



Options for
Completing
Admissions
Decision
Sheets

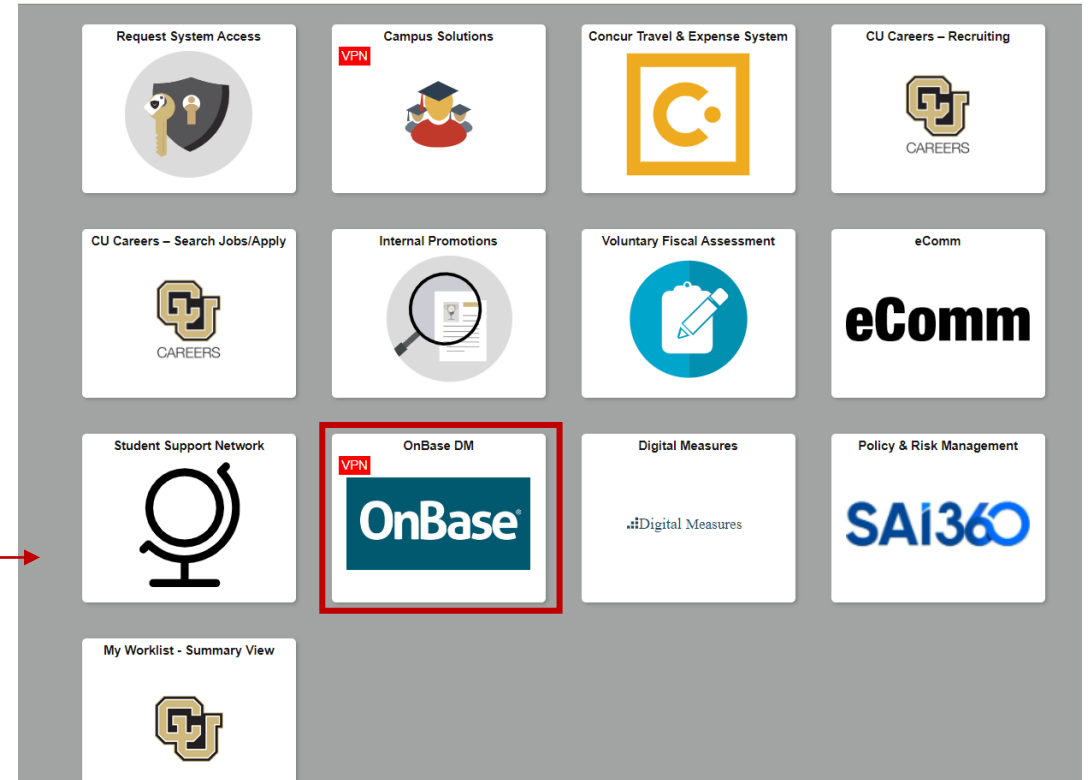
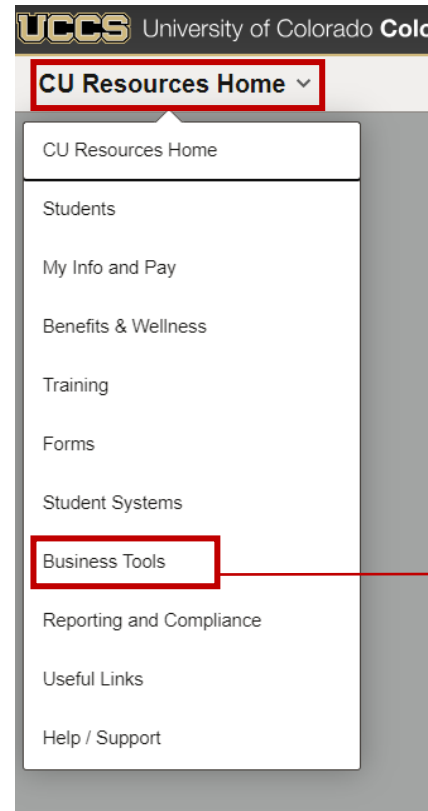
Accessing OnBase web client

Note: MAC users are the prominent users of Web Client because Unity Client is unavailable to MAC users.

- ❖ Login to your "My UCCS Portal"
- ❖ Click on the drop-down icon next to the "CU Resources Home."
- ❖ Select "Business Tools"
- ❖ Select "OnBase" icon
- ❖ Note: Make sure you are login to your VPN



- ❖ Decision Sheets can be accessed in two ways: 1. By searching the prospective student through the "**Workflow.**" 2. Search for the prospective student through "**Custom Queries.**"
- ❖ Select the appropriate option of your choice.



- Document
 - Document Retrieval
 - Custom Queries
 - New Form
 - Import Document
 - Batch Indexing
 - Documents Checked Out

- Workflow
 - Open Workflow**
- WorkView

Option 1

Option 1:

- ❖ Select "Workflow" from the menu list, this window will generate.
- ❖ Search and Select "**C-ADM-Graduate Decision Sheet WF**"
- ❖ Select "**C-ADM-GDSWF-Program Officer**"
 - List of all the decision sheets are generated in the "Inbox" on the right-hand side.
- ❖ Click/select the file that needs to be processed; the form will be generated in the bottom section, allowing you to complete the department section.
 - Refer to page to for note about different types of admits/deny
- ❖ Click "Save"
- ❖ Click/Select the appropriate "**Review Complete Route to Examiner**" Or "**Special Admit Route to Graduate School**" once the Department Section is completed.

The screenshot displays the OnBase (DMOPRD) interface. The top navigation bar includes 'File', 'Home', 'Workflow', and 'Document'. The 'Workflow' tab is active, showing a ribbon with 'Layout' (Change Layout, Close This Layout, Secondary Viewer, Primary Viewer), 'View' (Refresh, Apply Filter, Auto Work, Override Auto-feed), and 'Actions' (Route Item, Take Ownership, Release Ownership, Execute Script Task). Two buttons in the 'Actions' group, 'Review Complete - Route to Examiner' and 'Special Admit - Route to Graduate School', are highlighted with red boxes. The left sidebar shows a 'Life Cycles' tree with 'My Owned Items' and 'Combined Inbox'. The 'C-ADM - Graduate Decision Sheet WF' folder is selected and highlighted with a red box. Below it, the 'C-ADM - GDSWF - Program Officer (107)' folder is also highlighted with a red box. The main area shows an 'Inbox' table with columns 'Ic', 'Name', and 'Entry Date'. The first row is selected and highlighted in blue. A red arrow points from the selected folder in the sidebar to the first row in the table. Below the table, the 'Primary Viewer' shows the document 'C-ADM - Graduate School Decision Sheet - 6/26/2024 - 111486087 - JACKSON SPALDING'. A red arrow points from the 'C-ADM - GDSWF - Program Officer' folder in the sidebar to the document title in the viewer. The document content includes the UCCS Admissions logo and the text 'UNIVERSITY OF COLORADO COLORADO SPRINGS'.

