Options for Completing Admissions Decision Sheets
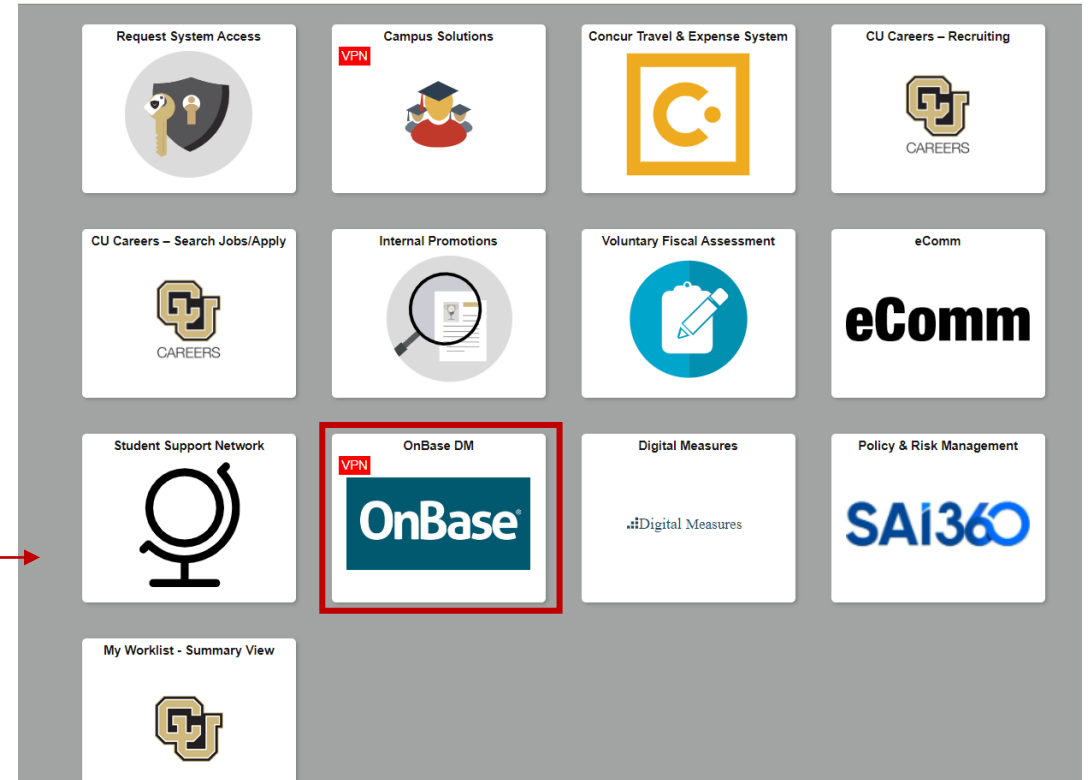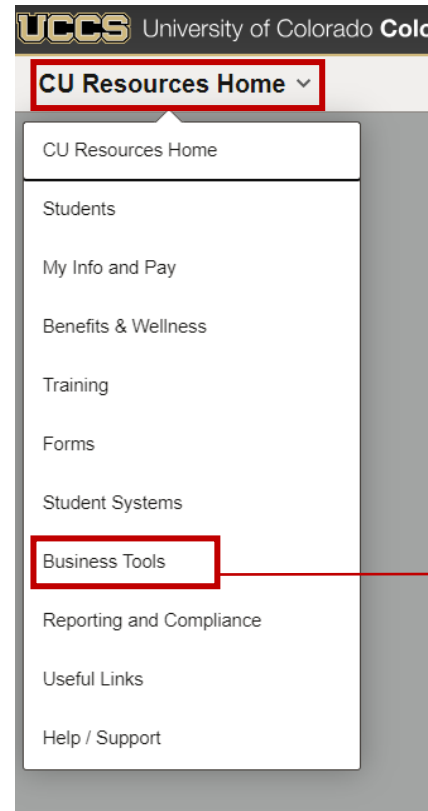
Accessing OnBase web client
Note: MAC users are the prominent users of Web Client because Unity Client is unavailable to MAC users.

- ❖ 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

Web Client

- ❖ 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.

