# OnBase Forms User Guide: Advancement to Candidacy

Advancement to Candidacy is required of all Master's students. **You must submit the application for Advancement to Candidacy** <u>at least</u> **one semester before you intend to enroll in your Culminating Experience (ACCY 501).**

The Advancement to Candidacy 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.

Please be advised that the College of Business has its own deadlines, specific to MSA students, which are always earlier than the dates on the university forms

Normally students need to have completed 12 units of Program Requirements (core) courses before being able to submit this form. However due to the early deadline and the quick pace of the MSA program, students must submit the form by the deadlines below regardless of the number of units completed so far. Though keep in mind that you must have met the GWAR requirement to be eligible to advance to candidacy.

Advancement to Candidacy Filing Deadlines for all MSA students:
- January 15th for Fall Advancement (To take ACCY 501 in the next Fall semester)
- September 15th for Summer Advancement (To take ACCY 501 in the next Summer semester)

If this deadline is missed there can be no guarantee that a student will be advanced in the semester requested. This will cause a restriction to placed preventing enrollment in your ACCY 501 Culminating Experience (graduation will be delayed). **Initiation of the Advancement to Candidacy is the responsibility of the student.**

**Eligibility for your Advancement to Candidacy to be approved is based upon the following requirements (A-D):**

A. Completion of any Foundation course work with a minimum overall grade point average of 3.0.
B. A minimum overall grade point average of 3.0 in your Program Requirements.
C. No grade of less than "C" can be counted toward the units needed to advance to candidacy.
D. No more than two (2) courses with a grade of "C" will be counted for satisfaction of graduate Program Requirements (these are the 30 units of your degree program not including Foundation course work).

**Please follow the detailed instructions below to assure the form is completed correctly. Read carefully and be sure not to skip over any of the sections.**

<u>Please Note:</u> **Once you have opened and started completing the online form 60 minutes of complete inactivity will cause the session to expire. The form will only remain open/active as long you are continuously inputting information within those 60 minutes. It will be helpful to have your complete MSA Class schedule on hand to be able to have the necessary information to complete the form before the session expires.**

<u>**STEP BY STEP INSTRUCTIONS FOR COMPLETING THE ONLINE ADVANCEMENT FORM:**</u>

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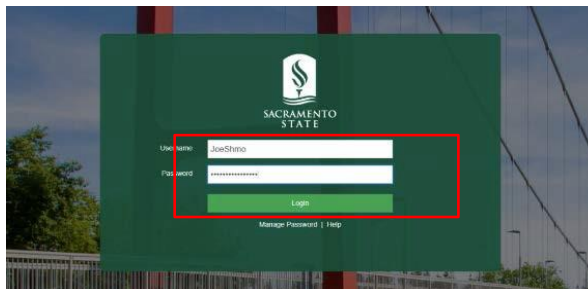


2. When your MySacState Page opens, scroll down and navigate to the OnBase Forms button.
   - The OnBase Forms tab is located between the Outlook email symbol and the OneCard Symbol
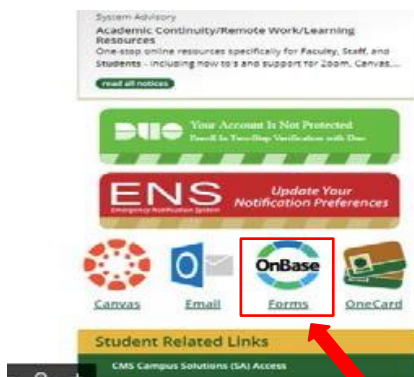


3. After clicking the OnBase Forms button, you are given multiple forms to choose from. Click on the form labeled: GRAD Advancement to Master Candidacy (Student).
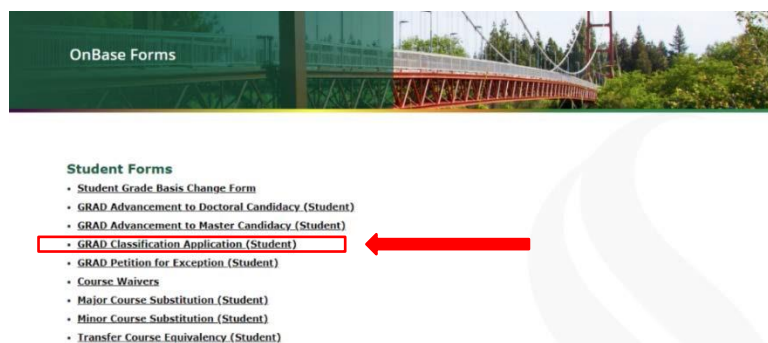


4. A separate window will open with the form. In the first fillable section titled "Student Information", the form will automatically fill with the corresponding info from your Student Center.