Ic	Name	Entry Date
111486087	C - ADM - Graduate School Decision Sheet - 6/26/2024 - JACKSON SPALDING	6/26/2024 9:16:40 AM
111496440	C - ADM - Graduate School Decision Sheet - 6/26/2024 - JOSHUA MCMANUS	6/26/2024 9:06:50 AM
111481407	C - ADM - Graduate School Decision Sheet - 6/26/2024 - DEEADRA REEVES	6/26/2024 8:56:01 AM
109673408	C - ADM - Graduate School Decision Sheet - 6/26/2024 - JONATHAN SHARK	6/26/2024 8:37:12 AM
110899812	C - ADM - Graduate School Decision Sheet - 6/24/2024 - NUCUMISA NKOMO	6/24/2024 3:08:19 PM
111485832	C - ADM - Graduate School Decision Sheet - 6/24/2024 - MATTHEW WIEDERHOLT	6/24/2024 2:28:13 PM
103271315	C - ADM - Graduate School Decision Sheet - 6/24/2024 - CAITLIN NOVAK	6/24/2024 2:14:01 PM
111438009	C - ADM - Graduate School Decision Sheet - 6/24/2024 - SULYMON SAKA	6/24/2024 10:48:00 AM
110308953	C - ADM - Graduate School Decision Sheet - 6/24/2024 - KARA MCGRATH	6/24/2024 8:54:56 AM

Option 2:

- ❖ Select "Custom Queries" from the menu list, and this window will be generated.
- ❖ Select "All Student Documents"
- ❖ The Search Type Key will be generated in the bottom right of the page
- ❖ Input the "Student ID" and Click "Enter"
- ❖ The "Custom Query Results" will generate all the student's documents.

The screenshot illustrates the process of generating a custom query. It starts with a menu where "New Form" is highlighted, leading to a "Custom Queries" window. In this window, "All Student Documents" is selected under the "Document" category. The "Search Type" section shows the "Keywords" search type with the "Student ID" field containing "111051054".

The "Custom Query Results" table displays the following data:

Document Type	Document Date	Student ID
C - ADM - Application Update Form	12/15/2023	111051054
C - ADM - Application Update Form	5/16/2023	111051054
C - ADM - Completed Application Document Packet	5/10/2023	111051054
C - ADM - Goal Statement	4/5/2023	111051054
C - ADM - Graduate Application	4/1/2023	111051054
C - ADM - Graduate School Decision Sheet	5/10/2023	111051054
C - ADM - International Transcript Evaluation	5/10/2023	111051054

Below the table, the "Graduate School Decision Sheet" is displayed, featuring the UCCS Admissions logo and the University of Colorado Colorado Springs name. The "Student ID" field is populated with "111051054".

- ❖ Select the appropriate student's "**C-ADM-Graduate School Decision Sheet.**" The form will be generated at the bottom section, allowing you to complete the department section.
- ❖ Refer to page to for notes about different types of admits/deny
- ❖ Right-click to access the shortcut list.
- ❖ Select "Workflow "
- ❖ Select "Open Workflow"
 - For Windows operation users: **ensure that the Pop-up is allowed.**
- ❖ The next page with the finalize option will generate.
- ❖ Click the appropriate "**Review Complete Route to Examiner**" Or "**Special Admit Route to Graduate School**" once the Department Section is completed.

The screenshot shows the OnBase Custom Query Results page. The table lists documents with columns for Document Type, Document Date, Student ID, First Name, Middle Name, Last Name, and Date of Birth. The document 'C-ADM - Graduate School Decision Sheet' is highlighted, and a context menu is open over it, showing options like 'Workflow' and 'Open Workflow'.

Document Type	Document Date	Student ID	First Name	Middle Name	Last Name	Date of Birth
C - ADM - College Transcript	6/19/2023	111078393	MEGHAN		KENNY	5/16/1997
C - ADM - Completed Application Document Packet	7/5/2023	111078393	MEGHAN		KENNY	5/16/1997
C - ADM - Goal Statement	6/16/2023	111078393	MEGHAN		KENNY	5/16/1997
C - ADM - Graduate Application	6/17/2023	111078393	MEGHAN		KENNY	5/16/1997
C - ADM - Graduate School Decision Sheet	7/5/2023	111078393	MEGHAN		KENNY	5/16/1997
C - ADM - Letter of Recommendation	6/26/2023				KENNY	5/16/1997

The screenshot shows the OnBase Workflow page. The main area displays a list of workflow items, including 'C-ADM - Graduate School Decision Sheet - 5/10/2023 - 111051054 - MAHA LAKSHMI VEMIREDDY'. Below the list, there are two buttons: 'Review Complete Route to Examiner' and 'Special Admit - Route to Graduate School', both of which are highlighted with red boxes.

Accessing OnBase Unity client

Note: Here is the link to the download "Unity Client":

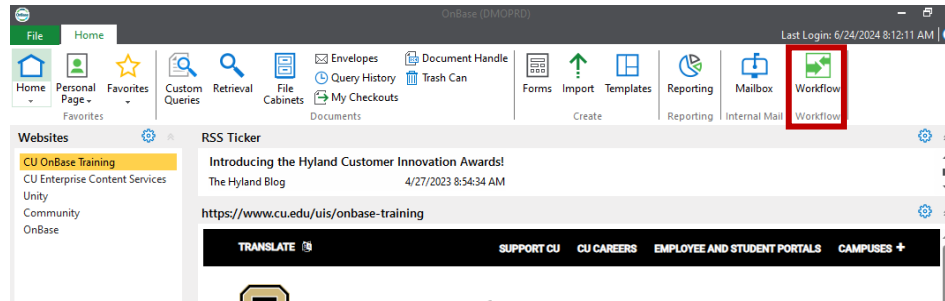
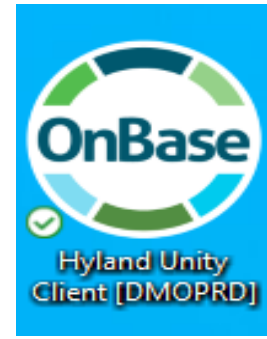
<https://www.cu.edu/doc/onbase-web-urls-and-unity-client-urls-v4.pdf>

