

Cleveland State University

Office of the University Registrar



Graduate Admissions Program Coordinator/Director and Faculty User Guide



1 Accessing OnBase

Cleveland State University currently has 2 options for accessing OnBase.

1. Thick Client
2. Web Client

Thick Client

The Thick Client is installed directly on the workstation of a computer. Only users who are required to perform functions related to scanning and committing batches.

Web Client

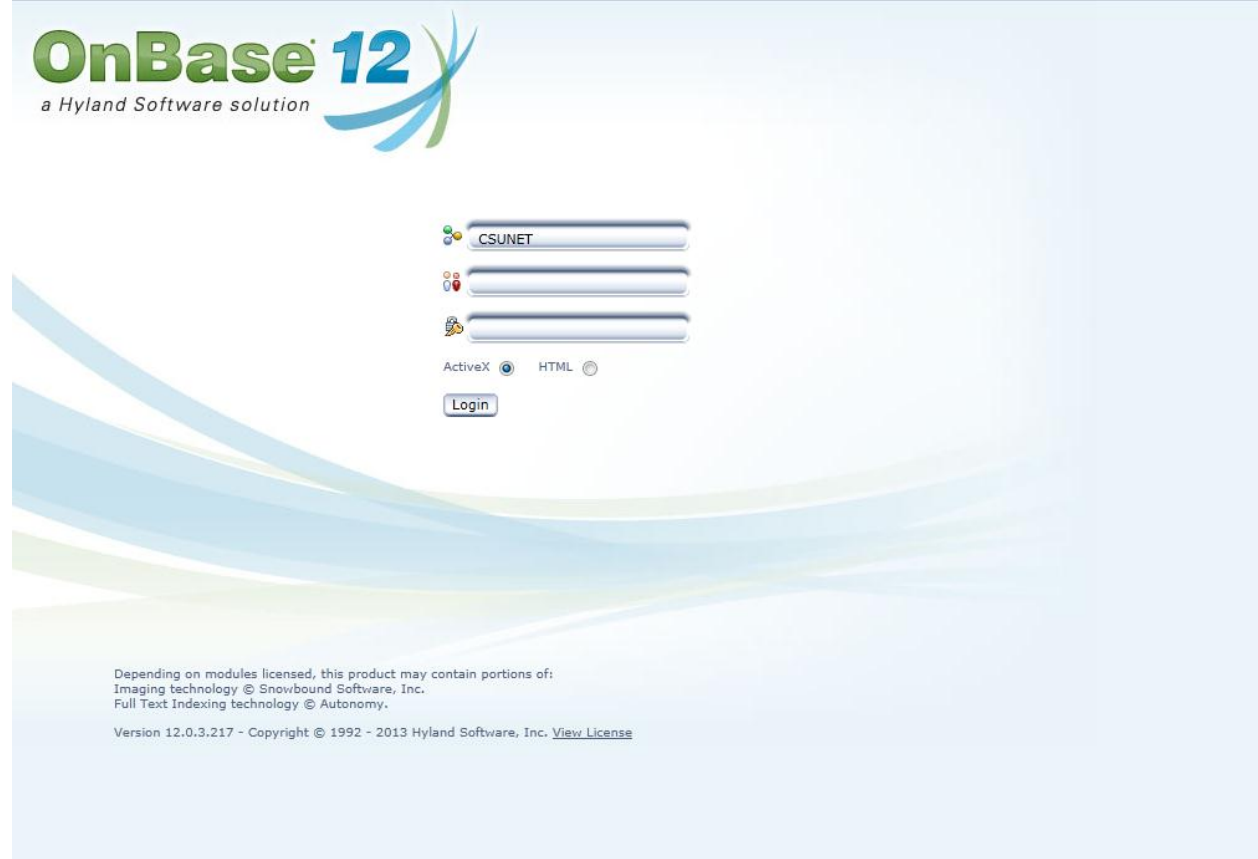
The Web Client is what the majority of users will access to review documents and perform their specified functions in OnBase.

Logging On

To log on to the OnBase Web Client, you will need to enter the following URL:

<https://onbase.csuohio.edu>

You should see the following sign-on screen.



Sign on using the same credentials used for CampusNet or Campus WebMail access. Please note that if you are signing on for the first time, you will be prompted to change your password. DO NOT change your password. Send an email to the OnBase System Administrator indicating that you have received this prompt. The administrator will grant you the appropriate rights and send a confirmation that you may attempt to log in again.

2 Document Retrieval Basics

Once you have successfully logged into the system, the following Retrieval screen will be displayed for you. This screen will allow you to search by Document Type, Keywords, Dates or a combination of these options. (NOTE: Document Type searches without keywords or dates are blind searches and are only possible under certain configurations, as they may inhibit system performance for other users by putting a strain on the database.) Important to note, it that you will only see options for the documents that you have the security access to view.

The screenshot shows the OnBase Document Retrieval interface. The left sidebar contains the following elements:

- OnBase** logo at the top.
- Document** tab with a dropdown arrow, a question mark icon, and a search icon.
- Document Retrieval** section with a dropdown arrow.
- Document Type Groups** section with a dropdown menu currently set to **All**.
- Document Types** list with the following items: REG GRAD 4+1 Document, REG GRAD Addendum, REG GRAD Admit Letter, REG GRAD Appeal Letter, REG GRAD Application, and REG GRAD Application Fee. Each item has a small icon to its right.
- From Date** and **To Date** fields, each with a calendar icon.
- Keywords** and **Note** tabs.
- A bottom toolbar with icons for a magnifying glass, a clock, a key, and a refresh arrow.

The main content area on the right is a large, empty white space.

Document Type Groups – Allow user to narrow document search by Document Type Group or department (ie. REG Registrar (GRAD), REG Registrar (UGA), UGA Undergraduate Admission, etc.)

