



Bethune-Cookman University
640 Dr. Mary McLeod Bethune Blvd
Daytona Beach, FL 32114

The Center for Information
Technology (CIT)-Office of Administrative Computing

[B-CU Admissions Applications Portal](#)

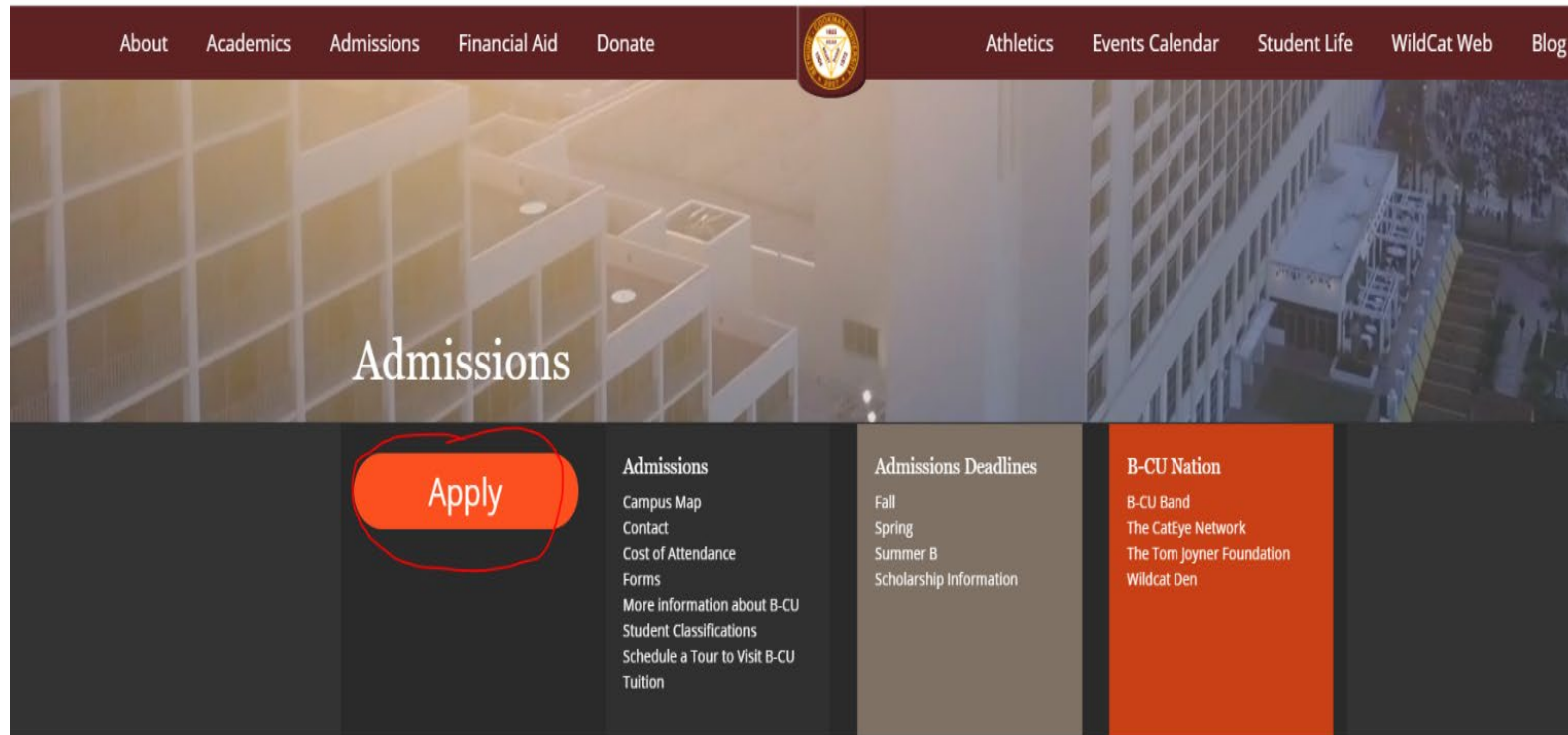
[Prospect & Applicant User Guide](#)

Welcome to B-CU New Admissions Applications Portal.