- ❖ Click on the **OnBase Icon** on your computer desktop.
- ❖ You can also pin the icon on your taskbar
- ❖ Login to OnBase

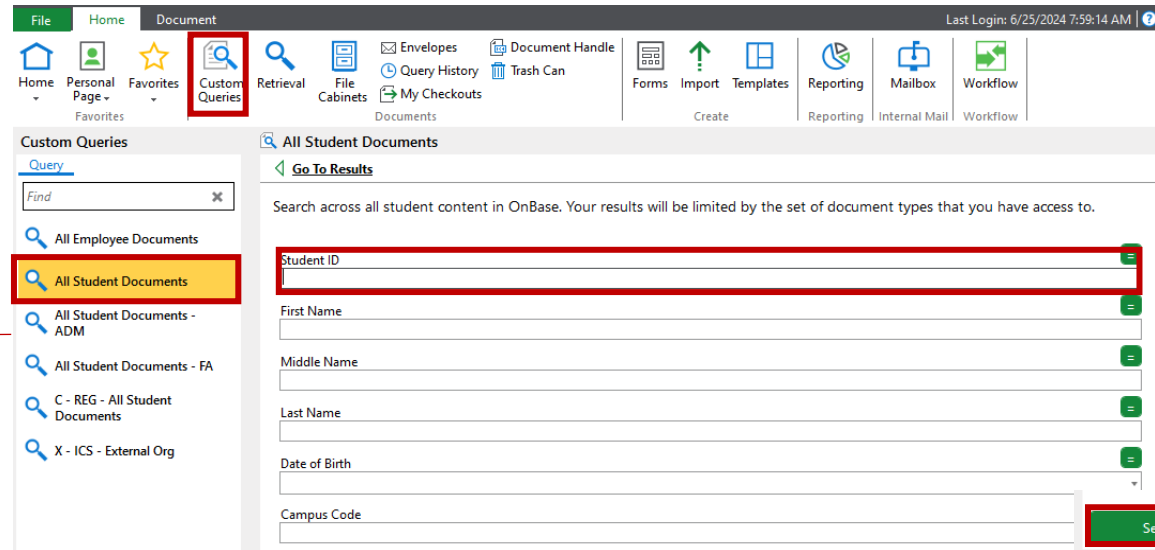
Note: Ensure you are logged in to your VPN and log off/close out onBase each evening.



- ❖ The "Decision Sheet" can be accessed in two ways: 1. By searching the prospective student through the "**Workflow.**" 2. Search for the prospective student through "**Custom Queries.**"
- ❖ Select the appropriate option of your choice.



Option 1



Option 2

Option 1:

- ❖ Select "Workflow" from the menu list, this window will generate.
- ❖ Search and Select "**C-ADM-Graduate Decision Sheet WF**"
- ❖ Select "**C-ADM-GDSWF-Program Officer**"
 - List of all the decision sheets are generated in the "Inbox" on the right-hand side.
- ❖ Click/select the file that needs to be processed; the form will be generated in the bottom section, allowing you to complete the department section.
 - Refer to page to for note about different types of admits/deny
- ❖ Click "Save"
- ❖ Click/Select the appropriate "**Review Complete Route to Examiner**" Or "**Special Admit Route to Graduate School**" once the Department Section is completed.

The screenshot displays the OnBase (DMOPRD) interface. At the top, the 'Workflow' tab is active in the menu bar. The ribbon includes sections for 'Layout', 'View', and 'Actions'. In the 'Actions' section, two buttons are highlighted with red boxes: 'Review Complete - Route to Examiner' and 'Special Admit - Route to Graduate School'. Below the ribbon, the 'Life Cycles' pane on the left shows a tree view of folders. The folder 'C - ADM - Graduate Decision Sheet WF' is selected and highlighted with a red box. Underneath it, the folder 'C - ADM - GDSWF - Program Officer (107)' is also highlighted with a red box. A red arrow points from this folder to the 'Inbox' table on the right. The 'Inbox' table lists several documents, with the first row selected: 'C - ADM - Graduate School Decision Sheet - 6/26/2024 - 111486087 - JACKSON SPALDING'. A red arrow points from this row down to the 'Primary Viewer' section at the bottom, which displays the document's content. The document header reads 'Graduate School Decision Sheet' and 'UCCS Admissions UNIVERSITY OF COLORADO COLORADO SPRINGS'. A red arrow points from the 'Primary Viewer' section back up to the 'Review Complete - Route to Examiner' button in the ribbon.

lc	Name	Entry Date
<input checked="" type="checkbox"/>	C - ADM - Graduate School Decision Sheet - 6/26/2024 - 111486087 - JACKSON SPALDING	6/26/2024 9:16:40 AM
<input type="checkbox"/>	C - ADM - Graduate School Decision Sheet - 6/26/2024 - 111496440 - JOSHUA MCMANUS	6/26/2024 9:06:50 AM
<input type="checkbox"/>	C - ADM - Graduate School Decision Sheet - 6/26/2024 - 111481407 - DEEADRA REEVES	6/26/2024 8:56:01 AM
<input type="checkbox"/>	C - ADM - Graduate School Decision Sheet - 6/26/2024 - 109673408 - JONATHAN SHARK	6/26/2024 8:37:12 AM
<input type="checkbox"/>	C - ADM - Graduate School Decision Sheet - 6/24/2024 - 110899812 - NUCUMISA NKOMO	6/24/2024 3:08:19 PM
<input type="checkbox"/>	C - ADM - Graduate School Decision Sheet - 6/24/2024 - 111485832 - MATTHEW WIEDERHOLT	6/24/2024 2:28:13 PM
<input type="checkbox"/>	C - ADM - Graduate School Decision Sheet - 6/24/2024 - 103271315 - CAITLIN NOVAK	6/24/2024 2:14:01 PM
<input type="checkbox"/>	C - ADM - Graduate School Decision Sheet - 6/24/2024 - 111438009 - SULYMON SAKA	6/24/2024 10:48:00 AM
<input type="checkbox"/>	C - ADM - Graduate School Decision Sheet - 6/24/2024 - 110308953 - KARA MCGRATH	6/24/2024 8:54:56 AM

Option 2:

- ❖ Select "Custom Queries" from the menu list, this window will generate.
- ❖ Select "All Student Documents"
 - The Search Type Key will generate in the bottom right of the page
- ❖ Input the "Student ID" and Click "Enter"
 - The "Custom Query Results" will generate all the student's documents.

The screenshot illustrates the process of generating a custom query. It shows three main components: a navigation menu, a search configuration window, and a results page.

