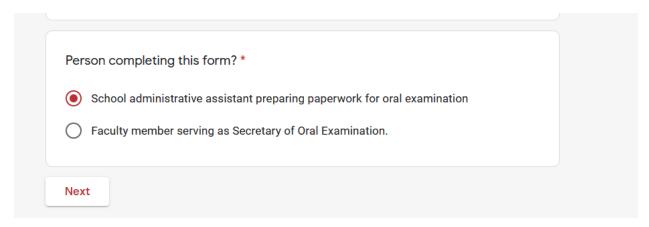
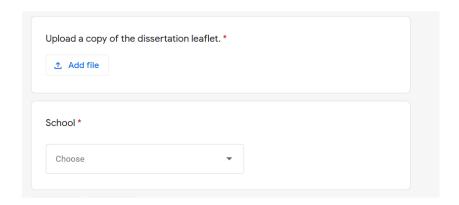
ORAL EXAMINATION INSTRUCTIONS FOR ADMINISTRATIVE ASSISTANTS

STEP 1: Complete information on the first section of the form. Note that you will enter your email address twice (this is not a mistake but is necessary for directing later "workflow". At the end of the first section, click the radial button "School administrative assistant preparing paperwork for oral examination" and then click NEXT.

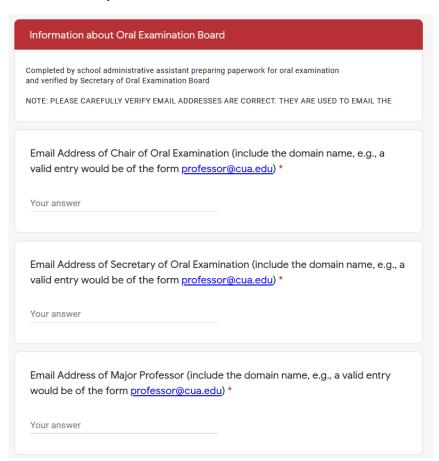


STEP 2: In this section, you will provide information regarding the candidate, including you will need to upload the "dissertation leaflet" (see the second screenshot copied below). Finally click NEXT.

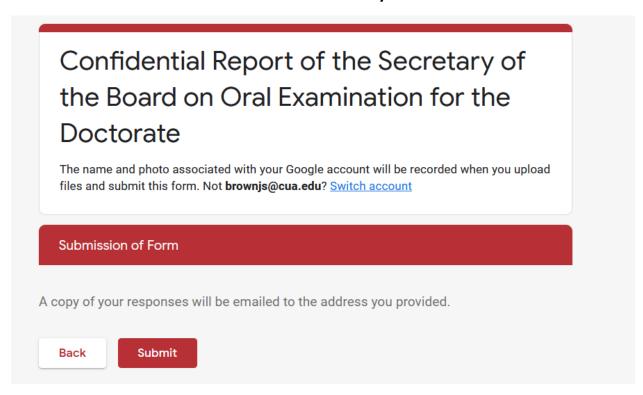
Information About Candidate
Completed by school administrative assistant preparing paperwork for oral examination
CUA ID Number *
Your answer
Degree Sought *
O Ph.D.
○ S.T.D.
◯ J.C.D.
O.Min.



STEP 3: In this section, you will provide information for the Chair, Secretary, Major Professor, First Reader, Second Reader, and Additional Member. Make sure (this is very important) the email addresses are complete and accurate. You will also enter the names, ranks, and schools/departments for each member of the oral exam board. Once all information is complete, click NEXT.



STEP 4: You will be taken to the final screen where you will click SUBMIT.



STEP 5: You will receive an email with a summary of the data you entered. You are then to forward this email to the Secretary with the attached "Oral Exam Instructions for Secretary" as well.

STEP 6: Email a copy of the "dissertation leaflet" to all members of the oral exam board.

STEP 7: Once the oral exam is completed, you will receive an email with an attachment documenting the result. This result should be maintained as part of the student's file.