Reviewing Evaluations for Admitting and Denying Prospective Students

The following is how Graduate Program Administrators can review evaluations for admitting and denying prospective students.

1. Click the **Student Admissions** link.

2. Click the **Application Evaluation** link.

3. Click the **Dept Admission Evaluation** link.

4. Enter the Academic Career (Grad) or use the Look up tool. Click the **Look up Academic Career** button.

5. Click the **Graduate Programs** link.

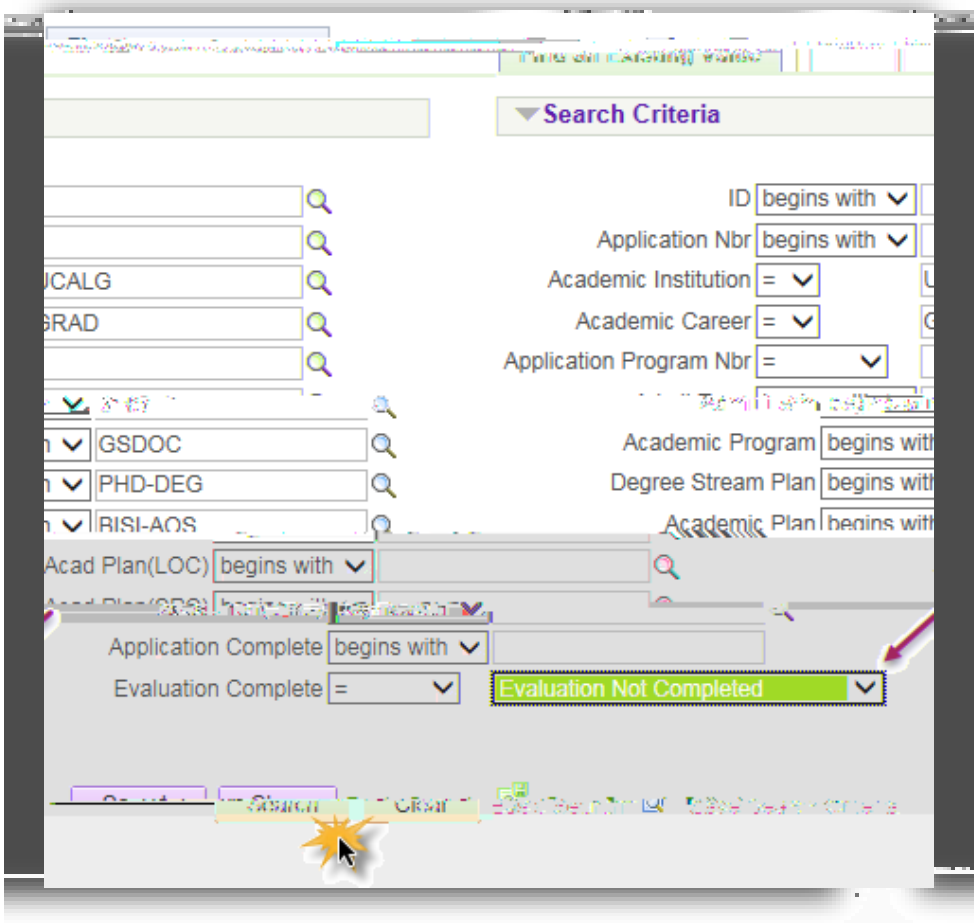
6. Enter the applicable Admit Term or use the Look up Tool (e.g. 2187 for Fall 2018) and any additional search criteria you have (e.g. Academic Program, Degree Stream Plan, Academic Plan).

list item.

