Using e-FORMS
e-FORMS are accessible from your WEBstudent menu. Make sure you allow ‘Pop-up’s’ before accessing e-FORMS.
Enter your Monmouth University ID Password
When this screen appears, you have logged into your e-FORMS account.

Doc-e-Fill is the software provider of e-FORMS.
To access the Library of Forms, Click on the “Book Shelf Icon”

When you click on the “Book Shelf Icon” your Library of Forms are listed on the right.

For a sample of the forms go to www.monmouth.edu/academics/registrar/forms.asp

To complete an e-FORM request, click on the name of the form.
The form you selected appears on the right side of the screen.
Certain fields are pre-filled on the form such as your name, ID, major and academic program.

Complete the form by following the directions on each form and providing the requested information.
There is a free-form COMMENTS area provided on each e-FORM.

Use this area to share any additional information that is relevant to evaluating your request or processing the form.
On the bottom of each form the routing is displayed and pre-filled.

This form routes from the Student → Registration and Records → Department → Dean → and back to Registration and Records for completion and archiving.

Once the form is approved by each area the student receives an e-mail acknowledgement that the approval is completed.
When each department on the forms route approves the document, you will receive an e-mail stating the form has been approved or denied.

When there is more than one department you receive an e-mail each time the form is reviewed and approved or denied.
You will also receive an e-mail if a form has been “denied” or returned to your e-FORM account and requires action by you. The e-mail comment is included telling you how to proceed.
When a form has been “Archived” it has been authorized by all departments and processed.

You can view the completed form from your e-FORMS account (use the folder with the red check mark).
Attachments, such as Word documents, are available if you wish to submit additional documentation.
“Draft Icon”
Click to view any form saved as a Draft.

Save Draft – Saves a form as a draft document to complete later.
“Received Icon”
Contains all e-FORMS that have been returned for your review.
The “Submitted Icon” Displays form(s) previously submitted and awaiting review/approval by an academic area.
The “Completed Icon”

Saves a copy of every e-FORM you submitted that has been archived.
Let’s complete an Enrollment Verification
Double click on the form.
Your name and ID are automatically filled in, you just need to fill in the section “Send Verification To”.

When you are done, click send/authorize to route the form to the appropriate office.
Because this form is routed directly to Registration and Records, there are no departmental approvals.

An archived e-mail will be sent to your MU account when your form has been processed. This usually occurs within 5 business days, however more time may be required during peak processing periods.

You can always access your previous e-FORMS using the “Red-check folder” icon and it will indicate the date processed and finalized.
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>WHAT IS AN e-FORM?</td>
<td>e-FORMS are electronic forms available for student use. The e-FORM is linked to the student's WEBstudent account and because the student logs-in to activate the e-FORM, the e-FORM is pre-filled with the student's information.</td>
</tr>
<tr>
<td>DOES THE STUDENT PRINT THE e-FORM?</td>
<td>No. e-FORMS are electronic versions of paper forms and designed to be completed and routed electronically.</td>
</tr>
<tr>
<td>HOW IS THE e-FORM APPROVED BY THE DEPARTMENT?</td>
<td>Once the student completes the e-FORM, the student clicks the 'SUBMIT' button. If the form requires departmental approval, the e-FORM will be sent to the department's e-FORMS account for review and authorization.</td>
</tr>
<tr>
<td>AFTER THE e-FORM IS APPROVED BY THE DEPARTMENT, HOW DOES THE FORM GET TO THE REGISTRAR’S OFFICE?</td>
<td>When e-FORMS are created, the routing is pre-determined and coded 'behind the scenes'. Once the department clicks the 'SUBMIT' button, two events occur: the student receives an email advising that the department approved/denied the request, and, the form is routed to the Registrar's account for processing.</td>
</tr>
<tr>
<td>IS ANY SPACE PROVIDED ON THE e-FORM FOR COMMENTS?</td>
<td>Yes. e-FORMS provides an area that allows the student and the department or dean to comment, ask questions, or provide additional clarification. The use of the comments will be explained in greater detail during the departmental training sessions.</td>
</tr>
<tr>
<td>DOES THE e-FORM RESEMBLE THE PAPER FORM?</td>
<td>No. e-FORMS are designed to be used on a PC and utilize series of drop-down boxes, radio buttons, and forced-fill areas.</td>
</tr>
<tr>
<td>CAN STUDENTS STILL USE THE PAPER FORMS?</td>
<td>Once a form has been redesigned to an e-FORM, the 'paper' form is eliminated and students use the e-FORM.</td>
</tr>
<tr>
<td>HOW DOES AN ADVISOR LOOK AT THE e-FORMS?</td>
<td>The Registrar's Home Page (from the MU web site) shows a sample of each e-FORM.</td>
</tr>
<tr>
<td>WHAT IF I WANT TO DECLARE A SECOND MAJOR OR CONCENTRATION.</td>
<td>You would use the comments section of the ‘Change Undergraduate Program Major Form’</td>
</tr>
<tr>
<td>HOW IS THE e-FORM FILED?</td>
<td>Once the e-FORM is completed (either approved or denied) and the Registrar's Office processes the request, the Registrar's Office routes the form to the student's e-FOLDER. There is a nightly batch job run that moves all completed e-FORMS into the student's e-FOLDER.</td>
</tr>
</tbody>
</table>