

STUDENT NAVIGATION HELPER – DEGREE PROGRAM ENROLMENT

ENROLLING IN A PROGRAM?

1. CONSIDER WHICH DEGREE PROGRAM YOU WISH TO UNDERTAKE

The screenshot shows the CalWest University website at the URL https://www.calwest.org/apply_mba.html. The page header includes the CalWest University logo (Northridge, California) and the date/time: "Today is 7 December, 2023 03:30 am". A dark blue navigation bar contains the following menu items: HOME, ABOUT US, PROGRAMS, FEES & POLICIES, TUBECLASSES, COURSE NAVIGATION, and FAQs. A "STUDENT LOGIN" button is also present. The "PROGRAMS" dropdown menu is open, showing options: Academic Calendar, Calwest Catalog, Advanced Programs, School of Business (highlighted in red), and Validate Degree. A callout box with a black border and white background contains the text: "Go to Home Page and Click the PROGRAM of your Choice". Below the navigation bar, the page content includes text about Business Administration, a list of "Different degree pathways with Recognised Prior Learning" (RPL) for ICMA and CMA members, and a section for "MBA for CMAs" which lists required courses: Business Ethics and (2) Global Issues, (3) Critical Thinking and (4) Philosophy. The Windows taskbar at the bottom shows the time as 10:30 PM on 7/12/2023.

2. Provide Information if you are a member of ICMA Australia (if not you will be prompted to become an CMA-level Member to enroll in a degree program)

Message - janekratnatinga x | Dashboard x | apply_mba x | Instructions_to_students_Proc x | Items - Calwest University - x | +

calwest.org/apply_mba.html

Singapore Airlines... XE Currency Conver... Home Page - Calwe... About Us Fly with one of the... Bank of America... American Express C... Prof Janek Ratnatu... CiviCRM

The **Business Administration** program's objective is to provide holders of non-business degrees, an opportunity for a career change into general management, by providing an industry responsive program relevant to both students and the future needs of employers. Students cover the areas of business administration, accounting, finance and marketing; and many specialist electives. Students must successfully complete 12 courses to be eligible to be awarded their graduate degree. Recognized Prior Learning (RPL) credit is available for a maximum of 8 courses. The program consists of 36 credit hours in total **and leads to the Master of Business Administration (MBA) degree award.**

Different degree pathways with Recognised Prior Learning (RPL) Credits are available for:

- ICMA Members who have the CMA professional certification
- Other Finance Professionals who meet the **Entry Requirements** of a Degree in Accounting or Finance or Certified or Chartered Level of membership from a recognised body of professional accountants, and a minimum of 3-years business experience must first obtain a minimum of Associate Membership of the ICMA by applying directly to that professional body, before undertaking Calwest University programs.


Member Organisation

please select your qualification type

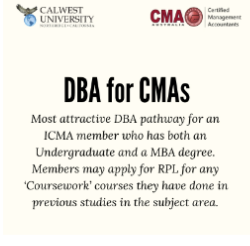
Current ICMA (CMA) Members

Other Finance Professionals (eg CPA,AMA, Acc/Fin Degree, etc)

Answer this Question



MBA for CMAs
The most attractive MBA pathway for CMA certification holders. CMAs need to do only 4 further courses, (1) Business Ethics and (2) Global Issues, (3) Critical Thinking and (4) Philosophy, to obtain their MBA.



DBA for CMAs
Most attractive DBA pathway for an ICMA member who has both an Undergraduate and a MBA degree. Members may apply for RPL for any 'Coursework' courses they have done in previous studies in the subject area.

10:33 PM
7/12/2023

3. Enter Promotions Code (if any)

The screenshot shows a web browser window with the URL calwest.org/apply_mba.html. The page content includes:

- Business Administration (MBA) degree award.**
- Different degree pathways with Recognised Prior Learning (RPL) Credits are available for:**
 - ICMA Members who have the CMA professional certification
 - Other Finance Professionals who meet the **Entry Requirements** of a Degree in Accounting or Finance or Certified or Chartered Level of membership from a recognised body of professional accountants, and a minimum of 3-years business experience, must first obtain a minimum of Associate Membership of the ICMA by applying directly to that professional body, before undertaking Calwest University programs.
- Member Organisation**
please select your qualification type
 - Current ICMA (CMA) Members
 - Other Finance Professionals (eg CPA,AMA, Acc/Fin Degree,
- ICMA Member Application**
Do you have a Promotion Code
 - Yes
 - No

A callout box with a black border and a white background points to the 'Current ICMA (CMA) Members' radio button. The text inside the callout box reads: **If you are a CMA, you will be directed to the MBA for CMAs information page**

On the right side of the page, there are three promotional banners for CMA holders:

- for CMA certification holders.** CMAs need to do only 4 further courses, (1) Business Ethics and (2) Global Issues, (3) Critical Thinking and (4) Philosophy, to obtain their MBA.
- DBA for CMAs**
Most attractive DBA pathway for an ICMA member who has both an Undergraduate and a MBA degree. Members may apply for RPL for any 'Coursework' courses they have done in previous studies in the subject area.
- Enrollment Process**
Step-by-step guide explains the enrollment process.

The Windows taskbar at the bottom shows the system clock as 10:38 PM on 7/12/2023.

4. IF YOU ARE INTERESTED IN A DEGREE PROGRAM - APPLY

Scroll down the page of selected program to the **Apply Now** Button

Apply Now

What Will Happen when you click the "Apply Now" button?

