

## **PROCESSING GRADUATE ADMISSIONS**

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# Entering Admissions Decisions for Graduate School Applicants

**In this lesson you will learn the process for:**

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# Step by Step Guide

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# Entering Admissions Decisions for Graduate School Applicants

Use this document to complete all of the necessary steps to enter an admission decision for a Graduate School applicant in the Action/Reason Entry page in SES.

## Working with Action/Reason Entry

From the **Menu**, Navigate to: **Student Admissions> Application Maintenance> Action/Reason Entry**. The Action/Reason Entry page appears.

### Action/Reason Entry

Action/Reason Parameters			
Academic Institution:	<input type="text" value="NWUNV"/>	Northwestern University	
Academic Career:	<input type="text"/>	Program Action:	<input type="text"/>
Admit Term:	<input type="text"/>	Action Reason:	<input type="text"/>
Academic Program:	<input type="text"/>	Action Date:	<input type="text" value="09/07/2010"/> Seq: <input type="text" value="1"/>

Apply to Program Application			
Application Nbr	ID	Name	Prog Nbr
<input type="text"/>	<input type="text"/>		<input type="text" value="0"/>
<input type="button" value="Create Program"/>			

Find | View All | First 1 of 1 Last

Program Data	Program Status

**Enter the following information in the appropriate fields:**

<b>Field</b>	<b>Value</b>
<b>Academic Career</b>	Enter the appropriate Academic Career. (Note: if an operator default is set for Academic Career, this value will automatically be populated.)
<b>Admit Term</b>	Enter the appropriate Admit Term. (Note: if an operator default is set for Academic Career, this value will automatically be populated.)
<b>Academic Program</b>	Enter the appropriate Academic Program. (Note: if an operator default is set for Academic Career, this value will automatically be populated.)
<b>Program Action</b>	Enter the appropriate Program Action. Program Action codes are as follows: Admit = ADMT Deny = DENY
<b>Action Reason</b>	Enter the appropriate Action Reason. Action Reason codes are as follows: Admit = 1 (TGS Complete) Deny = DENY (Deny) *Note: If the action reason is Deny and you are using the lookup list, you must use the "DENY, Deny" choice. <b>Do not</b> use the "10, Deny" choice.
<b>Action Date</b>	Will default to today's date (i.e. the date you are entering decisions). <b>DO NOT CHANGE THIS DATE!</b>
<b>Application Nbr</b>	Enter the appropriate Application Number. (See search instructions provided below.)
<b>ID</b>	Enter the appropriate applicant ID and [Tab] out of the field.

Note: If you do not know the code for a field listed above, you may search for it by clicking on the magnifying glass icon () located to the right of the field (see next page).

To search for Application Number for example, enter the applicant's ID in the ID field, then click on the magnifying glass icon () located to the right of the Application Nbr field. The Lookup Application Nbr page appears:

### Look Up Application Nbr

**EmplID:** 2642883

**Academic Career:**

**Student Career Nbr:** 0

**Application Nbr:** begins with

**Academic Institution:** begins with  

**Application Center:** begins with  

**Recruiter ID:** begins with  

[Basic Lookup](#)

Press the  button (because the EmplID is populated, it is unnecessary to fill in any of the other fields). A list of Application Numbers for this applicant appears. Click on the application number you wish to select.

You will be returned to the Action/Reason Entry page and the Application Nbr field will be populated with the value you selected.

## Action/Reason Entry

Action/Reason Parameters			
Academic Institution:	NWUNV	Northwestern University	
Academic Career:	TGS	Grad Schl	Program Action: ADMT Admit
Admit Term:	4440	2011 Fall	Action Reason: 1 Complete
Academic Program:	C05PH	Chem Engg	Action Date: 09/07/2010 Seq: 1

Apply to Program Application			
Application Nbr	ID	Name	Prog Nbr
00504440	2642883	Wildcat, William E	0
			<input type="button" value="Create Program"/>

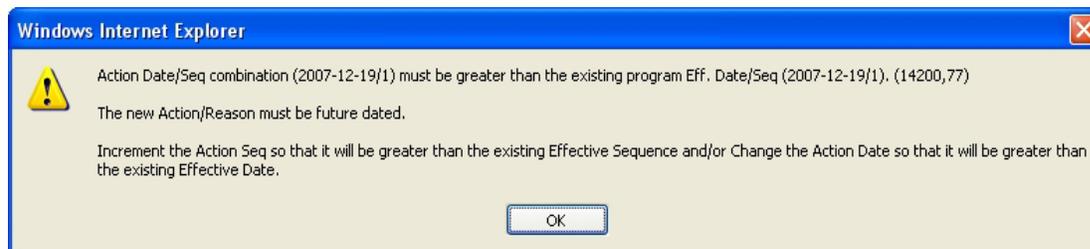
  

Program Data		Program Status	
Effective Date:	08/31/2010	Sequence:	1
Institution:	Northwestern University	Status:	Applicant
Acad Prog:	Chemical Engineering: PhD	Action Date:	08/31/2010
Admit Term:	2011 Fall	Prog Actn:	Applicatn
Campus:	Evanston Campus	Action Rsn:	Applicatio
Acad Load:	Full-Time		

Find | View All First 1 of 1 Last

Once you have populated the necessary fields (see above), press the  button.