UCCS University of Colorado Colo

CU Resources Home ∨

- CU Resources Home
- Students
- My Info and Pay
- Benefits & Wellness
- Training
- Forms
- Student Systems
- Business Tools
- Reporting and Compliance
- Useful Links
- Help / Support

Request System Access

Campus Solutions — VPN

Concur Travel & Expense System

CU Careers – Recruiting — CAREERS

CU Careers – Search Jobs/Apply — CAREERS

Internal Promotions

Voluntary Fiscal Assessment

eComm

Student Support Network

OnBase DM — VPN — OnBase

Digital Measures

Policy & Risk Management — SAi360

My Worklist - Summary View

≡ New Form

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.

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.

- 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.

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.

Unity Client

❖ 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.

Hyland Unity Client [DMOPRD]
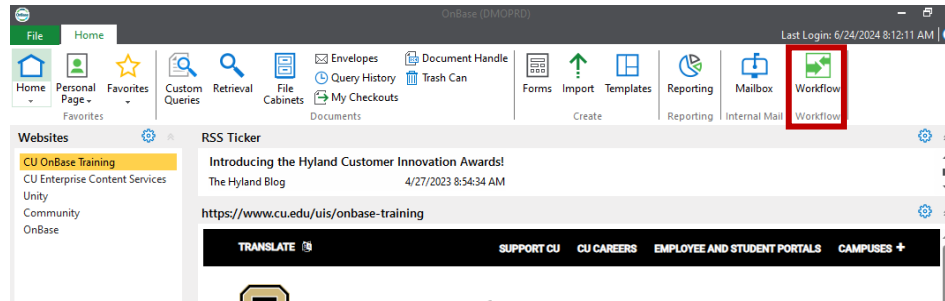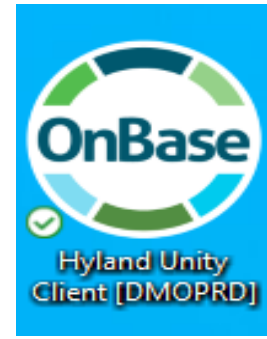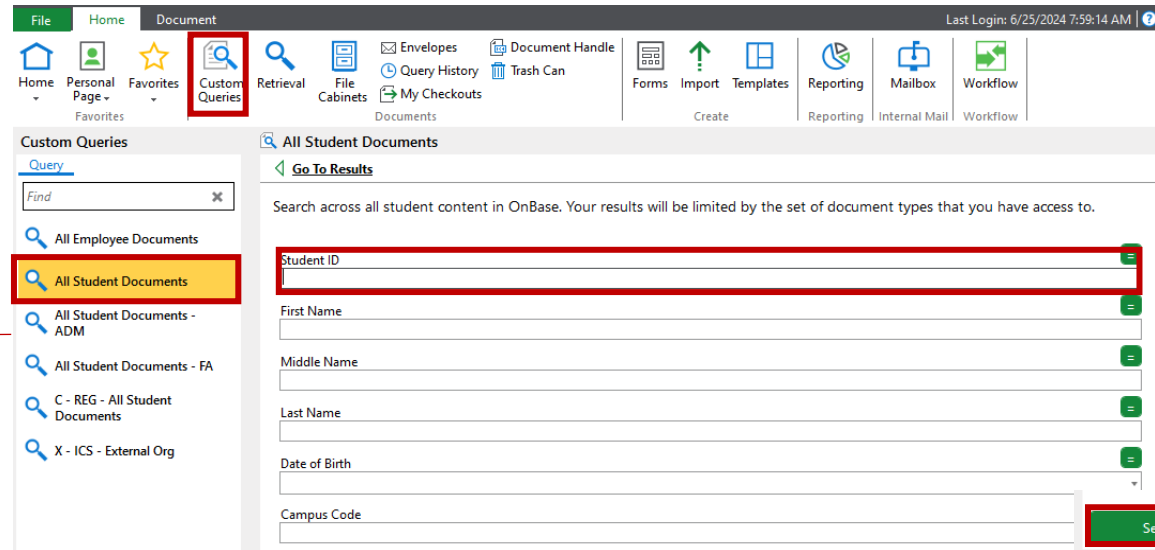
Option 1

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.

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.

