UPLOADING ADMISSIONS DOCUMENTATION
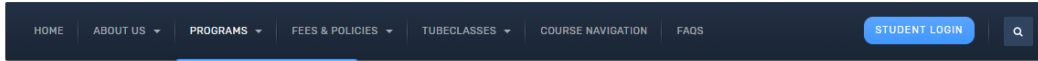
YOU WILL BE TAKEN TO A LOGIN SECTION

Log-in with your USER NAME (your email) and PASSWORD
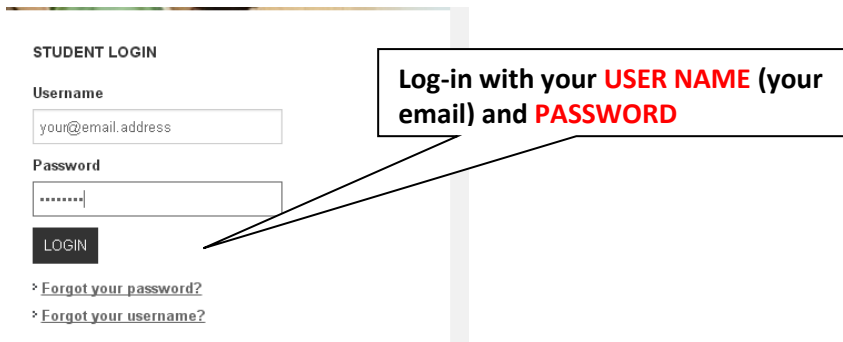
THE FIRST THING THAT YOU DO AFTER ENROLLING IN A PROGRAM IS TO PROVIDE ADMISSION DOCUMENTATION. THIS IS DONE AS YOUR FIRST ASSIGNMENT.

FIRST go to My Courses. The first course you will see there is your Admission Documentation request

Click on Admission Documentation
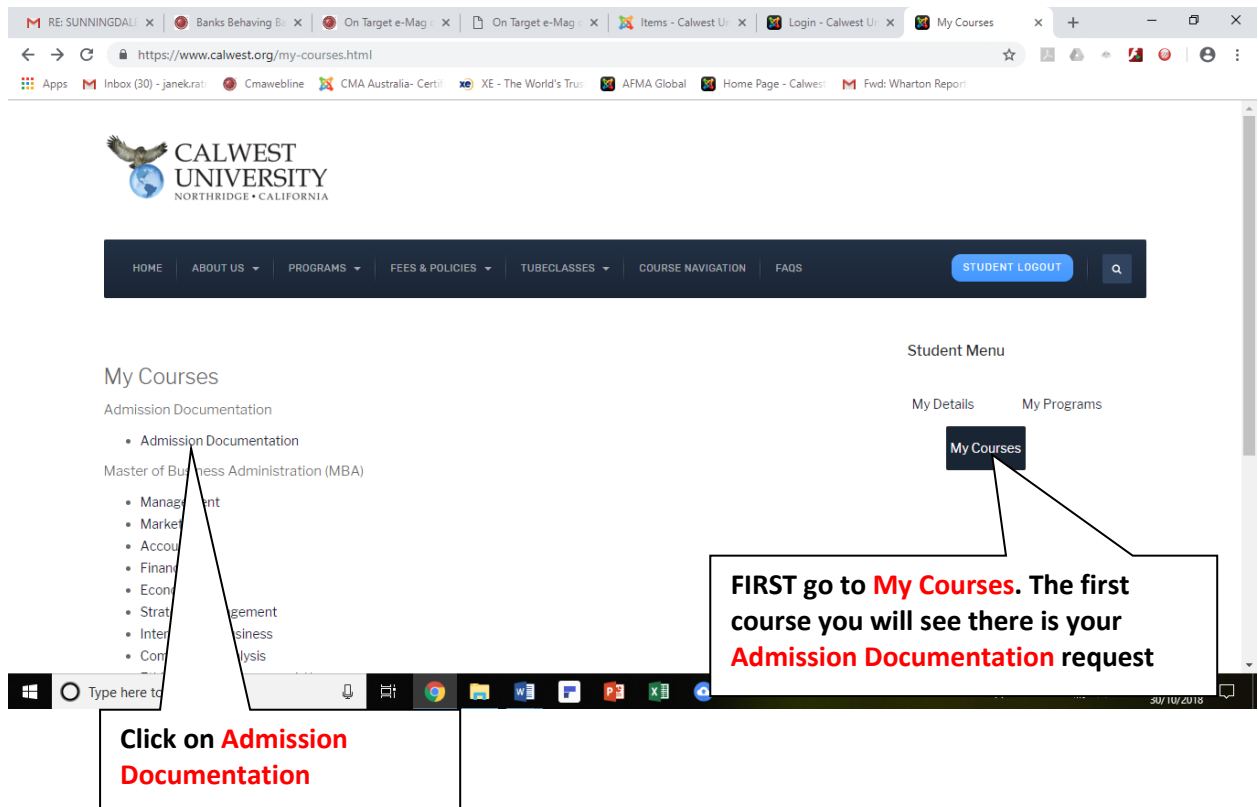
FIRST ASSIGNMENT: SUBMIT ADMISSION DOCUMENTATION

