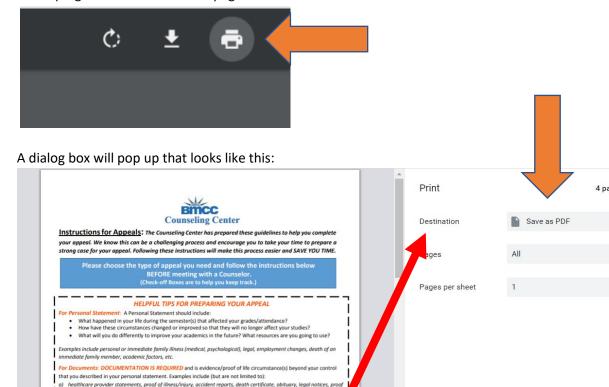
INSTRUCTIONS FOR HOW TO COMPLETE AN ONLINE FILLABLE FORM

- 1. You can enter your information directly in the blue fields while online.
- 2. When all information is entered, SAVE that information by clicking on the Printer icon in The top right-hand corner of the page



There is a drop-down menu **DESTINATION** that will give you the following options such as Print, Save to PDF, see more, etc. (it depends on your browser).

3. Choose **SAVE AS PDF** by clicking the blue SAVE button on the lower right.

of employment-related issues (e.g., letter from employer, pay stubs showing changes in hours), letters from community/religious leaders who know your situation.

Letters that are submitted as documentation should be official, on letterhead/stationery, and have a signature.

Step 1: Obtain the APPEAL FORM. Read the form and fill out your name, address, etc.

Step 2: Write and bring a typed copy of your PERSONAL STATEMENT. See above HE

Step 4: Come to the Counseling Center (5-343) to discuss your appeal with a co

Step 5: Take completed appeal form to the Panther Station (5-225).

Step 6: If you use Financial Aid, you must also file a Title IV (four) Appeal.

c) Document dates should match the time period described in your personal statement.
Meeting with Counselor: This is an opportunity to discuss issues related to your academic succome prepared with your completed appeal form, your statement, and copies of your documents.

4. You will be prompted to Save it on your computer/device. RENAME under File Name: Your Name appeal

	File name:	Your Name appeal	
	Save as type: Adobe Acrobat Document		
		Save	Cancel
And the	n click SAVE		