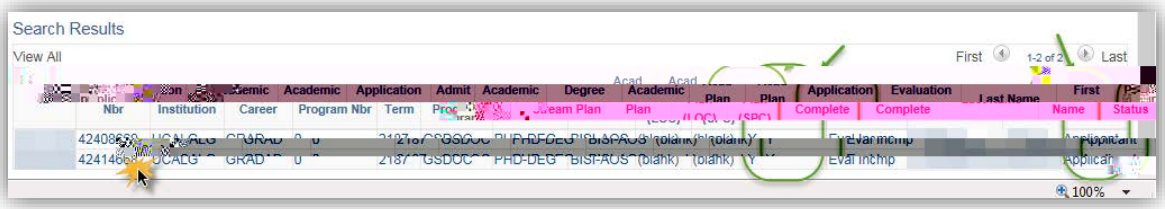
9. **Tip:**

Search

Search



10. To view an application listed in the grid, click anywhere on the application listed.



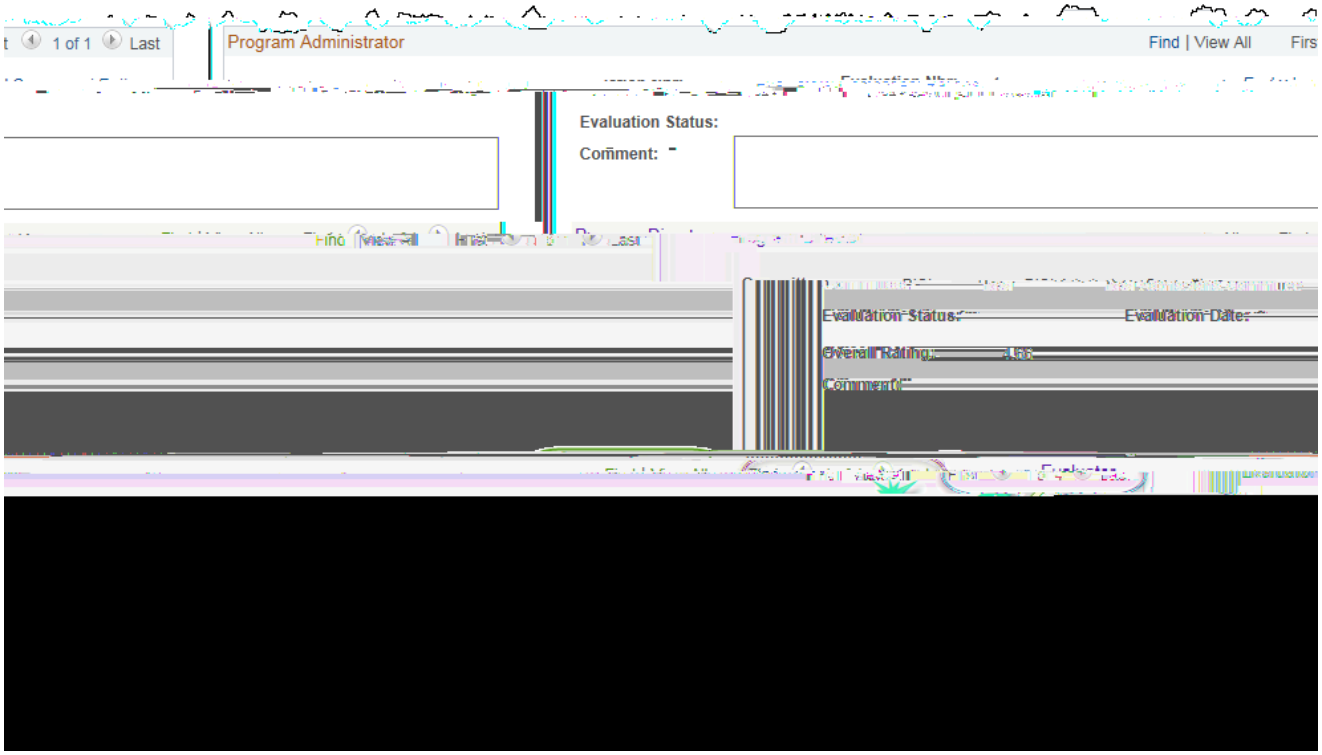
Reviewing Evaluations for Admitting and Denying Prospective Students

