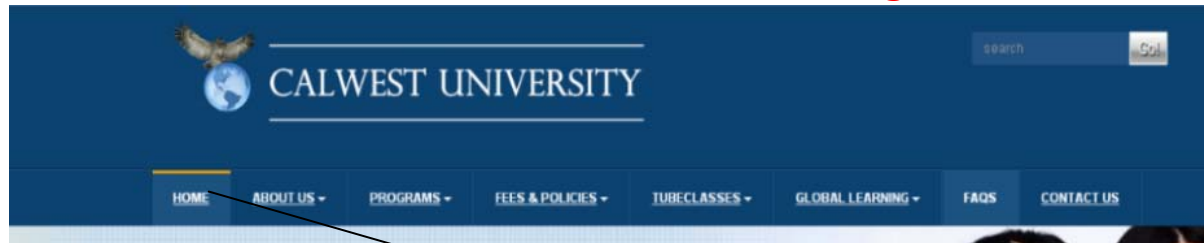


# STUDENT NAVIGATION HELPER

## HELP! STUCK? ALWAYS Go Back to HOME Page



To see your **PROGRAMS** and **COURSES** go to **HOME** and see Right Hand Side (RHS) menu bar

## 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 Tubeclases, in which the assessments are designed and administered by Calwest Professors based on the same course syllabus.

The fee for undertaking the assessment via Tubeclases 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@cmawebline.org]

This email contains a verification code to enable you to proceed

Enter the verification code here [MTI2NDAY]

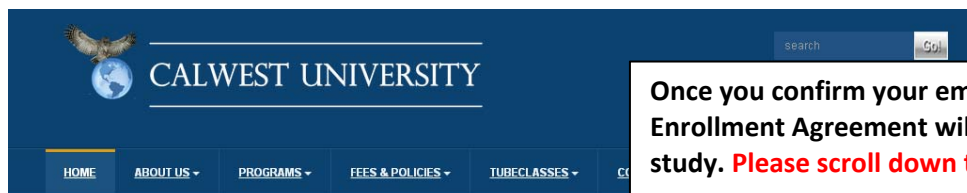
or alternatively click on the link in the email sent.

If you do not receive an email please check your email address has 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:

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 960818, West Sacramento, CA 95796-0818 [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. ☒

#### 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 enrolment 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 e4m7da 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

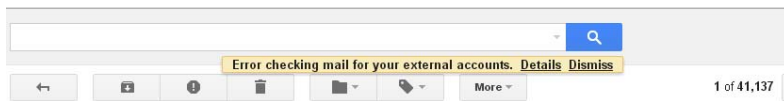
Cardholder Name

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@gge4mail.com>  
to: janek

22:05 (1 minute ago)

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 91303  
United States

TYPE: Purchase

ACCT: Visa

CARDHOLDER NAME: gge4

CARD NUMBER: 9999

DATE/TIME: 12/15

REFERENCE #: 1234

AUTHOR: gge4

TRANS. REF.: 1234

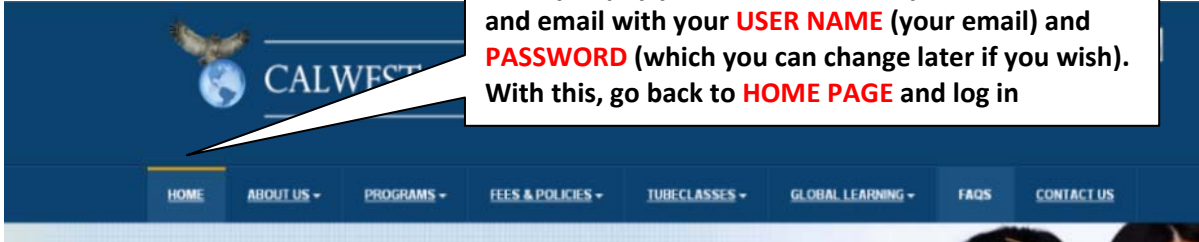
Once your credit card details are accepted, TWO emails will be sent to you. (1) a transaction receipt and (2) your user ID and password (which will have an attachment that will help you with accessing your programs and courses)

## 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)

# SUBMITTING ADMISSIONS DOCUMENTATION?

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

Once you pay your enrolment fee, you will receive and email with your **USER NAME** (your email) and **PASSWORD** (which you can change later if you wish). With this, go back to **HOME PAGE** and log in



The screenshot shows the CalWest University homepage. The navigation bar includes links for HOME, ABOUT US, PROGRAMS, FEES & POLICIES, TUBECLASSES, GLOBAL LEARNING, FAQs, and CONTACT US. A callout box points to the HOME link, stating: "Once you pay your enrolment fee, you will receive and email with your **USER NAME** (your email) and **PASSWORD** (which you can change later if you wish). With this, go back to **HOME PAGE** and log in".

