ADMIT SYSTEM USER GUIDE

Instructions for the online application review system

Information

This guide contains both general instructions and user-specific instructions for Supervisors, Department Chairs, Faculty Deans, Departmental Graduate Education Committee Members and Chairs, and Program Committee Members and Chairs.

School of Graduate Studies
sgsinquiries@uleth.ca
Updated September 16, 2015

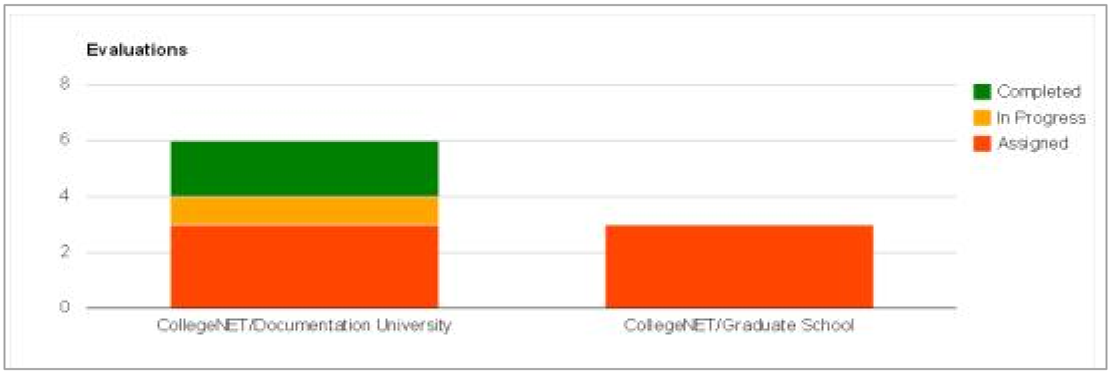
Contents

General information

When you log into the CollegeNET CRM, you begin on your dashboard. You can return to that dashboard view any time by clicking the Dashboard button.

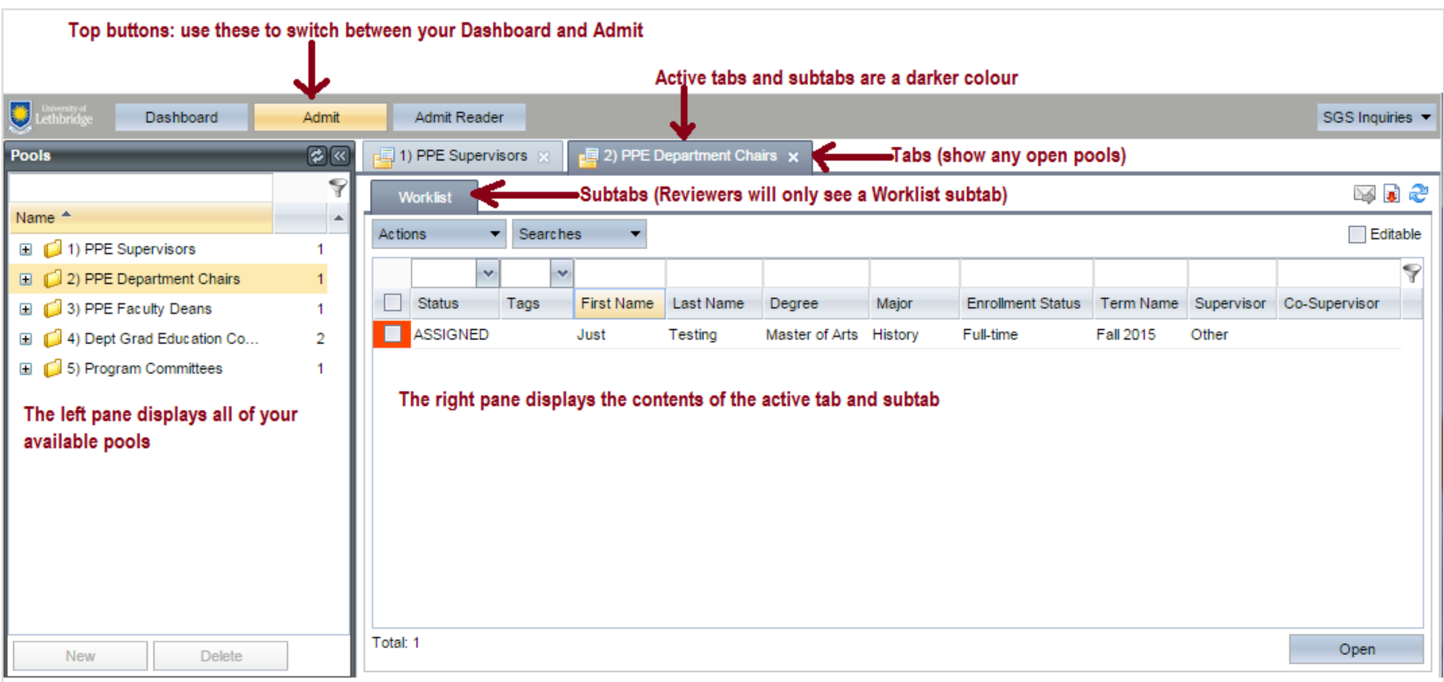
Dashboard

Your dashboard will display a bar graph showing your current assigned evaluations grouped by their completion status:



Using the Admit system

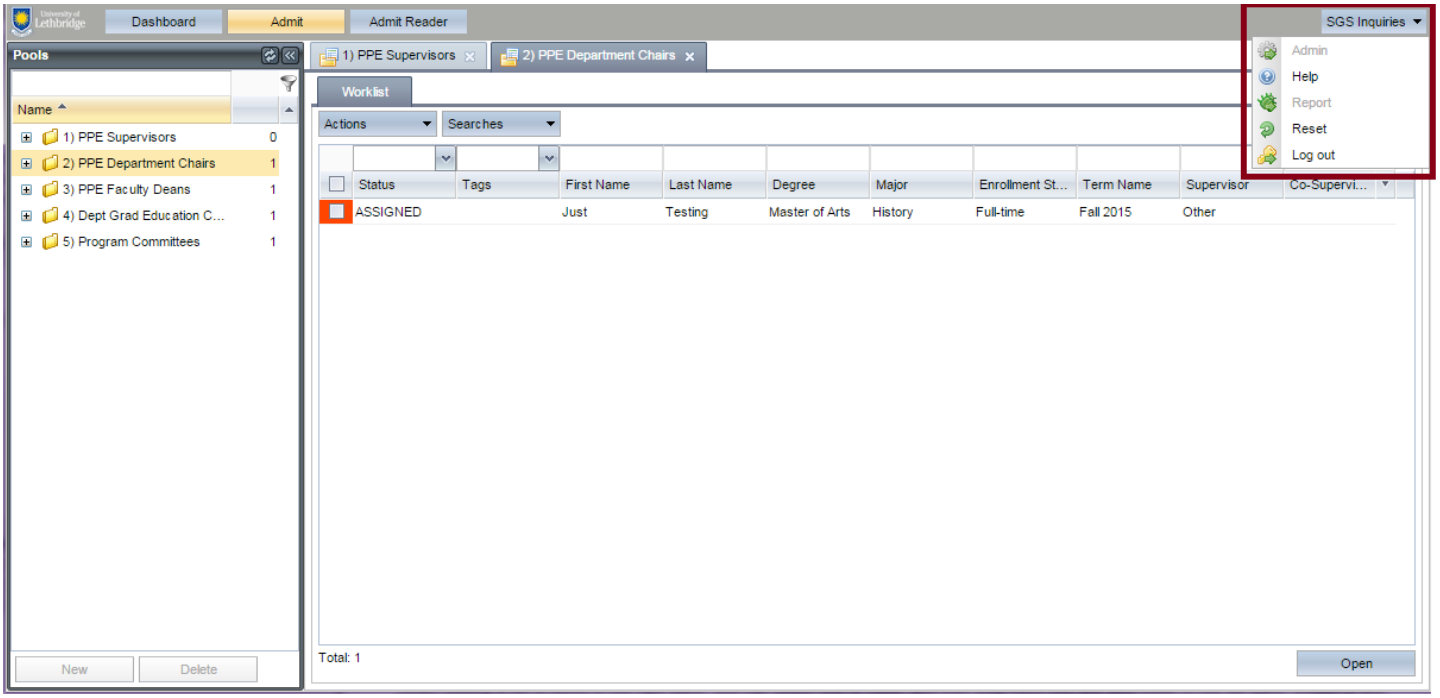
Click the Admit button to open Admit and begin reviewing applications. You will see all the pools you have access to on the left pane, and pool contents, including applications, on the right pane. As you open pools by clicking them, new tabs open on the right pane. Within each pool's tab are several subtabs, and new subtabs open each time you open an application in that pool.



Navigation features

The account menu

In the upper right is the name you're logged in as. Clicking your name brings up a menu where you can open CollegeNET's CRM Help manual, reset your column display, or log out of the system:



> **Reset option**
>
> Clicking Reset will return the column order and widths to the default set by the pool administrator. After using Reset, you must immediately close the pool (by clicking the X on the pool name tab) for the reset to take effect. The next time you open the pool, your columns will be reset.

Using the pool navigation

From the left pane, you can click the plus icon to the left of the pool's name to expand (or collapse) the pool structure. Click the folder icon or the pool's name to open it on a new tab in the right pane. You only see the pools you have permissions to view.

Using tabs

After you open a particular pool or application within a pool, a new tab is shown in the right pane, and that tab contains subtabs with information about that pool (which subtabs you see depends on your permissions). Click any tab or subtab to view its contents.

General hints

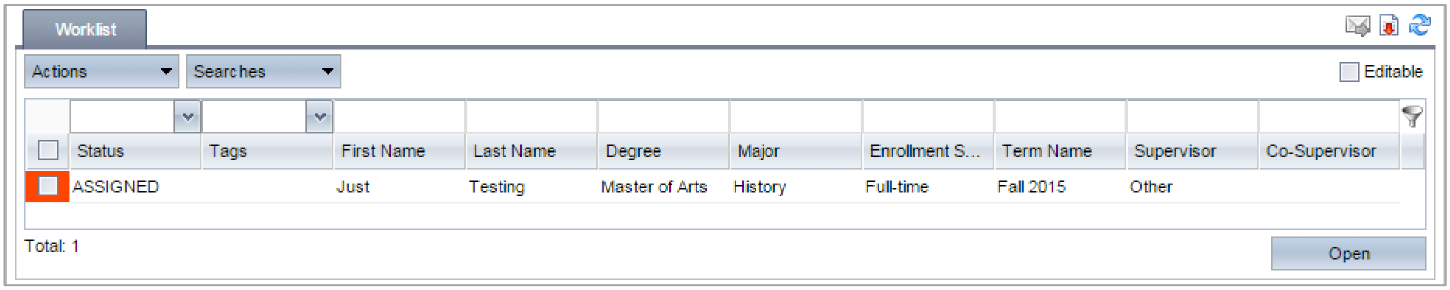
Once you start using the CRM, you'll discover that different views (such as a table of applications or a manage pool page) share common features:

- A list of all the pools you have access to is always in the navigation pane. You can hide the navigation pane by clicking the left double arrow icon ( ). You can un-hide the navigation pane by clicking the right double arrow icon ( ). You can refresh your pool list by clicking the refresh icon ( ) in the navigation pane.
- Most panes, modal windows, and columns within the CRM can be easily resized by dragging your cursor to adjust their borders. Any changes you make will be saved as your preferences the next time you log in.
- When viewing information in a table (for example, your assigned applications in a pool), you can re-sort the view by clicking the column header you want to sort by (for example, clicking the Last Name column heading re-sorts all table items alphabetically by last name).

- When you hold your cursor over certain column headers, an arrow icon () appears to the right of the column name. Click it to reveal a menu of options for that column. Uncheck column names to turn off certain columns if you don't want to see them when you view the application pool.
- When you open one or more applications/pools, each item has a tab. These tabs remain visible as you work. You can click a tab to return to that item or click the X in the tab to close the item.
- Remember to click Refresh () at the top right of your screen when viewing a list of applications if you've saved any changes recently.

Supervisors (MA/MSc/PhD Only)

List view



Instructions for Supervisors

1. **Click the "1) PPE-RTA Supervisors" application pool in the left pane to open it.** The numbers to the right of a pool show the total number of applications in it. You will only be able to view applications that have been assigned to you in this pool.
2. **Click on the Worklist tab**
3. **The total number of assigned applications is at the bottom of the pane in the Worklist tab.**
4. **The list of applications is colour-coded in the left column:**
   - green are those you have marked as completed
     - ∗ if you see an application with a completed status in your pool you will know that there are additional actions you need to complete. When all required actions have been completed, the file will be automatically removed from the "1) PPE-RTA Supervisors" application pool and move forward for further endorsement/review.
   - red are those that are assigned to you but that you've not yet started.
5. **If the list of applications is long, and you're looking for specific one(s), you may want to see only a subset of the applications in the pool.** To narrow down the list of applications, you can type a string of letters (for example, part of a name) above the top row of any column (for example, the Last Name column) to show only applications that meet that criteria (for example, last names containing your requested string of letters).
6. **To open one or more applications:**
   - To open a single application, double-click anywhere in the row of information about it (for example, over the Last Name of the applicant).
   - To open multiple applications, select the checkboxes next to the applications you want to open, and click the Open button (Open) in the bottom right.
7. **All open applications open in new tabs, with the applicant's name on the tab**. Click any tab to view the associated application.
8. **Each application has several subtabs** (for example: PPE Form, RTA Form, Program Details and so on). Clicking a subtab lets you view the application data associated with that tab. You can see examples of the subtabs in the Application Subtabs section on this manual.
9. **Complete the PPE Form** (see the "Completing the PPE Form (Supervisors)" section for details)
   - Department Name, Letter of Support, and Endorsement of Supervisor(s) *must* be completed.
10. **Complete the RTA Form** (see the "Completing the RTA Form" section for details)
    - Total amount of funds to be paid to student, and Trust Account Holder Certification *must* be completed, even if no funding is available in the form of an RA.
11. **Submit the application for further endorsement** (by the Department Chair(s) and Faculty Dean(s)) after the PPE Form and RTA Form have been completed by checking the Completed checkbox before clicking the Save button (Save). See "Ensuring you have completed the forms for further endorsement/review".