You will first be directed to an Application page where you will fill in your enrolment details.

After your enrolment details via an Enrollment Agreement are completed, you will be directed to a secure Bank of America Gateway site for you to pay the:

- Registration fee of \$ 200,
- RPL credit recognition fee for 8 courses of \$ 1600

• These are the only payment required at this stage.

After your enrolment details are completed, you will be asked to confirm your details via an Enrollment Agreement; and will then be directed to a secure Bank of America site for you to pay the Registration fee and RPL Credit fees of \$ 1,800.

If you are subject to credit card limits, we strongly advise you to transfer the required fees to top-up your credit card account *prior* to using your card to enrol in programs and courses at Calwest University.

Upon confirmation of your registration, you will be provided with all program details (including course syllabuses). You can enrol for the 4 compulsory courses required to complete your MBA either individually or jointly when you are ready to undertake the course. You will be charged \$ 800 per course for a total of \$ 3,200.

If your enrolment application is **not** accepted, the RPL credit recognition fee for the 8 RPL credits of \$ 1600 will be refunded within 14-days of the submission of your application documentation.

On completion of this program a further payment of \$ 350.00 will be required as program completion and degree granting fees.

The full cost of your MBA is therefore \$ 5350.00, of which \$ 1,800 is due on application now.

5. STUDY AND ACCEPT ENROLLMENT AGREEMENT -CHECK DETAILS YOU HAVE PROVIDED IN ENROLLMENT APPLICATION

The screenshot shows the Calwest University website's enrollment agreement page. The browser address bar displays https://calwest.org/component/unisef_enrollment/?view=apply&layout=boa. The page header includes the Calwest University logo and navigation links: HOME, ABOUT US, PROGRAMS, FEES & POLICIES, TUBECLASSES, and COURSE NAVIGATION. The main heading is "Online Enrollment Agreement" with a sub-note: "[Please Read Full Agreement and Scroll Down to Accept]". Below this is a "Notice to Prospective Degree Program Students Exemption Statement" box. To the right, there is a promotional banner for "MBA for CMAs" with the text: "The most attractive MBA pathway for CMA certification holders. CMAs need to do only 4 further courses, (1) Business Ethics and (2) Global Issues, (3) Critical Thinking and (4) Philosophy, to obtain their MBA." A callout box at the top right states: "A detailed Enrollment Agreement will be displayed for you to study. Please scroll down to accept agreement." Another callout box at the bottom states: "An email will also be sent to you with the details of your Enrollment Agreement. Check the email account you provided to get verification that it is a valid email address. Check your spam filter if you do not receive an email. If you still do not receive a confirmation, use another email address."

6. TICK BOXES AND PROCEED TO PAYMENT

The screenshot shows the Calwest University enrollment agreement page with the "CHECKBOXES" section. The browser address bar displays https://calwest.org/component/unisef_enrollment/?view=apply&layout=boa. The page content includes a "Questions Regarding Enrolment Agreement" section with the contact email student.admin@calwest.org. Below this is a "Catalog and School Performance Fact Sheet" section. The "CHECKBOXES" section contains two items: "YOU MUST CHECK THE 'CERTIFICATION' AND 'INFORMATION TRUE CERTIFICATION'" and "INFORMATION TRUE". Each item has a checkbox that is already checked. A callout box at the top right states: "Please tick the two check boxes, and proceed to payment". At the bottom of the page, there is a "Promotion Discount" of USD -100.00 and a blue button labeled "1".

7. ENROLL IN PROGRAM WITH YOUR CREDIT CARD IN THE SECURE STUDENT CHECKOUT AREA

CALWEST UNIVERSITY

Calwest University

Review Your Order

x_invoice_num
126424

Quantity	Item	Unit	Price
1	Master of Business Administration (MBA)	\$10.00	US
1	ICMA Membership Renewal	\$250.00	US
	Total		US

Pay With Your Credit Card

Cardholder Name

Credit Card Number

Expiry Date (MMYY)

Logos for VISA, Discover, American Express, and Mastercard.

Enter your credit card details. Please Note that the date is in mmyy format, i.e. the month and the last two digits of the year. There are no slashes in between the month and the year

8. ONCE YOUR CREDIT CARD IS ACCEPTED GO AND CHECK YOUR EMAIL

Transaction Receipt

Calwest University DEMO0657 TERM ECOMM <noreply@gg4mailer.com> 22:05 (1 minute ago)

This is the receipt for your purchase at Calwest University DEMO0657 Payment Page.

Order Information

Quantity	Item	Unit	Price
1	Master of Business Administration (MBA)	200.00	USD 200.00
1	ICMA Affiliate Membership	250.00	USD 250.00
	Total		USD 450.00

This order is now complete. Transaction approved!

Here is your receipt:

This transaction was processed in test mode.

***** TRANSACTION RECORD *****
Calwest University DEMO0657
7050 Owensmouth Avenue, Suite 200
Canoga Park, CA 91303
United States

Once your credit card details are accepted, TWO emails will be sent to you. (1) a transaction receipt and (2) your user ID and password (which will have an attachment that will help you with accessing your programs and courses)

9. NOW YOU CAN LOG- IN AS A ENROLLED STUDENT VIA CALWEST HOME PAGE STUDENT LOG-IN (THE FIRST THING YOU MUST DO IS TO SUBMIT YOUR ADMISSION DOCUMENTATION – COVERED NEXT)