STUDENT LOGIN

Username  
your@email.address

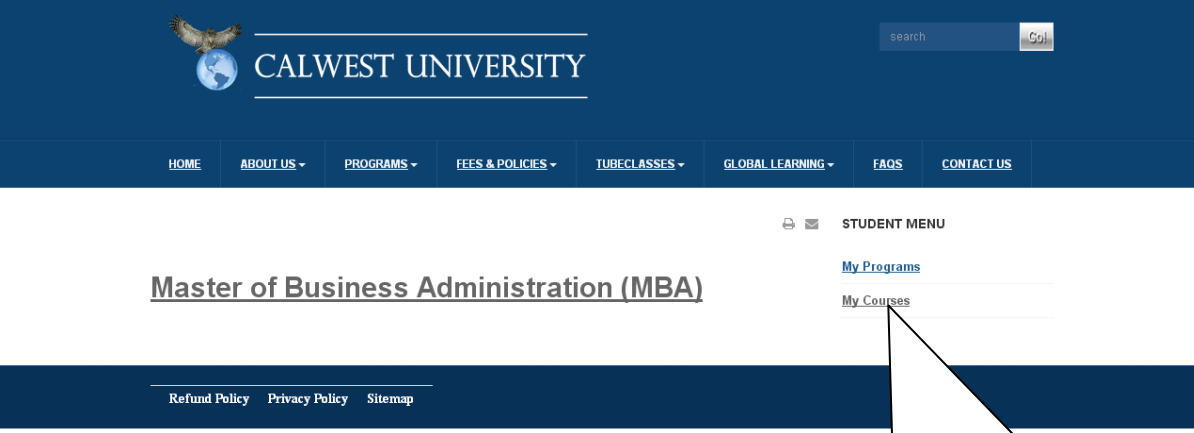
Password  
\*\*\*\*\*

LOGIN

> [Forgot your password?](#)  
> [Forgot your username?](#)

Log-in with your **USER NAME** (your email) and **PASSWORD**

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



The screenshot shows the CalWest University homepage. The navigation bar includes links for HOME, ABOUT US, PROGRAMS, FEES & POLICIES, TUBECLASSES, GLOBAL LEARNING, FAQs, and CONTACT US. A search bar is located in the top right corner. Below the navigation bar, the text "Master of Business Administration (MBA)" is displayed. A "STUDENT MENU" is visible, containing links for "My Programs" and "My Courses". A callout box points to the "My Courses" link, stating: "FIRST go to **My Courses**. The first course you will see there is your **Admission Documentation** request".

STUDENT MENU

[My Programs](#)

[My Courses](#)

Refund Policy Privacy Policy Sitemap

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

### 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 hours. After 24 hours, if your documentation is in order **Status: "Completed"** will appear.

**This means that you will now be able to access the Course Completion status section.**

Please go to Programs and chose the program you want to apply to.

If after uploading the Status remains "Not Yet Submitted", 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

## Admission Documentation

You are logged in as [Janek Ratnatunza](#) (Log out)