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* [ ]

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

CU-SIS

onBase

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

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

(0)
⟩ C - ADM - Hardware at Home WF
⟩ C - ADM - High School Transcript WF
⟩ C - ADM - HS Concurrent App

Items: 107

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

2024

onBase

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

CU-SIS

(0)
> C - ADM - Hardware at Home WF
> C - ADM - High School Transcript WF
> C - ADM - HS Concurrent App

Items: 107
Review Complete - Route to Examiner | Special Admit - Route to Graduate School

2024

onBase

Graduate School Decision Sheet (General Decision Sheet) **with Provisional**

Note: <u>Be consistent</u>

- Provide similar provisions for students in similar situations.

    <u>Be clear</u>

    - 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.

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

- ❖ 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 <mark>CU-SIS</mark> or on <mark>OnBase</mark> 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"):

<mark>**Please refer to the Note Section**</mark>

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.)
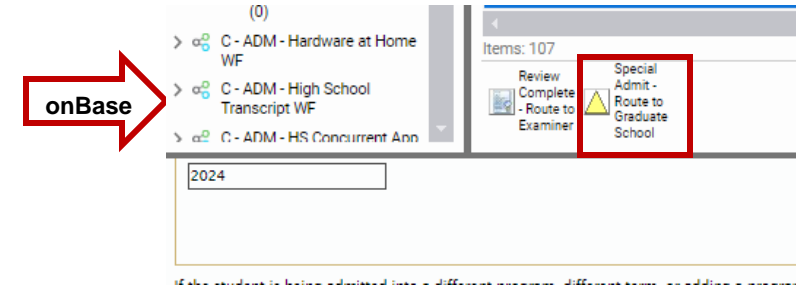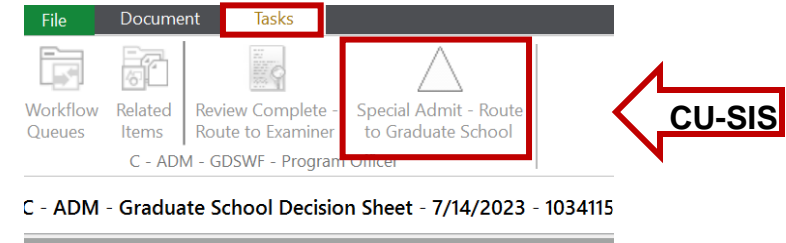[   ]

CU-SIS

onBase
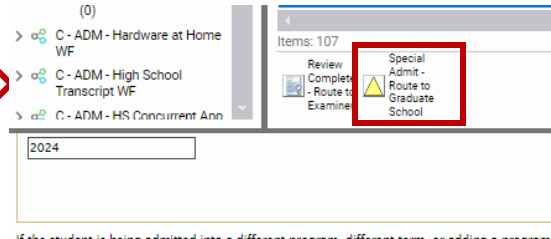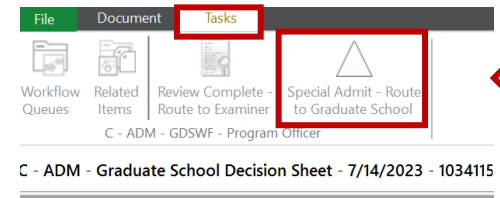
"Change From Application to Admission"

Note: This box is used (checked) <mark>ONLY</mark> 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	Program Change
Addition 1	**Addition 2**

