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OnBase User Guide
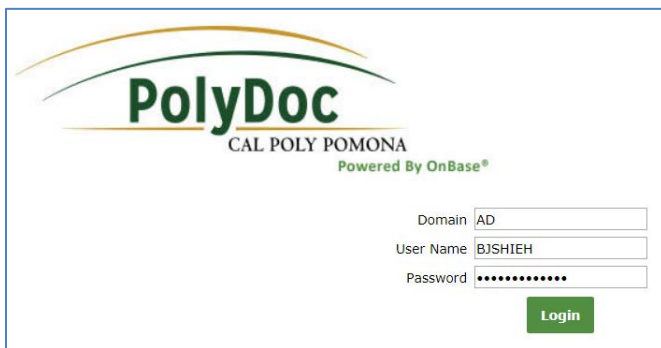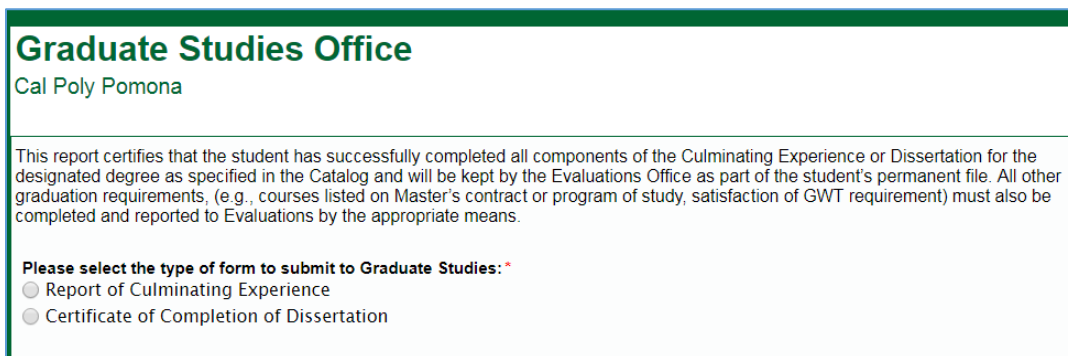## Culminating Experience & Completion of Dissertation

Submitting Forms

This process is for completing either a **Report of Culminating Experience or Certificate of Completion of Dissertation** on behalf of graduate students using the PolyDoc system. It is available to all Faculty members at Cal Poly Pomona.
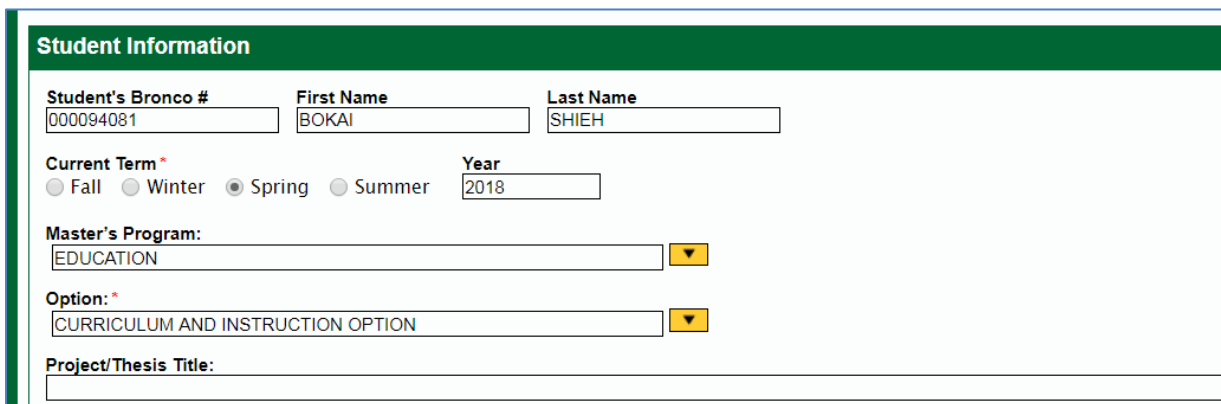
1. To begin, log into the Online Form using your Bronco credentials. Your username may appear capitalized, that is okay. Please still type your *password case sensitive*.

2. Once the form loads, select the type of form you wish to submit.

3. The rest of the form will then load. Enter the student's information, starting with their Bronco Number.

4. (**Culminating Experience only**). Select the components completed by the student. Oral Defense can be selected together with other components. Only one of Project/Thesis/Comprehensive Exam may be selected.

Project/Thesis Title:

This student has successfully completed the following components of the Culminating Experience – (check all that apply):
- ☑ Oral Defense
- ☐ Project
- ☐ Thesis
- ☑ Comprehensive Exam

5. (**Completion of Dissertation Only**). All components are required to be completed. Check all to continue.