This user-friendly software, seamlessly and securely manages the student lifecycle from **Prospects** to **Students.**'

Prospects or Applicants: How to Access Admissions Application/Inquiry Portal?

1. Access the new B-CU Admissions Portal via B-CU official website through Admissions' page. Go to <https://www.cookman.edu/index.html>
2. Then click on the ' **Admissions**' Tab
3. Scroll to the middle of the page and click on '**Apply**' button as seen on screenshot below .



Prospects or Applicants: Login Window

- After clicking the 'Apply' button, applicant or prospect is sent to the B-CU Admissions Applications portal(URL: <https://bcuapply.cookman.edu>)

Bethune-Cookman University

Admissions Application Portal



Mission Statement

The mission of Bethune-Cookman University is to develop global leaders committed to service, life-long learning, and diversity by providing a faith-based environment of academic excellence and transformative experiences.

Useful Links

[Academics](#)
[Future Students](#)
[Student Life](#)
[B-CU Home Page](#)

BETHUNE-COOKMAN UNIVERSITY
Enter to learn. Depart to serve.

Log In

Username
Enter Username

Password
Enter Password

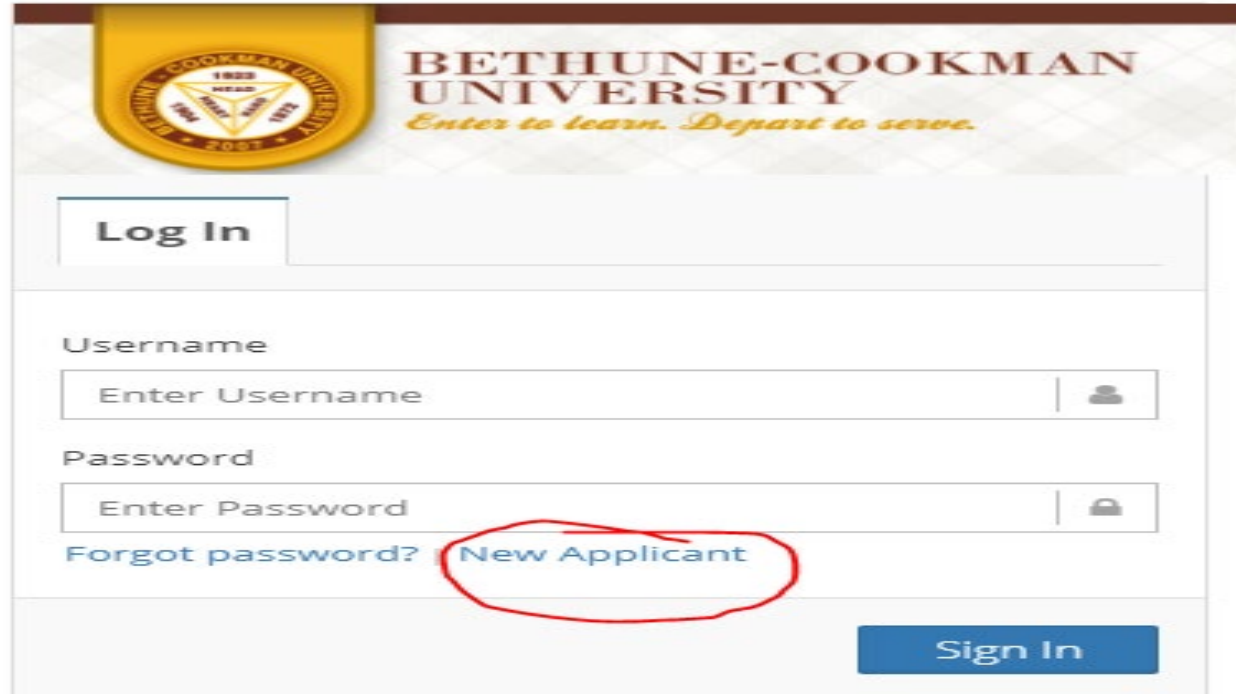
[Forgot password?](#) | [New Applicant](#)
If you click on 'New Applicant' link above to create your login credentials, **remember** to go to your **email** provided to **authenticate your account in order to login.**

Sign In

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First-Time on the Site? Create an Account

- If this is your first time on this site, you must create an account. You will do that in the following steps
 1. Click the blue “New Applicant” hyperlink under password to create your account.



