

## About Fillable PDFs

Some of our forms are fillable PDF files. These allow you to easily enter your data directly in the document.

### How to work with fillable PDFs:

1. **Ensure that you have Adobe Acrobat Reader on your device.** This may be downloaded for free on <https://get.adobe.com/reader/>
  - a. Click "Download Acrobat Reader"
  - b. Do not select the optional offers. Those are not required to download Acrobat Reader.

Step: 1 of 3

**UNCheck these boxes - They are NOT required.**

**Adobe Acrobat Reader DC**

Version 2020.006.20042  
System requirements

Your system:  
**Windows 10, English**  
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3. Select "Save Link As".

• Class Schedule Registration Form (PDF) ↓

• Audit Form (PDF) ↓

• Add/Drop Form (only during Add)

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or RIGHT-CLICK to access the save function.

4. **Save the document to your device.** Suggestion: Use the type of form and your initials in the name. **It is important to save the document on your device before you begin filling it in.**
5. Open the document you saved and fill in the required fields on the form.
6. Save your final version of the form to your device.



7. Attach and email your completed form (ideally from your secure college email) to [AS-Registrar@Asnuntuck.edu](mailto:AS-Registrar@Asnuntuck.edu)
8. Note: Some users may not be able to open and use fillable PDFs. In that case, print the form, fill it out manually, and then scan or take a picture of the form. You may then email the form to [AS-Registrar@Asnuntuck.edu](mailto:AS-Registrar@Asnuntuck.edu) as an attachment.

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