**Note: You will receive an error if you try to admit a student on the same day that the application was entered into SES.**



**If you need to admit a student on the same day that the application was entered in SES, you must contact the TGS office to finish the process, otherwise wait until the next day to complete the admit decision.**

After you press the save button, your page should look similar to the following:

Action/Reason Entry					
Action/Reason Parameters					
Academic Institution:	<input type="text" value="NWUNV"/>	Northwestern University	Program Action:	<input type="text" value="ADMT"/>	Admit
Academic Career:	<input type="text" value="TGS"/>	Grad Schl	Action Reason:	<input type="text" value="1"/>	Complete
Admit Term:	<input type="text" value="4440"/>	2011 Fall	Action Date:	<input type="text" value="09/07/2010"/>	Seq: <input type="text" value="1"/>
Academic Program:	<input type="text" value="C05PH"/>	Chem Engg			
Apply to Program Application					
Application Nbr	ID	Name	Prog Nbr		
<input type="text"/>	<input type="text"/>		<input type="text" value="0"/>	<input type="button" value="Create Program"/>	
Find   View All First 1 of 1 Last					
Program Data			Program Status		
Effective Date:	Sequence:	0	Status:		
Institution:			Action Date:		
Acad Prog:			Prog Actn:		
Admit Term:			Action Rsn:		
Campus:					
Acad Load:					
<input type="button" value="Save"/> <input type="button" value="Refresh"/>					

Well done! You have completed data entry for the applicant decision process.

You can now enter and save a decision for another applicant on this page by entering a different ID and Application Number using the same Action/Reason Parameters as the previous entry (which are now pre-populated on this page, as shown above), or you can change your Action/Reason Parameters as appropriate.

**IMPORTANT!!! Admission decisions will be posted electronically in Apply Yourself the day after they are entered. If you need to change *any* part of your decision (e.g. Program Action or Action Reason), you must notify The Graduate School Admission Office before 4:00 pm the day the decision was entered. Requests for changes must be made via email and sent to Nick Alena n-alena@northwestern.edu.**

## Checking Your Work

After you enter your decisions, you may want to check your work. To do so, you will need to navigate to the Applicant Progression page *or* the NW Department App List page.

1. From **Menu**, Navigate to: **Student Admissions> Applicant Summaries> Applicant Progression**. The Applicant Progression/Find an Existing Value page appears.
2. Enter the Applicant's ID in the ID field and press the **Search** button. The Applicant Progression page appears. The Admit Term, Program Action and Action Reason you selected all appear under the "Applicant" column.

Note: If you notice a mistake, please notify Nick Alena at [n-alena@northwestern.edu](mailto:n-alena@northwestern.edu) immediately.

### Applicant Progression

William E Wildcat 2642883

**Academic Career:** The Graduate School **Application Nbr:** 00504440

**Prog Nbr:** 0 **Academic Program:** Chemical Engineering: PhD

Prospect	Applicant	Student
<b>Institution:</b>	<b>Institution:</b> NWUNV	<b>Institution:</b>
<b>Admit Type:</b>	<b>Admit Type:</b> First Year	<b>Acad Prog:</b>
<b>Admit Term:</b>	<b>Admit Term:</b> 2011 Fall	<b>Admit Term:</b>
<b>Rcrtg Stat:</b>	<b>Status:</b> Admitted	<b>Status:</b>
<b>Status Dt:</b>	<b>Prog Actn:</b> Admit	<b>Prog Actn:</b>
<b>Refrl Srce:</b>	<b>Action Date:</b> 09/07/2010	<b>Action Date:</b>
<b>Source Dt:</b>	<b>Action Rsn:</b> TGS Complete	<b>Action Rsn:</b>

▼ File Attachments
Customize | Find | View All | First 1 of 1 Last

<b>Attachments</b>	Audit	
Attached File	View	Add Attachment
	View	Add Attachment

Save
Return to Search
Refresh

- OR -

1. From **Menu**, Navigate to: **NU Admissions> NU Applicant Information> NU TGS Department App List**. The NW Department App List, Find an Existing Value page appears.

The screenshot shows the CAESAR TEST application interface. On the left is a navigation menu with the following items: My Favorites, NU Campus Community, NU Admissions (expanded), NU Applicant Information (expanded), - NU TGS Department App List (selected), NU Admissions Interfaces, NU Admissions Reports, NU Admissions Batch Job Parns, NU Financial Aid, NU Student Financials, NU Student Records, NU TGS Forms, NU CTEC, NU Admin Self Service, Manager Self Service, For Applicants, For Students, Personal Portfolio, and Workforce Administration. The main content area is titled "NW TGS Department App List" and contains the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this is a "Find an Existing Value" section with four search criteria: Academic Institution, Academic Career, Admit Term, and Academic Program, each with a "begins with" dropdown and a search input field. At the bottom are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

2. Enter the Academic Institution (NWUNV), the Academic Career (TGS), the Admit Term and the Academic Program and press the **Search** button. The NW Department App List page appears displaying a list of your department's applicants. The Application Number, Emplid, Name, Program Action, Action Reason, Actions Date, Academic Program and Admit Term will be displayed. If you notice a mistake, please notify Nick Alena at [n-alena@northwestern.edu](mailto:n-alena@northwestern.edu) immediately.

The screenshot shows the "Department Application List" page. At the top right are links for "Home" and "Worklist". Below the title is a table with the following data:

C21MS		Civil Engineering: MS/MPM		2008 Fall		
00260336	2319093	Wildcat, William E		ADMT 1	09/11/2007	<a href="#">Test Scores</a>

At the bottom right of the table, there are navigation controls: "Find | View All", "First", "1 of 1", and "Last".