Navigation Menu: A red box highlights the menu icon, with an arrow pointing to the "New Form" option. Another arrow points from "New Form" to the "Custom Queries" option in the "Document" section.

Search Configuration Window: This window is titled "Custom Queries" and contains the following sections:

- Document:** A list of document types with "Custom Queries" selected.
- Workflow:** An "Open Workflow" option.
- Search Type:** A "Keywords" section with input fields for Student ID (111051054), First Name, Middle Name, Last Name, Date of Birth (MM/dd/yyyy), and Campus Code.

Custom Query Results: A table displaying the results of the search. The table has columns for Document Type, Document Date, and Student ID. The "C - ADM - Graduate School Decision Sheet" is highlighted in blue.

Document Type	Document Date	Student ID
C - ADM - Application Update Form	12/15/2023	111051054
C - ADM - Application Update Form	5/16/2023	111051054
C - ADM - Completed Application Document Packet	5/10/2023	111051054
C - ADM - Goal Statement	4/5/2023	111051054
C - ADM - Graduate Application	4/1/2023	111051054
C - ADM - Graduate School Decision Sheet	5/10/2023	111051054
C - ADM - International Transcript Evaluation	5/10/2023	111051054

Below the table, there is a section for "Graduate School Decision Sheet" with the UCCS Admissions logo and the text "UNIVERSITY OF COLORADO COLORADO SPRINGS". A "Student ID" field is visible with the value "111051054".

From this point on, it will be both applicable to both Unity Client and Web-Client

Graduate School Decision Sheet (General Decision Sheet)

Note: The examiners should complete the student's information, a program of study, and the term applied before sending it to the perspective departments. Therefore, please complete the rest of the forms and route them accordingly to prevent any delay.

- ❖ Using the "Admission Decision" drop-down icon select the appropriate selection (**Admit, Deny, Cancel Application**)
- ❖ Select the appropriate "Type of Admission" by using the drop-down icon.

➤ **Note:** The type of admission will affect the routing. Please ensure that you are selecting the correct type. **Regular admission** will be routed back directly to Examiners for final processing. **Streamline, AMP, and Provisional** will all be routed to Grad School for approval before being routed to Examiners for final processing. Please refer to each section as needed.

- ❖ Complete the WGRP, ELP, Education history section.
- ❖ Click "Attach Graduate School Decision Letter" to upload/attach the Department Decision Letter
- ❖ Sign Your Name in "Name of the Program Officer Completing This Form"
- ❖ Click Save

Graduate School Decision Sheet

UCCS Admissions

UNIVERSITY OF COLORADO
COLORADO SPRINGS

Student ID * 000000000	First Name * 	Last Name *
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Semester Fall	College Engineering
Year 2024	Program Computer Science (MS)
	Concentration

If the student is being admitted into a different program, different term, or adding a program other than the one applied for (which is listed above), please click here and input the appropriate data.

Change from Application to Admission

Admission Decision Admit
Type of Admission: Regular

Is this student eligible for the Western State Resident program?
 Yes No

The applicant's English proficiency was deemed to be satisfactory using one of the Graduate School's acceptable methods. *
 Yes No

Has the applicant received the required degree? Month and year degree was earned?
 Yes No 12/2023

Institution Name?
Florida Institute of Technology

Please attach a Graduate School Decision Letter if applicable to program. (0)

Attach Graduate School Decision Letter

Name of Program Officer Completing This Form

Please note: You must press a workflow task button after saving to push the document through workflow to the examiner/Graduate School. Failure to do so will result in delayed processing.

Save

Graduate School Decision Sheet (General Decision Sheet) with Regular admission

- ❖ Using the "Admission Decision" drop-down icon to select "Admit"
- ❖ Using the "Type of Admission" drop-down icon to select "**Regular Admission type**"
- ❖ Continue with the steps on from the prior page with completing the below sections: WGRP, ELP, Education and attaching document, signing and clicking "Save"
- ❖ For Regular Admission, Click "Review Complete-Route to Examiner" icon on the "Tasks" Bar if you are using **CU-SIS** or on **OnBase** the Icon will be in the middle of the page as shown

If the student is being admitted into a different program, different term, or adding a program other than the one applied for (which is listed above), please click here and input the appropriate data.

Change from Application to Admission

Admission Decision
Admit

Type of Admission:
Regular

File Document **Tasks**

Workflow Queues Related Items **Review Complete - Route to Examiner** Special Admit - Route to Graduate School

C - ADM - GDSWF - Program Officer

C - ADM - Graduate School Decision Sheet - 7/14/2023 - 1034115

CU-SIS

onBase

C - ADM - Hardware at Home WF

C - ADM - High School Transcript WF

C - ADM - HS Concurrent App

Review Complete - Route to Examiner

Special Admit - Route to Graduate School

2024

Electrical Engineering (MSED)

Concentration

If the student is being admitted into a different program, different term, or adding a program other than the one applied for (which is listed above), please click here and input the appropriate data.

Change from Application to Admission

Admission Decision
Admit

Type of Admission:
Regular

Is this student eligible for the Western State Resident program?
 Yes No

The applicant's English proficiency was deemed to be satisfactory using one of the Graduate School's acceptable methods.*
 Yes No

Has the applicant received the required degree? Month and year degree was earned? Institution Name?
 Yes No 12/2023 Florida Institute of Technology

Please attach a Graduate School Decision Letter if applicable to program. (0)

Attach Graduate School Decision Letter

Name of Program Officer Completing This Form
Test

Please note: You must press a workflow task button after saving to push the document through workflow to the examiner/Graduate School. Failure to do so will result in delayed processing.

Save

Graduate School Decision Sheet (General Decision Sheet) with Streamlined Admission

- ❖ Using the "Admission Decision" drop-down icon to select "Admit"
- ❖ Using the "Type of Admission" drop-down icon to select "**Streamlined Admission**"
- ❖ Complete the CUM GPA portion
- ❖ Complete the Program Specific GPA (If applicable Section)
- ❖ Continue with the steps on from the prior page with completing the below sections: WGRP, ELP, Education and attaching document, signing
- ❖ Complete the "Name of Additional Departmental Approval"
- ❖ Click "SAVE"
- ❖ For **Streamlined Admission**, Click "Special Admit-Route to Graduate School" icon on the "Tasks" Bar if you are using **CU-SIS** or on **OnBase** the Icon will be in the middle of the page as shown

If the student is being admitted into a different program, different term, or adding a program other than the one applied for (which is listed above), please click here and input the appropriate data.

