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

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1. Click the [Student Admissions](#) link.
2. Click the [Application Evaluation](#) link.  
[Application Evaluation](#)
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).

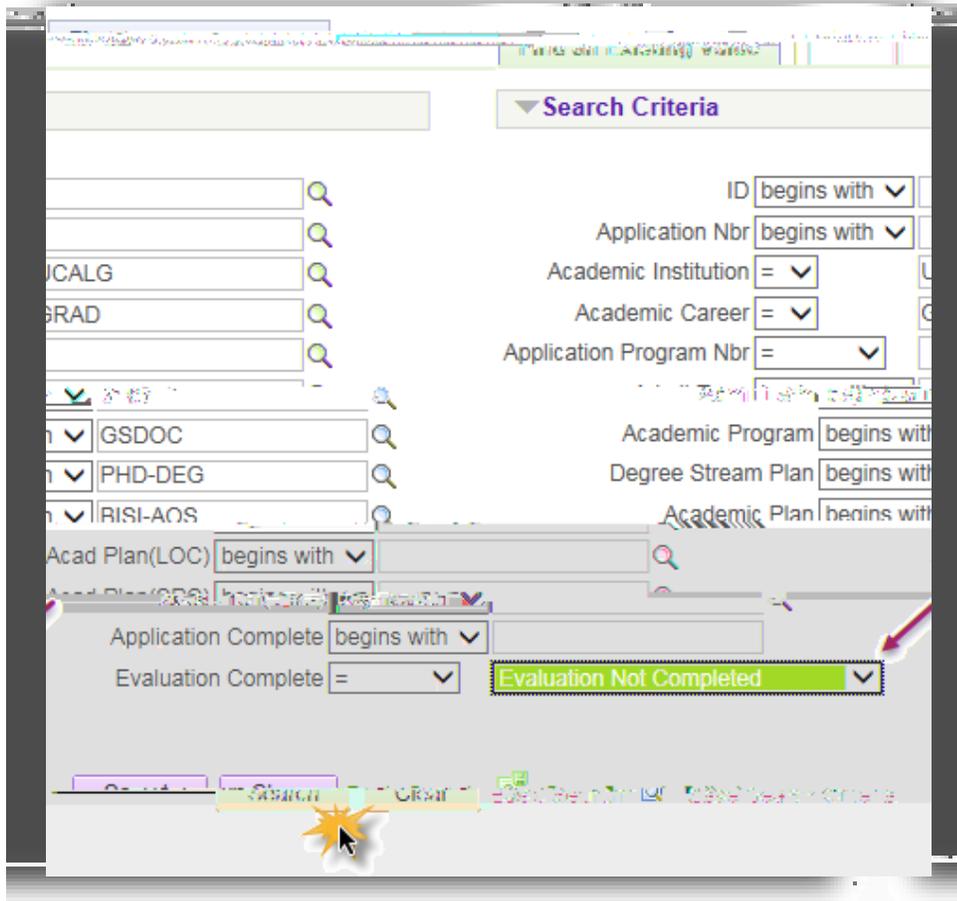
list item.

# Reviewing Evaluations for Admitting and Denying Prospective Students

9. Tip:

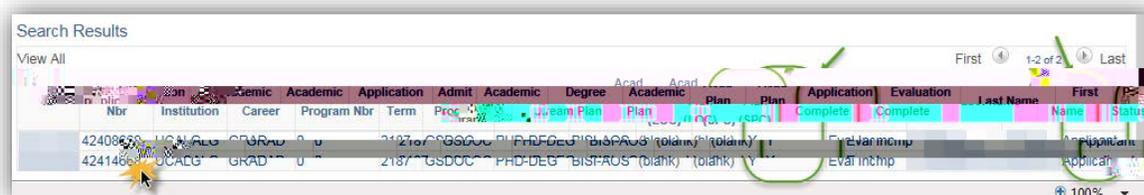
Search

Search



10.