Dissertation Title

This student has successfully completed the following components of the Dissertation:
- ☑ Oral Defense *
- ☑ Reader Approval *
- ☑ Electronic Submission *

6. Finally, you will see your name and date under the Approvals section. This serves as your digital signature for this form. Check the box to certify the information you've entered and click Submit.
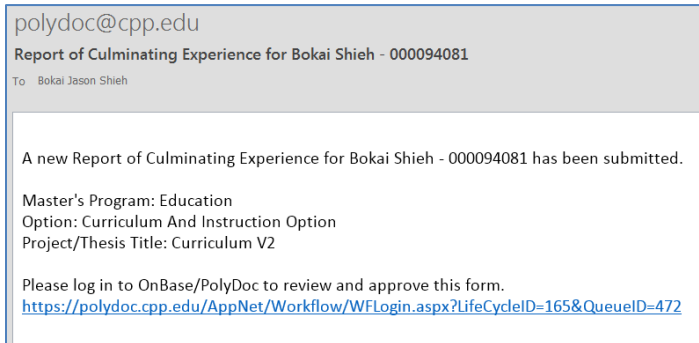
Approvals

☑ As the Committee Chair/Designated Faculty member responsible, I am certifying this student's completion of culminating experience. *

Committee Chair	Signature	Date
Bokai Jason Shieh	BJSHIEH	01/17/2018

Submit

7. That's it! You and the student will both receive an e-mail confirming the submission within 5 minutes from PolyDoc.
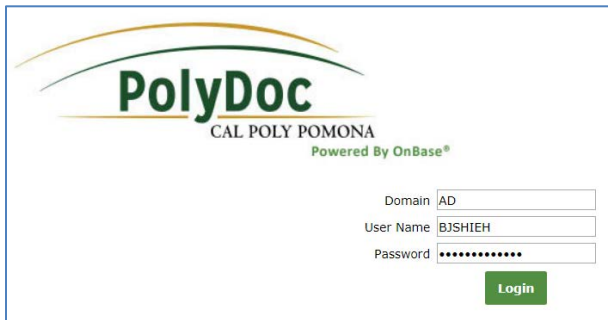
Approving Forms

Submitted **Report of Culminating Experience** and **Certificate of Completion of Dissertation** forms are automatically routed to the appropriate Graduate Coordinator then Department Chair for approval. Depending on department preferences, there may be more than one approver included at each level.

1. Pending approvers will receive ***one e-mail for each new submission***. Click the link in the e-mail to be taken to the PolyDoc site.

2. Log into PolyDoc using your Bronco credentials. Your username may appear capitalized, that is okay. Please still type your ***password case sensitive***.

3. The link should take your directly to the Graduate Studies approval queue. The list of pending forms will appear in the top left window. Click any to view the form in the bottom window. Please note the **three buttons** available near the middle of the screen.

4. You can scroll through the rest of the form to see the information entered. At the bottom of the form is the Approvals section which shows who have already approved the form.

   If you'd like to add a comment for other approvers or for record purposes, you can add it in the Notes box. Be sure to click "Submit/Save" afterwards to save your changes.

5. When you're ready to make a decision, please note the 3 buttons near the middle of the screen. These are the actions available to you:
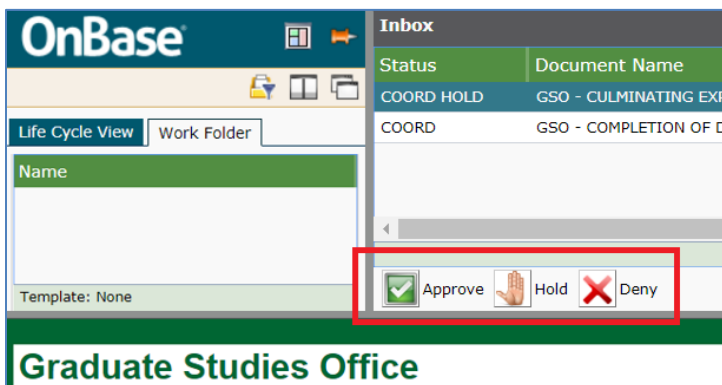
   a. **Approve**: Approves the form. This removes it from your queue and forwards it to the next approver. Your signature and date will be automatically recorded.

   b. **Hold**: This just adds "Hold" to the status. It's just a reminder for yourself that you've viewed the form but not ready to set a decision. The form will remain in your queue.

   c. **Deny**: Denies the form. This removes it from your queue and ends the approval process. Your signature and date will be automatically recorded. This can be used for duplicate or unwanted submissions as well.

6. That's it! The form will continue through the approval steps until either all have approved or the form is denied. Departments vary but the default approval steps is as follows:

Committee Chair -> **Graduate Coordinator** -> **Department Chair** -> **Graduate Studies** -> **Registrar's Office**