Change from Application to Admission

Admission Decision
Admit

Type of Admission:
Streamlined Admission

GPA

Program Specific GPA (if applicable)

Is this student eligible for the Western State Resident program?
 Yes No

The applicant's English proficiency was deemed to be satisfactory using one of the Graduate School's acceptable methods. *
 Yes No

Has the applicant received the required degree? Month and year degree was earned?
 Yes No 12/2023

Institution Name?
 UCCS

Please attach a Graduate School Decision Letter if applicable to program. (0)

Attach Graduate School Decision Letter

Name of Program Officer Completing This Form

Name of Additional Departmental Approver (ex. Dean, Chair, Director, etc.)

Graduate School Review

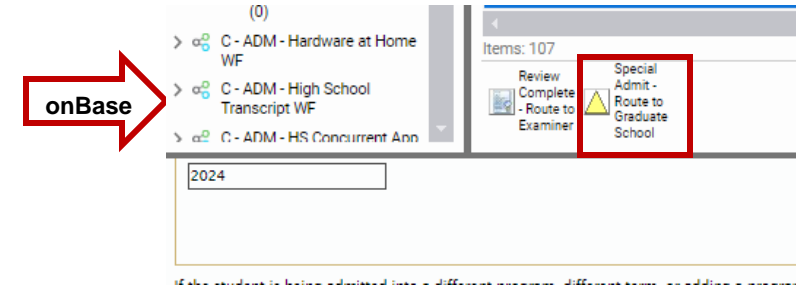
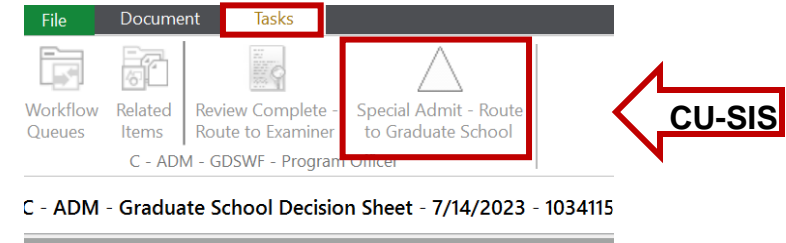
This routing option is only for use by the Graduate School Representatives during their provisional review. If you select one of these options prior to provisional review, this form will not be routed for processing.

Graduate School Routing

Route to Examiner for Processing
 Route to Department with Comments

Graduate School Notes

Name of the Graduate School Officer Completing This Form



Graduate School Decision Sheet (General Decision Sheet) with Accelerate Masters (AMP)

Note: The student must be approved for the AMP program and will be graduating the semester prior to the applied semester with the exception of the summer semester.

- ❖ Using the "Admission Decision" drop-down icon to select "Admit"
- ❖ Using the "Type of Admission" drop-down icon to select "**Accelerate Masters**"
- ❖ Complete the CUM GPA portion
- ❖ Complete the Program Specific GPA (If applicable Section)
- ❖ Continue with the steps on from the prior page with completing the below sections:
- WGRP, ELP, Education and attaching document, signing
- ❖ Complete the "Name of Additional Departmental Approval"
- ❖ Click "SAVE"
- ❖ For **Accelerate Masters**, Click "Special Admit-Route to Graduate School" icon on the "Tasks" Bar if you are using **CU-SIS** or on **OnBase** the Icon will be in the middle of the page as shown

If the student is being admitted into a different program, different term, or adding a program other than the one applied for (which is listed above), please click here and input the appropriate data.

Change from Application to Admission

Admission Decision
Admit

Type of Admission:
Accelerated Masters

GPA

Program Specific GPA (if applicable)

Is this student eligible for the Western State Resident program?
 Yes No
 The applicant's English proficiency was deemed to be satisfactory using one of the Graduate School's acceptable methods. *
 Yes No
 Has the applicant received the required degree? Month and year degree was earned?
 Yes No 12/2023
 Institution Name?
 UCCS

Please attach a Graduate School Decision Letter if applicable to program. (0)

Attach Graduate School Decision Letter

Name of Program Officer Completing This Form

Name of Additional Departmental Approver (ex. Dean, Chair, Director, etc.)

Graduate School Review

This routing option is only for use by the Graduate School Representatives during their provisional review. If you select one of these options prior to provisional review, this form will not be routed for processing.

Graduate School Routing

- Route to Examiner for Processing
 Route to Department with Comments

Graduate School Notes

Name of the Graduate School Officer Completing This Form

File Document **Tasks**

Workflow Queues Related Items Review Complete - Route to Examiner **Special Admit - Route to Graduate School**

C - ADM - GDSWF - Program Officer



C - ADM - Graduate School Decision Sheet - 7/14/2023 - 1034115



(0)

- > C - ADM - Hardware at Home WF
- > C - ADM - High School Transcript WF
- > C - ADM - HS Concurrent Ann

Items: 107

Review Complete - Route to Examiner **Special Admit - Route to Graduate School**

2024

If the student to be admitted into a different program, different term, or adding a program...

Graduate School Decision Sheet (General Decision Sheet) with Provisional

Note: Be consistent

- Provide similar provisions for students in similar situations.

Be clear

- The requirement should not have multiple interpretations on how it can be met.
- The provision should allow the student to demonstrate the requirement that they did not meet.
- There should be a timeline for the provision to be met.

Example: "The student must earn a B or better in their first two graduate level courses in your first semester."

- ❖ Use the "Admission Decision" drop-down icon to select "Admit"
- ❖ Use the "Type of Admission" drop-down icon to select **"Provisional"**
- ❖ Complete the "Undergrad GPA" and if applicable "Graduate GPA"
- ❖ Check the appropriate reason
 - If check "Other", please ensure the reason are completed.
- ❖ Complete instruction for Provisional refer to the **"Note Section"** for clarity
- ❖ Use the Provisional Approval drop-down icon to select "Yes"
- ❖ Continue with the steps on from the prior page with completing the below sections:
- WGRP, ELP, Education and attaching document, signing
- ❖ Complete the "Name of Additional Departmental Approval"
- ❖ Click "SAVE"
- ❖ For **Provisional**, Click "Special Admit-Route to Graduate School" icon on the "Tasks" Bar if you are using **CU-SIS** or on **OnBase** the Icon will be in the middle of the page as shown

If the student is being admitted into a different program, different term, or adding a program other than the one applied for (which is listed above), please click here and input the appropriate data.