Admission Documentation

My home ► admission

Your progress ⓘ

administration

▸ My profile settings

course completion status

Status: *Not yet started*

All criteria below are required:

Required criteria

Teacher

Activity completion

Upload Documentation

Upload your scanned documentation

For MBA:

1. A notarized 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.

For DBA:

1. A notarized copy of your undergraduate degree (or professional Qualification) certificate and grade transcripts;
2. A notarized copy of your graduate degree certificate and grade transcripts [for DBA admissions]
3. a notarized copy of your MBA degree certificate and grade transcripts [for DBA for MBAs admissions];
4. A carefully written 3-4 page Essay titled, "My Objectives in undertaking Doctoral Research"

Note: until you press confirm submission button, "Status Not Yet Started" will appear. Once you finish submitting, "Status Pending" will appear. It will take upto 24-Hours to confirm Admission. Once confirmed, "Status Completed" will appear.

engage in a doctoral program; how such a credential will impact your professional career or standing; how your former preparation has led you to undertake future and more advance studies, etc. - you are not limited to these ideas; they are merely suggestions);

5. A comprehensive Resume or Curriculum Vitae, detailing both academic and professional experience.

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 Hours and then log on again and check on the **courses tab**. If your admission documents are in order *Status: "Completed"* will appear.

This means that you will now be able to enrol in the required courses.

Please go to Programs and chose the course you wish to enrol in.

If after uploading the
Status remains "*Not Ye*
make sure that you di
"*SUBMIT button*" and also pr
"Confirm Submission" Butt

📄 Upload Proof of Admission Requirements

Click Here to Drag and Drop Admission Documents

File picker

📁 Recent files
📤 Upload a file
🔗 URL downloader
📁 Private files
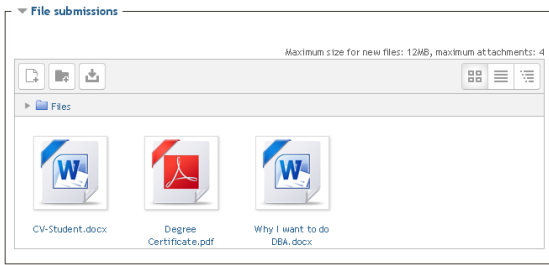🌐 Wikimedia
🗂 amazon_s3_repository

Attachment: [Choose File] No file chosen
Save as:
Author: Janek Ratnatunga
Choose license: All rights reserved

[Upload this file]

Chose and Upload Files, One at a Time.

YOU WILL SEE:

File submissions

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

Files

CV-Student.docx | Degree Certificate.pdf | Why I want to do DBA.docx

Save changes Cancel

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

YOU WILL THEN SEE:

Submission status

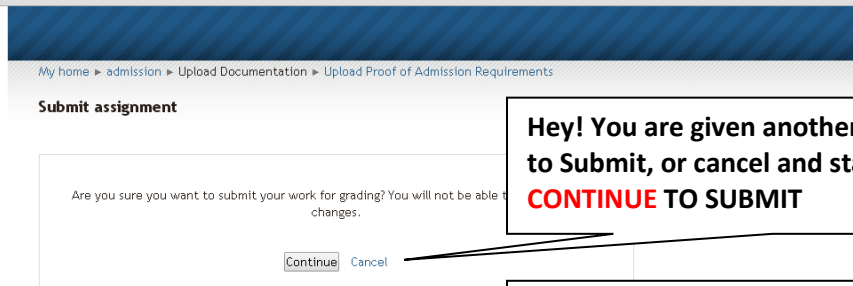| Submission status	Draft (not submitted)
Grading status	Not graded
Last modified	Thursday, 2 July 2015, 8:43 AM
File submissions	CV-Student.docx Degree Certificate.pdf Why I want to do DBA.docx
Submission comments	▶ Comments (0)

You will be given a chance to Edit

Edit submission

Make changes to your submission

Submit assignment

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

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

YOU WILL THEN SEE:

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 changes.

Continue Cancel

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

FINALLY YOU WILL SEE:

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Last modified	Thursday, 2 July 2015, 8:54 AM
File submissions	CV-Student.docx Degree Certificate.pdf Why I want to do DBA.docx
Submission comments	▶ Comments (0)

When you see "Submitted For Grading" it means that your Admission Documentation has been successfully uploaded.

You are logged in as Janek Ratnatunga (Log out)

admission

Clicking this will enable you to see the progress of your Admission. If you wish to leave this page, go to any of the CALWEST NAVIGATION TABS (except HOME); and chose MY PROGRAMS or MY COURSES from the RHS menu bar.