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Username
Enter Username

Password
Enter Password

[Forgot password?](#) | [New Applicant](#)

Sign In

First-Time on the Site? Create an Account (Cont.)

2. Fill out the form with all required information. Make sure that email provided is a valid email. That email will be your username and will be used for all communications.
3. Click on **'Create Account'**
4. **A verification email** will be sent to the email you provided here for authentication.
5. Go **check** your email and click on the **authentication link** that you see in the email notification that you have received from the system.

Create New User

Login / Email Address

First Name

Last Name

Password ⓘ

Confirm Password

[Create Account](#) | [Back to Login](#)

Create New User

Login / Email Address

First Name

Last Name

Password ⓘ

Confirm Password


[Create Account](#) | [Back to Login](#)

Account has been created. Please check your email to activate your account

First-Time on the Site? Create an Account (Cont.)



6. Click on **'Back to Login'** option to get back to the login window
7. Enter your authenticated login credentials to log into the portal

Create New User

Login / Email Address	<input type="text" value="test21@cookman.edu"/>
First Name	<input type="text" value="Test21a"/>
Last Name	<input type="text" value="Test21"/>
Password	<input type="password"/> 
Confirm Password	<input type="password"/>

[Create Account](#) | [Back to Login](#)

Account has been created. Please check your email to activate your account

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First-Time on the Site? Log Into the Portal

After you authenticate your account through the authentication link sent to your email address, you will now be able to log into the portal to submit your application.

7. Enter your login credentials and click on **'Sign In'**

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Returning to the Site? Log Into the Portal

- You can log back into the Admissions Applications Portal anytime to either **resume your application** process or **check your status**, and more. So with your login credentials, log into the portal

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Prospect or Applicant?

■ **Prospect:** Select the appropriate Inquiry form :

- Graduate Studies Inquiry Form
- Undergraduate Study Inquiry Form

■ **Applicant:**

✓ **New Applications:** Make sure that you select the type of application that you want to submit.

- Undergraduate
- Graduate

Applicants: Select and Start Application

Make sure to select the correct application.

➤ **UNDERGRADUATE**

- If you plan to do Undergraduate Studies to either get a degree (e.g.. a Bachelor) or not, you '**Must**' select an application under the Undergraduate Section

➤ **GRADUATE**

- If you plan to do Graduate Studies to either get a degree (e.g.. a Master) or not, you '**Must**' select an application under the Graduate Section for the specific program that you are interested in

NOTE: All sections of the application must be completed before submission.

Sample Applicant's View After Login: Select and Start Application

The screenshot displays the B-CU Application Portal interface. On the left is a dark red navigation sidebar with the following items: Home, My Applications, Programs of Study, and FAQs. The main content area features a large '1904' logo where the '0' is the Cookman University seal. Below the logo is a welcome message: 'Welcome to the B-CU Application Portal! Please pick a program and term to apply to below. An application will then appear in the left-hand menu for you to begin.'

The 'New Application' section is divided into two parts:

- Undergraduate:** A heading 'UNDERGRADUATE' is followed by a form with 'Undergraduate' selected in a dropdown menu, 'Spring 2021' in another dropdown, and an 'Apply' button.
- Graduate:** A heading 'GRADUATE' is followed by two options: 'Master of Athletic Training' with a 'Fall 2021' dropdown and 'Apply' button, and 'Master of Christian Ministry' with a 'Winter 2021' dropdown and 'Apply' button.

On the right side, there are two sections for 'Class Start Schedule':

- 2019/2020 Academic Year:** Fall 2019 classes start on 8/19/2019; Fall Subterm II classes start on 10/13/2019; Spring 2020 classes start on 1/12/2020; Summer I 2020 classes start on 5/20/2020; Summer II 2020 classes start on 7/1/2020.
- 2020/2021 Academic Year:** Fall 2020 classes start on 8/19/2020; Fall Subterm II classes start on 10/13/2020; Spring 2020 classes start on 1/12/2021; Summer I 2020 classes start on 5/20/2021; Summer II 2020 classes start on 7/1/2021.