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

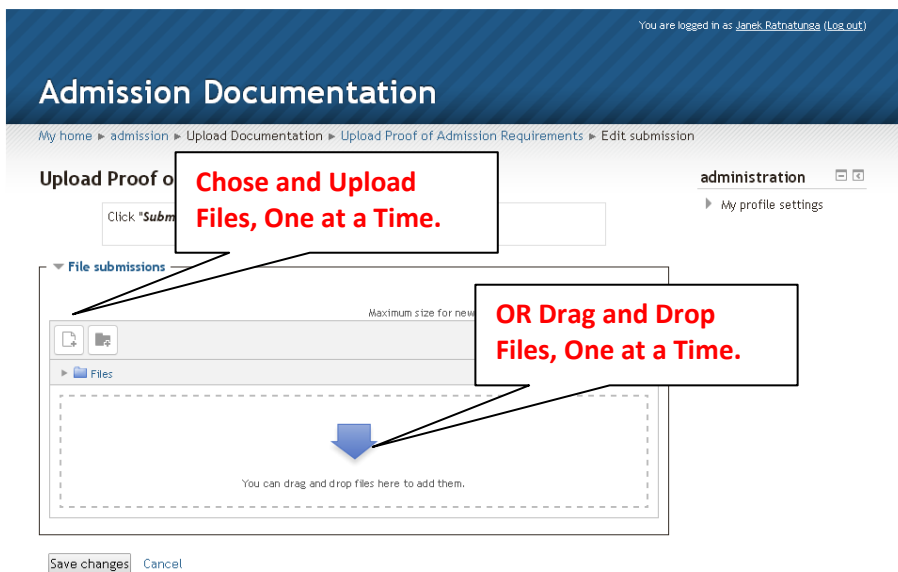
#### Submission status

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

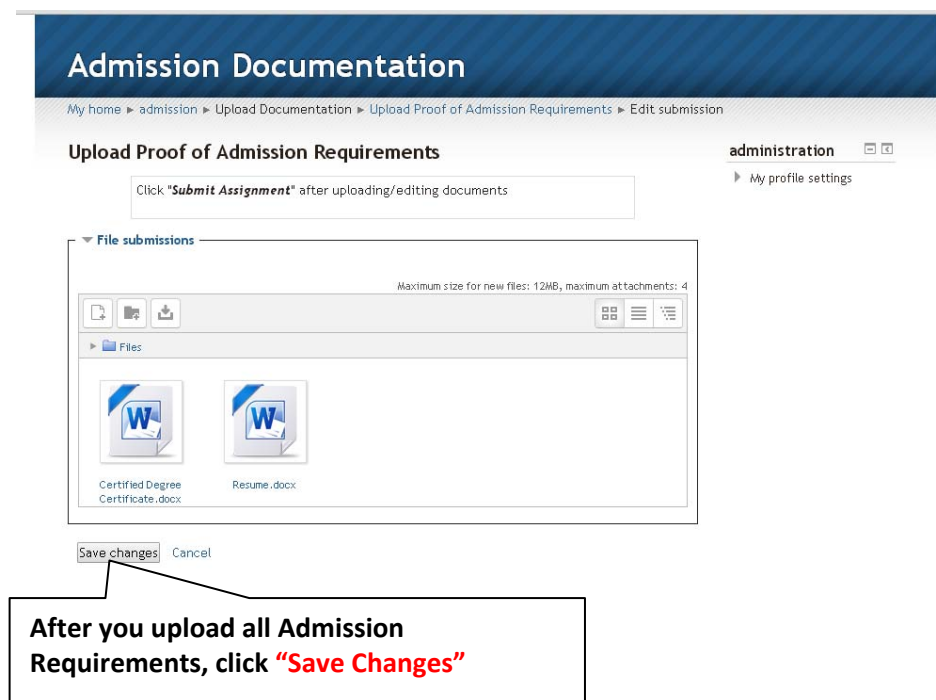
[Add submission](#)

Make changes to your submission

Click Here to Drag and Drop Admission Documents



**YOU WILL SEE:**



**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	<div>Degree Testamur.pdf</div> <div>Resume.docx</div>
Submission comments	Comments (0)

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 be given a chance to Edit

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

YOU WILL THEN SEE:

HOMEABOUT US »PROGRAMS »FEES & POLICIES »TUBECLASSES »COURSE NAVIGATIONFAQSCONTACT 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.

Continue

Cancel

You are logged in as Janek Ratnatunga (Log out)

admission

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

YOU WILL THEN SEE:

You are logged in as [Janek Ratnatunga](#) (Log out)

## 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	<div>  Degree Testamur.pdf                 </div> <div>  Resume.docx                 </div>
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:

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	Draft (not submitted)
Grading status	Graded
Last modified	Wednesday, 22 July 2015, 11:36 AM
File submissions	<div>  Degree Testamur.pdf                 </div> <div>  Resume.docx                 </div>
Submission comments	► Comments (1)

[Edit submission](#)

Make changes to your submission

[Submit assignment](#)

Once this assignment is submitted you will not be able to

#### Feedback

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

You are logged in as [Janek Ratnatunga](#) (Log out)

[admission](#)

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

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



## EDIT DOCUMENTS AS PER COMMENTS

You are logged in as **Janet 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