Reviewing Evaluations for Admitting

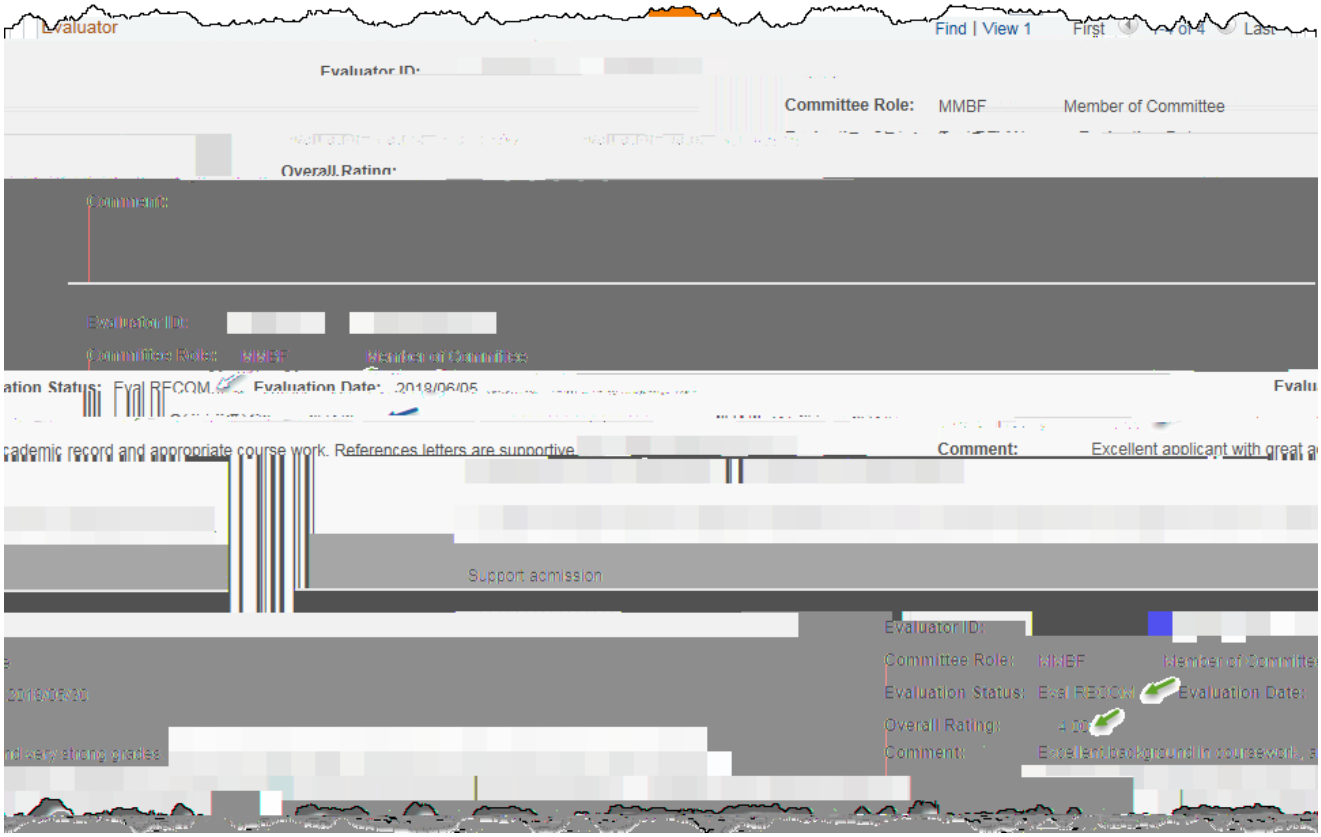
14.

Reviewing Evaluations for Admitting and Denying Prospective Students

16. To see the Evaluator comments, scroll to the bottom of the application.
Note: GPA's will be able to view all comments made by all reviewers. Reviewer comments and Evaluation Codes (e.g. Eval RECOM, etc.) should be entered by the Evaluator using the Faculty Centre. Click the View All link:



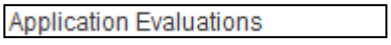
17. Evaluator Status, Overall Rating (if applicable) and comments display. Note for FOIP reasons some information has been omitted.