When to Submit Your Application?

NOTE: All sections of the application must be completed before you submit.

Checklist

Refer to the below checklist for an update on your application. All pages must be complete in order to submit your application.

100%

- ✓ Candidate Information
- ✓ Biographical Information
- ✓ Family Information
- ✓ Education Information
- ✓ Military Service
- ✓ Personal Conduct
- ✓ Anticipated Enrollment Information
- ✓ Certification of Information
- ✓ Application Fee
- ✗ Submission

Applicant- Application Complete & Reviewing

The following criterion have to be met for a complete application to be ready for review.

A. Undergraduate Application

1. Application form submitted
2. Official Transcript
3. SAT or ACT Scores
4. TOEFL (International-Non English Speakers applicants)

B. Graduate Application

1. Application form submitted
2. Official College Transcripts
3. At least 2 Letters of Recommendation
4. GRE
5. TOEFL Score(International-Non English Speakers applicants)

Note: Log back into the portal any time to check the status of your Application. Look under '**Status**' Tab.

Applicant- Final Decision and Offer

Final Admission Decision

After Admissions' Committees review the applications and provide their official recommendations, applicants receive their final decision electronically via the portal.

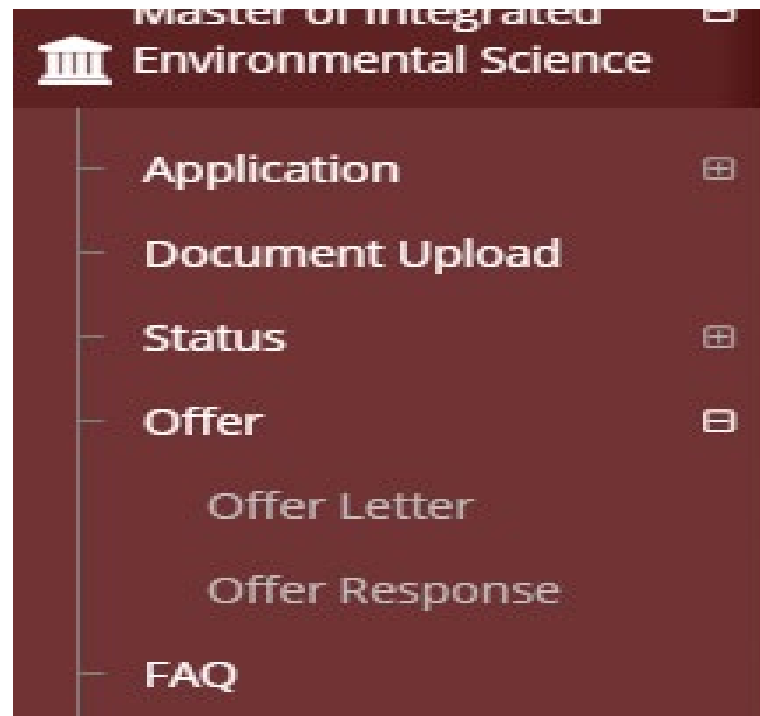
Therefore as an applicant, you should check your portal often to see your status.

Here is what happens:

- Once **Final Decision** is assigned, as applicant, you will have a **new tab appearing** in the portal called "**Admissions Decision**".
- When you select this tab, you will see the **Final Decision**.
 1. If you were **offered admission**, you will see under **Offer** subtab the **Offer Letter** for the specific program/location.
 - Go and click on the letter to see and read your **Admissions Offer Letter**.
 2. You will also have a **subtab** called "**Offer Response**" that you need to select & complete.
 - Once you select a decision (**Accept or Decline**), your application' status will automatically be updated in the portal. Admissions office will then see your offer response.
- If you were denied admission, you will also see the Deny tab with the denial letter.

