOUGH), Run Control ID (KLL), Server Name (PSNT), Run Date (03/16/2020), Recurrence, Run Time (10:10:08AM), and Time Zone. Below these fields is a 'Process List' table with columns for Select, Description, Process Name, Process Type, *Type, Format, and Distribution. The 'Format' dropdown menu is highlighted with a red circle, and 'PDF' is selected.

Select	Description	Process Name	Process Type	*Type	Format	Distribution
<input checked="" type="checkbox"/>	PAL SIS Sched Info Sheet	PALSR001	SQR Report	Web	PDF	Distribution

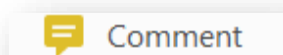
Note: for substitutions, download and complete the [SIS: Page 2 pdf](#) from the [class scheduling page](#) and follow the following process for approvals.

2. Download and save the PDF with the name: SIS Subject Catalog# Class# (e.g., SIS OCN 100 71099).

For example, in Chrome, your download option probably looks like this:



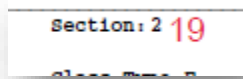
3. Open your saved PDF and indicate changes directly on it.
 - a. In Adobe Acrobat, in the right side menu or the "Tools" menu, click:



- b. Select the notation method circled below:



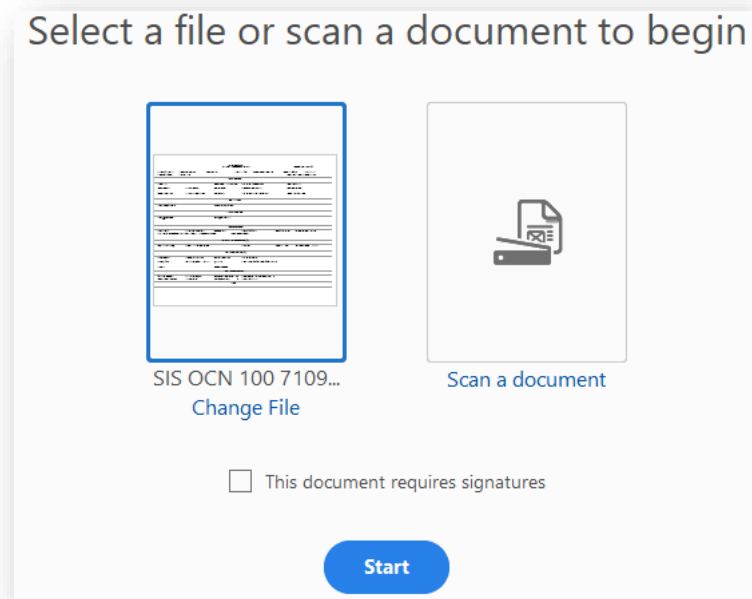
Place the cursor directly to the right of, or above, the value to be replaced.



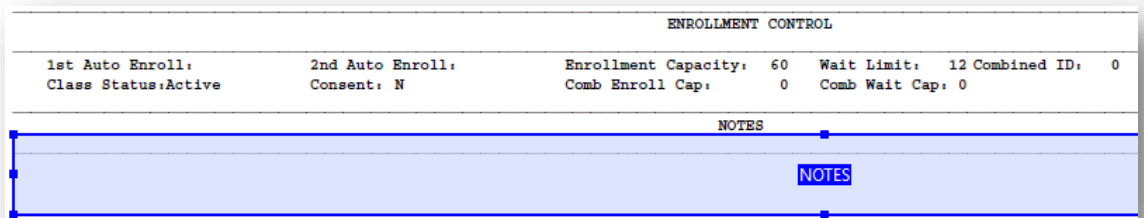
- c. **For added classes only:** create a text field for the dean's justification to be added.
 - i. From the right side or "Tools" menu in Adobe, click



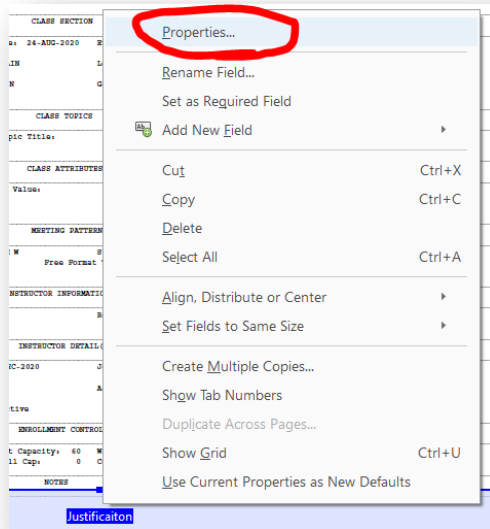
- ii. Select the PDF you're currently working on and click "Start":