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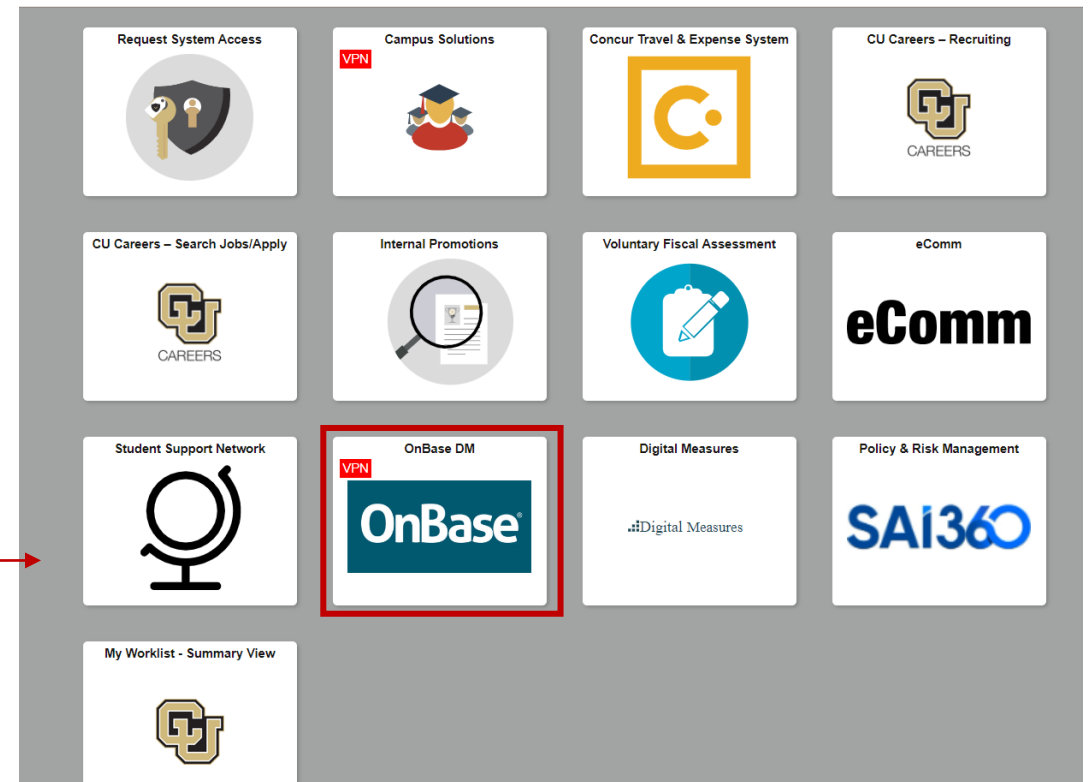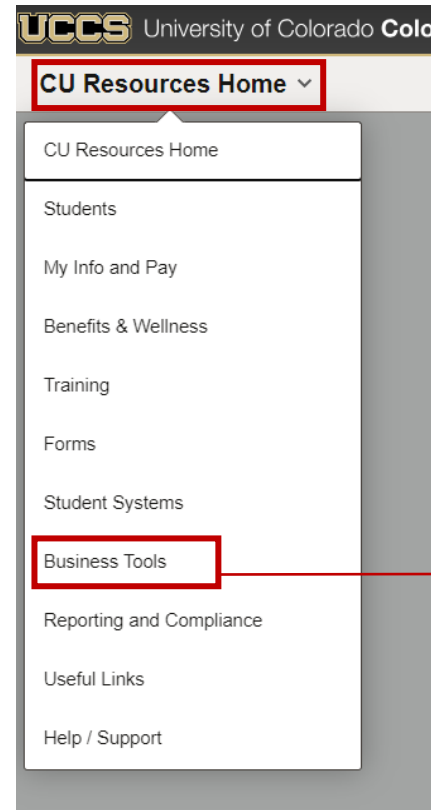
Locating the Student Update Form
❖ Click "Main Menu" for the drop-down menu
❖ Select "New Form"
❖ Search for "C-ADM-Student Update Form [Updated 2024]"
❖ Or type "Update Form" in the search bar to locate the form
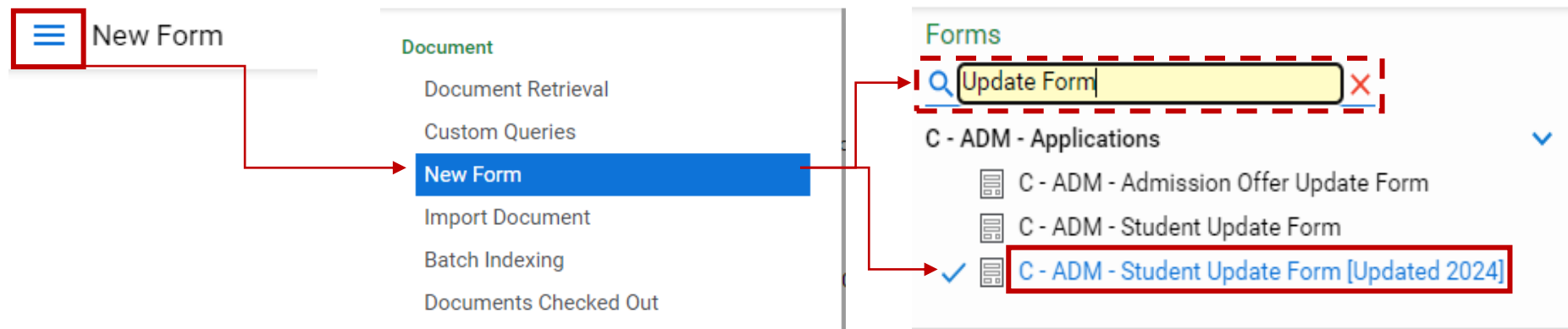
Accessing OnBase Unity client

