

OnBase User Guide: Application for Classification

At the time of application for admission to the University, the student indicates his or her proposed degree program and is evaluated against the admission requirements for that program. If the student meets all of the program's Foundation Course requirements, he/she is admitted as a fully classified graduate student in the designated program and to the University. If the student is deficient in one or more Foundation Course requirements, the student may be admitted to conditionally classified status.

A conditionally classified student must apply for Full Classification at the point they enroll in their final Foundation Coursework to move from Conditionally Classified MSA to Fully Classified MSA. It is the responsibility of the student to keep track of their classification status in the MySacState system student portal and to submit an online application for classification form as required until the student is fully classified in their chosen program.

A student must submit the online Application for Classification form the semester **BEFORE** they would like to be fully classified. As students complete the last of the Foundation courses they should file an Application for Classification via your MySacState Student Center Onbase Forms to change to Fully Classified Graduate status. **This is often in the first semester in the program.** This will enable them to enroll in Program Requirement (core) in the upcoming semester.

The Application for Classification form has transitioned to online electronic submission via your MySacState student center in "OnBase Forms". **DO NOT** email EPP a "paper" pdf copy of the form. Please follow this user guide to ensure that all sections of the form is filled in and submitted correctly.

Application for Classification Filing Deadlines for all MSA students:

January 15th for Classification beginning in the upcoming Fall semester

September 15th for Classification beginning in the upcoming Spring semester

Be advised that the College of Business has its own deadlines, specific to MSA students, which are ALWAYS earlier than the dates listed on the university forms. Missed deadlines will result in a delay in registration and/or graduation.

Even though you are required to submit the classification form early, the EPP office will hold your form until all foundation courses are complete and grades have been posted. At the time you meet all the requirements for Full Classification your application will be processed by the EPP office, usually within 15 business days, and then sent to the Sacramento State Office of Graduate Studies (OGS) for approval and posting to your electronic record. The OGS usually takes 10-12 weeks to process a Classification form after the EPP office submits it to their office. *You may check your Application for Classification status in the student portal under "Academic Requirements" in MySacState but keep in mind that the classification will not appear until the beginning of the semester after your final foundation grades have posted.*

STEP BY STEP INSTRUCTIONS FOR COMPLETING THE ONLINE CLASSIFICATION FORM:

1. Log into your MySacState with your proper CSUS credentials using your correct Saclink username and password.



2. When your MySacState Page opens, scroll down and navigate to the OnBase Forms button.
 - The OnBase Forms tab is located between the Outlook email symbol and the OneCard Symbol




3. After clicking the OnBase Forms button, you are given multiple forms to choose from. Click on the form labeled: GRAD Classification Application (Student)



- Student Forms**
- Student Grade Basis Change Form
 - GRAD Advancement to Doctoral Candidacy (Student)
 - GRAD Advancement to Master Candidacy (Student)
 - GRAD Classification Application (Student)
 - GRAD Petition for Exception (Student)
 - Course Waivers
 - Major Course Substitution (Student)
 - Minor Course Substitution (Student)
 - Transfer Course Equivalency (Student)

4. A separate window will open with the form. In the first fillable section titled “Student Information”, the form will automatically fill with the corresponding info from your Student Center.

- This auto-fillable information includes: Student ID #, Your Primary First Name, Your Primary Middle Name, Your Primary Last Name, Your Phone Number, Your Email, and the Form #.
- **PLEASE NOTE!** There are two sections that require action from the student
 1. Semester
 2. Year
- The “Semester” and “Year” fillable boxes must be filled out according to the following:
 - For the “Semester” and “Year” boxes, click and type the option that corresponds **to the semester and year that FOLLOWS the semester that you will complete your foundation courses** (i.e. Select “Spring” and type “2022” if you’re admitted and completing your Foundation Courses in Fall 2021 OR select “Fall” and type “2022” if you’re admitted and completing your Foundation Courses in Spring 2022).
 - Note that you can be enrolled in your first CORE MSA courses and your last FOUNDATION Course simultaneously.

Deadline: October 1 (for Spring term)/February 1 (for Fall term) 

Please disregard these deadlines. MPS deadlines are always earlier than university deadlines.

GRAD Classification Application **Instructions**

Student Information

Student ID *	Semester *	Year *	Form #	DO NOT COMPLETE THIS FORM IF your intention is to add a SECONDARY PROGRAM. <ul style="list-style-type: none">• Classifications received AFTER the deadline date will not be processed until the following semester.• If submitted BY THE deadline and approved, the change will be effective the following term.• No classification changes allowed during the first term of enrollment.
Primary First Name *	Primary Middle Name	Primary Last Name *		
Phone *	Degree Program *			
Email *				

You complete your last foundation course in Fall of 2022, you would type in the next semester you are becoming fully classified: Spring 2023

Submitted By Student Graduate Coordinator

5. After the “Personal Information” section is complete, SKIP Section 1 and scroll down to Section 2.
- The various supporting documents that are part of Section 1, do **NOT** need to be filled in by any MSA Student who is applying for Full Classification. Please DISREGARD these attached portions down to Section 2.

Attach Statement of Purpose (optional)

Attach letters of recommendation for departmental review (optional)

Attach Grad Supporting Documents (optional)

If applicable, indicate test name, date and score for the following tests:

GRE: Test Name: _____ Score: _____ Date: _____

GMAT: Test Name: _____ Score: _____ Date: _____

6. Section 2 is mandatory for any student who is filling out this form. Simply input your Graduate Program in the first box. Then, click the signature certification check box, input your electronic signature and a date in the last line.

SECTION 2: Complete this section ONLY if you are requesting Full Classification

Graduate Program* _____

My signature certifies the accuracy and completeness of the information provided.
 I understand that any misrepresentation may be cause for denial or cancellations of admission or enrollment.

Signature _____ Date Signed _____

7. When you have double checked that everything is correct and in order on your application, click the “Submit” button on the bottom of the form. Your form will be submitted and await university processing.

CRAD Classification Application (Student) 1.04022020

Submit

Warning: 60 minutes of complete Inactivity in this window will cause the session to expire. The form will remain open as long as the student is continuously inputting information within those 60 minutes.



Good Job! You're Done!