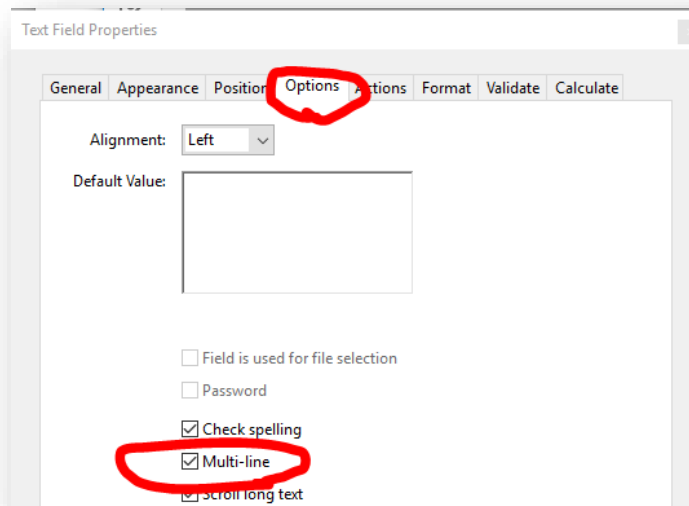
The form will automatically add text boxes. Delete all except one:



Right click in the text box and select "Properties" from the menu:



In the popup box, go to “Options” and check the “Multi-line” checkbox.



Your field will save when you close the Prepare Forms tool.

[Save](#)

4. Send for approvals


- a. **Adobe Sign is the preferred method.** If you cannot use Adobe, however, please skip to step 4.b for an alternative approval method.
 - i. From the right side or “Tools” menu in Adobe, click



You will see a screen like the one below, click “Advanced”

Send For Signature Using Adobe Sign

Get documents signed instantly. Recipients will receive a unique link to view and sign online, with no purchase or sign-up required.
Track when the document is viewed and signed. [Learn more.](#)



To Add CC | ⓘ

Message

SIS OCN 100 71099

Please review and complete this document.

File(s) Add Files

SIS OCN 100 71099.PDF

Your document will be uploaded to Adobe Sign.
Anyone with access to the link can view the document.

Advanced
Continue

- ii. In the Advanced screen, enter the email addresses of each person who needs to approve the change and **UNCHECK** the **Preview and Add Signature Fields** checkbox.

List Approvers in this order:

For CHANGES

1. Department Chair
2. Division Administrative Assistant
 - a. Proof SIS just like you did with hard copy. If there are mistakes decline and have the ADA correct.
3. Dean
4. Rebecca Diaz

For ADDS

ADA needs to put a text box for the Dean to write a justification. See step 3.c. above.

1. Department Chair
2. Dean
 - a. Add justification to text box before approving.
3. Division Administrative Assistant
 - a. Proof SIS just like you did with hard copy. If there are mistakes, decline and have the ADA correct
 - b. Check for a justification. If there is no justification, decline and return to the Dean for a justification.
4. Rebecca Diaz
5. VPI (Shayla Sivert)
6. Rebecca Diaz (a second time)

Example:

Recipients

Complete in Order Complete in Any Order [Add Me](#) ?

1		1stapprover@palomar.edu		
2		2ndapprover@palomar.edu		
3		3rdapprover@palomar.edu		
4		4thapprover@palomar.edu		
5		rdiaz@palomar.edu		

Options

Password Protect ?

Set Reminder

Preview & Add Signature Fields

[Send](#)

Click **Send**

You will be redirected to a confirmation page and will also receive a confirmation email.

- b. If you cannot use Adobe Sign, you may send for approvals via email. All emails should be conducted in your Palomar.edu email accounts. Do not use personal email accounts.
- i. Email Subject: SIS Subject Catalog# Class# (e.g., SIS OCN 100 71099)
 - ii. Send to your chair requesting approval
 - iii. The Chair should forward the email and attachment to the Division Administrative Assistant with the words "I Approve".
 - iv. The Division Administrative Assistant should
 1. Review for accuracy and completeness. Then,
 2. Forward the email and attachment to the Dean, with the words "I Approve"
 - v. The dean should forward the email and attachment to [Rebecca Diaz](#), with the words "I Approve"
 1. Include justification at this step if requesting to add a class.
 - vi. Rebecca will forward the email and attachment to Shayla for final approval, when appropriate.