

# COSW MSW STUDENT DATABASE

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Student Services	M/R

COMMENTS, ADDITIONAL INFORMATION, REFERENCES, QUESTIONS IN BLUE



# COSW ADMISSIONS STUDENT INFORMATION

Last Name:  First Name:  Middle/Maiden:  ID:

Name:

Active Record Status Title SSN VIP ID CSWE Year SC Resident

LEFT NAVIGATION

- M2 STATUS
- M3 SCORES DOCUMENTS
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- VIEW FIELD EDUCATION

Permanent address

Country  Other -specify

City State  Zip

Home Phone Work Cell

Personal email USC email

Local address Local phone

City State  Zip

Date of birth Age CALCULATED Race

Gender

FUTURE MAY IMPORT FIELDS FROM BANNER

RECRUITING NOTES

ADMISSIONS NOTES

<sup>1</sup> Names, ID auto-populated from student demographics record on subsequent screens

<sup>2</sup> Greyed out for view only



# COSW APPLICATION STATUS

Last Name<sup>1</sup>

First Name

ID

SAVE RECORD

PRINT

EXPORT

Application Status STATUS  
USED BY FIELD?

Grad School Application

SOWK Application

Autobiography

Applied For MORE THAN ONE?		Date
Full time		
Part time		
Advanced Year		
Korea		
Dual - Public Health		
Dual -		

Admission Action	NEED LIST	Date
Incomplete		
Complete		
Review		
Dean's review		

Application Process	Date
In Process	
GRE	
Complete	
Review	
Action Sheet	
Adm Pkt/Rej Sent	

Review Scores	Score
Review1	
Review2	
Review3	
Average CALCULATED	

Dean's Admit

Student Intent

Defer to

Enrolled

Field app recd FROM FIELD

Msw field coor FROM FIELD

Dual degree/cert

Deposit

SAVE SECTION





# ADMISSIONS SCORES/DOCUMENTS

Last Name<sup>1</sup>

First Name

ID

SAVE RECORD

PRINT

EXPORT



Review Year

Degree Year

Degree

Major

Degree on transcript #

GPA Jr/Sr

GPA Cum

GPA Final

Records Student Services

Advisor

Information

Graduating Undergrad Institution	Received
PULLDOWN SCHOOL CODES	
or Other - specify	HOW MANY?

SCORES	Received
Verbal	
Quantitative	
Total GRE SAVERAINED	
Revised GRE	
IELTS	
TOEFL	
TOEFL form	

Ext Campus	Received
Ref #1	
Ref #2	
Ref #3	

Number	TRANSCRIPTS - Institution	Received
	PULLDOWN SCHOOL CODES	
	or Other - specify	
	HOW MANY?	

Number of transcripts expected SENT  
TRANSCRIPTS RECEIVED IN CHECKLIST WHEN  
ALL DATES POPULATED ABOVE

Degree in progress yr

Degree in progress tm

Resume

References received	Received
Ref #1	
Ref #2	
Ref #3	

SAVE SECTION



# GRADUATE ASSISTANT

Last Name <sup>1</sup>

First Name

ID

SAVE RECORD

PRINT

EXPORT

GA Request

GA Awarded

External GA

GA Assignment

LETTER SENT	
Response deadline	
Accepted	
OFFERS?	

GA Notes



SAVE SECTION

M4



# COSW MSW CHECKLIST

Last Name<sup>1</sup>

First Name

ID

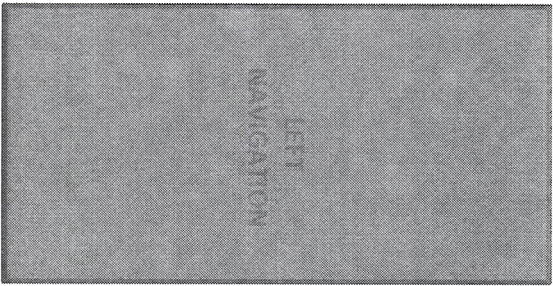
PRINT

EXPORT

File Complete *CALCULATED*

Emailed file complete *TO WINDOW?*

GRE needed? *NEEDED?*



THIS IS A READ ONLY SCREEN

Graduate School Application	Received
MSW Application	
Autobiographical Statement	
Resume	
Record created in database	
Student record in hard copy file	NEEDED?
Personal email address	
Location of Study	
1st Letter of Reference	
2nd Letter of Reference	
3rd Letter of Reference	None or date
Transcripts Received	
Official Transcripts Received	
No. Transcripts Expected	
Undergraduate Degree on Transcript	
GRE Verbal	
GRE Quantitative	
Total GRE	
IELTS	
TOEFL	
Cumulative GPA (as of 9/13)	
Undergraduate Degree in Progress	
Graduation year	
Graduation term	
Completed Masters Degree	
Change of Term (if applicable)	