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



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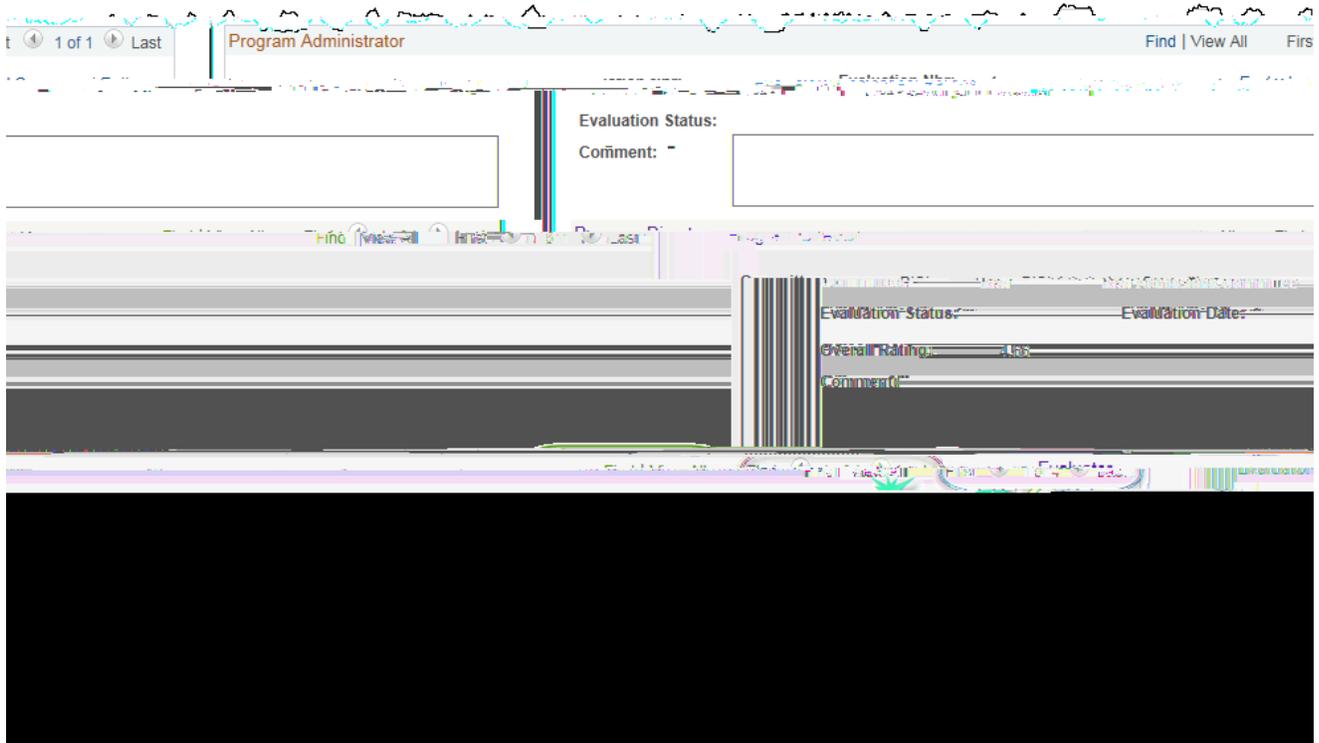
# Reviewing Evaluations for Admitting

14.

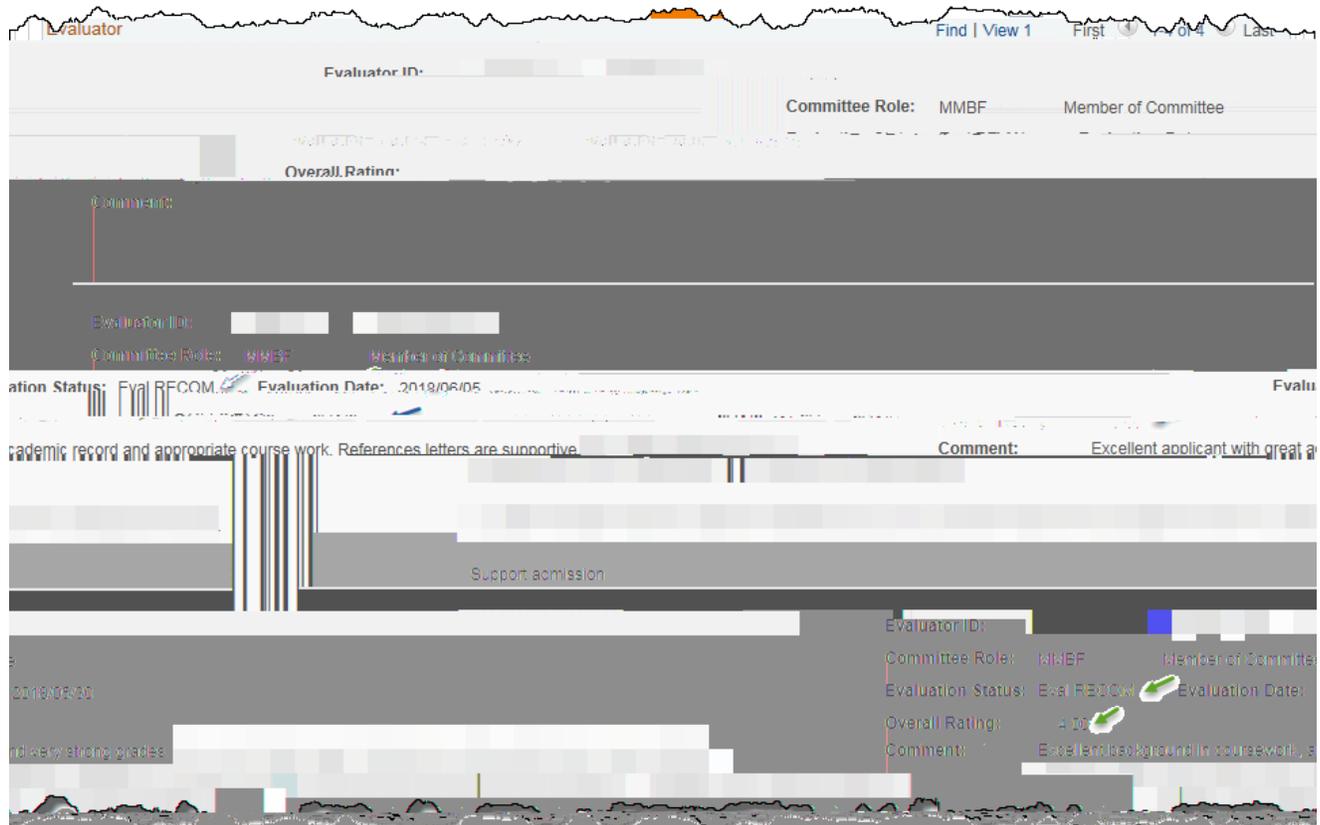
# **Reviewing Evaluations for Admitting and Denying Prospective Students**