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

**Save Changes and Resubmit**

File submissions

Files: 12MB, maximum attachments: 4

Files

Degree Testamur.pdf Resume - Edited.docx

Save changes Cancel

## FINALLY YOU WILL SEE:

[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	Submitted for grading
Grading status	Graded
Last modified	Wednesday, 22 July 2015, 11:58 AM
File submissions	<a href="#">Degree Testamur.pdf</a> <a href="#">Resume - Edited.docx</a>
Submission comments	<a href="#">Comments (2)</a>

##### Feedback

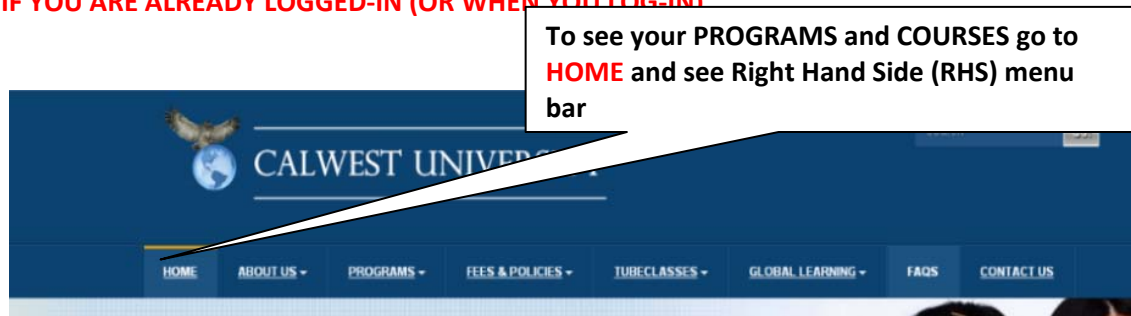
Grade	A (100.00)
Graded on	Wednesday, 22 July 2015, 12:00 PM
Graded by	 professor Calwest
Feedback comments	All Documentation Completed

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

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

# CHOOSING COURSES IN A PROGRAM

IF YOU ARE ALREADY LOGGED-IN (OR WHEN YOU LOG-IN)



WHEN YOU LOG IN TO YOUR PROGRAM



# ENROLLING IN A COURSE

When you click on your PROGRAM, all available COURSES will be displayed.

After enrolling you can access your Tubeclases via the 'My Courses' option under 'STUDENT MENU' which appears when you logon

Program Courses:

*Click on course title for more information*

Core Values (Compulsory Calwest Delivered Courses)

Course Code	Course Title	Credit Hours
VAL501	Ethics	3
VAL502	Global	3
VAL503	Critical	3
VAL504	Philosophy	3
Total Credit Hours (Completed 0)		12

Core Building Blocks (choose 8 Courses) (Done via T

Course Code	Course Title	Credit Hours
MBA601	Management	3
MBA602	Marketing	3
MBA603	Accounting	3
MBA604	Finance	3
MBA605	Economics	3
MBA606	Statistics	3
MBA607	Law	3
MBA608	Strategic Management	3
Total Credit Hours (Completed 0)		24

Electives (choose 4 Courses) (Done via Tubeclases or externally via MOOCs or other universities for Credit)

Course Code	Course Title	Credit Hours
MBA709	International Business	3
MBA710	Corporate Finance	3
MBA712	Operations Management	3
MBA713	Entrepreneurial Law	3

Click on COURSE you wish to do. The Course syllabus will be then provided for you to see if you wish to undertake the course

Download **Syllabus** if interested in course

[Download syllabus if interested.](#)

Is A Val Class

### WHAT TO DO NEXT (If you are interested in this course)

Students please note that all 'Value' courses must be done via Calwest TubeClasses. However the core building electives courses will have a choice of

1. undertaking the course via TubeClasses (if available);  
[Press Here to take a TubeClass?](#)
  2. undertaking (free) MOOC courses and having the assessments suitably externally proctored and then applying to Calwest for credit towards their degree program ;  
[Press Here to take a MOOC?](#)
  3. undertaking similar courses elsewhere (including MOOC Courses) and having them assessed for credit by Calwest professors via a Challenge Exam;  
[Press Here to take a Challenge exam?](#)
- OR
4. applying for Prior Learning Credit for a course done in the past from a recognized institution (\$ 25 per course).  
[Press Here to Apply for Prior Learning Credit?](#)

If you wish to undertake the Calwest TubeClass for this course, the lecture topic PowerPoint's that relate to the text book will be provided upon payment of the course fee. The link to the recommended MOOC provider will also be provided, and can be used as a supplementary vehicle for those undertaking the course. Students however have the choice of undertaking a MOOC course without enrolling in a TubeClass, but need to have their assessments suitably proctored. Some Calwest elective courses do not have a TubeClass, and in such cases students need to undertake the course via a MOOC offering, or at another accredited university.