*If all required actions have been completed in the PPE Form and RTA Form, the application will move forward for further endorsement, even if the Completed box has not been checked.

Ensuring you have completed the forms for further endorsement/review

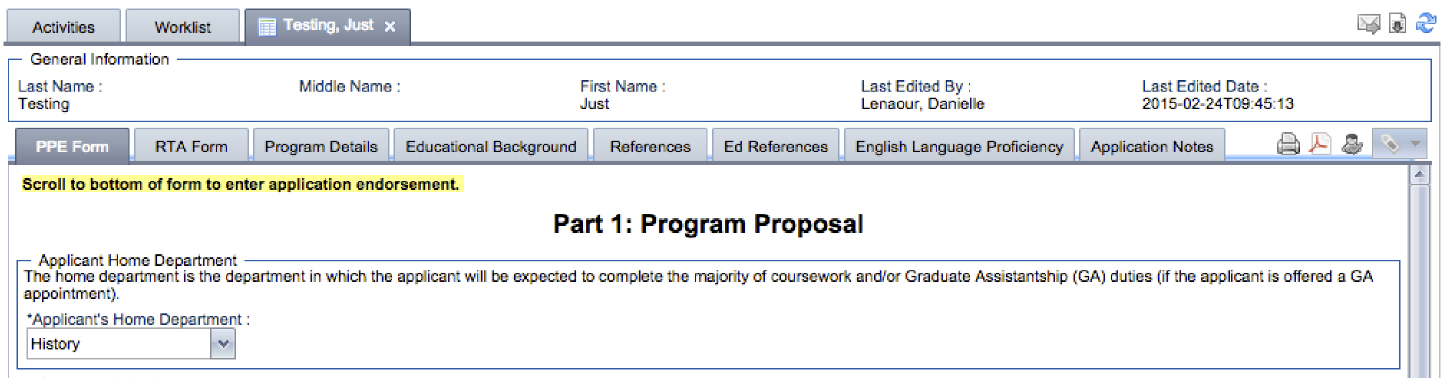
Refresh () at the top right of your screen when viewing your list of applications in the "1) PPE-RTA Supervisors" pool. If the application is still visible, even if the file appears as completed (green), all required actions have not been completed.

If there are Co-Supervisors, the file will remain visible until the RTA Form has been completed and both Co-Supervisors have completed the PPE Form.

Completing the PPE Form (Supervisors)

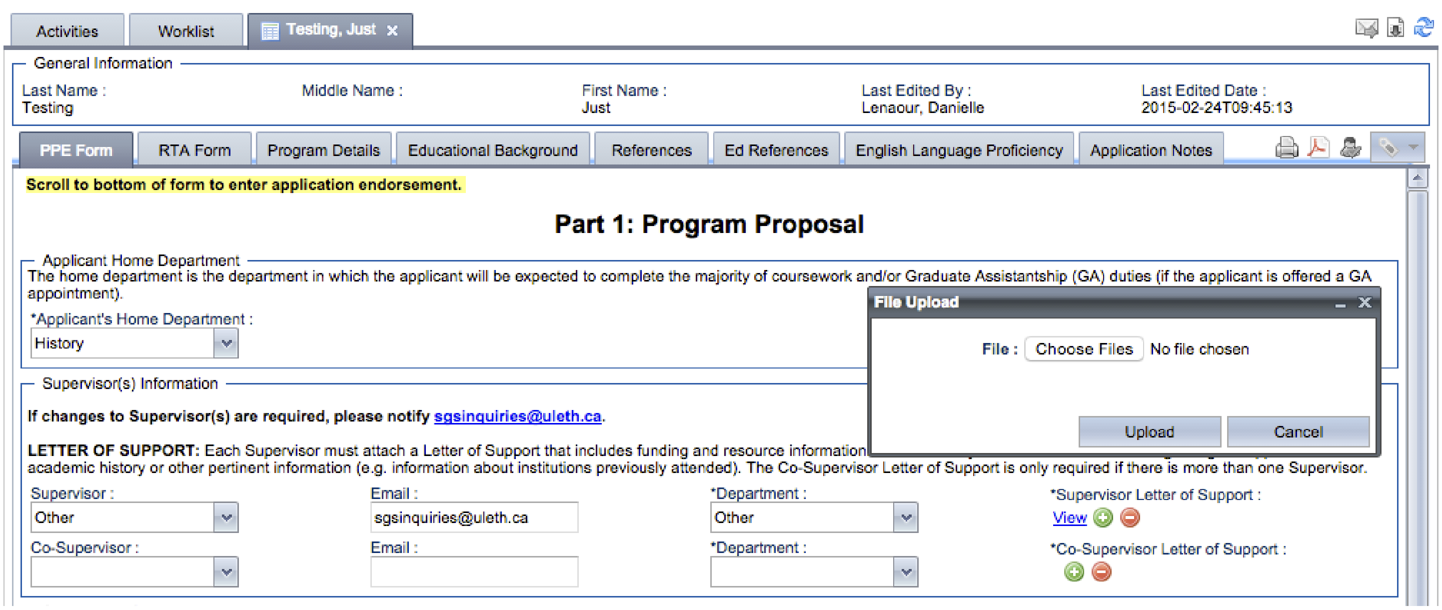
Applicant Home Department

Enter the applicant's home department. The home department is the department in which the applicant will be expected to complete the majority of coursework and/or Graduate Assistantship (GA) duties (if the applicant is offered a GA appointment).



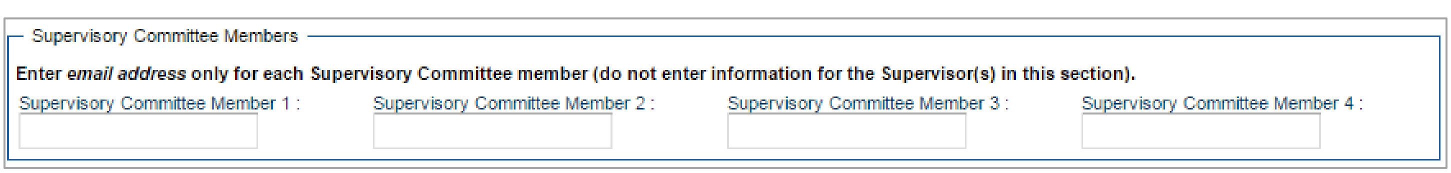
Supervisor(s) Information

Enter your email address, Department, and upload your Letter of Support by clicking the plus sign icon, browsing to the file on your computer, and clicking Upload to upload the file.



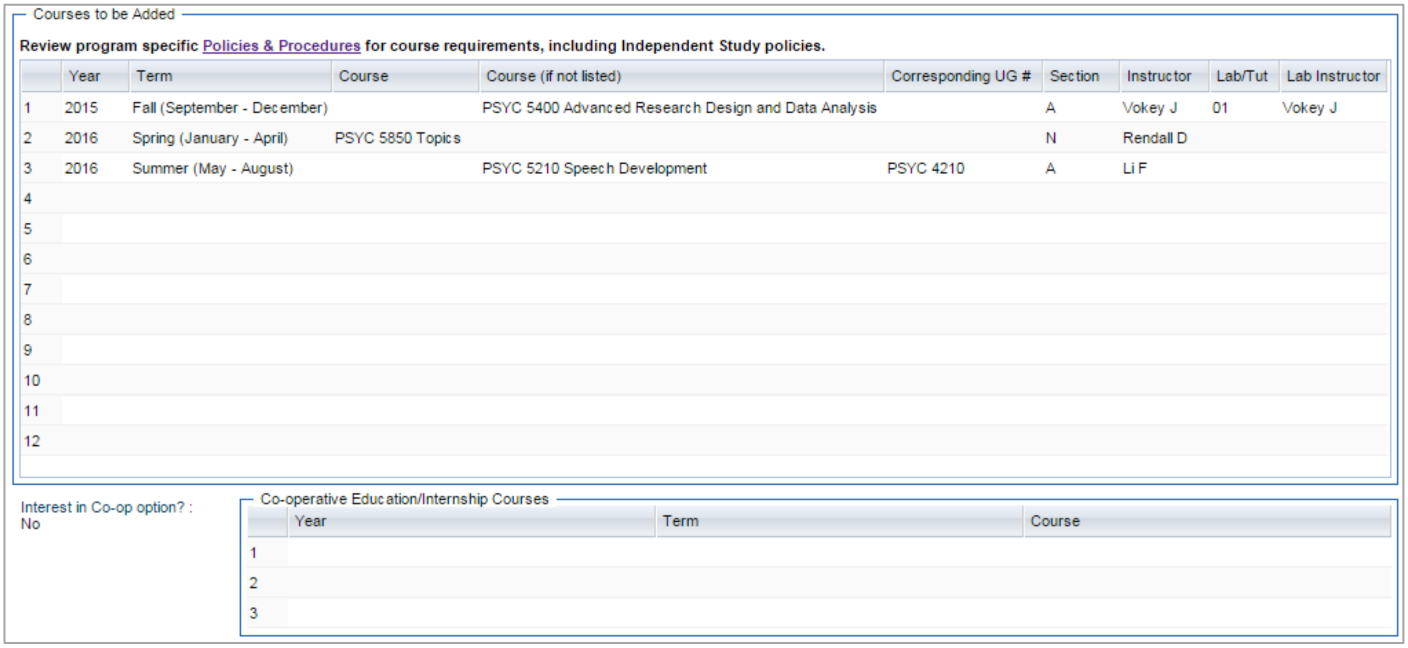
Supervisory Committee Members

Enter Supervisory Committee Members, if known. Membership should be established by the end of the first semester and changes may be made by using the *Change of Supervisory Committee* form (ulethbridge.ca/graduate-studies/forms).



Courses to be added

Enter courses that will appear on the *Approved Program of Studies* form if the applicant is admitted, if known. If the applicant is admitted, changes to the *Approved Program of Studies* form are to be indicated in the Progress & Standing report.



Courses to be Added

Review program specific Policies & Procedures for course requirements, including Independent Study policies.

	Year	Term	Course	Course (if not listed)	Corresponding UG #	Section	Instructor	Lab/Tut	Lab Instructor
1	2015	Fall (September - December)		PSYC 5400 Advanced Research Design and Data Analysis		A	Vokey J	01	Vokey J
2	2016	Spring (January - April)	PSYC 5850 Topics			N	Rendall D		
3	2016	Summer (May - August)		PSYC 5210 Speech Development	PSYC 4210	A	Li F		
4									
5									
6									
7									
8									
9									
10									
11									
12									

Interest in Co-op option? :
No

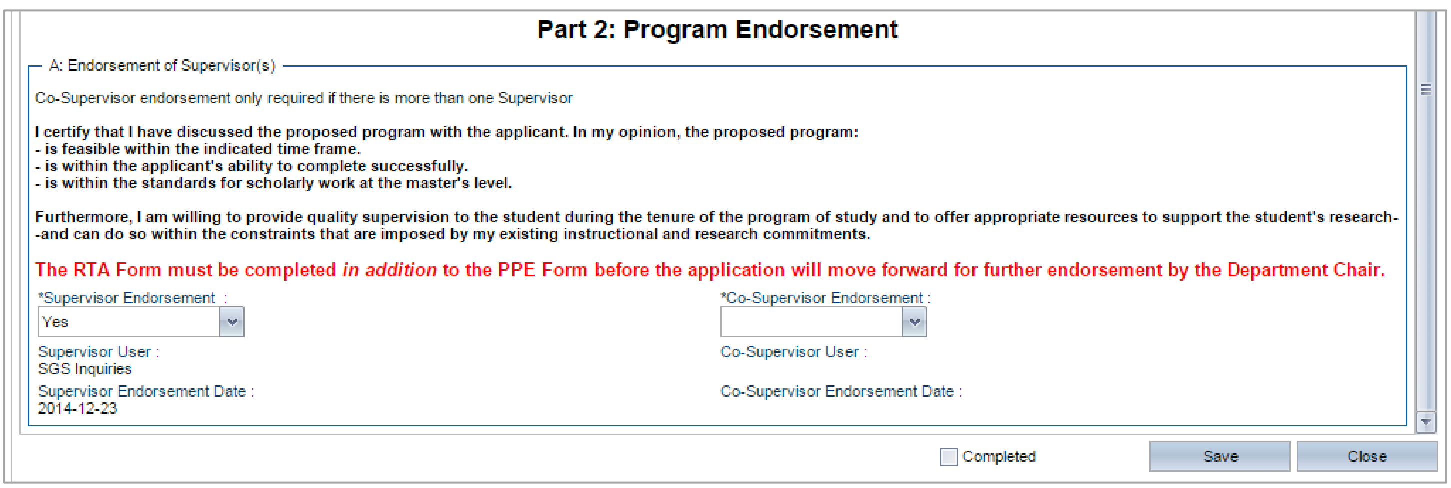
Co-operative Education/Internship Courses

	Year	Term	Course
1			
2			
3			

Endorsement of Supervisor(s)

The Supervisor is required to endorse the application at the bottom of the PPE Form. If there is more than one Supervisor, each Co-Supervisor will need to endorse the application before it moves forward for further endorsement/review.