Document Types – Allow user to narrow document search by Document Type. Once a Document Type is selected, the Keywords will be available. As more Document Types are selected, the list of keyword types in the Keywords section will be limited only to those Keywords that all the selected Document Types have in common. *(NOTE: To select more than one Document Type press the control button and click the various Document Types. To select all Document Types double click a Document Type and all the Document Types will be selected).*

Dates – Allow user to define specific date or range of dates based on the document date of the document. The desired months can be selected from the Calendar list box and will automatically be entered in the *From* and *To* fields

Keywords – Allow user to enter specific *Keywords* to narrow document searches. The Keyword edit fields will change depending on the *Document Type* selected

Note – Opens an additional dialog box that allows you to search for a specific note type

	Executes a search using the information configured in the Retrieval Screen
	Displays history of recently used Queries
	Clears only the information entered in the Keyword edit fields
	Clears all highlighted information and information in edit fields, including dates

OnBase

Document

Document Retrieval

Document Type Groups
REG Registrar (GRAD)

Document Types
REG GRAD Change of Grading Status
REG GRAD Change of Graduation Date
REG GRAD Change of Information Fo...
REG GRAD Change of Information S...
REG GRAD Clearing House
REG GRAD College Prep Form

From Date: 08/22/2011 To Date: 09/02/2011

Keywords: CSUID, REG Review, First Name, Middle Name, Last Name

Note

Search icons: magnifying glass, clock, key, refresh

Select a Document Type Group (for this example, **REG Registrar (GRAD)** has been selected). Document Retrieval by Document Type and Date Range: You will now see a list of Document Types for the selected Document Type Group.

Select the Document Type(s) to retrieve (for this example **REG GRAD Change of Grading Status** has been selected).

Select a date range either by typing in a date or using the Calendar list box date selection feature.

Click the Search icon  to execute the search.

The Document Search Results window will display in the upper right-hand window.

OnBase

Document

Document Retrieval

Document Type Groups
REG Registrar (GRAD)

Document Types
REG GRAD Change of Grading Status
REG GRAD Change of Graduation Date
REG GRAD Change of Information Fo...
REG GRAD Change of Information S...
REG GRAD Clearing House
REG GRAD College Prep Form

From Date: 08/22/2011 To Date: 09/02/2011

Keywords: CSUID, REG Review, First Name, Middle Name, Last Name

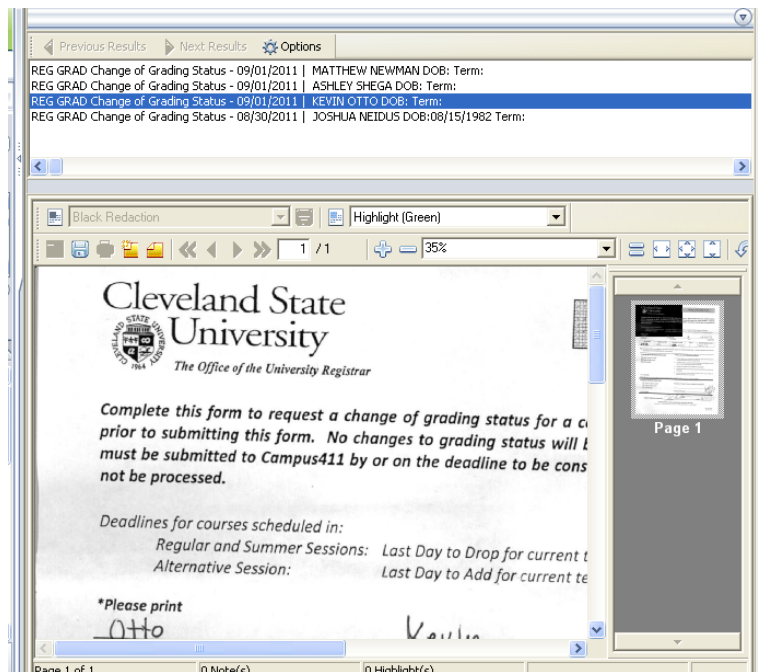
Note

Search icons: magnifying glass, clock, key, refresh

Previous Results Next Results Options

REG GRAD Change of Grading Status - 09/01/2011 | MATTHEW NEWMAN DOB: Term:
REG GRAD Change of Grading Status - 09/01/2011 | ASHLEY SHEGA DOB: Term:
REG GRAD Change of Grading Status - 09/01/2011 | KEVIN OTTO DOB: Term:
REG GRAD Change of Grading Status - 08/30/2011 | JOSHUA NEIDUS DOB: 08/15/1982 Term:

Double-click on a document in the results hit list that you wish to view. The document will be displayed below the **Document Search Results** window.



Document Retrieval by Document Keyword:

Select a Document Type Group (for this example, All Document Types are selected). You will see a list of all Document Types.

Select the Document Type(s) to retrieve (for this example all Document Types have been selected by double clicking).

Enter in a keyword. (For this example 2516624 has been entered).

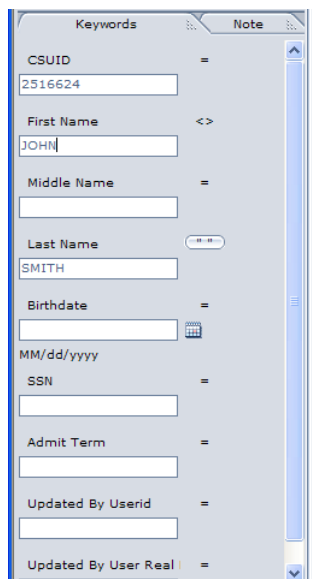


Click the Search icon to execute the search.






The Document Search Results window will display in the upper right-hand window.

Keyword Operators

The Keyword Type Edit Field default property = (equal to) will appear in a box on the right side of each Keyword Type Edit Field, and the default binary operator, AND will appear in a box on the right side of each Keyword Type Edit Field when multiple search fields have been activated for a Keyword in the Document Retrieval dialog box.

A screenshot of a 'Keywords' dialog box. It contains several input fields for different keyword types: CSUID (with value 2516624), First Name (with value JOHN), Middle Name, Last Name (with value SMITH), Birthdate (with a calendar icon), SSN, Admit Term, Updated By Userid, and Updated By User Real. Each field has a small operator box to its right. The operators shown are '=', '<>', '=', '=', '=', '=', '=', and '=' respectively. A vertical scrollbar is on the right side of the dialog.

If you left-click the = operator, it will act as a toggle switch and allow you to toggle through the following choices (choices vary depending on the format of the Keyword, i.e. date, alphanumeric, currency, etc.)

	Equal To allows you to search for keyword values that are an exact match to what is entered for retrieval.
	Not Equal To allows you to search for keyword values that are not equal to the keyword value entered for retrieval.
	Double Quotes returns only those documents containing the literal entry.
F6	F6 opens a second entry field for the active keyword. You can also click on the keyword label.
	And allows for searching two or more values of the same keyword type that exists on the selected document type.
	Or allows you to search either one (or more) documents containing either one or more specific keyword types. Click And to change to Or.

Wildcards

*	Replaces multiple characters. (ADAMS* would retrieve ADAMS, ADAMSON, ADAMSTON, etc.)
?	Replaces a single character. (SM?TH would retrieve SMITH, SMYTH, SMOTH, etc.)

