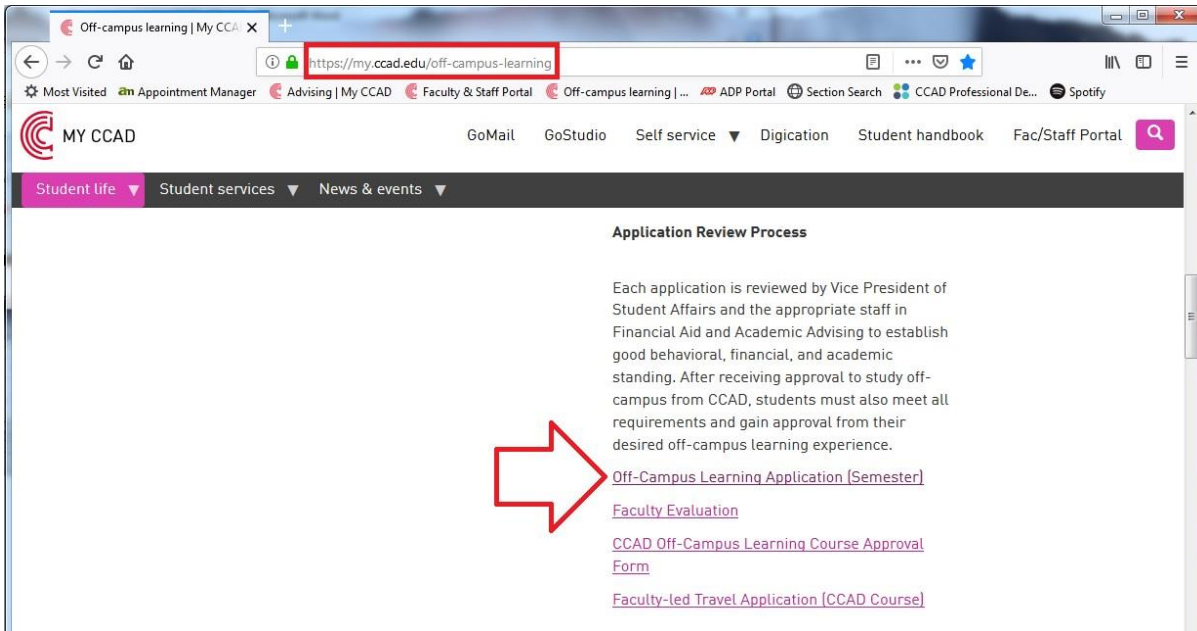
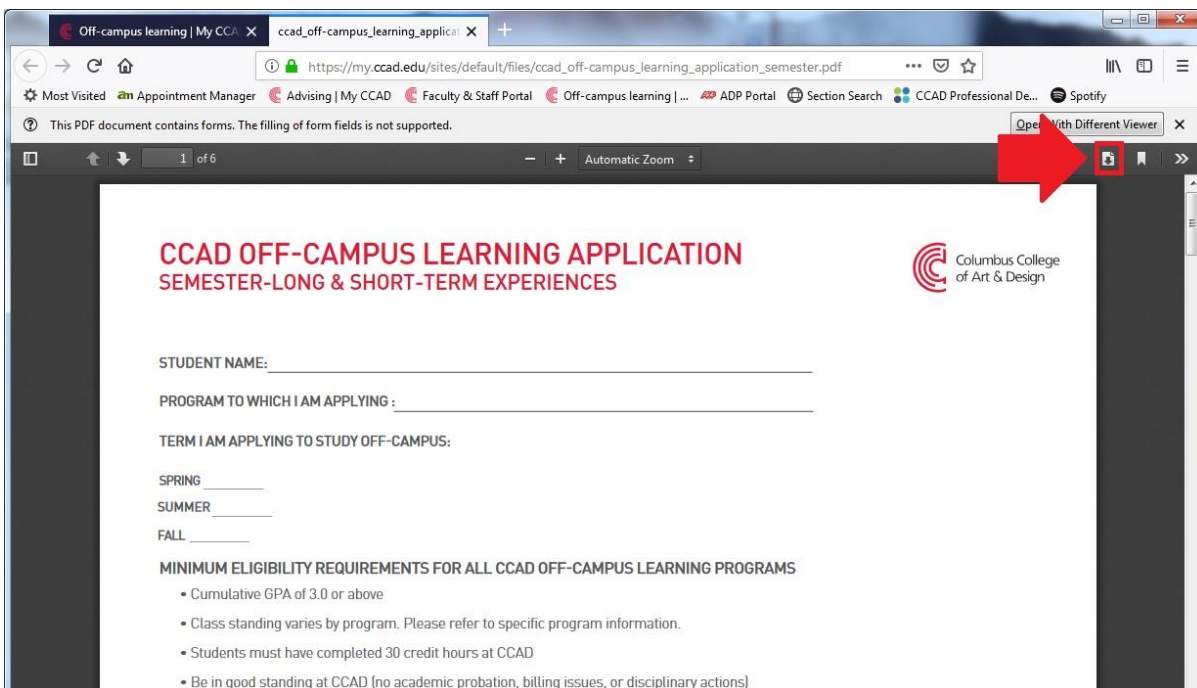


Off-Campus Learning Application Instructions

1. Students can find the Off-Campus Learning Application at my.ccad.edu/off-campus-learning under “Application Review Process.”



Students should click “Off-Campus Learning Application (Semester)” and download the application.