   - 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 your degree program.

   - Please be sure your primary email and phone number are up to date.
   - NOTE: You will need to fill in the **Semester**, **Year**, and **Catalog Year.**

i. Semester/Year
  ➢ The semester and year boxes correspond to the catalog year. Specifically, the semester and year you took your first CORE MSA course(s).
ii. Catalog Year
  ➢ There is only a 4-digit space for the catalog year
  ➢ You will put the year you begin taking your first CORE MSA course(s).

**Student Information**

| | | | |
|---|---|---|---|
| **Student ID** * <br> 220138439 | **Semester** *    **Year** * | | **Form #** <br> 4058 |
| **First Name** * <br> SEAN | **Middle Name** <br> GARRETT | | **Last Name** * <br> BROWN |
| **Phone (Primary)** * <br> 510-551-8999 | **Phone (Secondary)** | | **Email** * <br> KEVINCONTACTUS@GMAIL |
| **Degree Program** * <br> BUSINESS (INTL BUSINESS)BS | **Concentration** | | |
| **Catalog Year** | **Writing Rquirement Met?** * <br> ○ Yes <br> ○ No | | |

- Towards the bottom, you will also need to indicate that you have completed the "Writing Requirement Met?". You must have completed the Graduate Writing Assessment Requirement (GWAR) in order to be able to advance to candidacy.

- If you have satisfied this requirement, fill in YES in the "Writing Requirement Met?" then select the corresponding option to how you satisfied it.

  i. **Waiver:** If you have submitted a WPG waiver form for the following reasons: ie. already hold a Masters Degree from a US accredited institution or achieved a 4.5 on the AWA segment of the GRE or GMAT, or one of the other three standards. If you were admitted Fall 2020 or Spring 2021, you were waived from the Writing Requirement (GWAR) due to COVID related issues.
  ii. **WPG:** You have taken and passed the Writing Proficiency for Graduate Exam. The WPG exam was last offered January 2020, so you may have not had the opportunity to take this exam.
  iii. **GWI:** You have taken and passed the MBA 202 Graduate Writing Intensive course. If you were admitted Fall 2021 or later, this would be the ONLY option to have met the writing requirement (GWAR).

| **Catalog Year** | **Writing Rquirement Met?** * | **Check One** * |
|---|---|---|
| | ● Yes <br> ○ No | ○ Waiver <br> ○ WPG <br> ○ GWI |

5. Once you have completed the top portion of the Personal Information section, **SKIP** the Advisor and Committee Members questions.
6. Fill out the question that asks if you are returning from a break in enrollment. A "Break" refers to two or more semesters out of the program. The majority of MSA students filling out this form will

answer "No" to this question.

**Advisor**

**Committee Members**

**Returning from break in enrollment?** *
○ Yes ○ No

- If you answered "Yes", indicate whether you have filled out a Candidacy before.

**Returning from break in enrollment?** *
◉ Yes ○ No

**Have you previously advanced to candidacy?** *
○ Yes ○ No

**PLEASE NOTE: For steps 7 through 10, have your MSA course schedule open to ensure that course titles and numbers are not misspelled or inputted incorrectly. You can copy and paste from your MSA course schedule to ensure the correct title of each course.**

7. When you have completed the entire personal information section, scroll down to the section labeled: "List CORE courses needed for Master's Program ONLY". In this section, you will be listing all of your core courses for the program.

   - Type or paste your Course Subject (ACCY), Course Number (250, 260, 261, etc.), Course Title (Financial Reporting I, Financial Reporting II, etc.), School (CSUS), Semester (either Spring, Summer, Fall), Year, Units (3), and finally, Grade. **Future classes and classes in progress will not need a grade, please leave the grade blank.**

**List CORE courses needed for Master's program ONLY** | Add

| Subject CSC* | Course Number 201* | Course Title Programming language Principles* | School CSUS* | Instructor First Last (optional) | Semester Fall* | Year 2020* | Units 3* | Grade A | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | Remove |

**List CORE courses needed for Master's program ONLY** | Add

| Subject CSC* | Course Number 201* | Course Title Programming language Principles* | School CSUS* | Instructor First Last (optional) | Semester Fall* | Year 2020* | Units 3* | Grade A | |
|---|---|---|---|---|---|---|---|---|---|
| MBA | 210 | Management Accounting | CSUS | | Fall | 2020 | 3 | A | Remove |

- Once you have filled in all of the applicable fields for the class, click the

"Add" button in the right-hand corner to add another MSA class to the section.