The screenshot shows the OnBase Document Retrieval interface. At the top, there's a green header with the 'OnBase' logo. Below it, a 'Document' tab is selected. The main section is titled 'Document Retrieval'. Under 'Document Type Groups', a dropdown menu is set to 'All'. Below that, 'Document Types' are listed: REG GRAD 4+1 Document, REG GRAD Addendum, REG GRAD Admit Letter, REG GRAD Appeal Letter, REG GRAD Application, and REG GRAD Application Fee. There are 'From Date' and 'To Date' fields with calendar icons. Below these are 'Keywords' and 'Note' tabs. Under the 'Keywords' tab, several fields are visible: 'CSUID' with the value '251662*', 'First Name' with 'JOH?', 'Middle Name' (empty), and 'Last Name' with 'SMITH'. Each field has a corresponding operator: '=' for CSUID, '<>' for First Name, '=' for Middle Name, and '" "' for Last Name.

The Viewer Control Toolbar

Cleveland State University

ENROLLMENT FORM

Please Print

Last Name _____ First Name _____ M.I. J. CSU ID# _____

Today's Date 3/30/2011 College of Study SWK ☐ Graduate ☒ Undergrad

Home Phone _____ Cell Phone _____ Business Phone _____

Email Address RMarydijwe@aol.com

TERM YEAR: 2011
☒ Fall
☐ Spring
☐ Summer

List all courses to be **ADDED** to your schedule:

Class Number	Credit Hours	Department Number	Section	Signature	Campus Phone	Exp. Date	Override Granted
2144	3	ACT	221	3			
1854	4	SWK	385	1	9999	1/2/09	<input checked="" type="checkbox"/> Requisite <input type="checkbox"/> Permission <input type="checkbox"/> Class Limit
1856	6	SWK	390	1	4568	-	<input type="checkbox"/> Requisite <input checked="" type="checkbox"/> Permission <input type="checkbox"/> Class Limit
1860	2	SWK	395	1	4568	-	<input type="checkbox"/> Requisite <input checked="" type="checkbox"/> Permission <input type="checkbox"/> Class Limit
					4569	-	<input type="checkbox"/> Requisite <input checked="" type="checkbox"/> Permission <input type="checkbox"/> Class Limit
							<input type="checkbox"/> Requisite <input type="checkbox"/> Permission <input type="checkbox"/> Class Limit
							<input type="checkbox"/> Requisite <input type="checkbox"/> Permission <input type="checkbox"/> Class Limit

List all courses to be **DROPPED** from your schedule:

Class Number	Credit Hours	Department Number	Section
2143	3	ACT	221

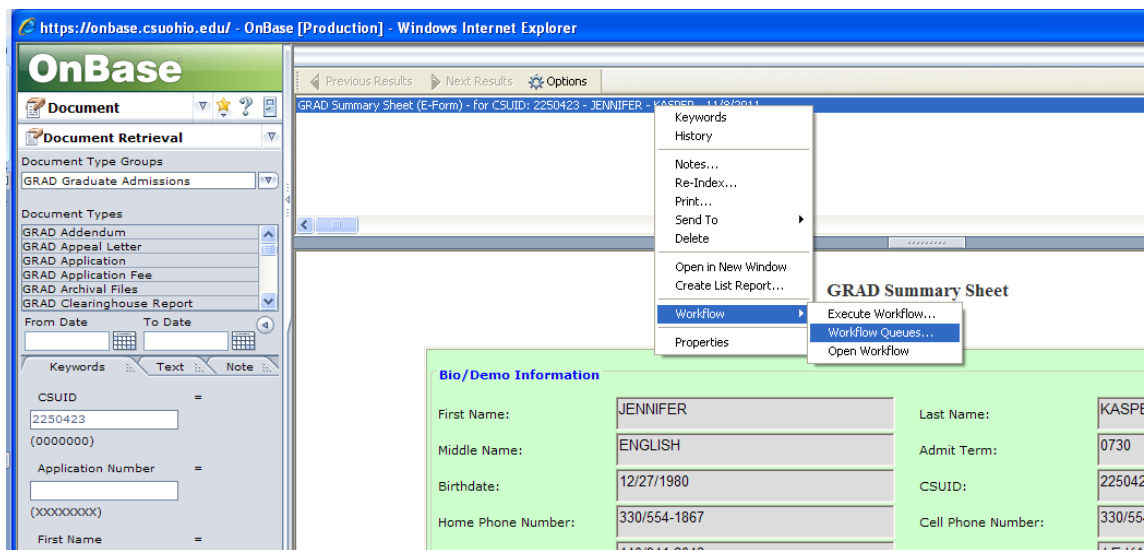
EXAMPLE

My signature acknowledges I understand and agree that my registration obligates me financially to Cleveland State University for all tuition charges and fees associated with my course enrollment and I acknowledge and accept this obligation. I understand and agree that any refund and/or credit to which I may be entitled will be processed in accordance with applicable University policies and procedures.

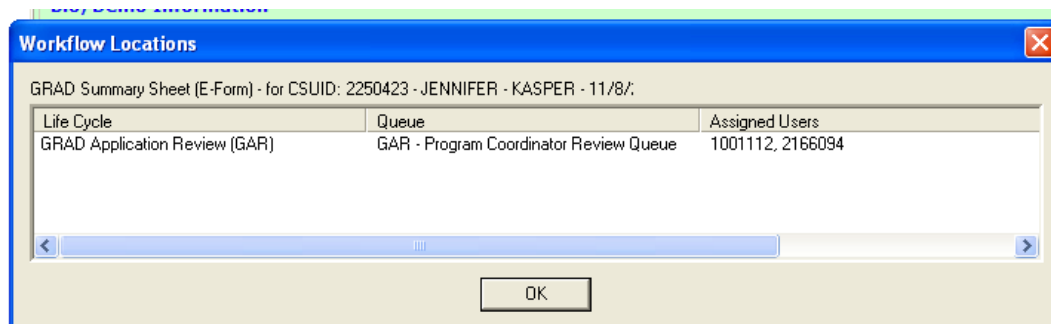
[Signature] 3/30/11

	Brings you to the first page of the document
	Takes you to the previous page
	Takes you to the next page
	Brings you to the last page of the document
	Zooms in on the image
	Zooms out on the image
	Displays image in its actual size
	Fits the entire Width of the image on the screen
	Fits the entire Length and Width of the image on the screen
	Rotates image to the left 90°
	Rotates image to the right 90°
	Displays viewer options

To view where a document is located in a workflow, complete a Document Retrieval, select the document you wish to locate, then right click and select Workflow>Workflow Queues.



