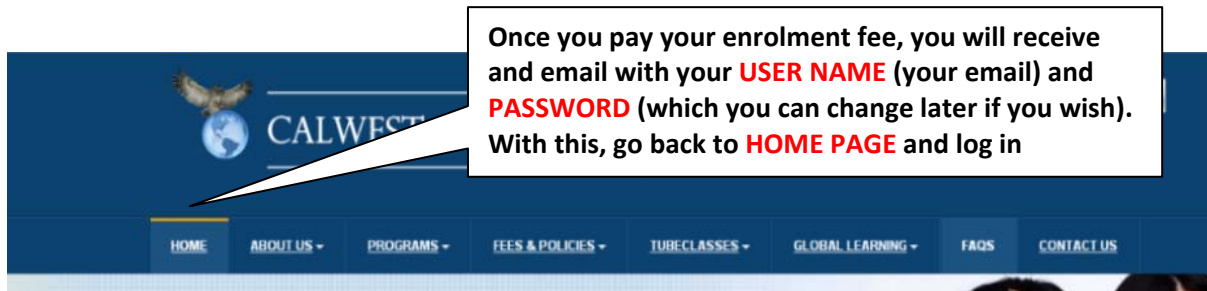


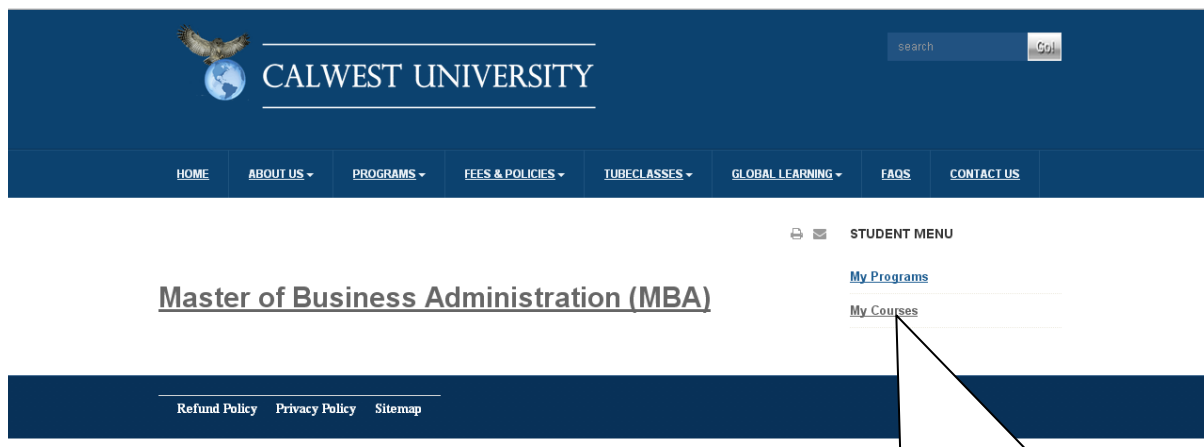
# STUDENT NAVIGATION HELPER - ADMISSIONS DOCUMENTATION

## SUBMITTING ADMISSIONS DOCUMENTATION?

### 1. LOG- IN AS A ENROLLED STUDENT VIA CALWEST HOME PAGE STUDENT LOG-IN



### 2. THE FIRST THING THAT YOU DO AFTER ENROLLING IN A PROGRAM IS TO PROVIDE ADMISSION DOCUMENTATION. THIS IS DONE AS YOUR FIRST ASSIGNMENT.



### 3. FIRST ASSIGNMENT: SUBMIT ADMISSION DOCUMENTATION

**Admission Documentation**

My home ► admission Your progress ?

**Upload Documentation**

**For MBA and DBA:**

1. A notarized/certified copy of your undergraduate degree (or professional Qualification) certificate and grade transcripts;
2. A comprehensive Resume or Curriculum Vitae, detailing both academic and professional experience.

**In Addition For DBA ONLY:**

1. A notarized/certified copy of your graduate degree certificate and grade transcripts [for DBA admissions] OR
2. a notarized/certified copy of your MBA degree certificate and grade transcripts [for DBA for MBAs admissions];
3. The Essay titled, "My Objectives in undertaking Doctoral Research" (see email sent with your admission password for details)

When you finish uploading and submitting, the message: **Status: "Pending"** will still appear on Right Hand Side **Course Completion status section**. This merely means that your documentation has not as yet been reviewed. Please log out and wait 24 documents are in order Status: "Com

This means that you will now be able

Please go to Programs and chose the

If after uploading the Status remains "Not Yes" make sure that you did press the "SUBMIT button" and also pressed the "Confirm Submission" Button.

Upload Proof of Admission Requirements

**Click Here to Upload Admission Documents**

### 4. DRAG AND DROP ADMISSION DOCUMENTATION

**Admission Documentation**

You are logged in as Janek.Rathatumba (Log out)

My home ► admission ► Upload Documentation ► Upload Proof of Admission Requirements

**Upload Proof of Admission Requirements** administration

Click "Submit Assignment" after uploading/editing documents ► My profile settings

**Submission status**

Attempt number	This is attempt 1.
Submission status	No attempt
Grading status	Not graded

Make changes to your submission

**Click Here to Drag and Drop Admission Documents**

You are logged in as Janek Ratnatunga (Log out)

## Admission Documentation

My home » admission » Upload Documentation » Upload Proof of Admission Requirements » Edit submission

Upload Proof of Admission Requirements administration My profile settings

Click "Submit Assignment" after uploading/editing documents

**Chose and Upload Files, One at a Time.**

**OR Drag and Drop Files, One at a Time.**

File submissions

Maximum size for new files: 12MB, maximum attachments: 4

You can drag and drop files here to add them.

