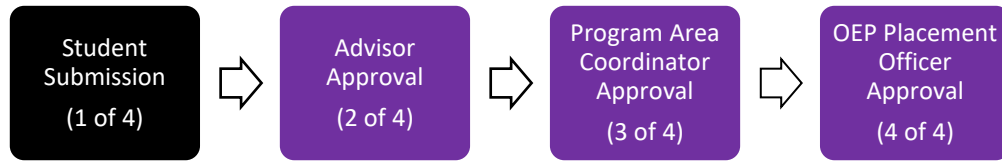


Document Approval Flow Chart

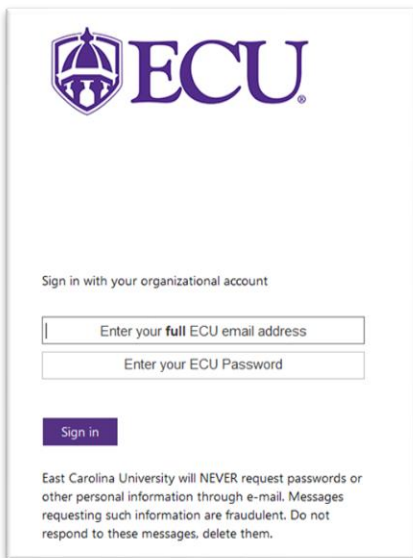


Student Submission

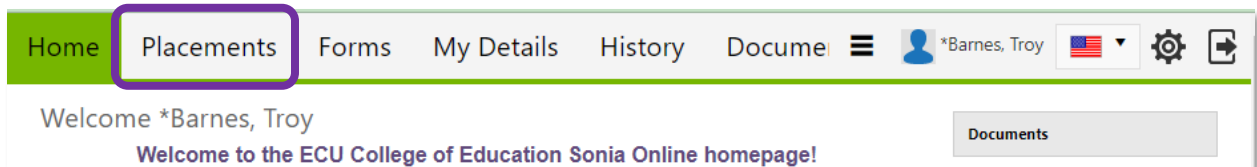
- A. Go to Sonia Online at <https://sonia.ecu.edu/soniaonline/>
- B. Select **College of Education**
- C. Role → **Student**
- D. Select the **University Sign In** button. **Do not enter ECU credentials on the homepage taskbar.*



- E. When the ECU single sign-on page appears, enter your full ECU email address and password.



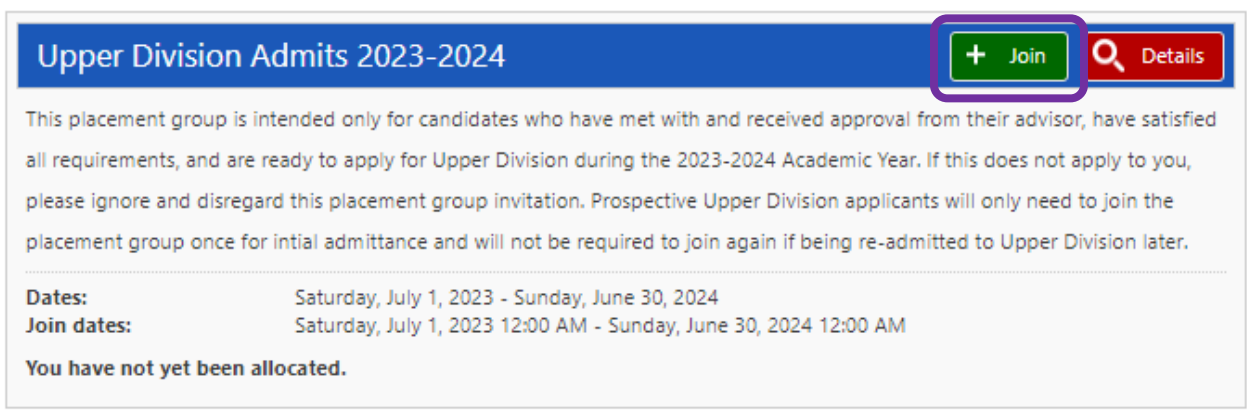
- F. On the Sonia Online taskbar, select the **Placements** tab.



SONIA ONLINE: SUBMITTING THE UPPER DIVISION APPLICATION

- G. In the top right corner of the Upper Division Admission placement group box, click the green **+Join** button.

**Note: If you later select a red Leave button, this will remove you from the placement group and your name will be automatically deleted from the Administrator's list.*



