

STUDENT NAVIGATION HELPER – DEGREE PROGRAM ENROLMENT

ENROLLING IN A PROGRAM?

1. CONSIDER WHICH DEGREE PROGRAM YOU WISH TO UNDERTAKE

PROGRAMS

- Master of Business Admin
- MBA for CMAs
- Doctor of Business Admin
- DBA for MBAs

Go to Home Page and Click the **PROGRAM** of your Choice

2. IF YOU ARE INTERESTED IN A DEGREE PROGRAM - APPLY

Scroll down the page of selected program to the **Apply Now** Button

Apply Now

What Will Happen when you click the “Apply Now” button?

You will first be directed to an Application page where you will fill in your enrolment details.

After your enrolment details are completed, you will be asked to confirm your details via an Enrollment Agreement; and will then be directed to a secure Bank of America site for you to pay the Registration fee of \$ 200.

This is the only payment required at this stage.

Upon confirmation of your registration, you will be provided with all program details (including course syllabuses and where the MOOC courses provided by leading universities could be followed).

Please note that you have a choice of undertaking the assessments required by the MOOC course provider – provided adequate proctoring arrangements can be made – or undertaking the course via Tubeclasses, in which the assessments are designed and administered by Calwest Professors based on the same course syllabus.

The fee for undertaking the assessment via Tubeclasses is \$ 250 per course which will need to be paid when you are ready to undertake the course.

After looking at the individual course syllabuses you may wish to apply for Recognized Prior Learning (RPL) credit if appropriate. The fee for RPL credit is \$ 25 per course to be paid when you apply for RPL credit.

3. CHECK YOUR EMAIL FOR VERIFICATION OF YOUR EMAIL ADDRESS



Check for Email

An email has been sent to your nominated email address. [janek@cmaweblne.org]

This email contains a verification code to enable you to proceed

Enter the verification code here [MTI2NDAY]

or alternatively click on the link in the email sent.

If you do not receive an email please check your spam folder. If you have not been placed into your spam folder or restart the application with an alternate email.

Next

Check the email account you provided to get verification of a valid email address. Check your spam filter if you do not receive an email. If you still do not receive a confirmation, use another email address.

4. ONCE EMAIL VERIFICATION IS COMPLETED – STUDY AND ACCEPT ENROLLMENT AGREEMENT



Once you confirm your email address, a detailed Enrollment Agreement will be displayed for you to study. Please scroll down to accept agreement.

Enrollment Agreement

[Please Read Full Agreement and Scroll Down to Accept]

CALWEST UNIVERSITY
7050 Owensmouth Avenue, Suite 200; Canoga Park California 91303 USA

School:	School of Business
Program:	Business Administration

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: USD 200.00

Questions Regarding Enrolment Agreement: Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by Calwest University may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, USA or P.O.Box 980818, West Sacramento, CA 95798-0818 [Phone: (916) 431-6959; Toll Free: (888) 370-7589 or by Fax: (916) 263-1897].

Complaints: A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (toll-free telephone number) or by completing a complaint form, which can be obtained on the bureau's Internet Web site (www.bppe.ca.gov)

YOU MUST CHECK THE "CERTIFICATION" AND "INFORMATION TRUE" CHECK BOXES

CERTIFICATION

I certify by ticking the box below that I have accessed the Catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, salary or wage information, and the most recent three-year cohort default rate, if applicable, has been included in the School Performance Fact sheet.

Performance Fact sheet

INFORMATION TRUE

To the best of my knowledge, I declare that the information submitted is true and correct. I understand that this is a legally binding contract. My ticking the box below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

Note that a student shall enroll solely by means of executing an enrollment agreement. Once you submit your credit card details and pay the enrollment fee, you are effectively signing and accepting this Enrolment Agreement

Program Enrollment Fee	USD 200.00
ICMA Affiliate Fee	USD 250.00

When you press the button below you will be redirected to First Data Global Gateway e4mJda see card details available.

Calwest University does not hold or record your credit card details.

Proceed to Payment

Please tick the two check boxes, and proceed to payment

5. ENROLL IN PROGRAM WITH YOUR CREDIT CARD IN THE SECURE STUDENT CHECKOUT AREA



Calwest University

Review Your Order

x_invoice_num
126424

Quantity	Item	Unit	Price
1	Master of Business Administration (MBA)	\$10.00	US
1	ICMA Membership Renewal	\$250.00	US
	Total		US

Enter your credit card details. Please Note that the date is in mmyy format, i.e. the month and the last two digits of the year. There are no slashes in between the month and the year

Pay With Your Credit Card

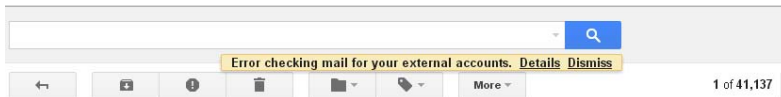
Cardholder Name

Credit Card Number



Expiry Date (MMYY)

6. ONCE YOUR CREDIT CARD IS ACCEPTED GO AND CHECK YOUR EMAIL



Transaction Receipt

Calwest University DEMO0657 TERM ECOMM <noreply@gg4mailer.com> 22:05 (1 minute ago)
to janek

This is the receipt for your purchase at Calwest University DEMO0657 Payment Page.

Order Information

Quantity	Item	Unit	Price
1	Master of Business Administration (MBA)	200.00	USD 200.00
1	ICMA Affiliate Membership	250.00	USD 250.00
	Total		USD 450.00

This order is now complete. Transaction approved!

Here is your receipt:

This transaction was processed in test mode.

***** TRANSACTION RECORD *****
Calwest University DEMO0657
7050 Owensmouth Avenue, Suite 200
Canoga Park, CA 91309
United States

TYPE: Purchase
ACCT: Visa
CARDHOLDER NAME: #9
CARD NUMBER: #9
DATE/TIME: 14
REFERENCE #: 04
AUTHOR. #: 11
TRANS. REF.: 12

Once your credit card details are accepted, TWO emails will be sent to you. (1) a transaction receipt and (2) your user ID and password (which will have an attachment that will help you with accessing your programs and courses

7. NOW YOU CAN LOG- IN AS A ENROLLED STUDENT VIA CALWEST HOME PAGE STUDENT LOG-IN (THE FIRST THING YOU MUST DO IS TO SUBMIT YOUR ADMISSION DOCUMENTATION – COVERED NEXT)