Save changes Cancel

### YOU WILL SEE:

## Admission Documentation

My home » admission » Upload Documentation » Upload Proof of Admission Requirements » Edit submission

Upload Proof of Admission Requirements administration My profile settings

Click "Submit Assignment" after uploading/editing documents

File submissions

Maximum size for new files: 12MB, maximum attachments: 4

Certified Degree Certificate.docx Resume.docx

Save changes Cancel

**After you upload all Admission Requirements, click "Save Changes"**

**YOU WILL THEN SEE:**

**Admission Documentation**

My home ▶ admission ▶ Upload Documentation ▶ Upload Proof of Admission Requirements

**Upload Proof of Admission Requirements** administration My profile settings

Click "**Submit Assignment**" after uploading/editing documents

**Submission status**

Attempt number	This is attempt 1.
Submission status	Draft (not submitted)
Grading status	Not graded
Last modified	Wednesday, 22 July 2015, 11:25 AM
File submissions	Degree Testamur.pdf Resume.docx
Submission comments	Comments (0)

**You will be given a chance to Edit**

**Finally, you are ready to submit Admission Documents as your first "Assignment"**

[Edit submission](#)

Make changes to your submission

[Submit assignment](#)

Once this assignment is submitted you will not be able to make any more changes.

**YOU WILL THEN SEE:**

HOME ABOUT US PROGRAMS FEES & POLICIES TUBECLASSES COURSE NAVIGATION FAQS CONTACT US

My home ▶ admission ▶ Upload Documentation ▶ Upload Proof of Admission Requirements

**Submit assignment**

Are you sure you want to submit your work for grading? You will not be able to make any more changes.

**Hey! You are given another chance to continue to Submit, or cancel and start again. PRESS CONTINUE TO SUBMIT**

[Continue](#) [Cancel](#)

You are logged in as Janek Ratnatunga (Log out)

admission

## YOU WILL THEN SEE:

# Admission Documentation

My home » admission » Upload Documentation » Upload Proof of Admission Requirements

## Upload Proof of Admission Requirements

Click "**Submit Assignment**" after uploading/editing documents

### Submission status

Attempt number	This is attempt 1.
Submission status	Submitted for grading
Grading status	Not graded
Last modified	Wednesday, 22 July 2015, 11:32 AM
File submissions	Degree Testamur.pdf Resume.docx
Submission comments	» Comments (0)

When you see **"Submitted For Grading"** it means that your Admission Documentation has been successfully uploaded. You will receive an email confirming this submission and a link to see progress of the acceptance of the Admission documents

## ONCE GRADED YOU WILL SEE:

## Upload Proof of Admission Requirements

Click "**Submit Assignment**" after upload

### Submission status

Attempt number	This is attempt 1.
Submission status	Draft (not submitted)
Grading status	Graded
Last modified	Wednesday, 22 July 2015, 11:36 AM
File submissions	Degree Testamur.pdf Resume.docx
Submission comments	» Comments (1)

When you see **"Graded"** it means that your Admission Documentation has been reviewed by Calwest University.

Please see **comments**, if any

You will be given a chance to **Edit Submission** until all Admission documents are uploaded

[Edit submission](#)

Make changes to your submission

[Submit assignment](#)

Once this assignment is submitted you will not be able to

A **Grade F(0.00)** means that your Admission documents are incomplete. Please see comments in 'Submission status' section

### Feedback

Grade	F (0.00)
Graded on	Wednesday, 22 July 2015, 11:36 AM
Graded by	professor Calwest
Feedback comments	Missing Document

## 5. EDIT DOCUMENTS AS PER COMMENTS

You are logged in as Janet.Ratnatunaa (Log out)

### Admission Documentation

My home » admission » Upload Documentation » Upload Proof of Admission Requirements » Edit submission

#### Upload Proof of Admission Requirements

administration

Click "**Submit Assignment**" after uploading/editing documents

**You can ADD or Replace documents as required**

File submissions

Files

Degree Testamur.pdf Resume - Edited.docx

Save changes Cancel

**Save Changes and Resubmit**

### FINALLY YOU WILL SEE:

My home » admission » Upload Documentation » Upload Proof of Admission Requirements

#### Upload Proof of Admission Requirements

administration

Click "**Submit Assignment**" after uploading/editing documents

My profile settings

#### Submission status

Attempt number	This is attempt 1.
Submission status	Submitted for grading
Grading status	Graded
Last modified	Wednesday, 22 July 2015, 11:58 AM
File submissions	Degree Testamur.pdf Resume - Edited.docx
Submission comments	Comments (2)

#### Feedback

Grade	A (100.00)
Graded on	Wednesday, 22 July 2015, 12:00 PM
Graded by	professor Calwest
Feedback comments	All Documentation Completed

**Repeat this process until all Adission Documents are Graded and Completed.**

**You will then be graded A (100.00)**