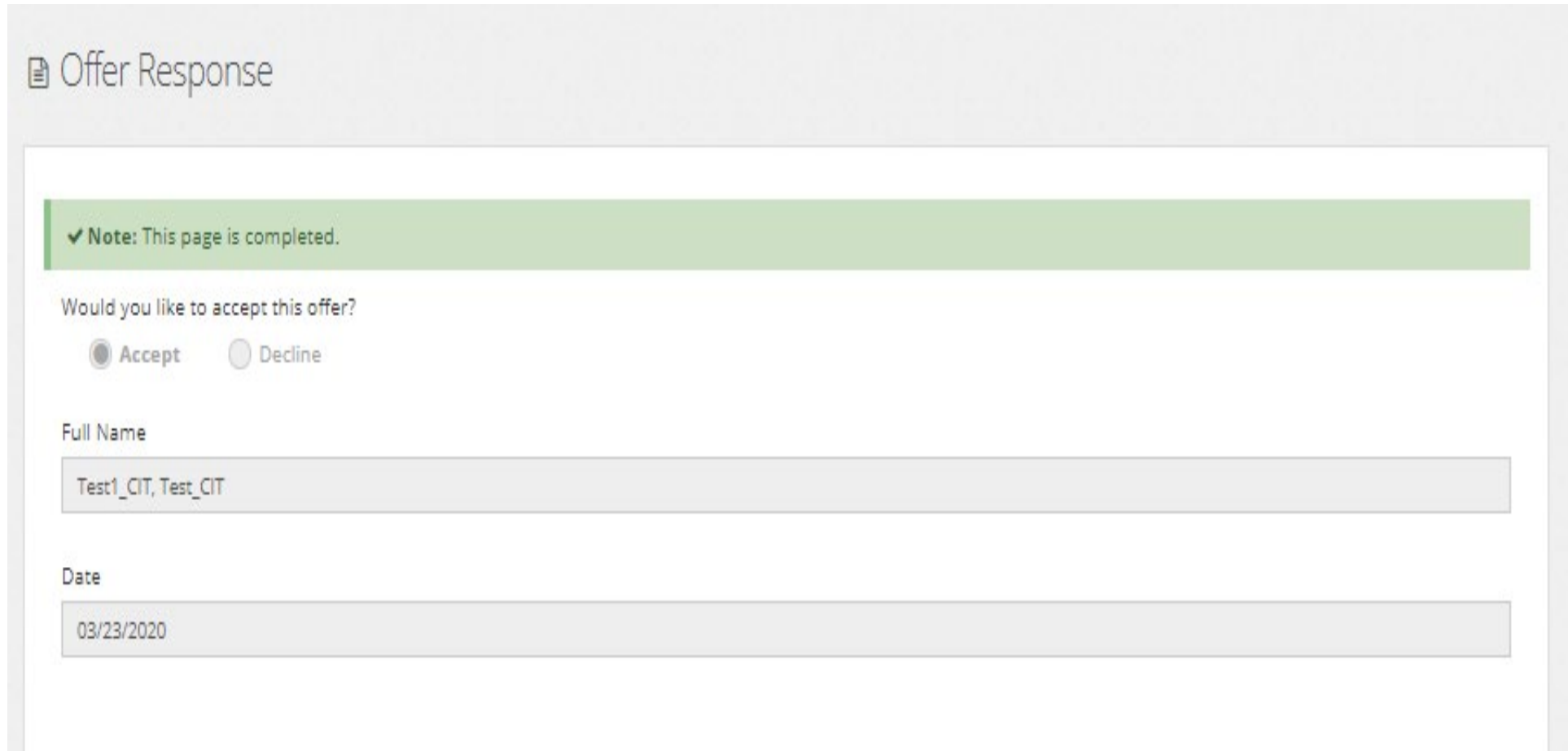
Applicant's View: Final Decision and Offer

- **Final Decision:** Offer and Applicant's Response



Applicant's Response to Admissions Offer

- Select either one of the options (**Accept** or **Decline**) by putting a check mark next to your response and submit.
- See sample response in screenshot below.



Offer Response

✓ Note: This page is completed.

Would you like to accept this offer?

Accept Decline

Full Name

Test1_CIT, Test_CIT

Date

03/23/2020

Help & Support

For assistance you can contact the following offices:

1. CIT Help Desk at helpdesk@Cookman.edu or call 386-481-2070
2. Admissions Office at 1-800-448-0228

Thank you & good luck!