Change from Application to Admission

Admission Decision

Admit

Type of Admission:

Provisional

Provisional Type

Undergrad GPA

Graduate GPA

- GPA lower than required by the program
- GPA lower than required by the Graduate School (minimum GPA=2.75)
- Test scores lower than required
- Needs to take pre requisite courses first
- Other

The applicant can be admitted as a Regular Degree student after the fulfillment of the following conditions (Note: be specific in language e.g. "...must receive a B+ or higher in each course for the first 12 credits"):

Please refer to the Note Section

Provisional Approval

Yes

Is this student eligible for the Western State Resident program?
 Yes No

The applicant's English proficiency was deemed to be satisfactory using one of the Graduate School's acceptable methods.*
 Yes No

Has the applicant received the required degree? Month and year degree was earned?
 Yes No 12/2023

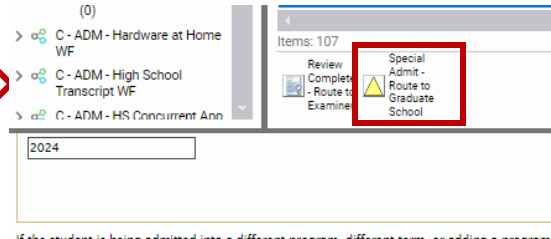
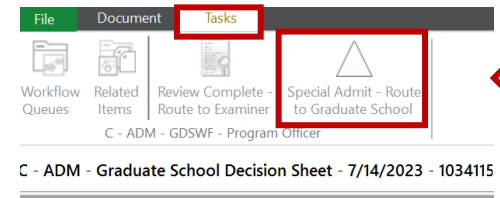
Institution Name?
 UCCS

Please attach a Graduate School Decision Letter if applicable to program. (0)

Attach Graduate School Decision Letter

Name of Program Officer Completing This Form

Name of Additional Departmental Approver (ex. Dean, Chair, Director, etc.)



"Change From Application to Admission"

Note: This box is used (checked) **ONLY** when you need to change the "Term and/or Program" from the initially applied **no matter the Type of Admission**.

- ❖ Check the box the "Change From Application to Admission" the option will appear
- ❖ Complete the appropriate section
- ❖ Term
 - Program
 - Additional 1 and 2
- ❖ Continue with the steps on form the prior page: Decisioning, completing WGRP, ELP, Education and attaching document, signing, saving and routing.

If the student is being admitted into a different program, different term, or adding a program other than the one applied for (which is listed above), please click here and input the appropriate data.

Change from Application to Admission

Term Change <input type="text"/>	Program Change <input type="text"/>
Addition 1 <input type="text"/>	Addition 2 <input type="text"/>

Admission Decision

Admit ▼

Type of Admission:

Regular ▼

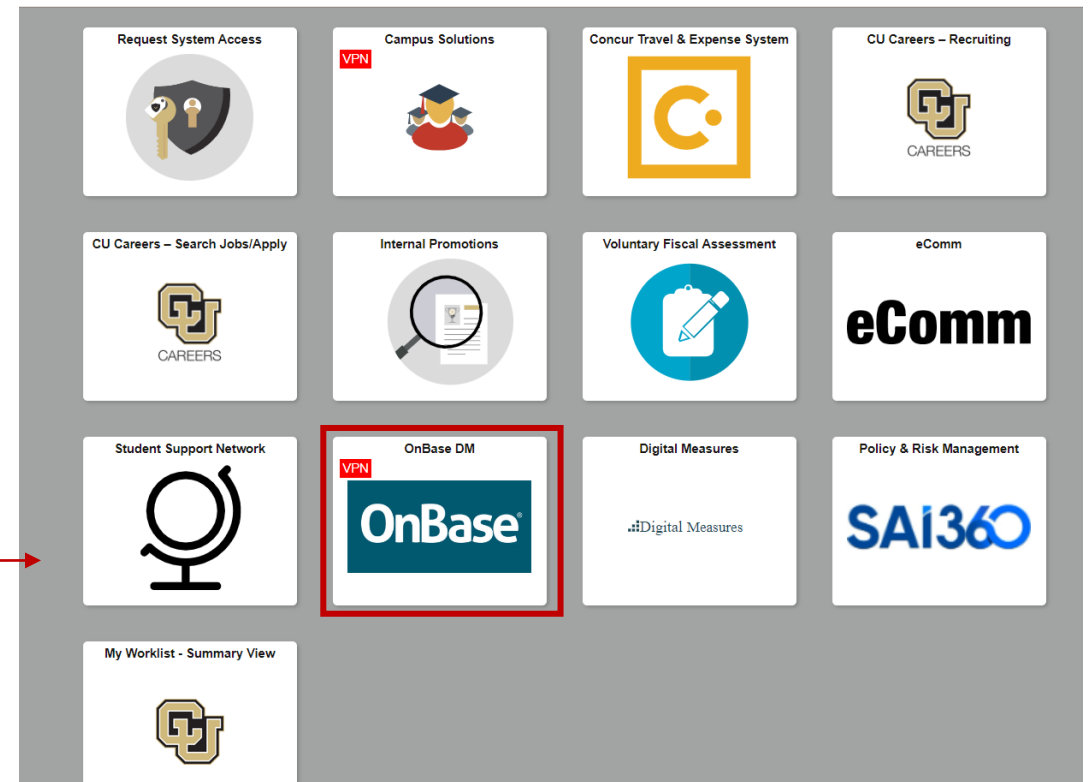
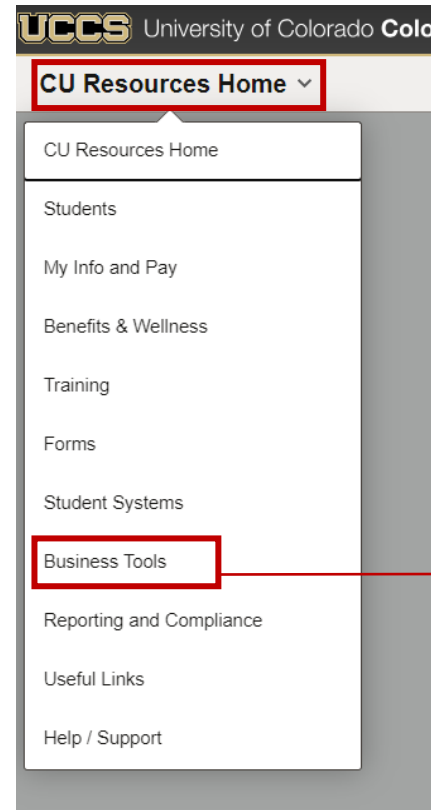