The Supervisor(s) should select "Yes" from the drop down menu, and then click the Save button (Save). Your user name and the date should appear below your endorsement if all other required fields (Department and Letter of Support) have been completed on the PPE Form.



Part 2: Program Endorsement

A: Endorsement of Supervisor(s)

Co-Supervisor endorsement only required if there is more than one Supervisor

I certify that I have discussed the proposed program with the applicant. In my opinion, the proposed program:
- is feasible within the indicated time frame.
- is within the applicant's ability to complete successfully.
- is within the standards for scholarly work at the master's level.

Furthermore, I am willing to provide quality supervision to the student during the tenure of the program of study and to offer appropriate resources to support the student's research--and can do so within the constraints that are imposed by my existing instructional and research commitments.

The RTA Form must be completed *in addition* to the PPE Form before the application will move forward for further endorsement by the Department Chair.

*Supervisor Endorsement :
Yes

Supervisor User :
SGS Inquiries

Supervisor Endorsement Date :
2014-12-23

*Co-Supervisor Endorsement :

Co-Supervisor User :

Co-Supervisor Endorsement Date :

Completed Save Close

Completing the RTA Form

Trust Account Information

Enter trust account holder name, Department, amount in trust account, account number, start and end date.

Trust Account Information

Trust Account Holder :	Trust Account Holder Department :	Amount in Trust Account ($) :
SGS Inquiries	Other	$50,000
Trust Account Number :	**Trust Account Start Date (YYYY-MM-DD) :**	**Trust Account End Date (YYYY-MM-DD) :**
12345 678 9012 3456	2014-01-01	2018-12-31

Assistantship Paid From Trust Account Year 1-4.

Enter the amount the applicant is to be paid for each year by entering the stipend amount, term start and term end of stipend payment for each year. The screenshot below represents an applicant to be paid $21,000 in years 1 and 2 throughout the Spring, Summer, and Fall terms for both years:

Annual Amounts to be Paid

Indicate in the Assistantship Expectations section if annual Research Assistantship stipend will not be paid in even monthly instalments

Year 1 RA Stipend :	Year 1 RA Start Term :	Year 1 RA End Term :
21000	Spring 2016	Fall 2016
Year 2 RA Stipend :	**Year 2 RA Start Term :**	**Year 2 RA End Term :**
21000	Spring 2017	Fall 2017
Year 3 RA Stipend :	**Year 3 RA Start Term :**	**Year 3 RA End Term :**
Year 4 RA Stipend :	**Year 4 RA Start Term :**	**Year 4 RA End Term :**

Total amount of funds to be paid to applicant

Enter the total amount of RA funding from all semesterly stipends to be paid to the applicant, if admitted. If the applicant will not receive funding in the form of an RA, enter "0" in this section.

Total Funds to be Paid to Applicant

Enter 0 if no funding is available.

*Total amount of funds to be paid to applicant. :

42000

Assistantship Expectations

Enter your expectations from the applicant in exchange for the RA funding to be provided. If no funding is available, or if applicant will receive funding from another source, note that here.

Assistanship Expectations

If no funding is available, or if funding is coming from a different source, please note that here.

Assistantship Notes :

Just Testing will be required to complete lab work.

Trust Account Holder Certification

The Trust Account Holder is required to certify the funding indicated at the bottom of the RTA Form, even if no funding is available.

Trust Account Holder Certification

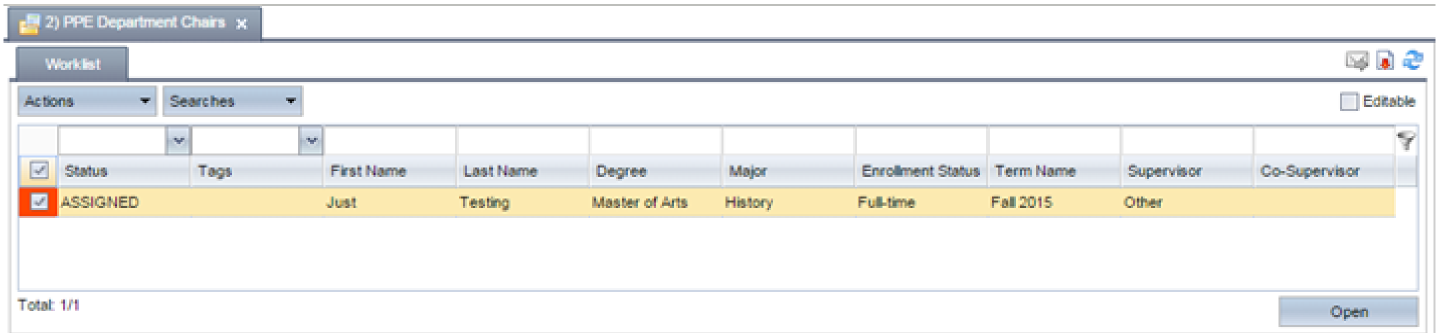
I certify that the information on this form is true and accurate.

Note: Payroll Authorization forms are to be submitted to Payroll by the Faculty member funding the student.

*Trust Account Holder Certification :	Trust Account Holder Name :	Date :
I Agree	SGS Inquiries	2015-01-05

Department Chairs (MA/MSc/PhD Only)

List view



Instructions for Department Chairs

1. **Click the "2) PPE Department Chairs" application pool in the left pane to open it.** The numbers to the right of a pool show the total number of applications in it. You will only be able to view applications that have been assigned to you in this pool.
2. **Click on the Worklist tab**
3. **The total number of assigned applications is at the bottom of the pane in the Worklist tab.**
4. **The list of applications is colour-coded in the left column:**
   - green are those you have marked as completed;
   - red are those that are assigned to you but that you've not yet started.
5. **If the list of applications is long, and you're looking for specific one(s), you may want to see only a subset of the applications in the pool.** To narrow down the list of applications, you can type a string of letters (for example, part of a name) above the top row of any column (for example, the Last Name column) to show only applications that meet that criteria (for example, last names containing your requested string of letters).
6. **To open one or more applications:**
   - To open a single application, double-click anywhere in the row of information about it (for example, over the Last Name of the applicant).
   - To open multiple applications, select the checkboxes next to the applications you want to open, and click the Open button (Open) in the bottom right.
7. **All open applications open in new tabs, with the applicant's name on the tab**. Click any tab to view the associated application.
8. **Each application has several subtabs** (for example: PPE Form, RTA Form, Program Details and so on). Clicking a subtab lets you view the application data associated with that tab. You can see examples of the subtabs in the Application Subtabs section on this manual.
9. **Complete the PPE Form** (see the "Completing the PPE Form (Department Chair)" section for details)
   - Endorsement of Department Chair *must* be completed for each application to move forward for further endorsement/review.
10. **Submit the application for further endorsement** (by the Faculty Dean(s)) after the PPE Form has been completed by checking the Completed checkbox before clicking the Save button (Save).

> *If the PPE Form has been endorsed, the application will move forward for further endorsement, even if the Completed box has not been checked.

Applications will stay in the "2) PPE Department Chairs" pool until the application decisions have been made.

Completing the PPE Form (Department Chair)

Courses to be Added

Courses listed here will appear on the *Approved Program of Studies* form if the applicant is admitted. The Department Chair, in conjunction with the Supervisor(s), is able to make any necessary corrections/additions to the courses previously entered by the Supervisor(s).

Courses to be Added

Review program specific Policies & Procedures for course requirements, including Independent Study policies.

	Year	Term	Course	Course (if not listed)	Corresponding UG #	Section	Instructor	Lab/Tut	Lab Instructor
1	2015	Fall (September - December)		PSYC 5400 Advanced Research Design and Data Analysis		A	Vokey J	01	Vokey J
2	2016	Spring (January - April)	PSYC 5850 Topics			N	Rendall D		
3	2016	Summer (May - August)		PSYC 5210 Speech Development	PSYC 4210	A	Li F		
4									
5									
6									
7									
8									
9									
10									
11									
12									

Interest in Co-op option? :
No

Co-operative Education/Internship Courses

	Year	Term	Course
1			
2			
3			

Endorsement of Department Chair(s)

The Department Chair will need to endorse the application at the bottom of the PPE Form. If there is more than one Supervisor, and they are from different Departments, each Department Chair is required to endorse the application. Your user name and the date should appear below your endorsement if you have selected "Yes" from the drop-down menu and clicked the Save button (Save).

B: Endorsement of Department Chair

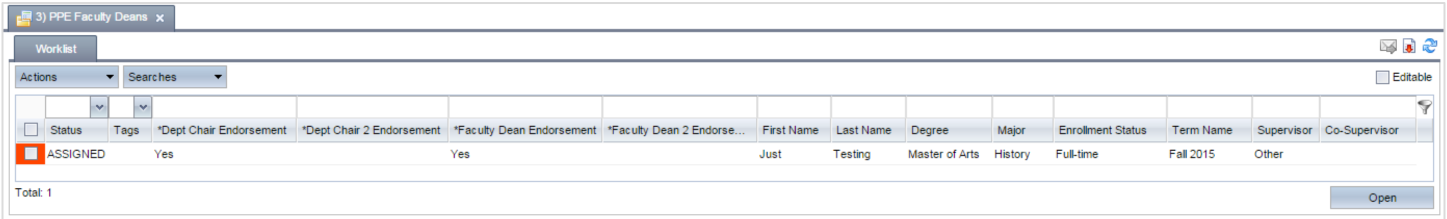
Department Chair 2 endorsement only required if there is more than one Supervisor and they are housed in separate Departments

I certify that I have discussed the proposed program with the proposed supervisor. I agree that the proposed supervisor is able to provide the necessary supervision during the tenure of the program of study, that the space requirements can be provided by the Department, and that the other resources required are available without drawing on the Department's budget and without negatively affecting the Department's undergraduate teaching.

Department Chair Comments (if any) :	Department Chair 2 Comments (If any) :
Test Comments	
*Dept Chair Endorsement :	*Dept Chair 2 Endorsement :
Yes	
Department Chair Name : SGS Inquiries	Department Chair 2 Name :
Dept Chair Endorsement Date : 2014-12-23	Dept Chair 2 Endorsement Date :

Faculty Deans (MA/MSc/PhD Only)

List view



Instructions for Faculty Deans

1. **Click the "3) PPE Faculty Deans" application pool in the left pane to open it.** The numbers to the right of a pool show the total number of applications in it. You will only be able to view applications that have been assigned to you in this pool.
2. **Click on the Worklist tab**
3. **The total number of assigned applications is at the bottom of the pane in the Worklist tab.**
4. **The list of applications is colour-coded in the left column:**
   - green are those you have marked as completed;
   - red are those that are assigned to you but that you've not yet started.
5. **If the list of applications is long, and you're looking for specific one(s), you may want to see only a subset of the applications in the pool.** To narrow down the list of applications, you can type a string of letters (for example, part of a name) above the top row of any column (for example, the Last Name column) to show only applications that meet that criteria (for example, last names containing your requested string of letters).
6. **To open one or more applications:**
   - To open a single application, double-click anywhere in the row of information about it (for example, over the Last Name of the applicant).
   - To open multiple applications, select the checkboxes next to the applications you want to open, and click the Open button (Open) in the bottom right.
7. **All open applications open in new tabs, with the applicant's name on the tab**. Click any tab to view the associated application.
8. **Each application has several subtabs** (for example: PPE Form, RTA Form, Program Details and so on). Clicking a subtab lets you view the application data associated with that tab. You can see examples of the subtabs in the Application Subtabs section on this manual.
9. **Complete the PPE Form** (see the "Completing the PPE Form (Faculty Dean)" section for details)
   - Endorsement of Faculty Dean Chair *must* be completed for each application to move forward for further review.
10. **Submit the application endorsement** after the PPE Form has been completed by checking the Completed checkbox before clicking the Save button (Save).