AUTO-POPULATED FROM DATA IN STUDENT'S ADMISSIONS RECORD



# COSW FIELD EDUCATION STUDENT RECORD

Last Name<sup>1</sup>

First Name

USCID

SAVE RECORD

EXPORT

Record Status

Email

Demographic information

Demographic information

Demographic information

Demographic information

SET IN ADMISSIONS RECORD

Field Instructor PULL-DOWN

Title

FI Information

Agency

Agency Information

PLACEMENT ADDRESS

FIELD LEFT NAVIGATION

F4 POTENTIAL AGENCIES

VIEW AGENCIES

VIEW CONTACTS

Contract sent	
Contract received	
Agency	

Contract number

START DATE

END DATE

Liaison

Liaison Information

Preceptor

Preceptor Information

NOTES

Application received date

App received initials

Student Status

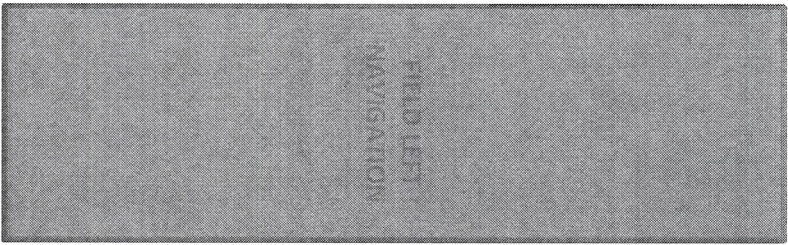
<sup>1</sup> Names, ID auto-populated from student record <sup>2</sup> Auto-populates from student demographics record

<sup>3</sup> Greyed out for View only version <sup>4</sup>Auto-populates Admissions record <sup>5</sup> Auto-populated from contact



# STUDENT AGENCY REQUIREMENTS

REQUIREMENT	DATE	INITIALS
Blood borne module		
ID Badge		
CBC		
Drug Screen		
TB Screening		
Immunization Record		
Hep B vac		
HIPAA module		
Hep A vac		
Hep C vac		
Requirements form		
Tetanus		





# STUDENT COURSES/WORKSHOPS









# MSW CONTACT RECORD

ACTIVE PULL DOWN

Last Name

First Name

ID

PRINT

EXPORT

ROLE PULL DOWN

- . Field instructor
- . Preceptor
- . Liaison

STATUS PULL DOWN

- . Active record
- . Inactive
- . Active and Limit

POTENTIAL NUMBER WILL ACCEPT

NUMBER ACCEPTED

Dated created

Contact information

Current Agency

Contact information

Contact information

Contact information

Contact information

SAVE

C1



# COSW AGENCY DESCRIPTION

ACTIVE PULL DOWN

- Active
- Inactive

Agency:

ID:

Date created:

PRINT

EXPORT

COPY with NEW ID

GREYED OUT FOR CREATE

Agency contact information

Agency contact information

Agency contact information

Agency contact information

Agency Requirements –

PULL-DOWN FROM POSSIBLE REQUIREMENTS LIST

Blood borne module	
ID Badge	
CBC	
Drug Screen	
TB Screening	
Immunization Record	
Hep B vac	
HIPAA module	
Hep A vac	
Hep C vac	
Requirements form	
Tentanus	

SAVE

A1



# AGENCY REQUIREMENTS LIST SETUP

PRINT

EXPORT

Blood borne module	
ID Badge	
CBC	
Drug Screen	
TB Screening	
Immunization Record	
Hep B vac	
HPPAA module	
Hep A vac	
Hep C vac	
Requirements form	
Tentanus	
Other	
Other	
Other	
Other	
Other	
Other	
Other	
Other	

SAVE



# COSW MSW MILESTONE/STATUS CHANGE

Last Name	First Name	ID	Milestone/Status Change	Date	Action - PULL-DOWN PER EVENT



# COSW MSW TIMER REPORT

Last Name	First Name	ID	Expired Event	Expiration Date	Action - PULL-DOWN PER EVENT	Reset Timer Y/N