Application
Update
Forms for
Previously
Admitted
Students

Accessing OnBase web client

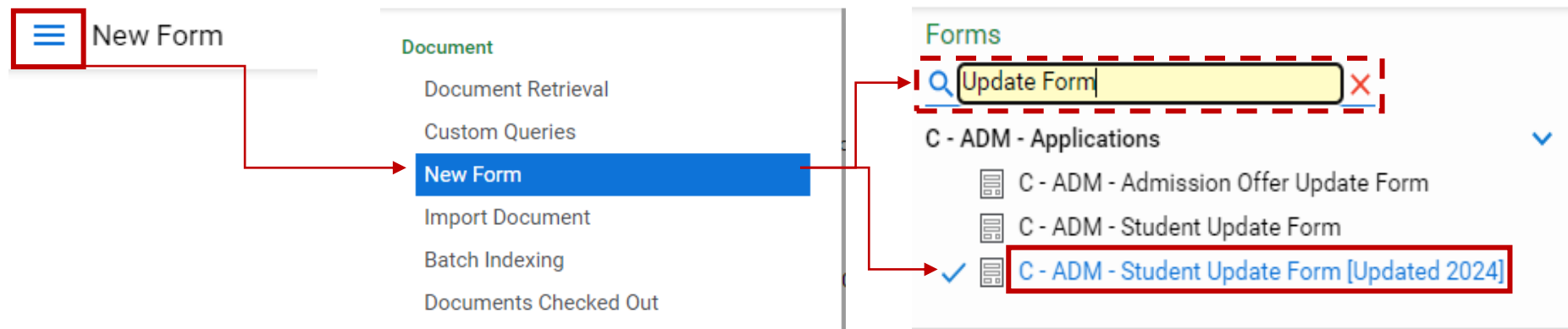
- ❖ Login to your "My UCCS Portal"
- ❖ Click on the drop-down icon next to the "CU Resources Home"
- ❖ Select "Business Tools"
- ❖ Select "OnBase" icon
 - Note: Make sure you are login to your VPN

Web Client - Application Update Form



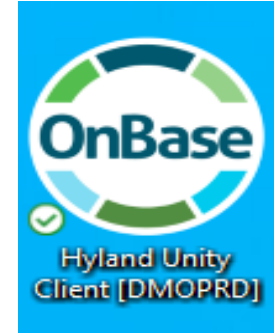
Locating the Student Update Form

- ❖ Click "Main Menu" for the drop-down menu
- ❖ Select "New Form"
- ❖ Search for "C-ADM-Student Update Form [Updated 2024]"
- ❖ Or type "Update Form" in the search bar to locate the form

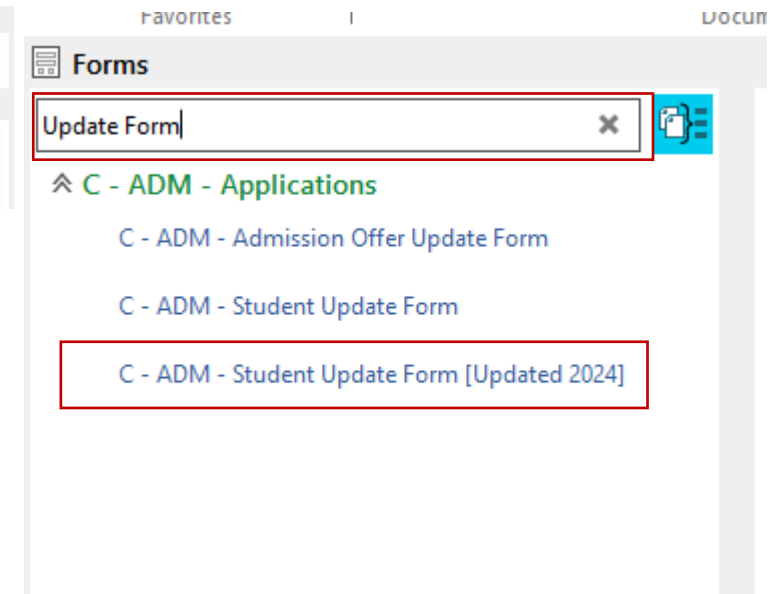
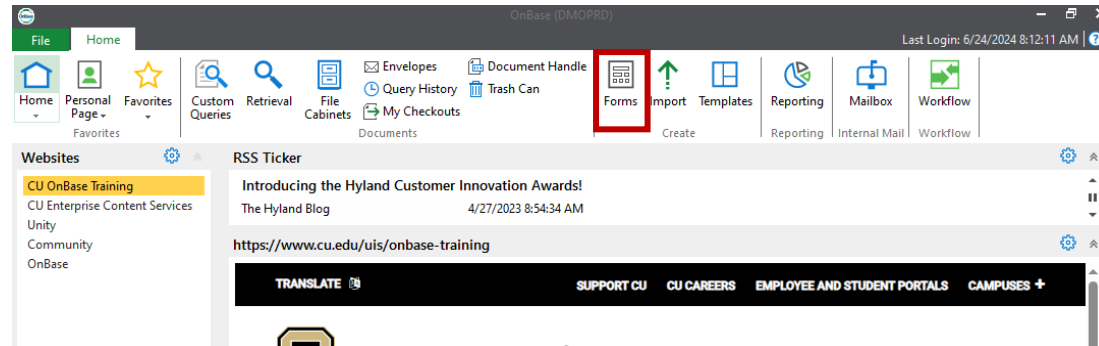


Accessing OnBase Unity client

- ❖ Click on the OnBase Icon on your computer desktop.
 - You can also pin the icon on your task bar
- ❖ Login to OnBase
 - Note: Make sure you are login to your VPN and log off/close out onBase each evening.



Unity Client - Application Update Form



Locating the Student Update Form

- ❖ Click "Forms" icon at the top of the page
- ❖ Search for "C-ADM-Student Update Form [Updated 2024]"
- ❖ Or type "Update Form" in the search bar to locate the form

From this point on, it will be both applicable to both Unity Client and Web-Client

Student Information Section

❖ Complete the form with all the required information filled in.

Note:

- ❖ Students can defer their application up to 3 consecutive semesters/equivalent to 1 year.
- ❖ The first section should be completed for all types of action items needed for this form
- ❖ **"Admit Term"** is the original applied/admitted term. **i.e.**, The student was originally admitted for Fall 2023. Therefore, we will be inputting Fall 2023 or 2237 in this section.
- ❖ **"Current Term"** refers to the current term. After the census date of the term, then input the next term. **i.e.**, Today is July 02, 2024; we are in the summer 2024 semester. The censor date for Summer 2024 is 06/17/2024. Therefore, we will be inputting Fall 2024 or 2247 in this section.