A popup box will display the queue where the document is located in workflow.



You may then navigate to that queue in workflow to process the document.

3 OnBase Workflow

The OnBase Workflow Web Client provides users with web access to the workflow application in a Microsoft Windows based environment.

Definitions

Workflow

OnBase Workflow is an electronic document routing system that enables users to process work more efficiently, faster, and more accurately than with traditional paper processing. OnBase Workflow is beneficial whenever successive points of input or action are required in order to complete a task, process, or procedure. Workflow streamlines collaboration and accelerates the completion of critical business tasks.

Queue

Queues are the basic elements in a Workflow. A queue represents a document's current state or point in a process. Each queue is configured with specific activities (rules and actions) for evaluating a document. Once evaluated, the document is transitioned to another queue or life cycle or is removed from Workflow. Users access documents in Workflow by entering a particular queue. The quantity of documents in the queue at any given time typically represents the amount of work requiring attention.

Life Cycle

A life cycle is a collection of queues and transitions. Usually, a life cycle accomplishes a major function in a business process. In some cases, the life cycle itself may be a complete business process.

Within a life cycle, a document may exist in only one queue at a time. However, a single document can exist in multiple life cycles at one time.

Ad-Hoc User Tasks





Rules and actions configured as an Ad-Hoc User Task execute when a user chooses the task. Multiple Ad-Hoc User Tasks may be configured for a queue.

Workfolder

A workfolder is an electronic file that displays all documents related to the current document.

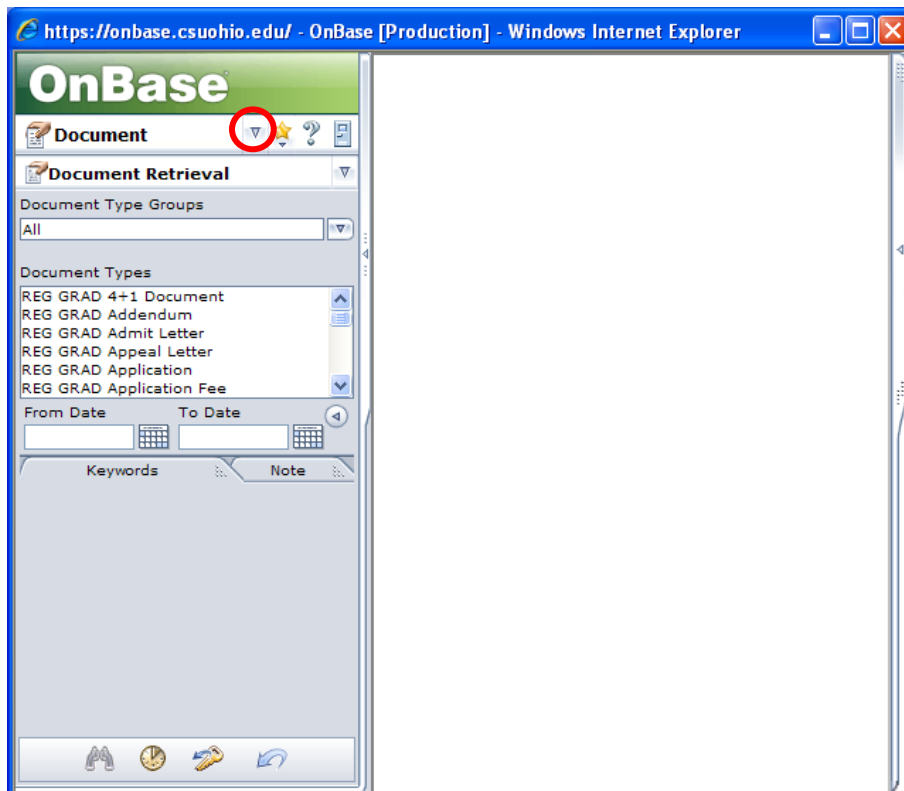
Workflow Web Client Toolbar

The Workflow Web Client toolbar icons become available based upon which active window in the Workflow Inbox is being used.

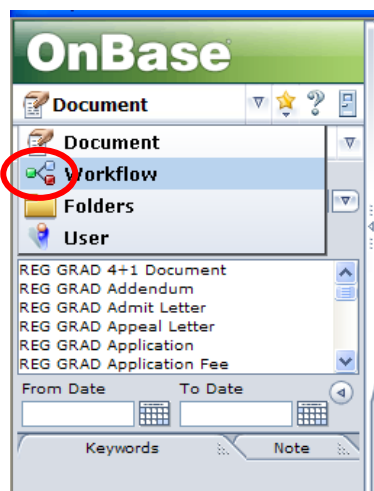
Icon	Name	Description
	Back	Selecting the Back button switches focus from the Workflow window to the OnBase home window.
	Filter Inbox	The Filter Inbox button is used to apply a custom query to the inbox.
	Show Second Pane	The Show Second Pane button provides another viewing pane for displaying selected related documents.
	Display in Separate Window	Enabling this button will display a selected related document in a separate window.

Accessing OnBase Workflow

After logging into the OnBase Client, the default Document Retrieval screen appears. **The Context Drop Down-Down Select Button** appears directly below the OnBase logo.