❖ 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.
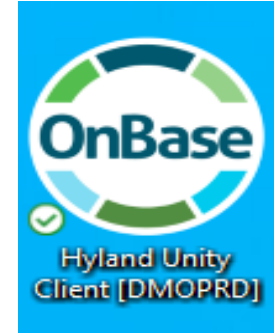
Unity Client - Application Update Form
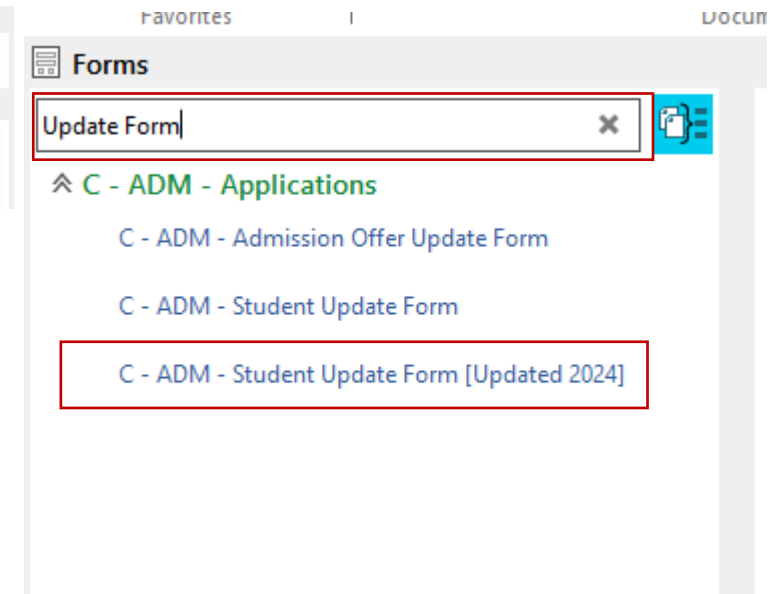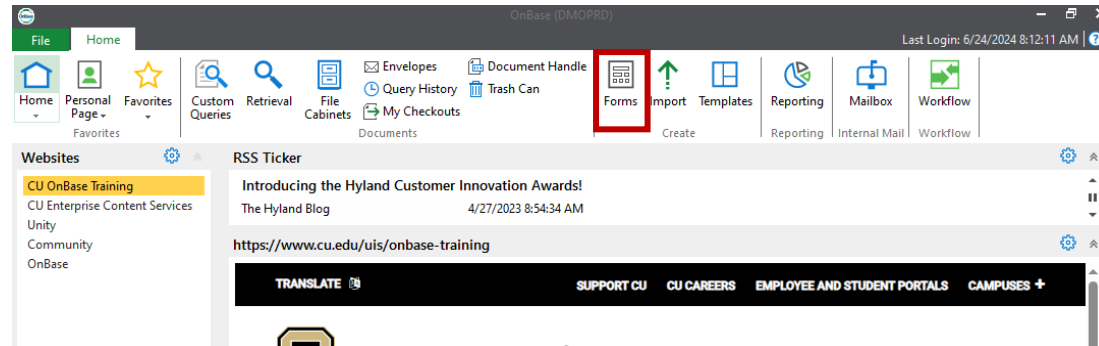
Locating the Student Update Form

❖ 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

UCCS Admissions
UNIVERSITY OF COLORADO
COLORADO SPRINGS

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

Student Information

Student ID*
110721375

First Name*
BEE–TEST

Last Name*
BISH–TEST

Not Correct Student? Clear Student Information

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

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

- 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?*

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 OnBase 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

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 *
Admissions

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

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