Admissions Tab

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Recording a Recommended Admission Decision

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Overview: The Admissions Tab

The Admissions Tab will allow you to view the status of required materials for your applicants, mark applications as complete, and record the “recommended” admission decision for the applicant. In this area you can perform the following tasks listed below:

- View the status of required application materials for each applicant
- View administrative notes
- Mark TOEFL scores as received
- Mark an application as complete
- Enter a recommended decision for admission
- Search for applicants based on a specific date range


Admissions Summary: 2009/2010

The data below are a summary of all applicant materials received to date, reviews, and admissions decisions. Test scores marked with an asterisk (*) are self-reported (unofficial) scores.

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
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<th>EmplID</th>
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<th>GRE Verbal</th>
<th>GRE Analytical</th>
<th>Country</th>
<th>TOEFL R</th>
<th>TOEFL L</th>
<th>Trans</th>
<th>Last</th>
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<td>2/2</td>
<td>1/2</td>
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<td>Deny</td>
<td>Deny</td>
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Viewing the Status of Required Application Materials

The admissions tab has pre defined fields that you will view for your applicants. The data fields available to you will provide you with a summary of all application materials received to date. The Transcripts, Letters of Recommendations, and Reviews columns will display the number of files received over the total number of expected files. For example, if the applicant has marked that he/she will provide two Transcript files and both are received, the column will display as “2/2”. The same logic is used for Letters of Recommendation as well as the number of Reviews that have been completed for the applicant. GRE and TOEFL test scores are also available. Please note that those marked with an asterisk (*) are self reported, unofficial scores. Official scores received are moved from SES to GATS on a nightly basis and will be displayed accordingly on the Admissions tab. The “Status” column indicates the final admissions decision that has been entered into SES. The admissions decision is moved from SES to GATS on a nightly basis. This is discussed in more detail in the Recording a Recommended Admission Decision section of this document.

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>AY ID</th>
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<tr>
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<td></td>
<td>Select...</td>
<td>Select...</td>
<td>APPL</td>
</tr>
</tbody>
</table>
Entering and Viewing Administrative Notes

Administrative notes can be entered by admissions administrators for the purpose of documenting supplemental information regarding a particular applicant. It is important to note that notes entered here will not be viewable by the applicant. If an Administrative Note has been added to an applicant’s record you will see the note icon next to the applicant’s last name.

When you roll your mouse over the icon, the administrative note will appear. If the note is too long it will be truncated, you would need to click the icon to view the entire note.

To view or edit the full Administrative Note click on the last name of the applicant and you will be taken to the Applicant Detail page where you are able to view and edit Administrative Notes.
Marking TOEFL & GRE scores received

Some applicants may require the submission of TOEFL scores to complete their application materials. There are several ways for GATS to document the receipt of the TOEFL scores:

1. TOEFL & GRE scores received in SES will flow to GATS in the nightly interface. Scores received in this manner will automatically be marked as “RECEIVED” in the applicant’s Status Check page.

2. Applicants who have a self-reported score or who may have sent a hard copy of text scores through the mail, must have their TOEFL scores manually marked as “RECEIVED” through the Applicant’s Status Check header under the Applicant Detail page. To do this, click the “Mark as RECEIVED” button (see image below).

   **NOTE:** Hard copies of TOEFL score reports received in the mail can be scanned into the Documents section of GATS (see the Documents tab document for instructions).

3. If an applicant has test scores in the suspense file (Applicant Detail page), you can also use the “Mark as RECEIVED” button once you have verified the score as a match.