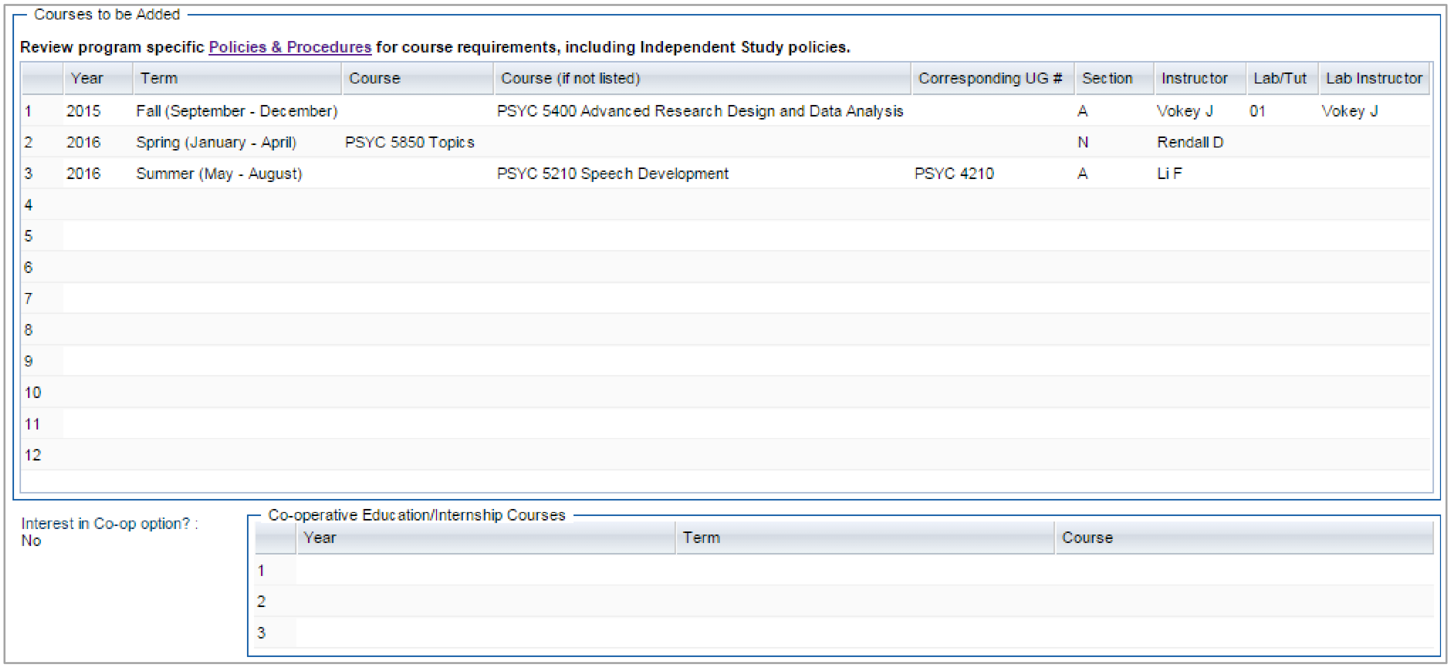
*If the PPE Form has been endorsed, the application will move forward for further review, even if the Completed box has not been checked.

Applications will stay in the "3) PPE Faculty Deans" pool until the application decisions have been made.

Completing the PPE Form (Faculty Dean)

Courses to be Added

Courses listed here will appear on the *Approved Program of Studies* form if the applicant is admitted. The Faculty Dean, in conjunction with the Department Chair and Supervisor(s), is able to make any necessary corrections/additions to the courses previously entered by the Supervisor(s).


Courses to be Added

Review program specific Policies & Procedures for course requirements, including Independent Study policies.

	Year	Term	Course	Course (if not listed)	Corresponding UG #	Section	Instructor	Lab/Tut	Lab Instructor
1	2015	Fall (September - December)		PSYC 5400 Advanced Research Design and Data Analysis		A	Vokey J	01	Vokey J
2	2016	Spring (January - April)	PSYC 5850 Topics			N	Rendall D		
3	2016	Summer (May - August)		PSYC 5210 Speech Development	PSYC 4210	A	Li F		
4									
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9									
10									
11									
12									

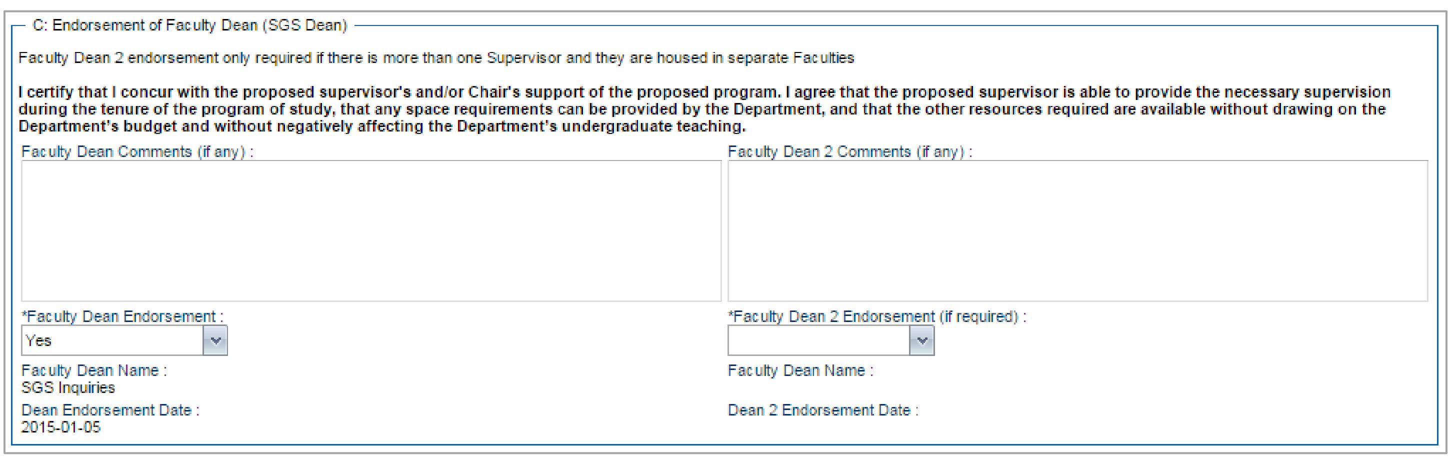
Interest in Co-op option? :
No

Co-operative Education/Internship Courses

	Year	Term	Course
1			
2			
3			

Endorsement of Faculty Dean(s)

The Faculty Dean will need to endorse the application at the bottom of the PPE Form. If there is more than one Supervisor, and they are from different Faculties, each Faculty Dean is required to endorse the application. Your user name and the date should appear below your endorsement if you have selected "Yes" from the drop-down menu and clicked the Save button (Save).


C: Endorsement of Faculty Dean (SGS Dean)

Faculty Dean 2 endorsement only required if there is more than one Supervisor and they are housed in separate Faculties

I certify that I concur with the proposed supervisor's and/or Chair's support of the proposed program. I agree that the proposed supervisor is able to provide the necessary supervision during the tenure of the program of study, that any space requirements can be provided by the Department, and that the other resources required are available without drawing on the Department's budget and without negatively affecting the Department's undergraduate teaching.

Faculty Dean Comments (if any) :

Faculty Dean 2 Comments (if any) :

*Faculty Dean Endorsement :
Yes

*Faculty Dean 2 Endorsement (if required) :

Faculty Dean Name :
SGS Inquiries

Faculty Dean Name :

Dean Endorsement Date :
2015-01-05

Dean 2 Endorsement Date :

Departmental Graduate Education Committees

Departmental Graduate Education Committees make both application admission and funding recommendations to the Program Committees.

Admission recommendations

Admission recommendations are based on the Admission Criteria for each program as outlined in the Graduate Studies Calendar:

- **Master of Arts**: ulethbridge.ca/ross/academic-calendar/sgs/ma/admission/admission_criteria
- **Master of Science**: ulethbridge.ca/ross/academic-calendar/sgs/msc/admission/admission_criteria
- **Master of Fine Arts**: ulethbridge.ca/ross/academic-calendar/sgs/mfa/admission/admission_criteria
- **Master of Music**: ulethbridge.ca/ross/academic-calendar/sgs/mmus/admission/admission_criteria
- **Doctor of Philosophy**: ulethbridge.ca/ross/academic-calendar/sgs/phd/admission/admission_criteria

The options for the admission recommendation are:

- **Admit** (the applicant has met all admission requirements and the committee recommends an unconditional offer of admission);
- **Deny** (the committee does not recommend admission);
- **Conditional** (the committee recommends conditional admission – clarify recommended conditions in the Other Comments section)
- **Defer** (the committee recommends admission in a subsequent semester), and
- **Waitlist #1-10** (the Department has reached capacity for graduate students, but admission is recommended if another applicant who is offered admission is unable to accept)

Funding recommendations

Departmental Graduate Education Committees make funding recommendations for the:

- **Graduate Assistantship**: ulethbridge.ca/graduate-studies/awards/ga;
- **SGS Tuition Award**: ulethbridge.ca/graduate-studies/awards/sgs-tuition-award; and
- **SGS Dean's Scholarship**: ulethbridge.ca/graduate-studies/awards/sgs-deans-scholarship.

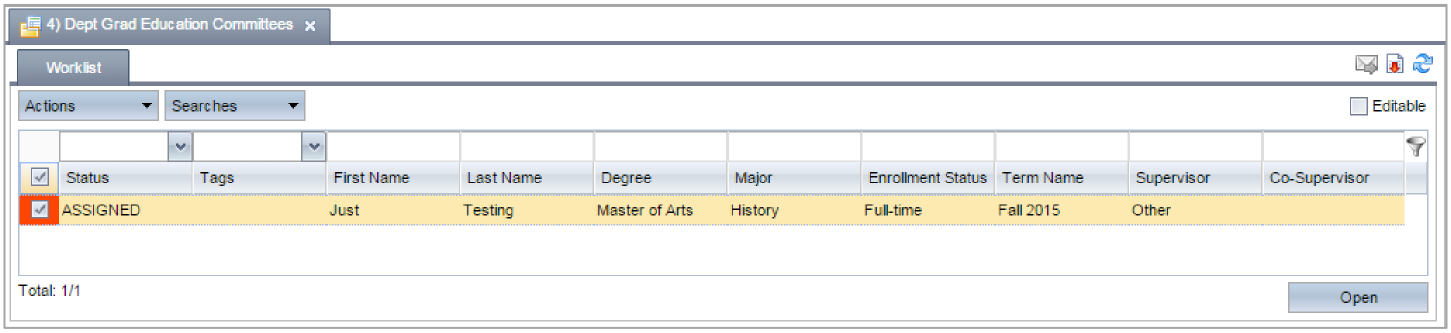
Departmental Graduate Education Committees will evaluate all applicants for these funding sources. Only students who meet the eligibility criteria for a particular source of funding should be considered. In the general spirit of the tri-council guidelines, departmental evaluations and rankings are to be based on two broad criteria, those being:

1) **academic achievement** (academic transcripts, awards, and distinctions); and
2) **program-relevant assessment of the candidate's demonstrated aptitude and research skill** (scholarly publications, presentations, exhibitions, performances, statements of intent, letters of reference, and other suitable evidence of notable research and professional contribution).

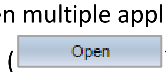
> **NOTE**
> Funding is merit-based and tiered. Not all students who are eligible will necessarily receive a scholarship, award or assistantship. GPA thresholds should be treated as thresholds for eligibility, and not as thresholds at which funding will be guaranteed.

The relevant SGS Program Committees consider all departmental evaluations and rankings for funding in a cross-major assessment and ranking of all candidates. Final recommendations for funding of students are moved and approved by the Program Committees, and then forwarded to the SGS.

List view



Instructions for Departmental Graduate Education Committee members

1. **Select the "Dept Grad Education Committees" pool in the left pane to open that pool.** The numbers to the right of a pool show the total number of applications in it. You will only be able to view applications that have been assigned to you in this pool.
2. **Click on the Worklist tab**
3. **The total number of assigned applications is at the bottom of the pane in the Worklist tab.**
4. **The list of applications is colour-coded in the left column:**
   - green are those you have marked as completed;
   - yellow are those you have started but not yet marked as completed; and
   - red are those that are assigned to you but that you've not yet started.
5. **If the list of applications is long, and you're looking for specific one(s), you may want to see only a subset of the applications in the pool.** To narrow down the list of applications, you can type a string of letters (for example, part of a name) above the top row of any column (for example, the Last Name column) to show only applications that meet that criteria (for example, last names containing your requested string of letters), or
6. **To open one or more applications:**
   - To open a single application, double-click anywhere in the row of information about it (for example, over the Last Name of the applicant).
   - To open multiple applications, select the checkboxes next to the applications you want to open, and click the Open button (

) in the bottom right.
7. **All open applications open in new tabs, with the applicant's name on the tab**. Click any tab to view the associated application.
8. **Each application has several subtabs** (for example: PPE Form, RTA Form, Program Details and so on). Clicking a subtab lets you view the application data associated with that tab. You can see examples of the subtabs in the Application Subtabs section on this manual.
9. **Committee Members may enter individual recommendations/comments** that are visible only to the Departmental Graduate Education Committee Chair. See "Entering Recommendations to Departmental Graduate Education Committee Chair" section for details.

> *If the application will be reviewed by more than one Departmental Graduate Education Committee, both Departmental Graduate Education Committee Chairs will be able to view any comments entered by members of either committee.

10. **Departmental Graduate Education Committee Chair enters recommendation** to relevant Program Committee on behalf of the committee. See "Additional Instructions for Departmental Graduate Education Committee Chair" section for details.