To Enter Admission Decision:

1. Navigate to the Application Evaluation page by using the Transfer To option. Alternatively you can use this navigation: Student Admissions > Application Evaluation > Application Evaluation. Click the **Transfer To** list.

2. Click the **Application Evaluations** list item.

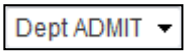


3. Click the **Go** button.

4. The Application Evaluation component/page displays. This page is used only by GPA's to assign an admission value once the evaluator reviews are completed and the department/faculty has made a final decision.

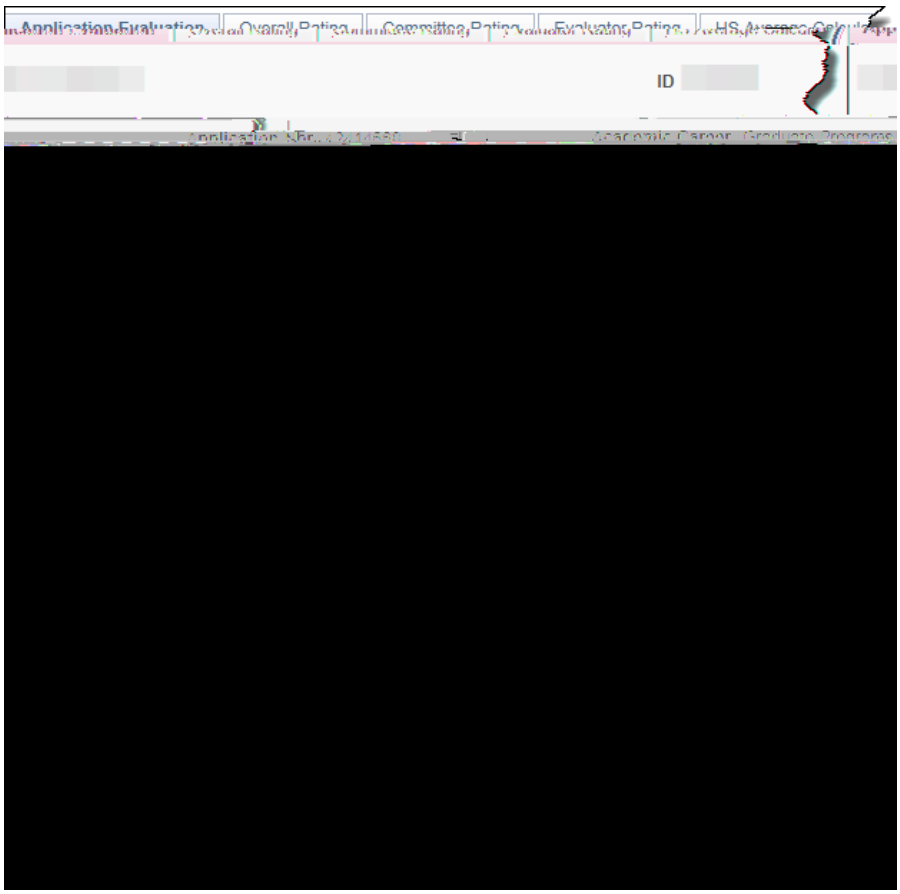
   Note: GPA's need to follow current faculty or departmental process for deciding admission. Once the department process is followed GPA's need to go to the Application Evaluation tab and insert the final decision.

   Click the **Eval Stat** list.

5. A list of Evaluation Status display. Programs with Delegated Admission Authority can choose:
   DeptADMIT (department admit)
   DeptINADM (department inadmissable)

   Programs who send recommendations for admission to FGS can **only** choose:
   DeptRECOM (department recommended)
   Dept INADM (department inadmissable)



Reviewing Evaluations for Admitting and Denying Prospective Students