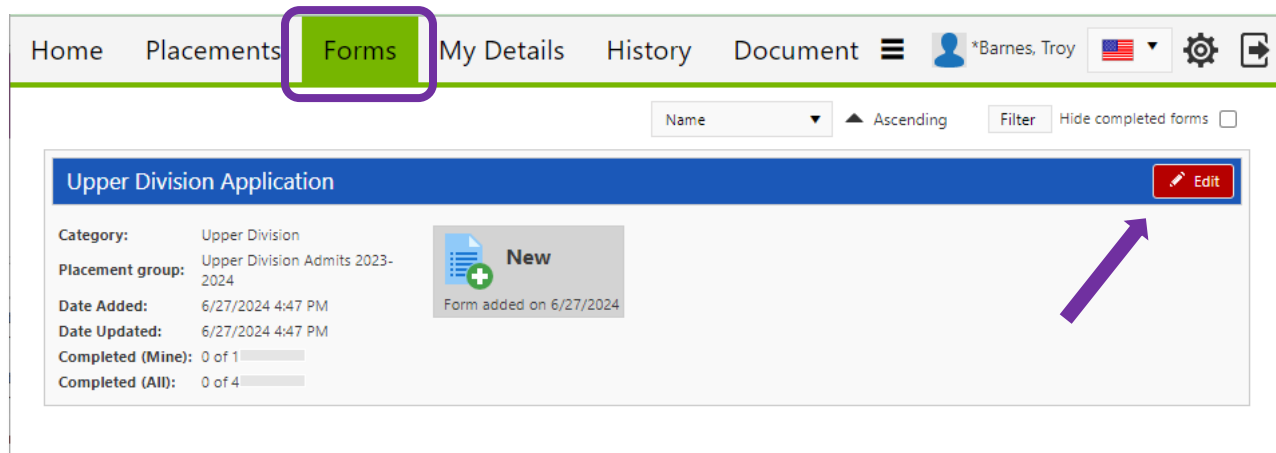
Upper Division Admits 2023-2024

This placement group is intended only for candidates who have met with and received approval from their advisor, have satisfied all requirements, and are ready to apply for Upper Division during the 2023-2024 Academic Year. If this does not apply to you, please ignore and disregard this placement group invitation. Prospective Upper Division applicants will only need to join the placement group once for initial admittance and will not be required to join again if being re-admitted to Upper Division later.

Dates: Saturday, July 1, 2023 - Sunday, June 30, 2024
Join dates: Saturday, July 1, 2023 12:00 AM - Sunday, June 30, 2024 12:00 AM

You have not yet been allocated.

- H. Once you have joined the appropriate Upper Division Admission placement group, select the **Forms** tab on the Sonia Online taskbar. Under Forms, you will see the Upper Division Application has now been assigned to you. Click the red **Edit** button in the top right corner of the form box. The form will open in a separate window.



Home Placements **Forms** My Details History Document

Name Ascending Filter Hide completed forms

Upper Division Application Edit

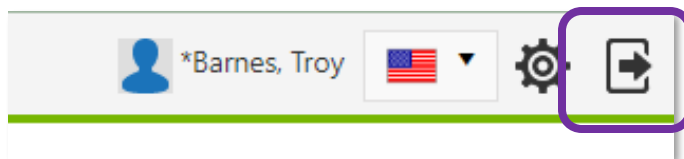
Category: Upper Division
Placement group: Upper Division Admits 2023-2024
Date Added: 6/27/2024 4:47 PM
Date Updated: 6/27/2024 4:47 PM
Completed (Mine): 0 of 1
Completed (All): 0 of 4

New Form added on 6/27/2024

- I. On the **Upper Division Application**, several fields will auto-populate with information pulled from ECU's Banner system. Please read all instructions carefully, paying close attention to examples provided.
- Fields indicating a red asterisk (*) are **required**.
 - All fields with a pencil icon are able to be edited.
- J. Once the form has been completed and reviewed carefully for accuracy:
- Enter your name under the **Candidate Signature** field.
 - Select the **Date**.
 - Click the **Submit Application** button to release the form. It will now be routed electronically to your Advisor for the first round of reviews to be completed.

SONIA ONLINE: SUBMITTING THE UPPER DIVISION APPLICATION

- K. When the form has been recorded as **Successfully Actioned**, you may simply close the Upper Division Application form window.
- L. After the form window has been closed, you will be directed back to the Sonia Online webpage. When you're ready to end your session, please remember to log-out of Sonia Online by selecting the black arrow in the upper right corner of the Sonia Online taskbar.



Checking an Application Status

You may return at any time after submission to check on the status of your Upper Division Application.

- A. Log-in to your Sonia Online account.
- B. Select the **Forms** tab on the Sonia Online taskbar.
- C. In the Upper Division Application form box, look for the **Completed (All)** row.
 - a. 0 of 4 = application has not been submitted or has only been saved as a Draft
 - b. 1 of 4 = application has been officially submitted by the Student
 - c. 2 of 4 = application has been reviewed by the Advisor
 - d. 3 of 4 = application has been reviewed by the Program Area Coordinator
 - e. 4 of 4 = application has been reviewed by the OEP Placement Officer and a final decision has been recorded
- D. Click the red **Edit** button in the top right corner of the form box.
- E. When the form opens in a separate window, scroll to the bottom of the form to the section titled **OEP Approval Decision** to view the approval status and the official Upper Division admittance date. An official notification may also be sent to your ECU email address from the Office of Educator Preparation (OEP) once final decisions have been made.

OEP Approval Decision:

Approved for admission to Upper Division of Educator Preparation? <input type="radio"/> Yes <input type="radio"/> No	Upper Division Status: <input type="radio"/> UPDV (Admitted) <input type="radio"/> UPDR (Removed) <input type="radio"/> UPD2 (Re-Admitted)	Upper Division Status Date: <input type="text"/>
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If you have questions regarding access to Sonia Online, or if you should encounter technical difficulties accessing the Upper Division Application, please submit a COE Help Desk ticket at <https://coehelp.ecu.edu>.

Congratulations on reaching this academic milestone of your Educator Preparation journey!