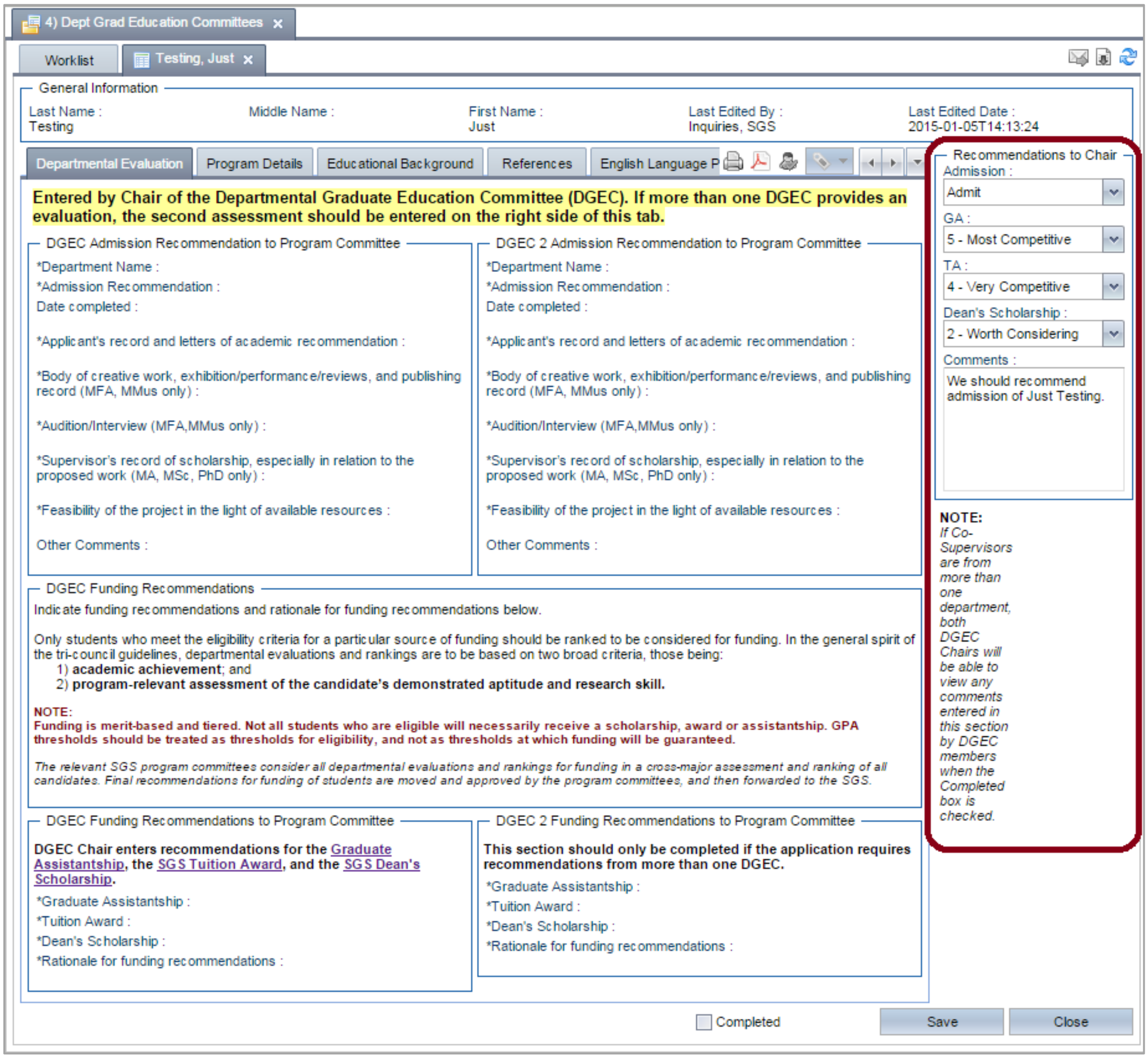
Applications will stay in the "Dept Grad Education Committees" pool until the application decisions have been made.

Entering recommendations to Departmental Graduate Education Committee Chair

Recommendations entered in the Recommendations to Chair Pane are only visible to the Departmental Graduate Education Committee Chair.

> *If the application will be reviewed by more than one Departmental Graduate Education Committee, both Departmental Graduate Education Committee Chairs will be able to view any comments entered by members of either committee.

1. Once you have reviewed an application, enter your comments in the Recommendations to Chair Pane. You can enter a score at any time (even if you're not finished evaluating — your score isn't definitive until you mark the application as Completed.)
2. Save your work without completing your evaluation by clicking Save or mark your work as completed by checking Completed before you save.

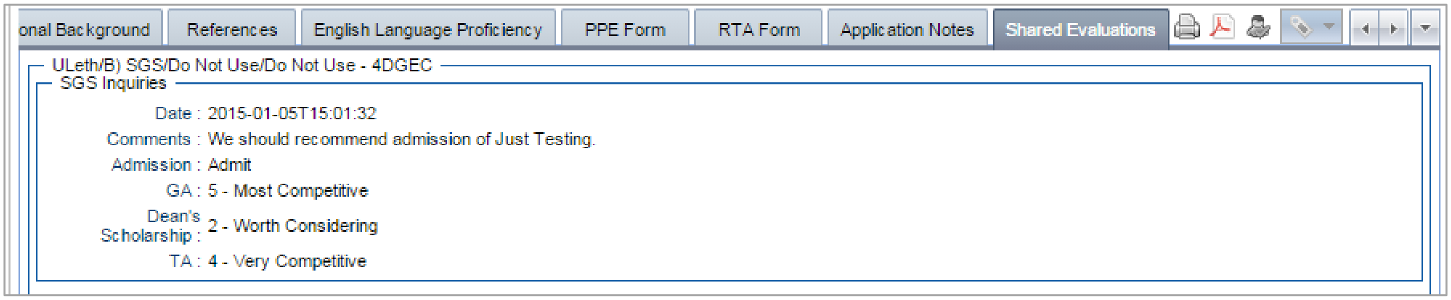


Additional instructions for Departmental Graduate Education Committee Chair

Shared Evaluations tab

Departmental Graduate Education Committee Chairs can see the recommendations of other Departmental Graduate Education Committee members in the Shared Evaluations tab. Only Departmental Graduate Education Committee Chairs have access to this tab.

If the Shared Evaluations tab contains no data, it means that no one has entered any evaluation comments in that application.



Entering the Departmental Graduate Education Committee recommendation

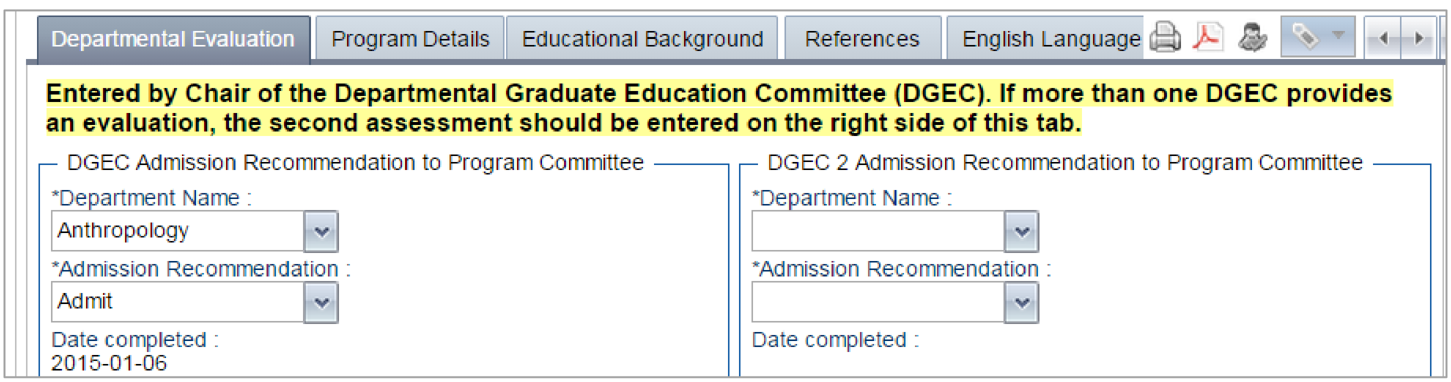
The Departmental Graduate Education Committee Chair will fill out the Departmental Evaluation for review by the Program Committee on behalf of the committee. If there is more than one Supervisor and they are from different Departments, the second Departmental Graduate Education Committee should enter their evaluation on the right side of the tab.

> You will know that you have filled in all necessary fields when you save the application and the Date Completed box populates with the current date.

Department information

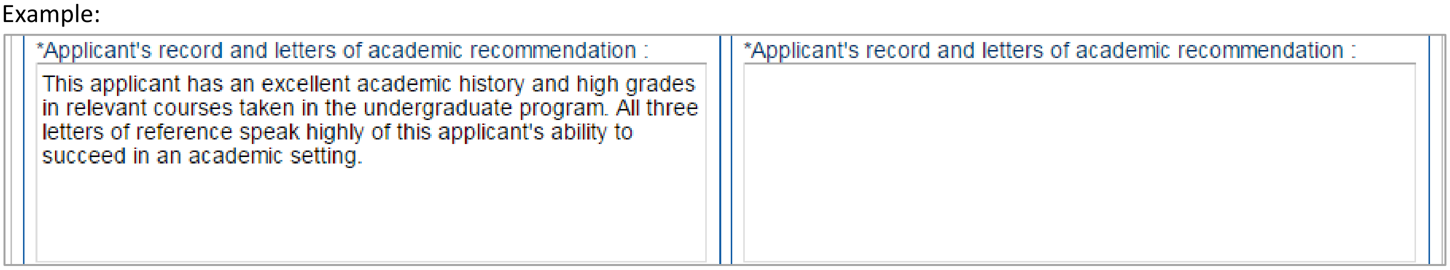
The first step in entering the Departmental Evaluation is to select the Department's name and enter the admission recommendation.

The Date completed field will auto-populate when all required admission and funding criteria have been entered.



Applicant's record and letters of academic recommendation

Example:



Body of creative work, exhibition/performance/reviews, and publishing record

**Only required for MFA and MMus applications*

Example:

*Body of creative work, exhibition/performance/reviews, and publishing record (MFA, MMus only) :	*Body of creative work, exhibition/performance/reviews, and publishing record (MFA, MMus only) :

Audition/Interview

**Only required for MFA and MMus applications*

Example:

*Audition/Interview (MFA,MMus only) :	*Audition/Interview (MFA,MMus only) :

Supervisor’s record of scholarship, especially in relation to the proposed work

**Only required for MA, MSc, and PhD applications*

You may also wish to include comments regarding the proposed Supervisory Committee if it has been listed in the PPE Form in this section.

Example:

*Supervisor’s record of scholarship, especially in relation to the proposed work (MA, MSc, PhD only) :	*Supervisor’s record of scholarship, especially in relation to the proposed work (MA, MSc, PhD only) :
Supervisor's research work is relevant to the applicant's intended program of study and is well suited to Supervise the proposed program.	

Feasibility in the light of available resources

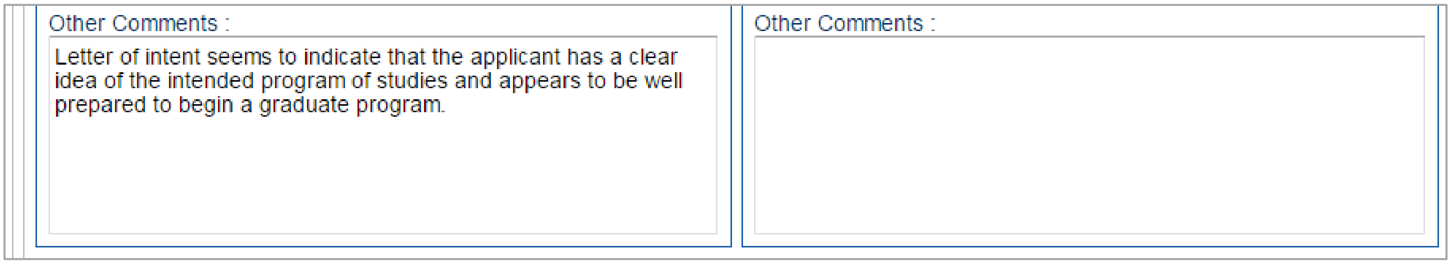
Example:

*Feasibility of the project in the light of available resources :	*Feasibility of the project in the light of available resources :
Based on Departmental resources and the Supervisor's Letter of Support, there will be sufficient resources available to support the proposed program. Office space and funding will be available to support the necessary research.	

Other Comments

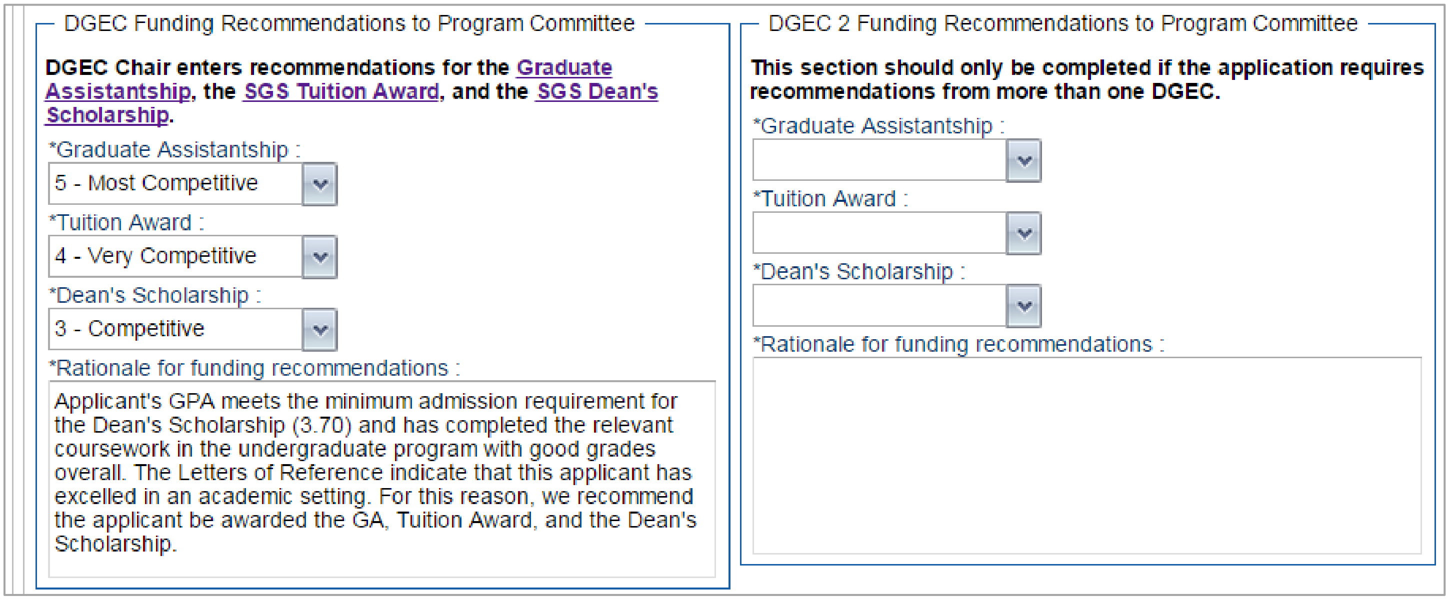
Enter any additional information regarding admission recommendation (e.g. comments regarding proposed coursework, admission recommendation, recommended conditions, waitlist information, etc.)