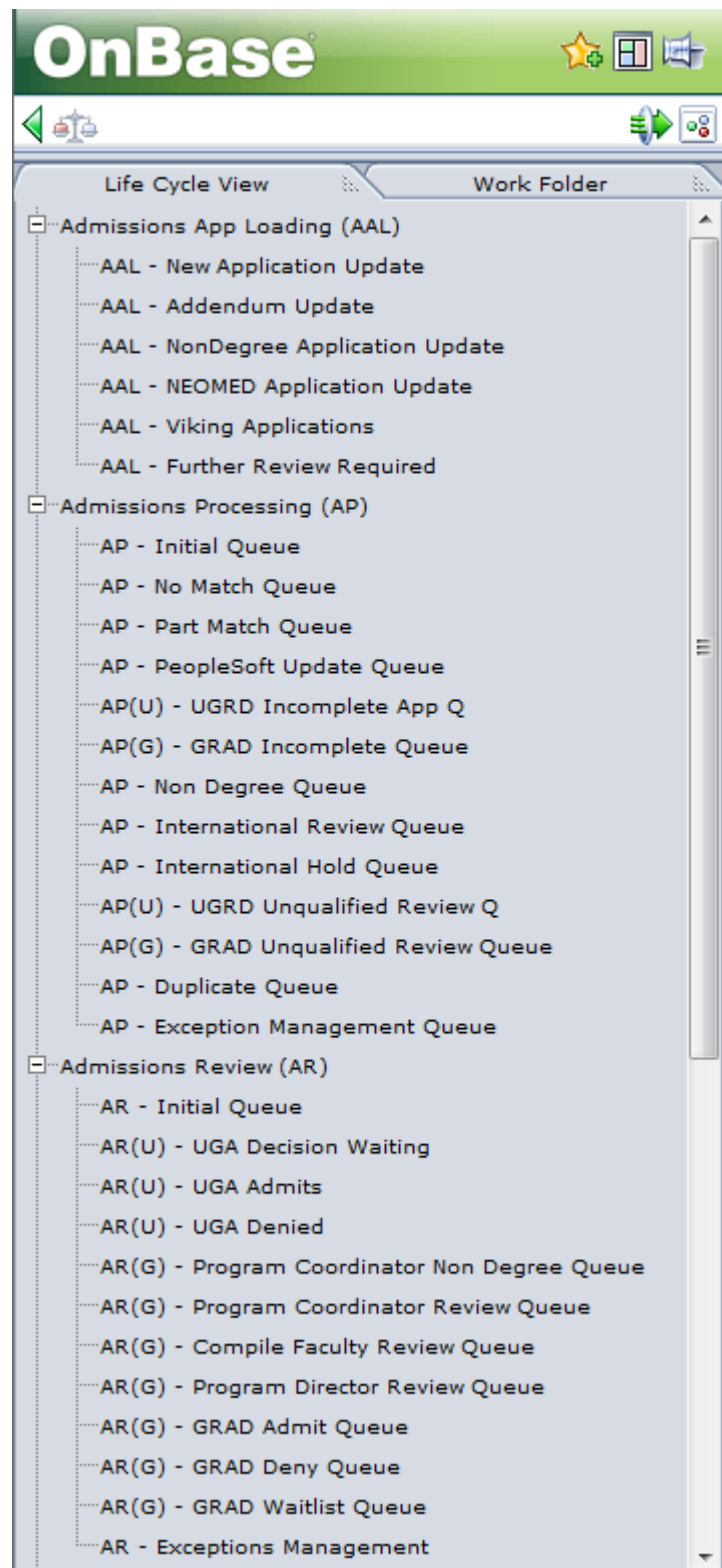


Click the Workflow Icon from the Context Drop-Down Select List.



The **Workflow Interface** displays. This is a pop-up window; **pop-up blockers may prevent this window from opening**.

The **Life Cycle View** and **Work Folder** appear as tabs in the same window.



Click on a Queue to select the queue. Documents in the selected queue are listed in the **Documents Tab**.

The screenshot shows the OnBase web application interface. The browser address bar displays the URL: <https://onbase.csuohio.edu/> - GRAD Summary Sheet (E-Form) - for CSUID: 2559790 - CLAIRE - WHITM - Windows Internet Explorer ...

The OnBase logo is visible in the top left corner. The main navigation bar includes tabs for 'Life Cycle View' and 'Work Folder'. The 'Documents' tab is selected, showing a list of documents under the heading 'Documents: GRAD Application Review (GAR) : GAR - Program Coordinator Review Queue'.

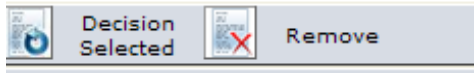
The document list includes the following entries:

Documents (56)	Entry Date
GRAD Summary Sheet (E-Form) - for CSUID: 2250423 - JENNIFER - KASPER - 11/...	11/8/2011 3:38:20 PM
GRAD Summary Sheet (E-Form) - for CSUID: 2354591 - JONG HYUG - KIM - 11/8/...	11/8/2011 3:39:13 PM
GRAD Summary Sheet (E-Form) - for CSUID: 2381359 - JENNIFER - KLEINHENZ - ...	11/8/2011 3:39:33 PM
GRAD Summary Sheet (E-Form) - for CSUID: 2560443 - KIRSTI - HELM - 11/8/2011 11/9/2011 4:37:06 PM	11/8/2011 4:37:06 PM
GRAD Summary Sheet (E-Form) - for CSUID: 2571236 - JASMINE - POWELL - 11/...	11/9/2011 4:37:13 PM
GRAD Summary Sheet (E-Form) - for CSUID: 2571016 - LAURA - BURTON - 11/8/...	11/8/2011 5:25:53 PM
GRAD Summary Sheet (E-Form) - for CSUID: 2561890 - DALLAS - AGNER - 11/8/...	11/8/2011 5:32:02 PM
GRAD Summary Sheet (E-Form) - for CSUID: 2444243 - SAMANTHA - ALEXANDE...	11/8/2011 4:19:41 PM
GRAD Summary Sheet (E-Form) - for CSUID: 2506466 - NICOLE - CEFARATTI - 1...	11/8/2011 4:29:12 PM
GRAD Summary Sheet (E-Form) - for CSUID: 2554044 - JAIMIE - ZAHAREWICZ - ...	11/9/2011 4:36:44 PM
GRAD Summary Sheet (E-Form) - for CSUID: 2559790 - CLAIRE - WHITMORE - 1...	11/9/2011 4:37:05 PM
GRAD Summary Sheet (E-Form) - for CSUID: 2560513 - ALAINE - ECKERLE - 11/...	11/9/2011 4:37:07 PM
GRAD Summary Sheet (E-Form) - for CSUID: 2572219 - ALEXANDER - MICHLBER...	11/9/2011 4:37:18 PM
GRAD Summary Sheet (E-Form) - for CSUID: 2513731 - RANDY - GARCIA - 11/8/...	11/8/2011 5:20:46 PM
GRAD Summary Sheet (E-Form) - for CSUID: 2572416 - JENNIFER - STROH - 11/...	11/10/2011 2:00:22 AM
GRAD Summary Sheet (E-Form) - for CSUID: 2506185 - KELLY - BOWER - 11/8/2...	11/9/2011 4:36:31 PM
GRAD Summary Sheet (E-Form) - for CSUID: 2542833 - ALISSA - DISANTO - 11/...	11/9/2011 4:36:38 PM
GRAD Summary Sheet (E-Form) - for CSUID: 2558080 - DILLAN - SAKHINTPEP - 1...	11/8/2011 4:36:32 PM

Ad-hoc tasks for the selected queue appear directly below the Documents Tab.

The Workflow Queues

Program Coordinator Non Degree Queue



- Decision Selected : The coordinator has made a decision on the file.
- Remove: Removes the documents from the Lifecycle.