<table>
<thead>
<tr>
<th>Application Materials</th>
<th>RECEIVED</th>
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<tbody>
<tr>
<td>Application</td>
<td>RECEIVED</td>
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</table>

<table>
<thead>
<tr>
<th>Official Test Scores</th>
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<tr>
<td>GRE</td>
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<tr>
<td>TOEFL ***</td>
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</table>

<table>
<thead>
<tr>
<th>Transcripts Received</th>
<th>No transcripts received to date</th>
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</thead>
<tbody>
<tr>
<td>Transcripts expected:</td>
<td>Ecole des hautes Etudes en Sciences sociales (EHES)</td>
</tr>
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Making Applications Complete

When an applicant has completed the requirements for the application you will mark the application as “Complete”. The applicant will see that his or her application materials have been received and no further action is required by viewing his or her person GATS web page. As such, you can also send an email notification to the applicant notifying them that their application is complete. (Detailed instructions are available in the GATS Application document.)

** By associating documents to an applicant record, GATS will mark the document as received in most cases. It is recommended that you do not scan in all documents until you are prepared to mark the “Complete” box on the Admissions tab. Applicants will become confused and contact you if they see that all documents are received and their file is “Incomplete.”

Step 1

Immediately following the receipt of all documents and entry of the documents in the GATS system, locate the record of the applicant(s) with a completed application on the Admissions tab. (Instructions on how to scan and associate documents to applicants are available in the Documents Tab document.)

Check the box in the “Complete” column across from the applicant name.

Step 2

At any point you can view an applicant’s individual GATS web page to ensure you have entered the correct data. Click on the applicant’s last name and you will be taken to the Applicant Detail page. Scroll to the bottom of the Applicant Detail page and expand the “Status Check Page” area by clicking on the button. You will see a replica of what the applicant sees when they log into their GATS account.
Step 3

If you see that the application has been incorrectly marked as Complete, you can go back to the Admissions tab and uncheck the “Complete” box. This will change the applicant’s page and it will show as “Incomplete”. Once you are done reviewing the record, simply close the window to return to the Admissions tab.
Recording Recommended Admissions Decisions

The GATS application allows admissions administrators to enter a recommended admission decision into the Admissions tab. It is important to note that this is only a “recommended” decision and can only be viewed by administrative GATS users for your program. Once a final admissions decision has been reached by the department, that decision must be entered in SES. Once the decision has been entered in SES and has subsequently been moved to GATS, the applicant will see a message on his or her personal GATS status page that the decision has been reached. The instructions on that page will direct the applicant to log into the Apply Yourself web center for details. Note: This process has a 48 hour delay. GATS will not show that a decision has been made until 48 hours after a decision has been made in SES. Should you enter an incorrect decision, please contact either Beth Bogdewic or Sara Wright at The Graduate School for assistance with any corrections.

Step 1

Locate the applicant you wish to enter a decision for on the Admissions tab. In the column marked “Rec. Decision” you will see a drop down box. Click the drop down box to select the admissions decision you wish to display.

If you would like to view the decision status on the applicant web page after you have entered a decision in SES, click the last name of the applicant to open the Applicant Detail Page. Scroll to the bottom of the page and expand the Status Check Page area. Again, the decision status in GATS will not be updated until 48 hours after it is entered in SES.
Searching for applicants based on a specific date range

Unlike the Applications tab, you cannot search for an individual applicant on the Admissions tab. However, you are able to search for a list of applications based on a specific date range. In addition, you can search for applications based upon whether the application has been marked complete or not.

Tip: You may also sort your results by clicking on any column heading that has a double arrow.

**Step 1**
Click in the “Application Submitted” date box and a calendar will appear. Select your beginning date. Select your ending date in the next box. (You may also type in the dates but make sure you follow the YYYY-MM-DD format.)

**Admissions Summary: 2009/2010**

The data below are a summary of all applicant materials received to date, reviews, and admissions decisions. Test scores marked with an asterisk (*) are self-reported (unofficial) scores.

**Step 2**
From the status drop down, select the type of applicants you wish to view. Your options are All, Complete, or Not Complete.

**Admissions Summary: 2009/2010**

The data below are a summary of all applicant materials received to date, reviews, and admissions decisions. Test scores marked with an asterisk (*) are self-reported (unofficial) scores.

**Step 3**
Click the SET FILTER button to view your results. If you would like to clear your filter, click the RESET button.