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.



The screenshot displays a web interface for reviewing application evaluations. At the top, there is a search bar with the text 'Find | View 1' and navigation buttons for 'First', '1 of 4', and 'Last'. Below this, the 'Evaluator' section shows a redacted 'Evaluator ID' and a 'Committee Role' of 'MMBF - Member of Committee'. The 'Overall Rating' is also redacted. A 'Comment' field contains the text: 'Excellent applicant with great academic record and appropriate course work. References letters are supportive.' Below the comment, there is a 'Support admission' button. The interface also shows 'Evaluation Status: Eval RECOM' and 'Evaluation Date: 2018/06/05'. At the bottom right, another evaluator's details are visible, including 'Evaluator ID', 'Committee Role: MMBF - Member of Committee', 'Evaluation Status: Eval RECOM', 'Overall Rating: 4.00', and a comment: 'Excellent background in coursework, s'.

## **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.  
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2. Click the [Application Evaluations](#) list item.
3. Click the [Go](#) button.

- 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.

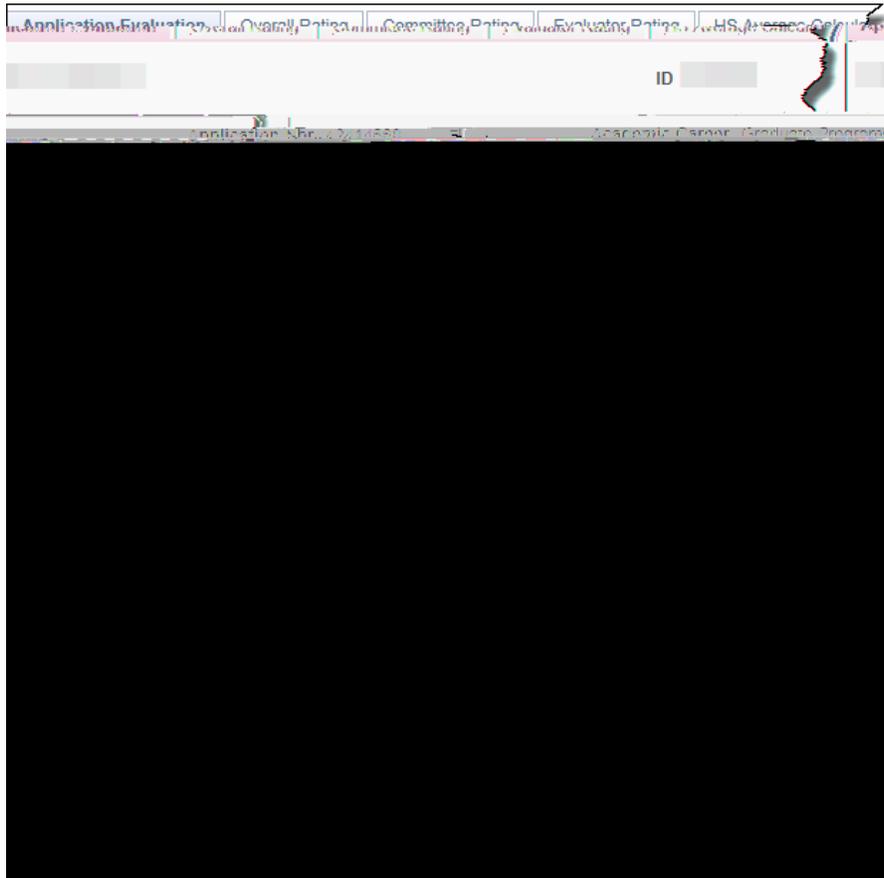
Dept ADMIT ▼

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

Programs who send recommendations for admission to FGS can **only** choose:

DeptRECOM (department recommended)

Dept INADM (department inadmissible)



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