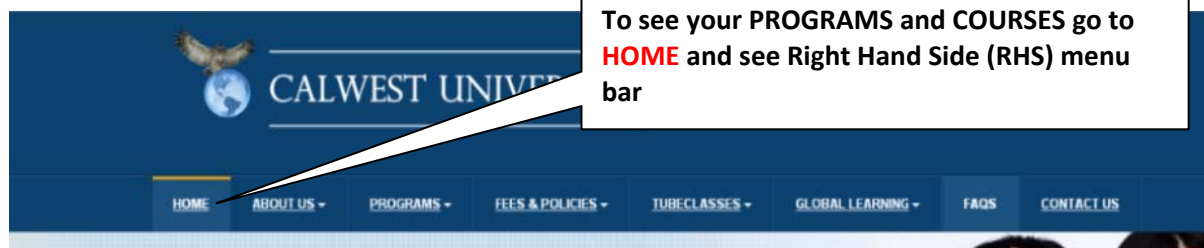


**Apply for Course.** There are 4 possible options. Please note that the **VALUE** courses can only be done at Calwest University.

**ONCE YOU REGISTER FOR A COURSE RETURN TO HOME PAGE**

## FOLLOWING A COURSE

**IF YOU ARE ALREADY LOGGED-IN (OR WHEN YOU LOG-IN)**



To see your **PROGRAMS** and **COURSES** go to **HOME** and see Right Hand Side (RHS) menu bar

### Business Degrees for Members of Professional Organizations

Learn at World-Class Universities, be assessed for Credit, and earn a University Degree

Calwest aims at providing affordable high-quality education to members of approved bona-fide professional organizations, so they can work towards attaining a recognized business degree at a fraction of the costs usually associated with such degree programs.

Calwest takes the concept of the Massive Open Online Course (MOOC) one step further by designing its courses such

#### STUDENT LOGIN

Jane Ratnatunga You have 0 published comments

[My page](#)  
[My account](#)

[LOGOUT](#)

#### STUDENT MENU

[My Programs](#)  
[My Courses](#)

Go to **My Courses**. The latest Course you enrolled in will now appear.

When you go to **My Courses**, the latest Course you enrolled in will now appear. Click on it to access Course Syllabus, Power Points, Videos, etc. The topic questions are also provided. The **FINAL EXAM** may also be provided but cannot be accessed till all topics are completed

My Courses

- [Ethics \(via Tubeclases only\)](#)
- [Admission Documentation](#)

Refund Policy Privacy Policy Sitemap

## WHEN YOU CLICK ON YOUR COURSE YOU WILL SEE

My home » VAL501

Syllabus

**T1 - Ethics & Business**

- [Ethics & Business](#)
- [Quiz to Ethics & Business](#)

**T2 - Conventional Morality and Ethical Relativism**

- [Conventional Morality and Ethical Relativism 43.9KB](#)
- Not available until you achieve a required score in [Quiz to Ethics & Business](#).
- [Quiz Conventional Morality and Ethical Relativism](#)
- Not available until you achieve a required score in [Quiz to Ethics & Business](#).

Please note that you will navigate the topics by **clicking within the PowerPoint** slide to advance. At the end of the PowerPoint slide presentation for a topic, you will return to the start of the presentation. You cannot go back with slide pages. You need to do complete round to get back to a slide.

## WHEN YOU WISH TO RETURN TO YOUR PROGRAM AND COURSES, GO TO THE HOME PAGE.

### ASSESSMENTS

#### For Online Courses:

If a topic has assessments, please note that you need to complete these assessments before you will be permitted to access the next topic. You can re-sit the topic assessments as many times as you wish until you get a score (usually 50%) that will enable you to continue and access the materials of the next topic.

Once you have completed all the topics in the course, you will be given access to the **FINAL EXAM**, which is a composite of all the topic assessment questions. You will be allowed only **One Attempt** at the final exam. The final exam is 3-hours in duration. After 3-hours, whatever you have attempted will be submitted automatically to Calwest for assessment, and you will get your final grade soon after.

#### For Research Courses:

The requirements for these are different to the online courses and the details are provided in the Course Syllabus.