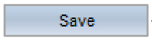
Example:



Funding Recommendations

Example:



When you have entered all required fields and clicked the Save button (

), check to see that the Date completed field has populated at the top of the form. If you save the file and the date does not appear, there are additional fields that must be completed.

Program Committees

Program Committees make both application admission and funding recommendations to the School of Graduate Studies.

Admission recommendations

Admission recommendations are based on the Admission Criteria for each program as outlined in the Graduate Studies Calendar:

- **Master of Arts**: ulethbridge.ca/ross/academic-calendar/sgs/ma/admission/admission_criteria
- **Master of Science**: ulethbridge.ca/ross/academic-calendar/sgs/msc/admission/admission_criteria
- **Master of Fine Arts**: ulethbridge.ca/ross/academic-calendar/sgs/mfa/admission/admission_criteria
- **Master of Music**: ulethbridge.ca/ross/academic-calendar/sgs/mmus/admission/admission_criteria
- **Doctor of Philosophy**: ulethbridge.ca/ross/academic-calendar/sgs/phd/admission/admission_criteria

The options for the admission recommendation are:

- **Admit** (the applicant has met all admission requirements and the committee recommends an unconditional offer of admission);
- **Deny** (the committee does not recommend admission);
- **Conditional** (the committee recommends conditional admission –recommended conditions should be specified at the Program Committee meeting)
- **Defer** (the committee recommends admission in a subsequent semester), and
- **Waitlist #1-10** (the Department has reached capacity for graduate students, but admission is recommended if another applicant who is offered admission is unable to accept)

Funding recommendations

Program Committees make funding recommendations for the:

- **Graduate Assistantship**: ulethbridge.ca/graduate-studies/awards/ga;
- **SGS Tuition Award**: ulethbridge.ca/graduate-studies/awards/sgs-tuition-award; and
- **SGS Dean's Scholarship**: ulethbridge.ca/graduate-studies/awards/sgs-deans-scholarship.

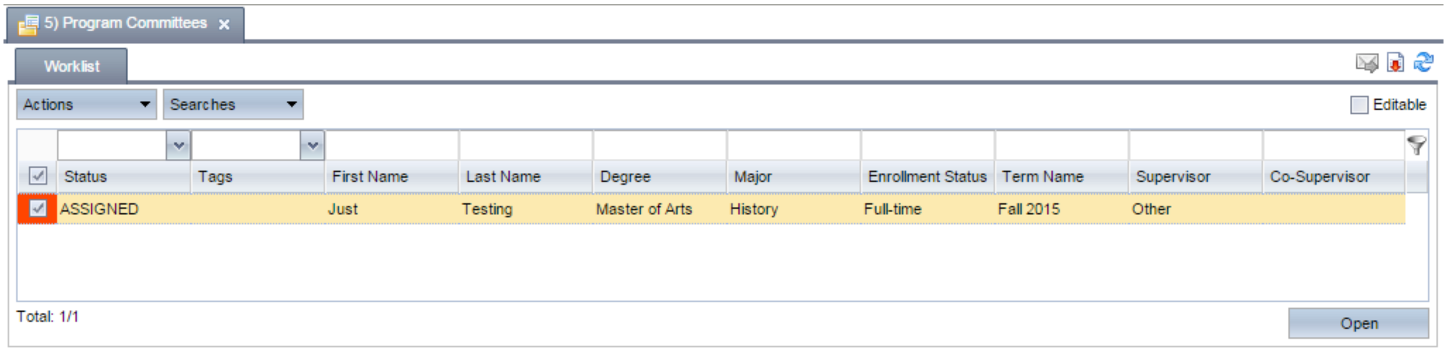
Program Committees will evaluate all applicants for these funding sources. Only students who meet the eligibility criteria for a particular source of funding should be considered. In the general spirit of the tri-council guidelines, departmental evaluations and rankings are to be based on two broad criteria, those being:

3) **academic achievement** (academic transcripts, awards, and distinctions); and
4) **program-relevant assessment of the candidate's demonstrated aptitude and research skill** (scholarly publications, presentations, exhibitions, performances, statements of intent, letters of reference, and other suitable evidence of notable research and professional contribution).

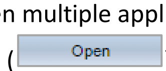
> **NOTE**
> Funding is merit-based and tiered. Not all students who are eligible will necessarily receive a scholarship, award or assistantship. GPA thresholds should be treated as thresholds for eligibility, and not as thresholds at which funding will be guaranteed.

The relevant SGS Program Committees consider all Departmental Graduate Education Committee evaluations and rankings for funding in a cross-major assessment and ranking of all candidates. Final recommendations for funding of students are moved and approved by the Program Committees, and then forwarded to the SGS.

List view



Instructions for Program Committee members

1. **Select the relevant Program Committee pool (Doctoral Program Committee, MA Program Committee, MFA/MMus Program Committee, or MSc Program Committee) in the left pane to open that pool.** The numbers to the right of a pool show the total number of applications in it. You will only be able to view applications that have been assigned to you in this pool.
2. **Click on the Worklist tab**
3. **The total number of assigned applications is at the bottom of the pane in the Worklist tab.**
4. **The list of applications is colour-coded in the left column:**
   - green are those you have marked as completed;
   - yellow are those you have started but not yet marked as completed; and
   - red are those that are assigned to you but that you've not yet started.
5. **If the list of applications is long, and you're looking for specific one(s), you may want to see only a subset of the applications in the pool.** To narrow down the list of applications, you can type a string of letters (for example, part of a name) above the top row of any column (for example, the Last Name column) to show only applications that meet that criteria (for example, last names containing your requested string of letters).
6. **To open one or more applications:**
   - To open a single application, double-click anywhere in the row of information about it (for example, over the Last Name of the applicant).
   - To open multiple applications, select the checkboxes next to the applications you want to open, and click the Open button (

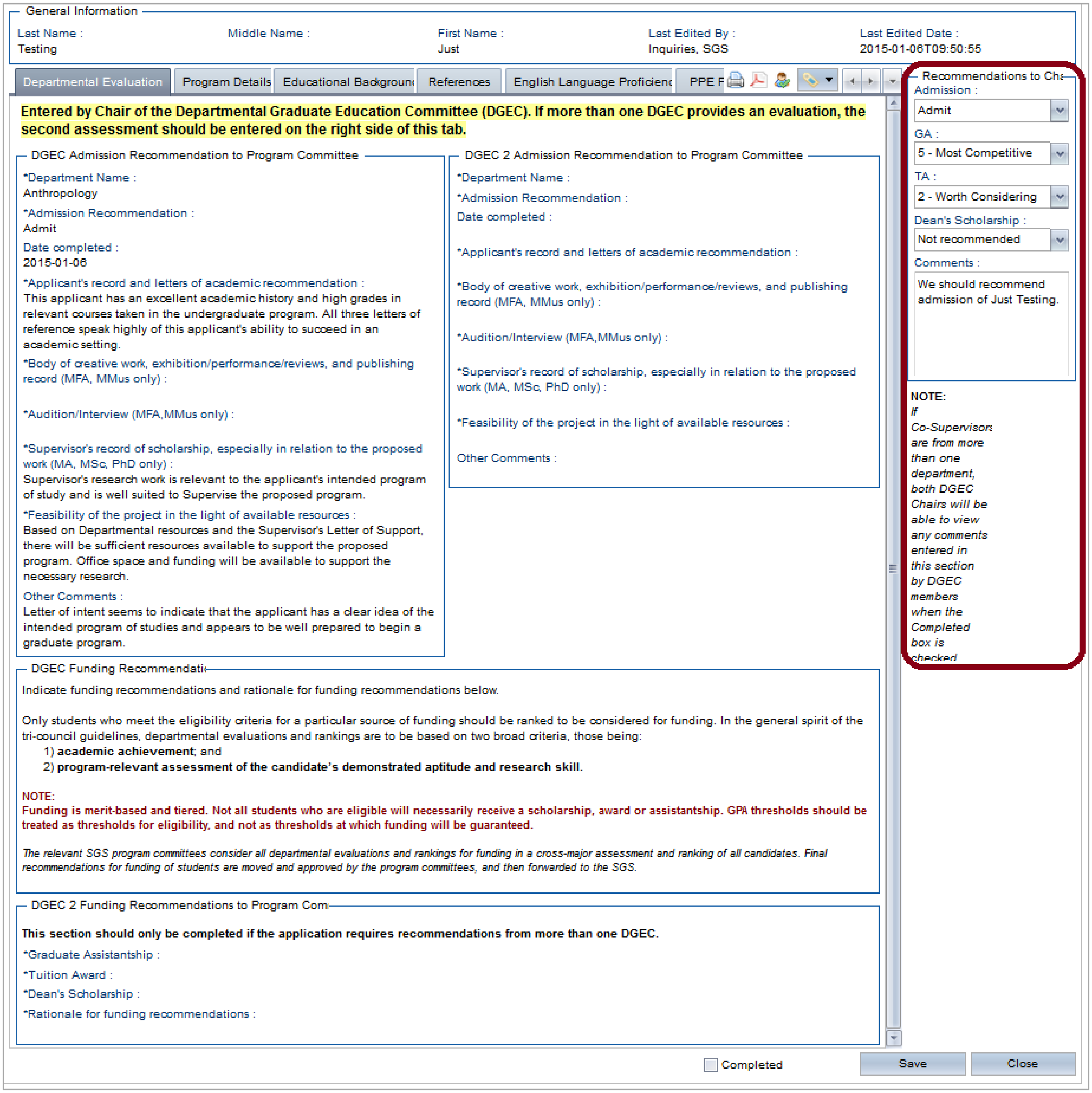
) in the bottom right.
7. **All open applications open in new tabs, with the applicant's name on the tab**. Click any tab to view the associated application.
8. **Each application has several subtabs** (for example: PPE Form, RTA Form, Program Details and so on). Clicking a subtab lets you view the application data associated with that tab. You can see examples of the subtabs in the Application Subtabs section on this manual.
9. **Committee Members may enter individual recommendations/comments** that are visible only to the Program Committee Chair. See "Entering Recommendations to Program Committee Chair" section for details.

Applications will stay in the relevant Program Committee pool until the application decisions have been made.

Entering recommendations to Program Committee Chair

Recommendations entered in the Recommendations to Chair Pane are only visible to the Program Committee Chair.

1. Once you have reviewed an application (either online or via a PDF), enter your comments in the Recommendations to Chair Pane. You can enter a score at any time (even if you're not finished evaluating — your score isn't definitive until you mark the application as Completed.)
2. Save your work without completing your evaluation by clicking Save or mark your work as completed by checking the Completed checkbox before you save.


General Information
Last Name : Testing
Middle Name :
First Name : Just
Last Edited By : Inquiries, SGS
Last Edited Date : 2015-01-06T09:50:55

Departmental Evaluation | Program Details | Educational Backgroun | References | English Language Proficienc | PPE F

Entered by Chair of the Departmental Graduate Education Committee (DGEC). If more than one DGEC provides an evaluation, the second assessment should be entered on the right side of this tab.

DGEC Admission Recommendation to Program Committee
*Department Name : Anthropology
*Admission Recommendation : Admit
Date completed : 2015-01-06
*Applicant's record and letters of academic recommendation : This applicant has an excellent academic history and high grades in relevant courses taken in the undergraduate program. All three letters of reference speak highly of this applicant's ability to succeed in an academic setting.
*Body of creative work, exhibition/performance/reviews, and publishing record (MFA, MMus only) :
*Audition/Interview (MFA,MMus only) :
*Supervisor's record of scholarship, especially in relation to the proposed work (MA, MSc, PhD only) : Supervisor's research work is relevant to the applicant's intended program of study and is well suited to Supervise the proposed program.
*Feasibility of the project in the light of available resources : Based on Departmental resources and the Supervisor's Letter of Support, there will be sufficient resources available to support the proposed program. Office space and funding will be available to support the necessary research.
Other Comments : Letter of intent seems to indicate that the applicant has a clear idea of the intended program of studies and appears to be well prepared to begin a graduate program.

