Step by Step Instructions to 'Opt-Out' of E-Sign

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Step 1: Log into your Online SAP Appeal account, and click on the SAP Appeal task.

To begin filling out the appeal click on 'Fill Out'.

\checkmark	Completed Actions	Needs Student Action > 2022 - 2023 SAP Appeal	
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-	Activity	Below is the list of items the Dffice of Financial Aid needs you to complete for the satisfactory academic progress appeal process. Click on any section to view the detailed list of requirements.	
2=	Contact Us	SAP Appeal	
		You have been identified as having failed to meet Satisfactory Academic Progress. To continue with your SAP appeal you must complete the SAP Appeal web form. When completing the web form you must provide the following in your signed statement: Extenuating circumstances that caused you to fail to meet Satisfactory Academic Progress What has changed that will enable you to meet Satisfactory Academic Progress at the next evaluation The steps you will take to ensure you continue to meet Satisfactory Academic Progress in the future	
		You may be required to provide supporting documentation of your extenuating circumstances.	
		Please complete and submit the SAP Appeal by the deadline of March 3, 2023 by 1pm. No late appeals will be accepted.	
		O SAP Appeal Web Form	
		Submit	
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Step 2: Complete each section of the worksheet and review all the information is correct.



Step 3: In the 'Review & Sign' section you will have the option to 'Opt-Out'

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		 Return to Student Tasks Instructions esting Our records show that you are eligible for federal or state financial aid at Santa Barbara City College. Students who receive financial aid are required to make progress towards their educational goal. At the end of each semester the Financial Aid Office reviews your academic history to see if you are one meeting the minimum Satisfactory Academic Progress standards. We have completed a review of your academic profile, which is also now available in your <u>SBCC Pipeline</u> account. Follow the steps below to view your current SAP Status: Log into <u>Pipeline</u> Click on "Financial Aid" Click on "Financial Aid Status" Select the Aid Year Click on "Academic Progress" 	6 6
		**** It is important you know your SAP status as you will need to provide your status in your statement. *** We encourage all students to read and be familiar with the <u>Financial Aid Satisfactory Academic Progress (SAP) Policy</u> . These standards are stricter than those required to enroll at SBCC. To better understand your status, you must be meeting the following standards: 1. Complete your program within 150% of the maximum time frame 2. Maintain a cumulative 2.0 GPA 3. Successfully complete 67% of all attempted units Please be familiar with the different types of <u>SAP statuses</u> . Carefully complete your Appeal and be sure to submit it by the appropriate <u>deadline</u> . It is your responsibility to stav informed! If you have questions, please visit our SAP website or contact your Financial Aid Advisor.	61 61

Step 4: Scroll towards the bottom of the form, and you will see the option to 'Opt-Out' will indicate No. To 'Opt-Out click' in the box



Step 5: The Opt-Out section will now indicate 'Yes'. The instructions to submit the form will become available. After reading the instructions click on 'Confirm'



Step 6: To sign the form click on 'Download'

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Step 7: You will automatically be redirected to the SAP Appeal task. To download the SAP Appeal form click on "**SAP Request Form**" hyperlink

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Step 8: After clicking on the hyperlink the Form will appear as a PDF. Click on the PDF to open the SAP Appeal

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Step 9: Please sign and date the section for 'Student Signature'

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Step 10: After the form has been signed and saved it's ready to be uploaded. Click on the 'Upload' button, and select the file to upload

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Step 11: The file selected will populate in order for you to review the document uploaded. After confirming the Form was uploaded and no sections were cut off click or blurry click on 'Use'

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Step 12: If additional pages need to be uploaded you can do it now by clicking '+Add Page'. If no additional pages are required click on 'No'



Step 13: You will be redirected to the SAP Appeal task. The SAP Appeal Web Form will display a green check mark confirming the Appeal is complete and uploaded successfully. Next click on 'Submit'

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Step 14: Click on the Finish button to complete the task and submit for review

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Step 15: The SAP Appeal task will display a check mark indicating the task is complete

IMPORTANT: Completing and submitting a SAP Appeal does not guarantee it will be approved. All Appeals are reviewed by the committee

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