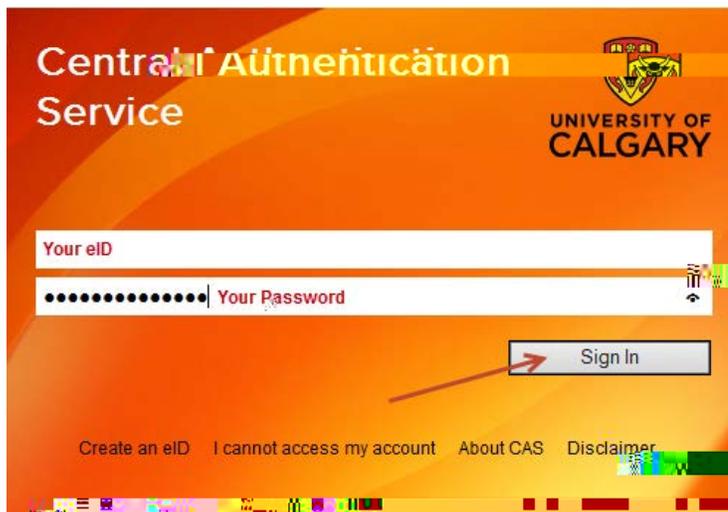


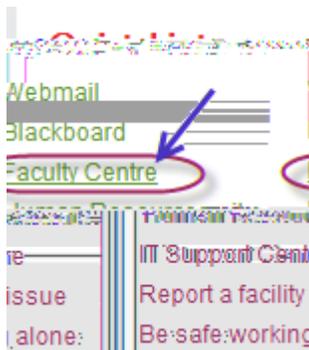
The following steps outline how Graduate Program Directors are able to view all applications in their program that have been assigned to evaluators as well as enter evaluation status for prospective applicants.

1. To view the applications, sign into the MyUofC portal my.ucalgary.ca

Click the [Sign In](#) button.



2. Under Quick Links click the [Faculty Centre](#) link.



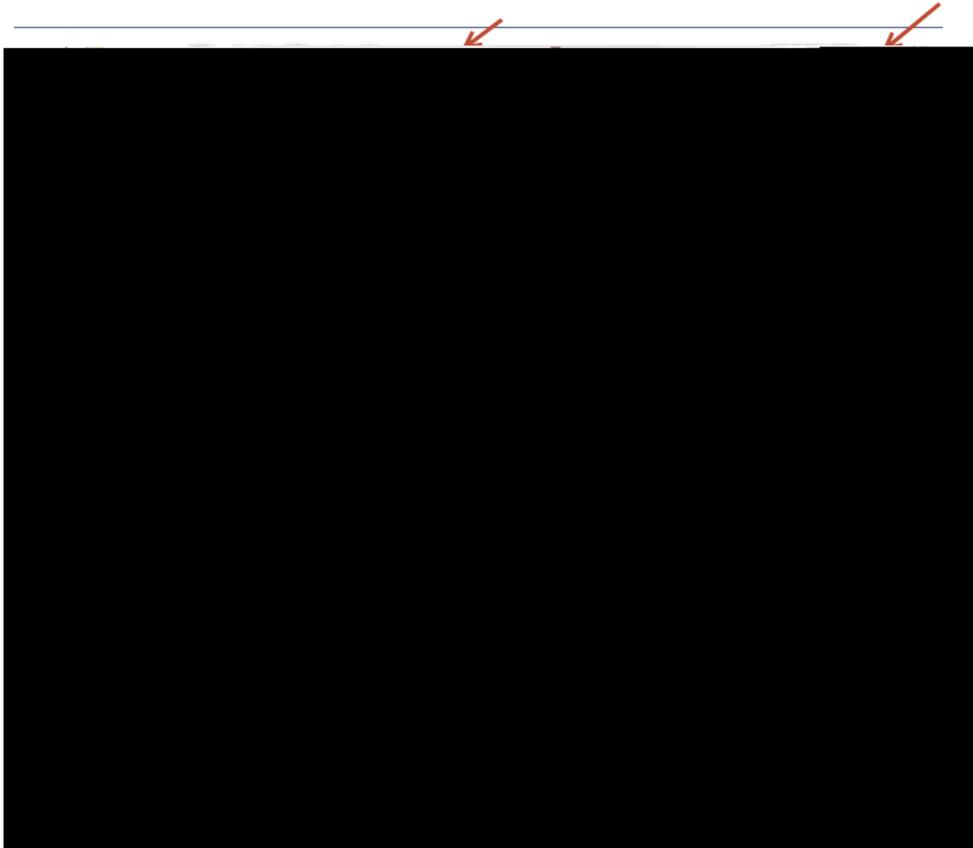
3. The Faculty Centre will open to My Schedule page. In order to view the applications assigned to you you must navigate to Adm Eval by Program Directors.

Click the [Faculty Center](#) link.

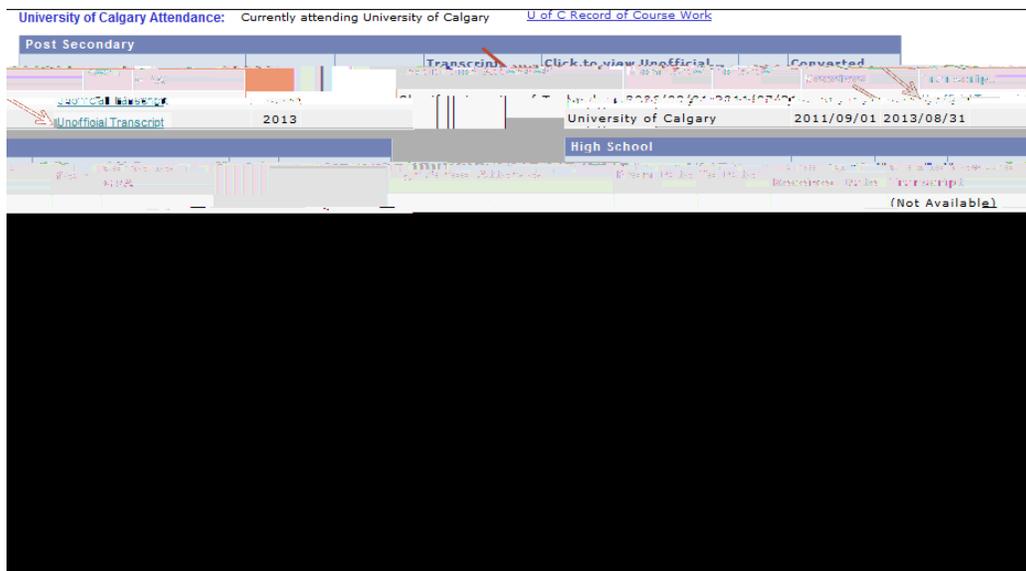


- The application will display including the student's name, id number, application fee status and additional details.

Application Evaluation



- If desired Graduate Program Directors can view the unofficial transcripts, references and supporting documents by clicking on the link(s).



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10. Three evaluation status' will display:
Eval INADM : for applicants that the GPD is not recommending for admission
Eval RECOM for applicants that the GPD is recommending for admission
Eval REVW: for applicants pending evalon