Program Coordinator Queue

This is the queue from which you will review complete student files for admissions decisions, refer to committee for review, refer to the Program Director for review, or send to International for review.



- Assign Faculty: Allows Coordinators to send documents to faculty for review.
- Program Director Review: Sends documents to the Program Director Review Queue
- Decision Recorded : The Coordinator has made an admission decision on the file.
- International Review: Sends the documents to the International Review Queue.
- Remove: Removes documents from this Lifecycle.

Program Director Review Queue

This is the queue from which Program Directors will review complete student files or files sent from other queues for admissions decisions.

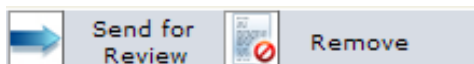


- Decision Recorded: The Director has made an admission decision on the file.
- Program Coordinator: Sends the documents back to the coordinator.

GRAD Incomplete Queue

This queue will hold students who have applied for your program, but have incomplete files. This queue can be viewed and the decision to send for review can be made.

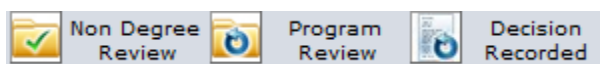
Please note: decisions to waive requirements must be communicated via email to LaJohn Dammons.



- Send for Review: Sends the documents to the Program Coordinator for Review.
- Remove: Removes documents from Lifecycle.

GRAD Unqualified Review Queue

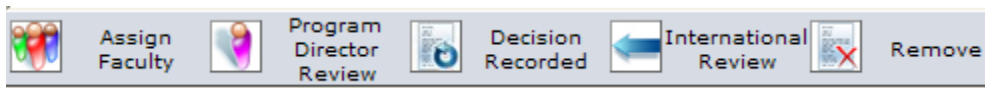
This queue will hold students who have applied for your program, but do not meet established requirements. This queue can be viewed and the decision to send for review can be made.



- Non Degree Review: Sends the documents to the Program Coordinator Non-Degree Queue
- Program Review: Sends the documents to the Program Coordinator Queue.
- Decision Recorded: An admission decision has been made on the file.

Compile Faculty Review Queue

This queue is where the Program Coordinator or Director can select committee members to review the file.



- Assign Faculty: Opens a User Form to select Faculty Reviewers
- Program Director Review: Sends file to Program Director Review
- Decision Recorded: An admission decision has been made on the file.
- International Review: Sends file to International Review Queue

The screenshot shows the OnBase application interface. On the left is a 'Work Folder' pane listing various documents like 'GRAD Resume', 'GRAD Transcript', and 'GRAD Supplemental Application'. The main window displays the 'CSU User Form'. At the top of the form are 'Save' and 'Cancel' buttons. Below them is a 'CSU Faculty List' section containing a scrollable list of faculty names and IDs, such as 'CLINICAL: AMIR: POREH: 2414682' and 'CNS / CAC: ANNE: BAUER: 2335139'.

Faculty Review Queue

This is the queue in which faculty will access to review files assigned to them. Here, they will have the opportunity to rank, make comments and recommend an admit decision.

This block contains two buttons: 'Review Applicant' with a magnifying glass icon and 'Review Complete' with a checkmark icon.

- Review Applicant: Opens a User Form to enter ratings, decision and comments.
- Review Complete: Sends form for coordinator review.

The screenshot shows the OnBase application interface with the 'Faculty Sheet' form open. The left pane shows the same 'Work Folder' as the previous screenshot. The 'Faculty Sheet' form has a 'Save' and 'Cancel' button at the top. Below is a 'Faculty Information' section with the following fields: 'Faculty Username' (text box with '2040542'), 'Faculty Name' (text box with 'Nina C Cooke'), 'Faculty Rating' (dropdown menu), 'Faculty Decision' (dropdown menu), and 'Faculty Comments' (large text area).

Faculty Sheet

Save Cancel

Faculty Information

Faculty Username: 2040542

Faculty Name: NINA C COOKE

Faculty Rating: 3

Faculty Decision: 1

Faculty Comments: 2

This is a super student!

3

4

5

Save Cancel

Faculty Information

Faculty Username: 2040542

Faculty Name: NINA C COOKE

Faculty Rating: 3

Faculty Decision: ADMIT

Faculty Comments: ADMIT

This is a super student!

ADMIT WITH REQUIREMENTS

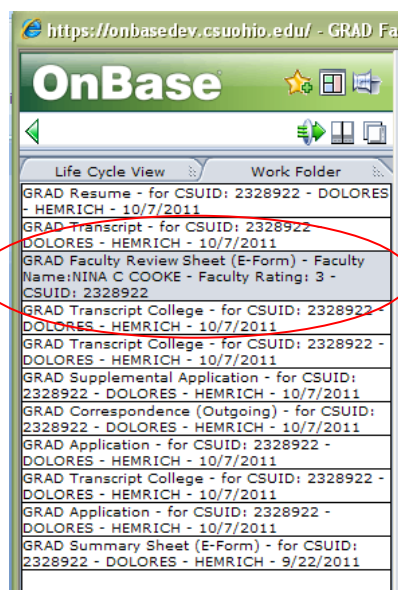
CONDITIONAL ADMIT

DENY

DENY OFFER NON-DEGREE

WAITLIST

The Faculty Review Sheet (E-form) is added to the student record for Program Coordinator/Director access.



Making an Admission Decision

If you have the access to make an admission decision on a file, you will see the selections at the bottom of the summary page.

The screenshot shows a web interface for making admission decisions. At the top, there is a green header bar with the word "Decision" in blue. Below this, on the left, is a label "Final Decision:" followed by a dropdown menu. The dropdown menu is open, showing a list of options: "ADMIT", "ADMIT WITH REQUIREMENTS", "CONDITIONAL ADMIT", "DENY", "DENY OFFER NON-DEGREE", and "WAITLIST". To the right of the dropdown menu is a "Save" button. Below the dropdown menu, there is a section labeled "Note(s)" with a small icon to its left.

Admit

Regular Graduate Students have satisfied all requirements for admission to the College of Graduate Studies and to a graduate program, including the submission of all application materials.

Admit with Requirements

Some programs accept students who do not meet all departmental admission requirements. For example, a program may require both a 3.0 grade point average and GRE scores at the 50th percentile. Regular admission with requirements may be offered to an applicant with, for example, a 3.25 gpa and GRE scores in the 35th percentile. Regular admission with requirements means that the student must complete prescribed courses with minimum grades, as specified in the admission letter, or complete prerequisite courses, or attain a minimum grade point average in the first semester(s) of enrollment. Programs monitor the requirements, *not* Graduate Admissions.

