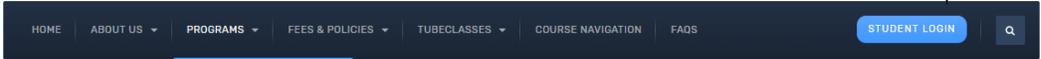


# STUDENT NAVIGATION HELPER

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

## UPLOADING ADMISSIONS DOCUMENTATION



YOU WILL BE TAKEN TO A LOGIN SECTION

**STUDENT LOGIN**

Username

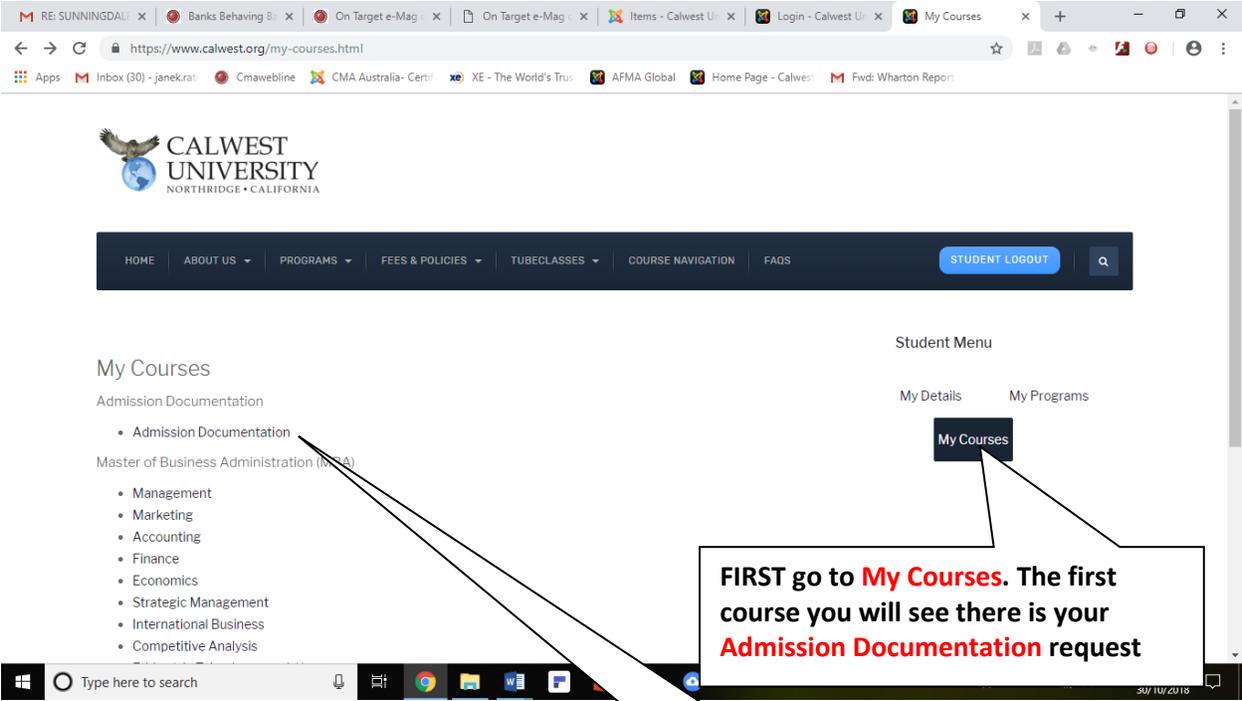
Password

**LOGIN**

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

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.



NEXT: Click on **Admission Documentation**

## FIRST ASSIGNMENT: SUBMIT ADMISSION DOCUMENTATION

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

# 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 for undertaking Doctoral Research"

engage in a doctoral program; now 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.

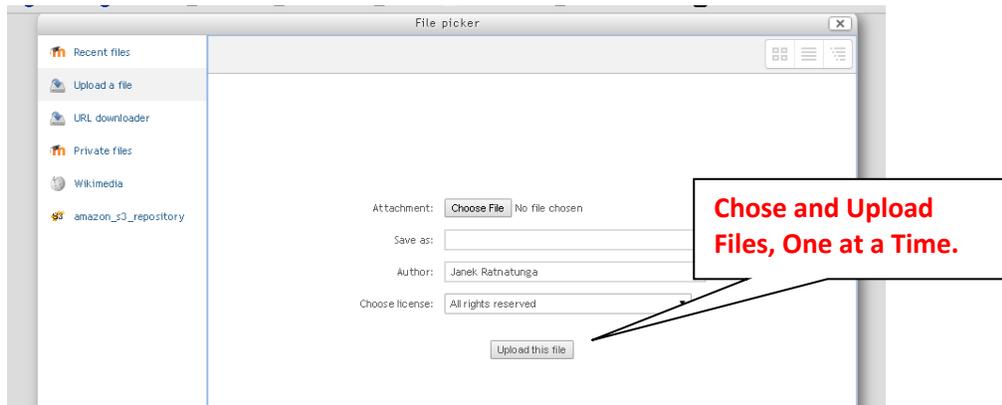
**This means that you will now be able to enrol in the required courses.**

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

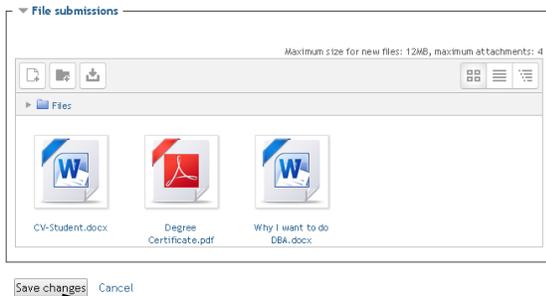
**If after uploading the Status remains "Not Yet Started" make sure that you did press the "SUBMIT button" and also press the "Confirm Submission" Button.**

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

Upload Proof of Admission Requirements



**YOU WILL SEE:**



**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	<ul style="list-style-type: none"> <li>CV-Student.docx</li> <li>Degree Certificate.pdf</li> <li>Why I want to do DBA.docx</li> </ul>
Submission comments	Comments (0)

Make changes to your submission

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:**

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**

**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	<a href="#">CV-Student.docx</a> <a href="#">Degree Certificate.pdf</a> <a href="#">Why I want to do DBA.docx</a>
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 **CALWEST HOME PAGE**; and chose **MY PROGRAMS** or **MY COURSES** from the RHS menu bar.