Application Update Form

Student Information

Student ID *
110721375

Please select how the student has been communicating with the university and which email we should send the final processing communication.

UCCS Email
 Pre-CU Email
 Don't Have Email Address

Student Email Address

First Name *
BEE-TEST

Last Name *
BISH-TEST

Not Correct Student? Clear Student Information

Academic Career *
GRAD

Admit Term (Ex. 2247) *
2201

Current Term: This will be used to check for any enrollment in the current term. (Ex. 2247) *
2201

Is this student an international student? If unsure, please select the button below to check. *
N

Check for International Status

First and Last names will auto-populate once the SID is input

- Select the student's email type and the Email that is on the student's file will auto-populate
- Select the career type "Grad" or "UG" prospectively
- Select the Admit Term i.e. Fall 2020 = 2201
- Select the Current term i.e. Spring 2020 =2204

Is this request being submitted after the start of the current term? *
 Yes No

Is the student currently enrolled in classes? *
[Dropdown]

Check for Enrollment (Only checking specified current term)

Credit Hours

This field is read only and will only pull in if you select the "Check for the Enrollment" button.

Is this request being submitted after the census date for the term? *
 Yes No

Additional Notes (Please note that anyone with access to the form will be able to view these notes. However, these notes will not be stored in Oracle as a keyword).

- Click this box to check for enrollment.
- ...currently enroll... box will auto-populate "Y" or "N"
- The credit hours will auto-populate if applicable

Click "Check for International Status box" and the "Y" or "N" field will auto-populate

Student Update Form Section

This is where you will take the applicable action you need (Deferral, Change of Major, Cancel application, or decline admission)

Note: Please make sure you select the appropriate action item.

Update Application Term

- ❖ Select the "Update Application Term" box.
- ❖ The "Update Application Term" information will auto-populate
- ❖ Input the term code to which the student/department approves deferring/updating. (i.e. Spring 2025=2251)
- ❖ Check "Yes" or "No" to the question ... before returning...?
- ❖ Add any notes, if applicable, to the "Additional Notes to Processors" section.
- ❖ If applicable, to attach the student's email request and the department approval email, click the "Attach Additional Document Here" icon.
- ❖ Sign your name
- ❖ Select your Department
- ❖ Input your email address.
- ❖ Check the box if you would like to receive updates.
- ❖ Click Submit

Student Update Form Action

Please select from the following what is needing to be done to this student's account.

Update Application Term

Updating Program/Plan

Cancel Application or Admission/Discontinue Program

One of the checkboxes must be selected in order to proceed with the form.

Student Update Form Action

Please select from the following what is needing to be done to this student's account.

Update Application Term

Updating Program/Plan

Cancel Application or Admission/Discontinue Program

Update Application Term

Desired Updated Admit Term (Ex: 2251) *

2251

Is the student going to be attending another college prior to returning to UCCS? *

Yes No

Additional notes to processor (Please note that anyone with access to the form will be able to view these notes. However, these notes will not be stored in OnBase as a keyword).

Attach additional documentation if applicable (0)

Additional Documentation

Attach Additional Documentation here. Attachments are stored under C - ADM - Student Correspondance

Submission Requester Information

Submitted By (Please input full name, no initials) *

Department Affiliation *

Requester Email Address *

Date Submitted

06/25/2024

select this box if you would like to receive an update about this form when it is completed.

Submit

Update Program/Plan

- ❖ Select the "Update Program/Plan" box
- ❖ Old Academic Program/Plan Section
- ❖ Click the drop-down icon to select the student's "Current College."
- ❖ Click the drop-down icon to select the student's "Old Academic Program."
- ❖ If applicable, click the drop-down icon to select the student's "Old Academic Subplan."
- ❖ New Primary Academic Program/Plan
- ❖ If applicable, click the drop-down icon to select the "New College."
- ❖ Click the drop-down icon to select the student's "New Primary Academic Program."
- ❖ If applicable, click the drop-down icon to select the student's "New Primary Academic Subplan."
- ❖ If applicable, Add any "New Additional Majors/Minors" section
- ❖ Add any notes, if applicable, to the "Additional Notes to Processors" section
- ❖ Sign your name
- ❖ Select your Department
- ❖ Input your email address
- ❖ Check the box if you would like to receive updates
- ❖ Click Submit

Student Update Form Action

Please select from the following what is needing to be done to this student's account. Update Application Term **Updating Program/Plan** Cancel Application or Admission/Discontinue Program

Update Program/Plan

Old Academic Program/Plan

Current College

Old Academic Program

Old Academic Subplan

New Primary Academic Program/Plan

New College (If Switching Programs)

New Primary Academic Program

New Primary Academic Subplan

New Additional Majors/Minors (Please list all here).

Professional College Qualified

Additional notes to processors (Please note that anyone with access to this form will be able to view these notes. However, these notes will not be stored in OnBase as a keyword).

Submission Requester Information

Submitted By (Please input full name, no initials) *

Department Affiliation *

Requester Email Address *

Date Submitted

Select this box if you would like to receive an update about this form when it is completed.

Cancel Application or Admission/Discontinue Program

- ❖ Select the "Cancel Application or Admission/Discontinue Program" box.
- ❖ Input the reason in the "Reason" section.
 - i.e., The student declined admission to Fall 2024 or Matriculated/The student deferred to the future term.
- ❖ Add any notes, if applicable, to the "Additional Notes to Processors" section.
- ❖ If applicable, to attach the student's email request and the department approval email, click the "Attach Additional Document Here" Icon.
- ❖ Sign your name
- ❖ Select your Department
- ❖ Input your email address.
- ❖ Check the box if you would like to receive updates.
- ❖ Click Submit

Student Update Form Action

Please select from the following what is needing to be done to this student's account. Update Application Term Updating Program/Plan Cancel Application or Admission/Discontinue Program

Discontinue/Cancel Stack

If the student provided a reason on why they no longer wanted to attend UCCS, please indicate that reason in the text box.

Reason *

Additional notes to processor (Please note that anyone with access to the form will be able to view the notes. However, these notes will not be stored in OnBase as a keyword).

Attach additional documentation if applicable (0)

Additional Documentation

Attach Additional Documentation here. Attachments are stored under C - ADM - Student Correspondance

Submission Requester Information

Submitted By (Please input full name, no initials) *

Department Affiliation *

Requester Email Address *

Date Submitted

06/25/2024

Select this box if you would like to receive an update about this form when it is completed.

Submit