DGEC 2 Admission Recommendation to Program Committee
*Department Name :
*Admission Recommendation :
Date completed :
*Applicant's record and letters of academic recommendation :
*Body of creative work, exhibition/performance/reviews, and publishing record (MFA, MMus only) :
*Audition/Interview (MFA,MMus only) :
*Supervisor's record of scholarship, especially in relation to the proposed work (MA, MSc, PhD only) :
*Feasibility of the project in the light of available resources :
Other Comments :

DGEC Funding Recommendati
Indicate funding recommendations and rationale for funding recommendations below.
Only students who meet the eligibility criteria for a particular source of funding should be ranked to be considered for funding. In the general spirit of the tri-council guidelines, departmental evaluations and rankings are to be based on two broad criteria, those being:
1) **academic achievement**; and
2) **program-relevant assessment of the candidate's demonstrated aptitude and research skill.**

NOTE:
Funding is merit-based and tiered. Not all students who are eligible will necessarily receive a scholarship, award or assistantship. GPA thresholds should be treated as thresholds for eligibility, and not as thresholds at which funding will be guaranteed.

The relevant SGS program committees consider all departmental evaluations and rankings for funding in a cross-major assessment and ranking of all candidates. Final recommendations for funding of students are moved and approved by the program committees, and then forwarded to the SGS.

DGEC 2 Funding Recommendations to Program Com
This section should only be completed if the application requires recommendations from more than one DGEC.
*Graduate Assistantship :
*Tuition Award :
*Dean's Scholarship :
*Rationale for funding recommendations :

Recommendations to Ch
Admission : Admit
GA : 5 - Most Competitive
TA : 2 - Worth Considering
Dean's Scholarship : Not recommended
Comments : We should recommend admission of Just Testing.

NOTE:
If Co-Supervisors are from more than one department, both DGEC Chairs will be able to view any comments entered in this section by DGEC members when the Completed box is checked

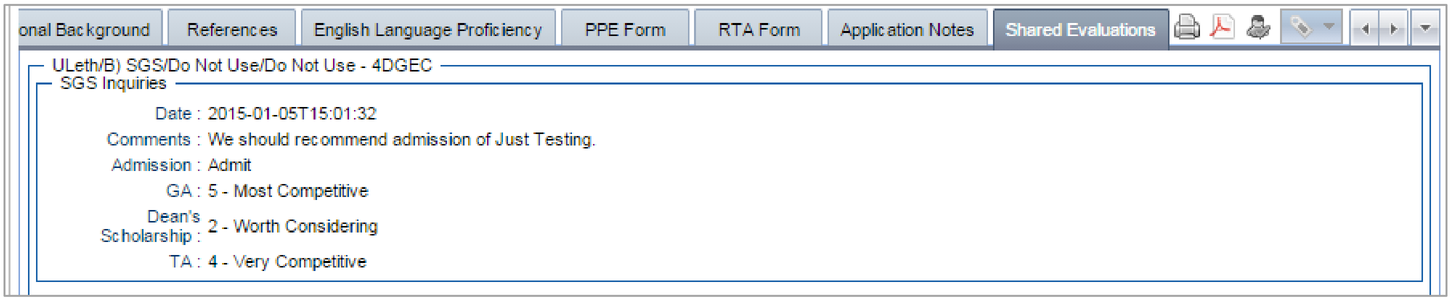
Completed | Save | Close

Additional Instructions for Program Committee Chair

Shared Evaluations Tab

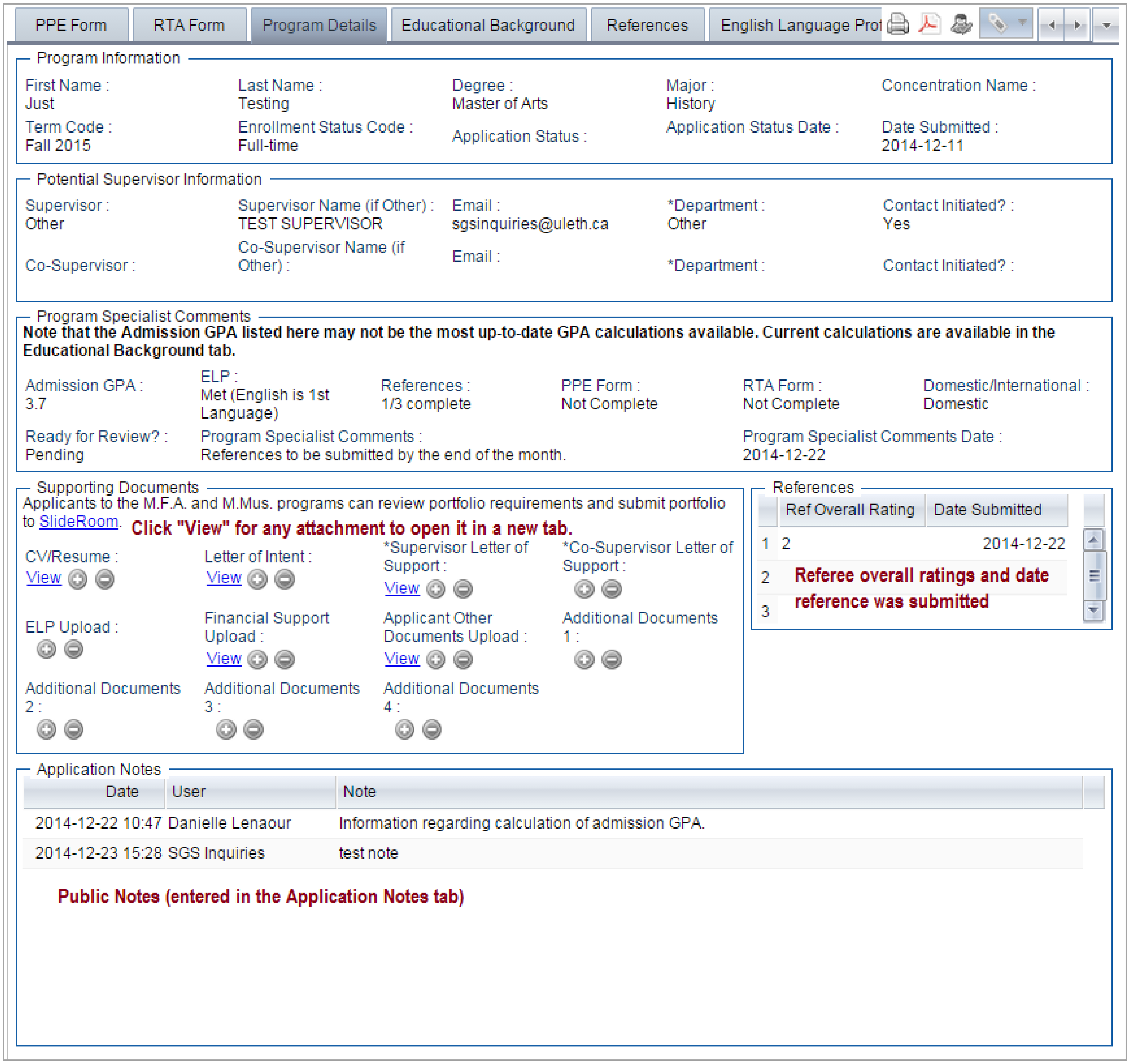
Program Committee Chairs can see the recommendations of other Program Committee members in the Shared Evaluations tab. Only Program Committee Chairs have access to this tab.

If the Shared Evaluations tab contains no data, it means that no one has entered any evaluation comments in that application.



Application subtabs

Program Details



PPE Form | RTA Form | Program Details | Educational Background | References | English Language Prof

Program Information

First Name : Just
Last Name : Testing
Degree : Master of Arts
Major : History
Concentration Name :
Term Code : Fall 2015
Enrollment Status Code : Full-time
Application Status :
Application Status Date :
Date Submitted : 2014-12-11

Potential Supervisor Information

Supervisor : Other
Supervisor Name (if Other) : TEST SUPERVISOR
Email : sgsinquiries@uleth.ca
*Department : Other
Contact Initiated? : Yes
Co-Supervisor :
Co-Supervisor Name (if Other) :
Email :
*Department :
Contact Initiated? :

Program Specialist Comments

Note that the Admission GPA listed here may not be the most up-to-date GPA calculations available. Current calculations are available in the Educational Background tab.

Admission GPA : 3.7
ELP : Met (English is 1st Language)
References : 1/3 complete
PPE Form : Not Complete
RTA Form : Not Complete
Domestic/International : Domestic
Ready for Review? : Pending
Program Specialist Comments : References to be submitted by the end of the month.
Program Specialist Comments Date : 2014-12-22

Supporting Documents

Applicants to the M.F.A. and M.Mus. programs can review portfolio requirements and submit portfolio to SlideRoom.

Click "View" for any attachment to open it in a new tab.

CV/Resume : View
Letter of Intent : View
*Supervisor Letter of Support : View
*Co-Supervisor Letter of Support :
ELP Upload :
Financial Support Upload : View
Applicant Other Documents Upload : View
Additional Documents 1 :
Additional Documents 2 :
Additional Documents 3 :
Additional Documents 4 :

References

	Ref Overall Rating	Date Submitted
1	2	2014-12-22
2		
3		

Referee overall ratings and date reference was submitted

Application Notes

Date	User	Note
2014-12-22 10:47	Danielle Lenaour	Information regarding calculation of admission GPA.
2014-12-23 15:28	SGS Inquiries	test note

Public Notes (entered in the Application Notes tab)

Educational Background

See the Graduate Studies Calendar for the most up-to-date admission requirements: ulethbridge.ca/ross/academic-calendar/sgs

Admission requirements for our master degree programs include

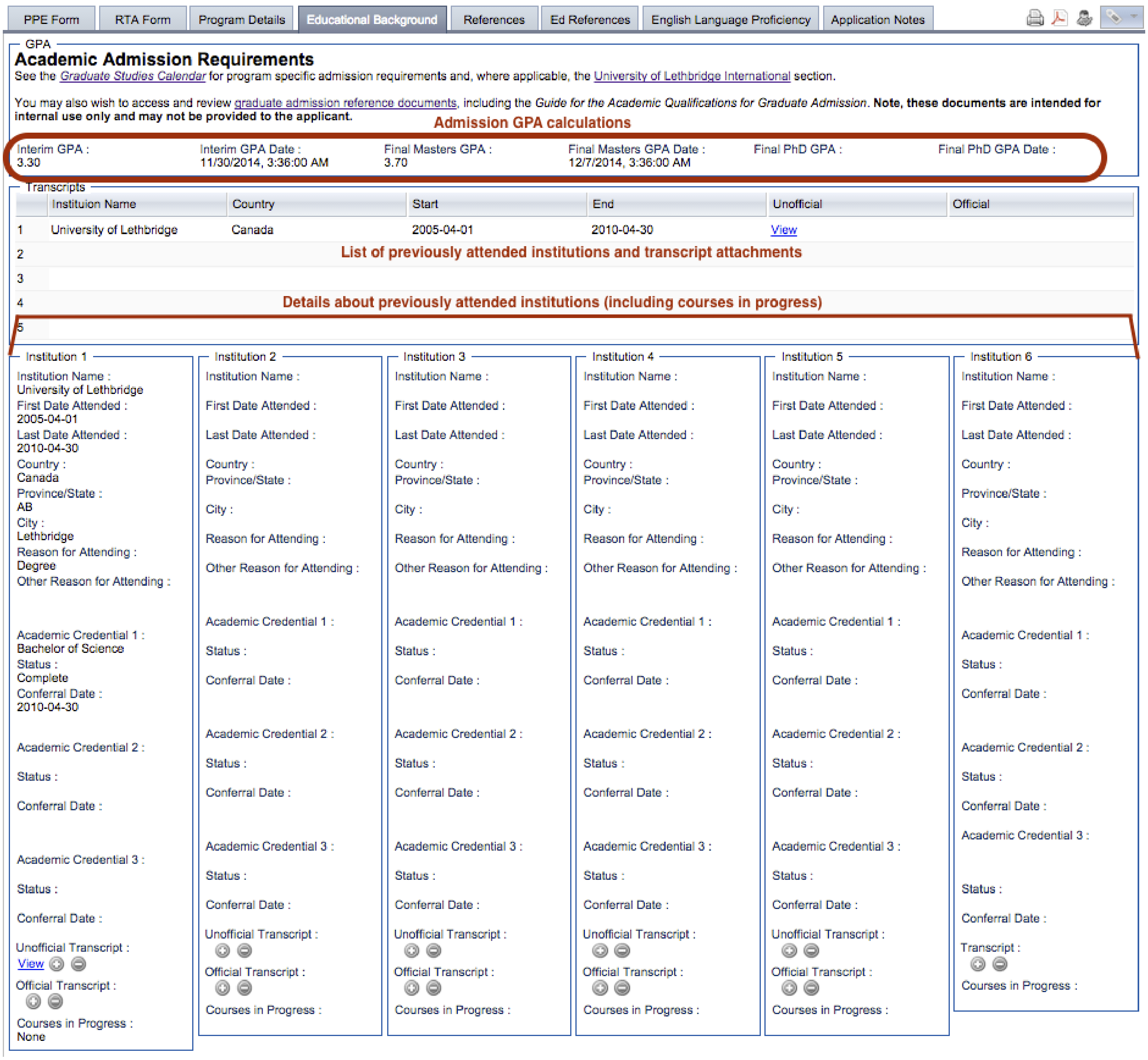
1. A 4-year baccalaureate degree in the discipline of interest or in a closely cognate discipline; and
2. A minimum GPA of 3.00 (based on a 4.00 scale) on the last 20 graded university-level semester courses.

Admission requirements for our PhD program include

1. A master's degree, in the discipline of interest or in a closely cognate discipline; and
2. A cumulative grade point average of 3.50, on a 4.00 scale, on all graded master's-level courses.

Admission GPAs are calculated by the Registrar's Office.