International Conditional Admission

International applicants who meet the College of Graduate Studies and Program grade point and admission examination (GRE, GMAT, MAT, etc.) requirements, but fall short of meeting College of Graduate Studies English Language proficiency requirements, may be considered for conditional admission. For such applicants, the University ESL Coordinator in consultation with the academic program director will evaluate the student's English language skills, and when appropriate, prescribe an ESL program of study for a maximum of two semesters. Depending upon the English language skill level of the applicant, a program of ESL and academic course work will be developed. By the end of the student's second semester of study, all ESL and academic requirements for Regular Admission must be met. Otherwise such students will not be allowed to continue their graduate studies. The progress of conditional admits (international students) is monitored by Center for International Services and Programs.

Deny

The applicant meets neither Program nor Graduate College requirements. Denied students will not be offered the chance to be non-degree seeking in your program. Use if the applicant's

credentials are far too low to be considered, or if your program does not allow non-degree students.

Deny Offer Non-degree

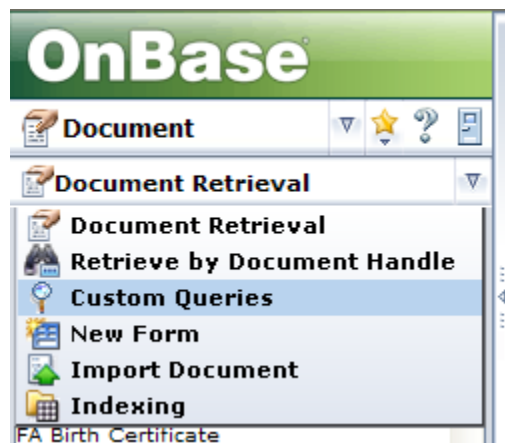
Program directors have the option of denying students admission but offering the opportunity to take courses as a non-degree student. These students must earn a minimum of 12 hours with a 3.00 gpa or better to become qualified as degree-seeking.

Waitlist

For applicants who meet Program requirements in limited-enrollment programs. These applicants could be admitted depending on the number of admits who accept the offer of admission.

4 Custom Queries

Custom Queries can be used to locate student documents or to identify a group of students based on defined criteria. The Custom Queries can be accessed by using the drop down arrow next to Document Retrieval.





Select Custom Queries

Once selected you will see a menu of two queries

- Student Documents
- Rpt Grad Decision

Student Documents

This query should be used to locate all documents for a specific student. This will return documents related to the student, regardless of their career. Wildcards can be used here, as with Document Retrieval.


Custom Queries



Custom Queries



Admissions Processing
 RPT GRAD Decision
Student Documents
 xxtest

Keywords

Text

From Date


 To Date

CSUID
 =


 (0000000)

First Name
 =

Middle Name
 =

Last Name
 =

Birthdate
 =



 MM/dd/yyyy

****Helpful Hint**** Search by student name using Wildcards, some documents may not be indexed with the student's ID number.

RPT GRAD Decision

The RPT GRAD Decision Custom Query can be used to review a group of students, based upon user defined information. For example, by entering a date range and decision, you could see a list of all the student admitted during a specific period. You can narrow the request by Decision, Admit Term, Program Code, and Plan.

The screenshot shows a web application interface for creating custom queries. At the top, there is a 'Document' header with a search icon, a dropdown arrow, a star icon, a question mark icon, and a print icon. Below this is a 'Custom Queries' section with a search icon and a dropdown arrow. A list of custom queries is displayed: 'Admissions Processing', 'RPT GRAD Decision' (highlighted), 'Student Documents', and 'xxtest'. Below the list is an 'Instructions' section with the text: 'Select lists of students by Admit Term, Admit Decision, Program, Plan'. There are two date input fields labeled 'From Date' and 'To Date', each with a calendar icon. Below the date fields are several input fields for filtering: 'Decision' (with a dropdown arrow), 'Admit Term', 'Program Code', 'Plan Code', and 'Plan Description'.

5 Sample Letters

Admit Letter

Student Name
Address

Student ID

Dear _____:

Congratulations! It is a pleasure to inform you that upon the recommendation of the Graduate Program Committee in the College of _____ you have been admitted to the Graduate program in _____ as a regular, degree-seeking student. Your admission is effective _____ semester 20___. Classes for the _____ semester will begin _____.

You have been assigned a unique CSU ID number, noted above. You will need your ID number to register for classes and for other business you conduct with the University. Additionally, your program may contact you with more information.

As a graduate student, you must maintain a cumulate grade-point average of 3.0 to remain in good academic standing. This regulation and other guidelines can be found in the Graduate Catalog, which is available online at csuohio.edu/gradcollege.

CSU is the university of choice for talented students who are intellectually curious, serious about their studies, and intent on advancing their lives through higher education. I believe that you will find your program of study challenging and rewarding, and look forward to seeing you on campus soon.

Welcome to Graduate study at Cleveland State University!

Sincerely,



Jianping Zhu, Dean
College of Graduate Studies

Admit with Requirements

Student Name
Address

Student ID

Dear _____:

Congratulations! It is a pleasure to inform you that upon the recommendation of the Graduate Programs Committee in the College of _____ you have been admitted to the Graduate program in _____ as a regular, degree-seeking student. Your admission is effective _____ semester 20__.

Your program director will contact you in the near future to discuss academic requirements you must meet in order to remain in good academic standing. Additionally, you have been assigned a unique CSU ID number, noted above. You will need your ID number to register for classes and for other business you conduct with the University.

As a graduate student, you must maintain a cumulate grade-point average of 3.0 to remain in good academic standing. This regulation and other guidelines can be found in the Graduate Catalog, which is available online at csuohio.edu/gradcollege.

CSU is the university of choice for talented students who are intellectually curious, serious about their studies, and intent on advancing their lives through higher education. I believe that you will find your program of study challenging and rewarding, and look forward to seeing you on campus soon.

Welcome to Graduate study at Cleveland State University!

Sincerely,



Jianping Zhu, Dean
College of Graduate Studies

International Conditional Admit

ID#
Date

Name
Address

Dear _____:

It is a pleasure to inform you that upon the recommendation of the Graduate Programs Committee in the College of _____ you have been granted admission to the Graduate program in _____ for _____ Semester 20____. You have met the minimum qualifications for your graduate program, but you have not met the College of Graduate Studies English Language proficiency requirement.

