GATS® | **Graduate Admissions Tracking System**
The Graduate School, Northwestern University

Admissions Tab

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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

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.

Last	First	AY ID	EmpID	GREQ	GREV	GREAW	Country	TOEFL R	TOEFL	Tran	Ltr	Review	Complete	Rec. Decision	Status
Brady N	Greg	5017696	9912345	770*	800*	4.5*	USA	☐	NR	1 / 1	2 / 2	1 / 2	☑	Deny ▾	Deny
Clouse	George	5018679	9962350	800	770	4.5	USA	☑	NR	0 / 1	0 / 2	0 / 3	☑	Admit ▾	DEIN
Costner	Kevin	5018685	9972351	800*	800*	4.5*	GBR	☐	NR	0 / 1	0 / 2	0 / 0	☐	Admit ▾	WADM
Do	Scooby	5017707	9922346	800	600	3.5	CHN	☐	110 / 120	0 / 2	0 / 2	0 / 2	☐	Select... ▾	APPL
Geller	Monica	5018673	9952349	470	450	4.0	USA	☐	NR	0 / 2	0 / 2	0 / 0	☐	Select... ▾	APPL
Green	Rachel	5018664	9942348	650*	600*	3.5*	FRA	☐	97* / 120	0 / 1	0 / 2	0 / 0	☐	Select... ▾	APPL
Johnson	Michael	5018997	9992353	640*	760*	4.0*	USA	☐	NR	0 / 2	0 / 2	0 / 0	☑	Admit ▾	Admit
Rivera	Manuel	5019004	9912354	680	650	4.0	MEX	☐	NR	0 / 1	0 / 2	0 / 0	☐	Select... ▾	APPL
Rubble	Betty	5018641	9932347	450	600	3.0	USA	☐	NR	0 / 1	0 / 2	0 / 0	☐	Select... ▾	APPL
Zhang	Jia	5018988	9982352	750	700	3.5	CHN	☐	104 / 120	0 / 1	0 / 2	0 / 0	☐	Select... ▾	APPL

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 a applicant's record you will see the note icon [N] next to the applicant's last name.

When you roll your mouse over the [N] 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.

Application Materials

Application   RECEIVED

Official Test Scores

GRE   NOT RECEIVED   [Mark as RECEIVED]

TOEFL **   NOT RECEIVED   [Mark as RECEIVED]

Transcripts Received

No transcripts received to date

Transcripts expected: Ecole des hautes Etudes en Sciences sociales (EHES

Making Applications Complete

When a 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.

Last ▲	First ▲	AY ID ⬍	EmpID⬍	GRE⬍	GRE⬍	GREAW⬍	Country⬍	TOEFL R	TOEFL⬍	Tran⬍	Ltr⬍	Review⬍	Complete	Rec. Decision ⬍	Status
Brady Ⓝ	Greg	5017696	9912345	770*	800*	4.5*	USA	☐	NR	1 / 1	2 / 2	1 / 2	☑	Deny ▼	Deny
Clouse	George	5018679	9962350	800	770	4.5	USA	☑	NR	0 / 1	0 / 2	0 / 3	☑	Admit ▼	DEIN
Costner	Kevin	5018685	9972351	800*	800*	4.5*	GBR	☐	NR	0 / 1	0 / 2	0 / 0	☐	Admit ▼	WADM
Do	Scooby	5017707	9922346	800	600	3.5	CHN	☐	110 / 120	0 / 2	0 / 2	0 / 2	☐	Select... ▼	APPL
Geller	Monica	5018673	9952349	470	450	4.0	USA	☐	NR	0 / 2	0 / 2	0 / 0	☐	Select... ▼	APPL
Green	Rachel	5018664	9942348	650*	600*	3.5*	FRA	☐	97* / 120	0 / 1	0 / 2	0 / 0	☐	Select... ▼	APPL
Johnson	Michael	5018997	9992353	640*	760*	4.0*	USA	☐	NR	0 / 2	0 / 2	0 / 0	☑	Admit ▼	Admit
Rivera	Manuel	5019004	9912354	680	650	4.0	MEX	☐	NR	0 / 1	0 / 2	0 / 0	☐	Select... ▼	APPL
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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.

⊞   **Scores in Suspense File**

⊞   **Review Information**

⊞   **Status Check Page**   ⟵

Status Check Page

Mathematical Methods in the Social Sciences Department

Summer 2010 Application Status: George Clouse

Status Summary

▸ **Application Status:** Complete ⬅

▸ **Message Center:** No new message received

▸ **Decision Timeline:** Decisions are finalized in early February through early April.

▸ **Decision Status:** An admissions decision has not yet been rendered.

Below is a list of materials required to consider your application complete. If you need to discuss any missing items, please contact the department office through the Message Center.

Important Notice Regarding Transcripts: Please allow 5 business days for transcripts to be uploaded into our admissions tracking system after the ApplyYourself application has been submitted. Thank you for your patience.

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. <u>Note:</u> 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.

Last	First	AY ID	EmpID	GRE Q	GRE V	GRE AW	Country	TOEFL R	TOEFL	Tran	Ltr	Review	Complete	Rec. Decision	Status
Brady N	Greg	5017696	9912345	770*	800*	4.5*	USA	☐	NR	1 / 1	2 / 2	1 / 2	☐	Deny ▾	Deny
Clouse	George	5018679	9962350	800	770	4.5	USA	☑	NR	0 / 1	0 / 2	0 / 3	☑	Select… / Admit	DEIN
Costner	Kevin	5018685	9972351	800*	800*	4.5*	GBR	☐	NR	0 / 1	0 / 2	0 / 0	☐	Hold / Deny	WADM
Do	Scooby	5017707	9922346	800	600	3.5	CHN	☐	110 / 120	0 / 2	0 / 2	0 / 2	☐	Withdraw	APPL

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 unitl 48 hours after it is entered in SES.

Biomedical Engineering Department
2010 Fall Application Status:

NORTHWESTERN
UNIVERSITY

──────────── Status Summary ────────────

▸ **Application Status:** Complete
▸ **Message Center:** No new message received
▸ **Decision Timeline:** Decisions are finalized by the end of February/early March
▸ **Decision Status:** An admissions decision has been rendered. Please log in to Apply Yourself to view the decision.

Below is a list of materials required to consider your application complete. If you need to discuss any missing items, please contact the department office through the Message Center.

Important Notice Regarding Transcripts: Please allow 5 business days for transcripts to be uploaded into our admissions tracking system after the ApplyYourself application has been submitted. Thank you for your

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.)

Step 2

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

Step 3

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