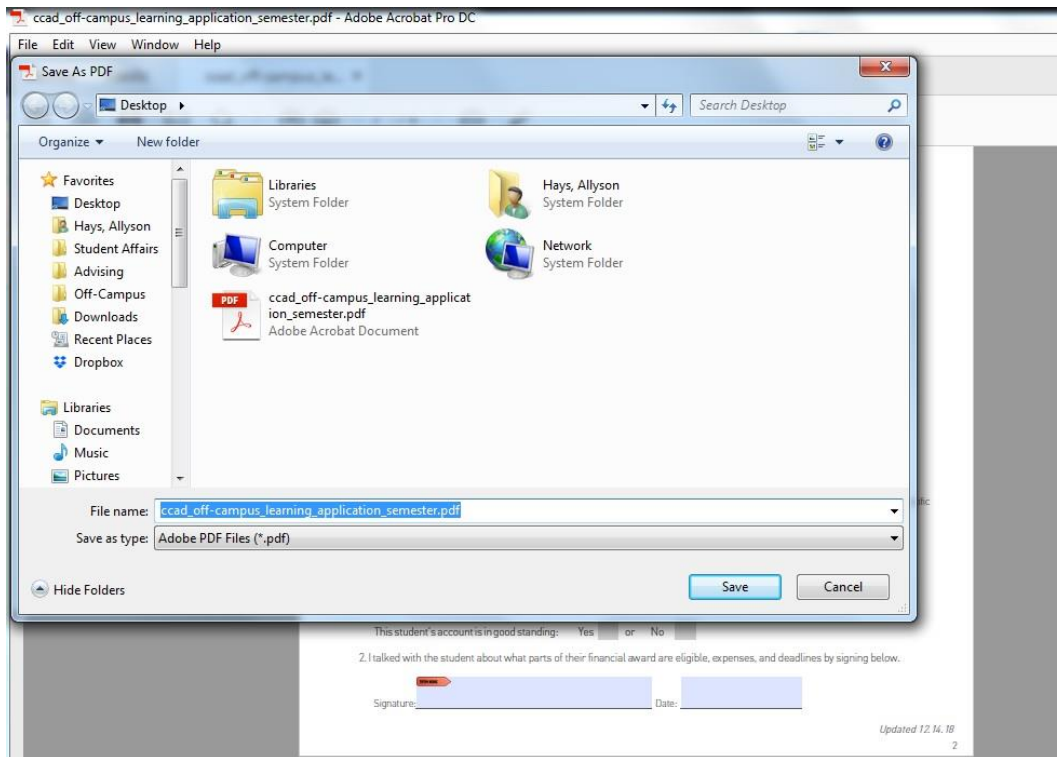


2. Students should complete the first page and Part I of the application and save a copy of the application with these parts completed. When meeting with Financial Aid, Academic Advising, Program/Department Chairs or faculty, students should be prepared to provide a copy of the application, either by e-mailing a copy to or by providing a copy on a flash drive.
3. **Financial Aid & Academic Advising:** After meeting with the student, complete every fillable field that needs to be completed, leaving the digital signature for last. Your last step is to provide a digital signature.

The image shows a digital signature application window titled "Sign Document" overlaid on a form. The form in the background contains fields for "MINOR(S)", "CONCENTRATION(S)", "DATE OF BIRTH (Month ##, ####)", "EMERGENCY CONTACT INFORMATION:", "LEGAL NAME:", "RELATIONSHIP:", "PERMANENT ADDRESS:", "CITY:", "CELL PHONE:", and "PART II- APPROVAL S". The signature window has the following elements:

- Sign As:** Ally Hays (Ally Hays) 2023.04.12
- Issued by:** Ally Hays
- Appearance:** Associate Academ
- Signature:** Ally Hays
- Digitally signed by:** Ally Hays
- Date:** 2019.01.28 15:49:56 -05'00'
- Buttons:** More Details, Review..., Help, Sign, Cancel
- Text:** Click Review to see if document content may affect signing
- Text:** Enter certificate password and click the 'Sign' button
- Text:** *****
- Text:** Updated 12.14.18

Note: If you haven't previously created a digital signature, you will be walked through the process of creating a digital signature when you click on the signature box.



You will be prompted to save a copy of the document as the final step of adding a digital signature, so add your digital signature last.

After saving the document, send the saved document back to the student, either via e-mail or by saving the document onto the student's flash drive. If your signature is the last signature needed, you may instead e-mail the document directly to offcampus@ccad.edu.

4. **Academic Advising & Program/Department Chairs:** Course Approval Forms may be submitted with the rest of the application or as a separate form. Students may download the form either way on the Off-Campus page on MyCCAD. Students should meet with Academic Advising to determine which (if any) specific courses they must complete to stay on track for graduation while studying abroad. Students should then work with the appropriate Program/Department Chair to identify equivalent courses. Students should come into their meeting(s) with Advisors and/or Program/Department Chairs with a list of courses they would be interested in taking. Students should identify at least 7 possible courses on the Course Approval Form, in the event that some of their first choice courses are full. The process for adding a digital signature is the same as outlined in step 3. Add your digital signature last, then save a copy of the document.
5. **Faculty:** Faculty recommendations may be completed as part of the application or submitted as a separate form. Students should complete and sign Part A of the Faculty Recommendation, save a copy, and provide the form with their part completed to the faculty member. Faculty will complete Part B and may submit the form directly to offcampus@ccad.edu. The digital signature should be the last field completed on the application, as you will be prompted to save after adding your signature.