

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 at least one semester before you intend to enroll in your Culminating Experience (ACCY 501).**

The Advancement to Candidacy form is an online electronic submission via your MySacState student center in "OnBase Forms". Please follow this user guide to ensure that all sections of the form are 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 be able to take ACCY 501 in the **next** Fall semester)
****The university will have the Advancement to Candidacy form available in OnBase from December 1st through January 15th. The form will not be available for you to complete before December 1st.*
- **September 15th** for Summer Advancement (To be able to take ACCY 501 in the **next** Summer semester)
****The university will have the Advancement to Candidacy form available in OnBase from May 1st through September 15th. The form will not be available for you to complete before May 1st.*

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 be 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):

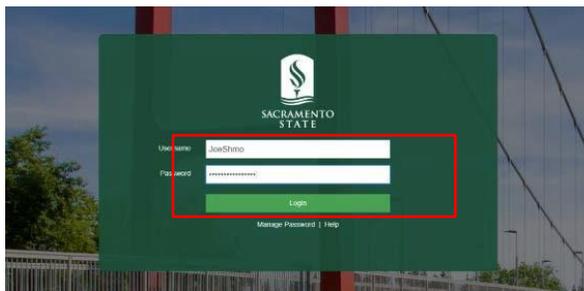
- A. A minimum overall grade point average of 3.0 in your Program Requirement courses.
- B. No grade of less than "C" can be counted toward the units needed to advance to candidacy.
- C. No more than two (2) courses with a grade of "C" or "C+" will be counted for satisfaction of graduate Program Requirement courses.
- D. Fulfillment of the University GWAR – Completion of ACCY 261 with a grade of a B or higher.

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.

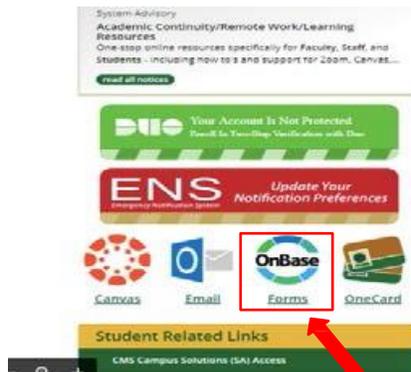
Please Note: Once you have opened and started completing the online form 60 minutes of complete inactivity will cause the session to expire. The form will only remain open/active as long you are continuously inputting information within those 60 minutes. It will be helpful to have your complete MSA Class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

STEP BY STEP INSTRUCTIONS FOR COMPLETING THE ONLINE ADVANCEMENT 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 on the right side, between the 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).



- 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. Enter your student ID. Many cells will autofill in the first fillable section titled "Student Information" with the corresponding info from your Student Center once you enter your student ID.
 - 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**.
 - Semester/Year
 - Use the drop-down menu to select the semester you wish to advance to candidacy (the semester when you will be taking your culminating experience course).
 - 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).

The screenshot shows a 'Student Information' form with the following fields and values:

Student ID*	Semester*	Year*	Form #
220138439	[Dropdown]	[Text]	4058
First Name*	Middle Name	Last Name*	
SEAN	GARRETT	BROWN	
Phone (Primary)*	Phone (Secondary)	Email*	
510-551-8999		KEVINCONTACTUS@GMAIL	
Degree Program*	Concentration		
BUSINESS (INTL BUSINESS)BS			
Catalog Year	Writing Requirement Met?*		
	<input type="radio"/> Yes <input type="radio"/> 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 (ACCY 261 course with a B or better) 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.
 - GWI:** Check the GWI box if you have completed and passed the ACCY 261 Graduate Writing Intensive course with a grade of B or better.

The close-up shows the following fields:

Catalog Year	Writing Requirement Met?*	Check One*
[Text]	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Waiver <input type="radio"/> WPG <input type="radio"/> 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.

- 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 27 units (9 classes)** 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.** However, you will still include the courses on this form.

List CORE courses needed for Master’s program ONLY										Add
Subject	Course Number	Course Title	School	Instructor	Semester	Year	Units	Grade		
CSC*	201*	Programming language Principles*	CSUS*	First Last (optional)	Fall*	2020*	3*	A		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Remove



List CORE courses needed for Master’s program ONLY										Add
Subject	Course Number	Course Title	School	Instructor	Semester	Year	Units	Grade		
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

- 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.

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

Attach Grad Supporting Documents (optional)	

- 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.

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

- 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 GPO 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, the GPO 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-November 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-April.
 - You should also be submitting your Application for Graduation along with your Advancement. Students must file for Graduation 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!