- Another row will drop down, enabling you to input another MSA course's information.
- Please continue to fill out the section until ALL 9 MSA courses are added. **DO NOT ADD ACCY 501 YET**.
- Remember to use your MSA course schedule to see all Courses required for your degree.

| List CORE courses needed for Master's program ONLY | | | | | | | | | Add |
|---|---|---|---|---|---|---|---|---|---|
| Subject CSC* | Course Number 201* | Course Title Programming language Principles* | School CSUS* | Instructor First Last (optional) | Semester Fall* | Year 2020* | Units 3* | Grade A | |
| MBA | 210 | Management Accounting | CSUS | | Fall ▼ | 2020 | 3 | A | Remove |
| | | | | | ▼ | | | | Remove |

- Follow the same steps listed above and fill in all applicable fields into the new, blank section.

| List CORE courses needed for Master's program ONLY | | | | | | | | | Add |
|---|---|---|---|---|---|---|---|---|---|
| Subject CSC* | Course Number 201* | Course Title Programming language Principles* | School CSUS* | Instructor First Last (optional) | Semester Fall* | Year 2020* | Units 3* | Grade A | |
| MBA | 210 | Management Accounting | CSUS | | Fall ▼ | 2020 | 3 | A | Remove |
| MBA | 220 | Financial Management | CSUS | | Spring ▼ | 2021 | 3 | A | Remove |

**8.** Once you have completed entering in all of your MSA courses, **SKIP** the next section titled, "List courses for Concentration and/or Electives.

**PLEASE NOTE: Make sure that you have the required 27 units (9 classes) listed. Incomplete forms will not be accepted and will be sent back to the student for corrections.**

**9.** Scrolling down, **SKIP** the section titled as "Attach Grad Supporting Documents (optional)".

| Attach Grad Supporting Documents (optional) |
|---|
| A❌n |

**10.** Scrolling down, you will find your culminating experience. Click on the "Project" button under the red arrow.

- The University considers the ACCY 501 to be a "Project" for this subsection. Please select the "Project" option and fill in the remaining course information.
- Once you have selected the "Project" button, input the Subject (ACCY), Course Number (501), Title (Culminating Experience Project in Accounting and Ethics), School (CSUS), etc… just as you did in the previous sections.

**Check One** *
○ Thesis ● Project ○ Exam

| List Culminating Experience (once selected, it may not be changed without a Petition for Exception) | | | | | | | | | Add |
|---|---|---|---|---|---|---|---|---|---|
| Subject HIST * | Course Number 500 * | Course Title Culminating Experience * | School CSUS * | Instructor Last Name (optional) | Semester Fall * | Year 2019 * | Units 3 * | Grade A | |
| | | | | | ▼ | | | | Remove |

**11.** Once you have completed #10, scroll down to the section titled "Ready to Submit".
- Make sure that you have looked over your Advancement to Candidacy form and made sure that all fields listed have the same spelling as the courses on your course schedule.
- Check the signature certification box.
- Sign with your electronic signature and date in the box to the right.

**Ready to Submit**

☐ I have reviewed my application and it is ready to be submitted. *

**Signature** *        **Date Signed** *

**12.** Once you have double checked that all your information is correct, navigate to the bottom of the page and hit submit. This form will be submitted directly to the EPP office, who will review the form for completeness and accuracy. Incomplete forms will be denied and returned to the student for corrections. Once the form has been finalized, EPP will get the appropriate approvals. We will contact you if there are any questions or concerns regarding your form.

GRAD Advancement to Master Candidacy (Student) 1.04022020
**Submit**

**13.** Now that you have submitted your form, here are the next steps to follow:

- You can expect your form to be processed in your student center by late-May if you are submitting this form for the September 15th deadline. If you are submitting this form for the January 15th deadline, you can expect to see your form posted onto your electronic record by late-November.
- You should also be submitting your Application for Graduation along with your Advancement. Students must file for Graduation at least one semester before they plan to enroll in their Culminating Experience (ACCY 501) or the semester before they plan to graduate **whichever comes first**. However, a student cannot apply for graduation until they have submitted their Advancement to Candidacy. It is easiest to complete the graduation form at the same time you are applying for Advancement to Candidacy. **Initiation of application for graduation is the responsibility of the student.**

# Good Job! You're Done!