As a part of your admission, you must contact the English as a Second Language Program Director, Dr. Michele Bowman, at 216-875-9669 or m.s.bowman@csuohio.edu after your arrival on campus for a language evaluation. The testing will either release you from ESL courses or identify the course(s) you must take. You must complete whatever ESL courses are prescribed as a result of that evaluation within your first two semesters. You will not be allowed to register for classes until your language evaluation is complete.

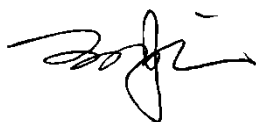
As a graduate student you must maintain a cumulative grade point average of 3.0 to be in good academic standing. This regulation and other guidelines are contained in the Graduate Catalog which is available online (<http://www.csuohio.edu/gradcollege/>).

The University has assigned you a CSU ID number listed above; you will need your CSU ID number to register for classes and for all other business you conduct with the University.

If you have any questions regarding your admission please contact International Admissions (216.687.5599 or appstatus@csuohio.edu).

Welcome to graduate study at Cleveland State University. I hope you find your program of study challenging and rewarding.

Sincerely,



Jianping Zhu, Dean
College of Graduate Studies

Deny

Student Name
Address

Dear _____:

I regret to inform you that upon the recommendation of the Graduate Programs Committee in the College of _____ you have been denied admission to the College of Graduate Studies for the _____ semester, 20__.

I wish you well in all further academic endeavors. Thank you for your interest in the College of Graduate Studies at Cleveland State University.

Sincerely,

A handwritten signature in black ink, appearing to be 'Jianping Zhu', written in a cursive style.

Jianping Zhu, Dean
College of Graduate Studies

Deny Offer Non Degree

Student Name
Address

Student ID

Dear _____:

I regret to inform you that upon the recommendation of the Graduate Programs Committee in the College of _____ you have been denied admission to the College of Graduate Studies for the _____ semester, 20____. Unfortunately, your credentials did not meet the standards of the _____ program.

If you still wish to attend Cleveland State University, you may enroll in the Graduate College as a non-degree graduate student, complete a minimum of 12 graduate credit hours with a grade-point average of no less than 3.00, and reapply for degree-seeking status at that time. If you wish to pursue this course of action, you must file a new, non-degree application. You will not be required to pay the application fee again or to submit any additional documents.

More information can be found at csuohio.edu/gradcollege/students/nondegree.

If you have any questions, please call 216-687-5599 or send e-mail to graduate.admissions@csuohio.edu. I wish you well in your academic endeavors.

Sincerely,

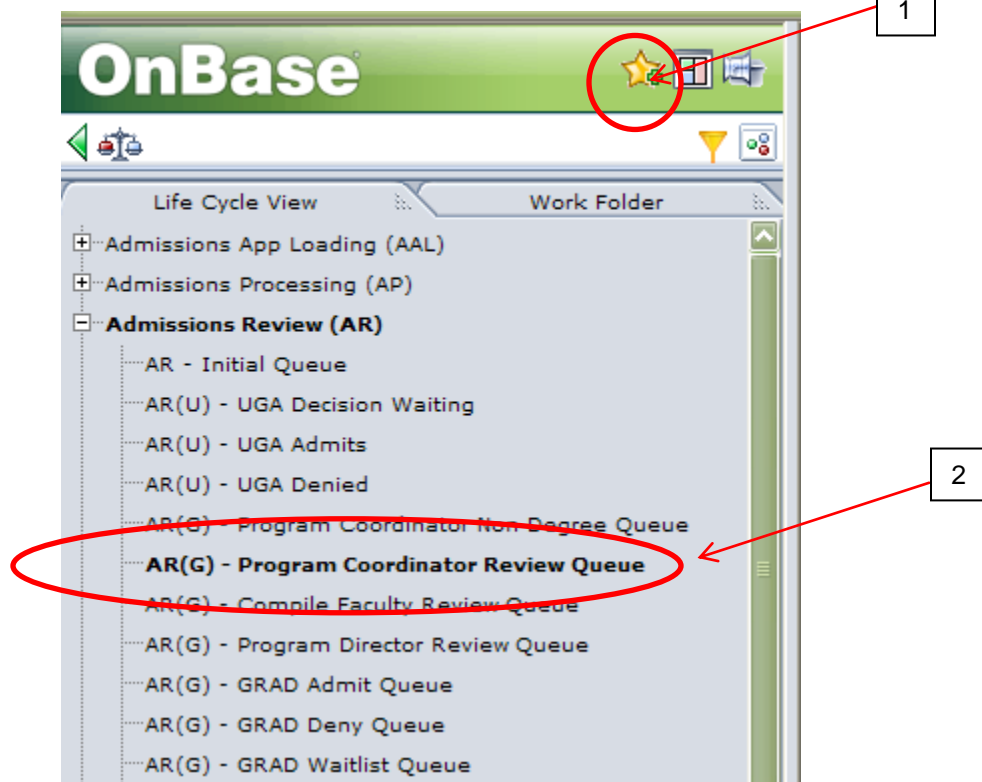


Jianping Zhu, Dean
College of Graduate Studies

6 Tips and Tricks for OnBase

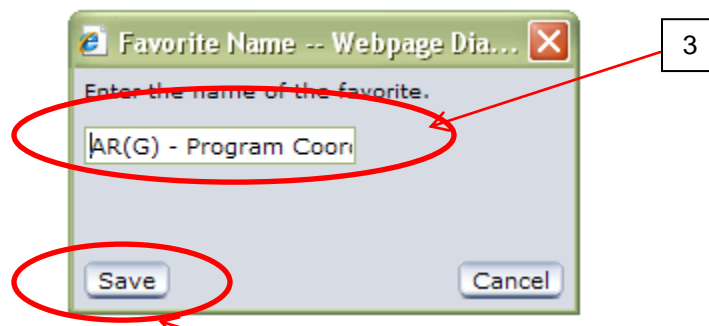
Make your Program Coordinator Review queue your Home Page!

1. Navigate to Workflow and your Program Coordinator Review Queue



2. Select the Gold Star for Add to Favorites

3. Name your favorite.



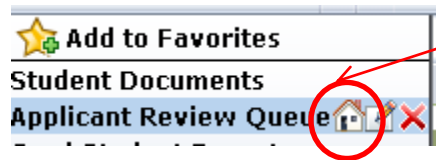
4. Click Save

5. Go to main OnBase page and select the Gold Star to display Favorites

5



6. Hovering on a Favorite displays the Home, Edit, and Delete icons. To make a Favorite your home page, click the Home icon.



6

Next time you sign into OnBase, this page will automatically open.

Recommended Favorites for Program Coordinators / Directors