- **Interim GPA:** Admission GPA calculated for admission to either a master degree or doctoral degree program with courses in progress
- **Final Master's GPA:** Final GPA calculation for admission to a master degree program
- **Final PhD GPA:** Final GPA calculation for admission to a doctoral degree program



PPE Form | RTA Form | Program Details | Educational Background | References | Ed References | English Language Proficiency | Application Notes

GPA

Academic Admission Requirements

See the *Graduate Studies Calendar* for program specific admission requirements and, where applicable, the University of Lethbridge International section.

You may also wish to access and review graduate admission reference documents, including the *Guide for the Academic Qualifications for Graduate Admission*. **Note, these documents are intended for internal use only and may not be provided to the applicant.**

Admission GPA calculations

Interim GPA :	Interim GPA Date :	Final Masters GPA :	Final Masters GPA Date :	Final PhD GPA :	Final PhD GPA Date :
3.30	11/30/2014, 3:36:00 AM	3.70	12/7/2014, 3:36:00 AM		

Transcripts

	Instituion Name	Country	Start	End	Unofficial	Official
1	University of Lethbridge	Canada	2005-04-01	2010-04-30	View	
2						
3						
4						
5						

List of previously attended institutions and transcript attachments

Details about previously attended institutions (including courses in progress)

Institution 1
Institution Name : University of Lethbridge
First Date Attended : 2005-04-01
Last Date Attended : 2010-04-30
Country : Canada
Province/State : AB
City : Lethbridge
Reason for Attending : Degree
Other Reason for Attending :
Academic Credential 1 : Bachelor of Science
Status : Complete
Conferral Date : 2010-04-30
Academic Credential 2 :
Status :
Conferral Date :
Academic Credential 3 :
Status :
Conferral Date :
Unofficial Transcript : View
Official Transcript :
Courses in Progress : None

Institution 2 / Institution 3 / Institution 4 / Institution 5
Institution Name :
First Date Attended :
Last Date Attended :
Country :
Province/State :
City :
Reason for Attending :
Other Reason for Attending :
Academic Credential 1 :
Status :
Conferral Date :
Academic Credential 2 :
Status :
Conferral Date :
Academic Credential 3 :
Status :
Conferral Date :
Unofficial Transcript :
Official Transcript :
Courses in Progress :

Institution 6
Institution Name :
First Date Attended :
Last Date Attended :
Country :
Province/State :
City :
Reason for Attending :
Other Reason for Attending :
Academic Credential 1 :
Status :
Conferral Date :
Academic Credential 2 :
Status :
Conferral Date :
Academic Credential 3 :
Status :
Conferral Date :
Transcript :
Courses in Progress :

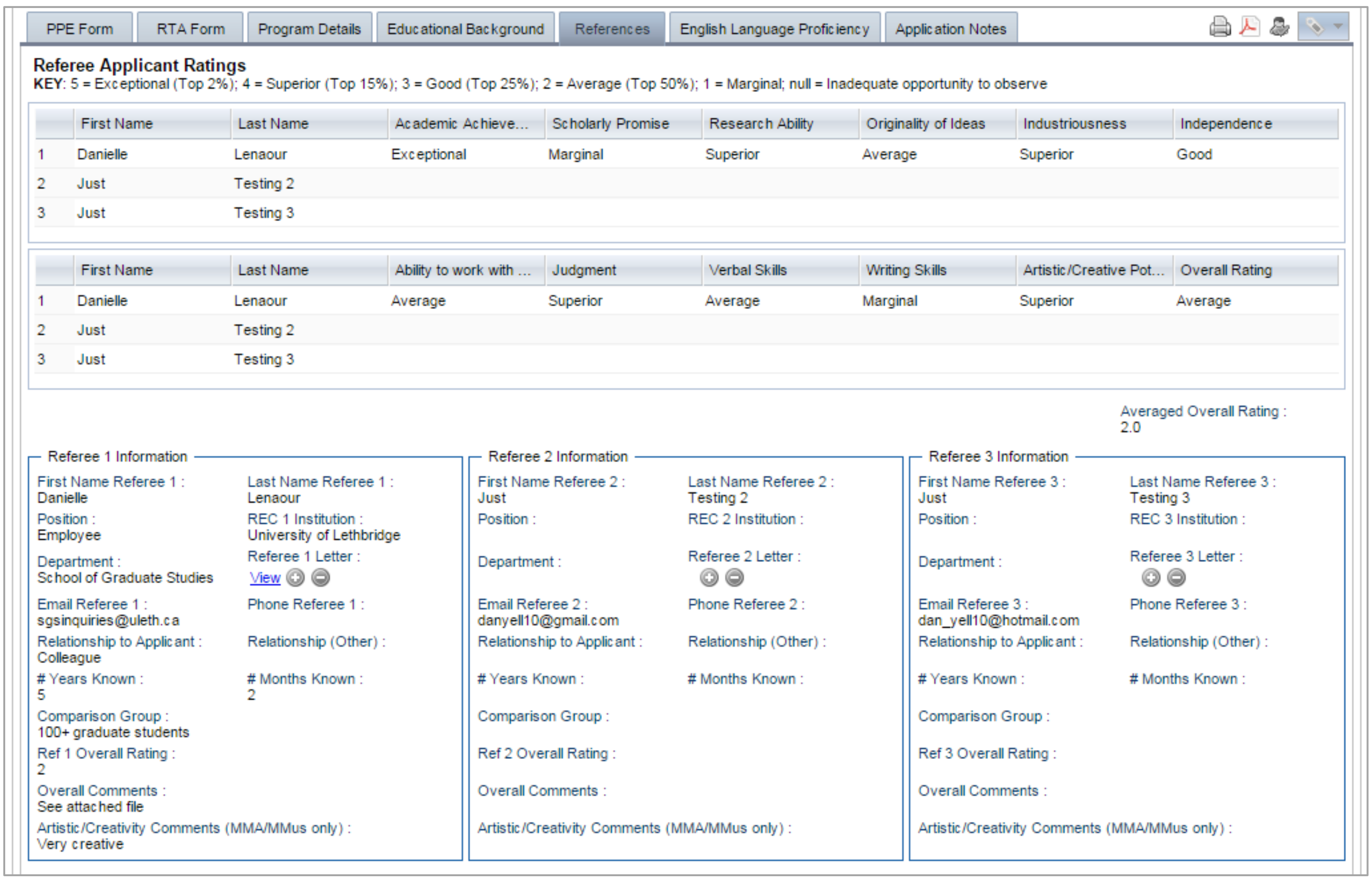
References

NOTE: References are submitted confidentially and details of the information submitted may not be shared with the applicant. The information provided becomes the property of the University and may not be released or copied except to other officers of the University as required by University procedures.

Ratings appear in tables at the top of the References tab that have been entered by Referees for the following areas:

- Academic Achievement
- Scholarly Promise
- Research Ability
- Originality of Ideas
- Industriousness
- Independence
- Ability to work with others
- Judgment
- Verbal Skills
- Writing Skills
- Artistic/Creative Potential (MFA/MMus only)
- Overall Rating

Information about the referee and the Letter of Reference appear below the table. The Letter of Reference may appear as either a text block in the Overall Comments section, or as an attached letter.


PPE Form | RTA Form | Program Details | Educational Background | References | English Language Proficiency | Application Notes

Referee Applicant Ratings
KEY: 5 = Exceptional (Top 2%); 4 = Superior (Top 15%); 3 = Good (Top 25%); 2 = Average (Top 50%); 1 = Marginal; null = Inadequate opportunity to observe

	First Name	Last Name	Academic Achieve...	Scholarly Promise	Research Ability	Originality of Ideas	Industriousness	Independence
1	Danielle	Lenaour	Exceptional	Marginal	Superior	Average	Superior	Good
2	Just	Testing 2						
3	Just	Testing 3						

	First Name	Last Name	Ability to work with ...	Judgment	Verbal Skills	Writing Skills	Artistic/Creative Pot...	Overall Rating
1	Danielle	Lenaour	Average	Superior	Average	Marginal	Superior	Average
2	Just	Testing 2						
3	Just	Testing 3						

Averaged Overall Rating :
2.0

Referee 1 Information
First Name Referee 1 : Danielle
Last Name Referee 1 : Lenaour
Position : Employee
REC 1 Institution : University of Lethbridge
Department : School of Graduate Studies
Referee 1 Letter : View
Email Referee 1 : sgsinquiries@uleth.ca
Phone Referee 1 :
Relationship to Applicant : Colleague
Relationship (Other) :
Years Known : 5
Months Known : 2
Comparison Group : 100+ graduate students
Ref 1 Overall Rating : 2
Overall Comments : See attached file
Artistic/Creativity Comments (MMA/MMus only) : Very creative

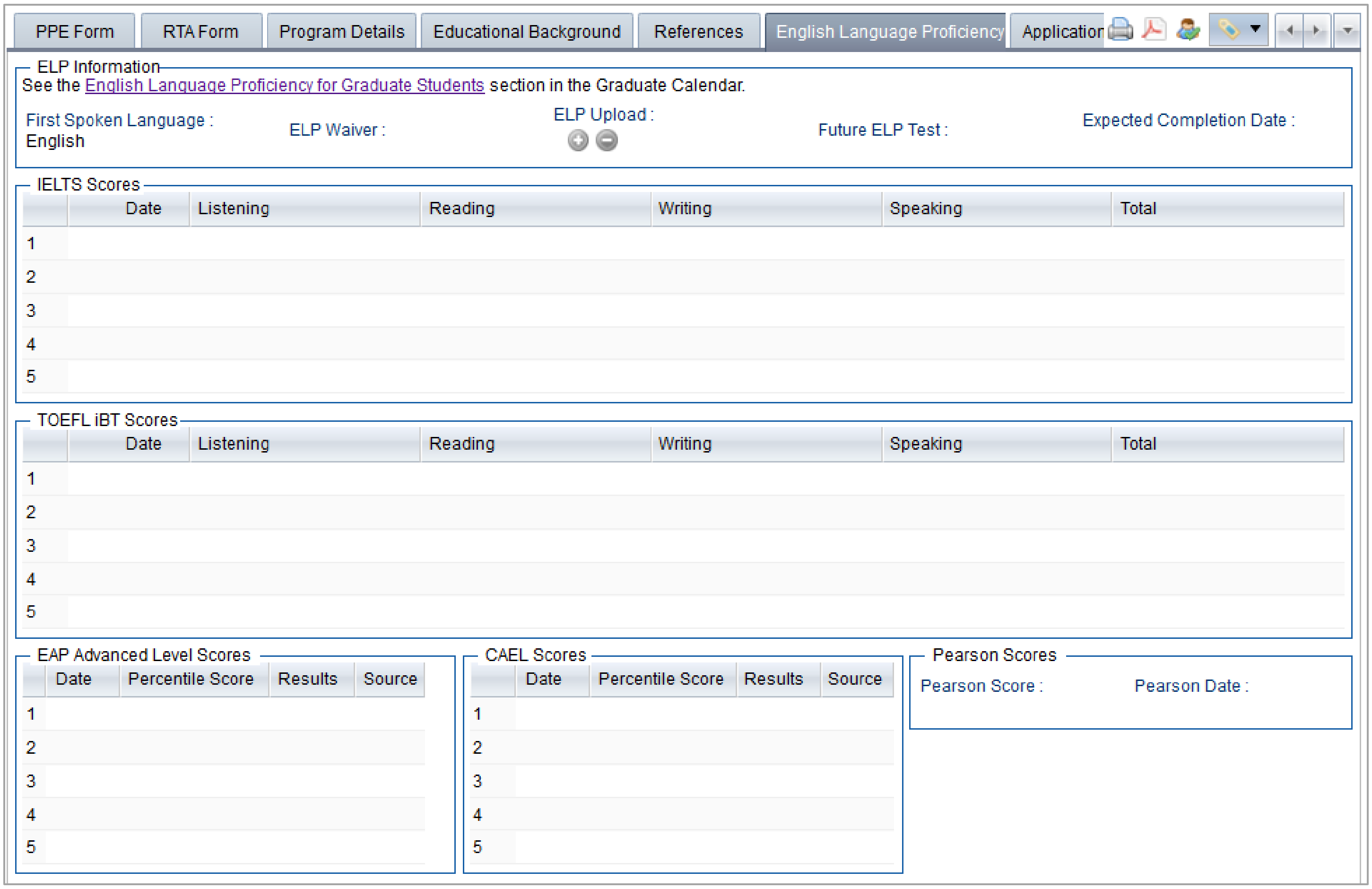
Referee 2 Information
First Name Referee 2 : Just
Last Name Referee 2 : Testing 2
Position :
REC 2 Institution :
Department :
Referee 2 Letter :
Email Referee 2 : danyell10@gmail.com
Phone Referee 2 :
Relationship to Applicant :
Relationship (Other) :
Years Known :
Months Known :
Comparison Group :
Ref 2 Overall Rating :
Overall Comments :
Artistic/Creativity Comments (MMA/MMus only) :

Referee 3 Information
First Name Referee 3 : Just
Last Name Referee 3 : Testing 3
Position :
REC 3 Institution :
Department :
Referee 3 Letter :
Email Referee 3 : dan_yell10@hotmail.com
Phone Referee 3 :
Relationship to Applicant :
Relationship (Other) :
Years Known :
Months Known :
Comparison Group :
Ref 3 Overall Rating :
Overall Comments :
Artistic/Creativity Comments (MMA/MMus only) :

English Language Proficiency (ELP)

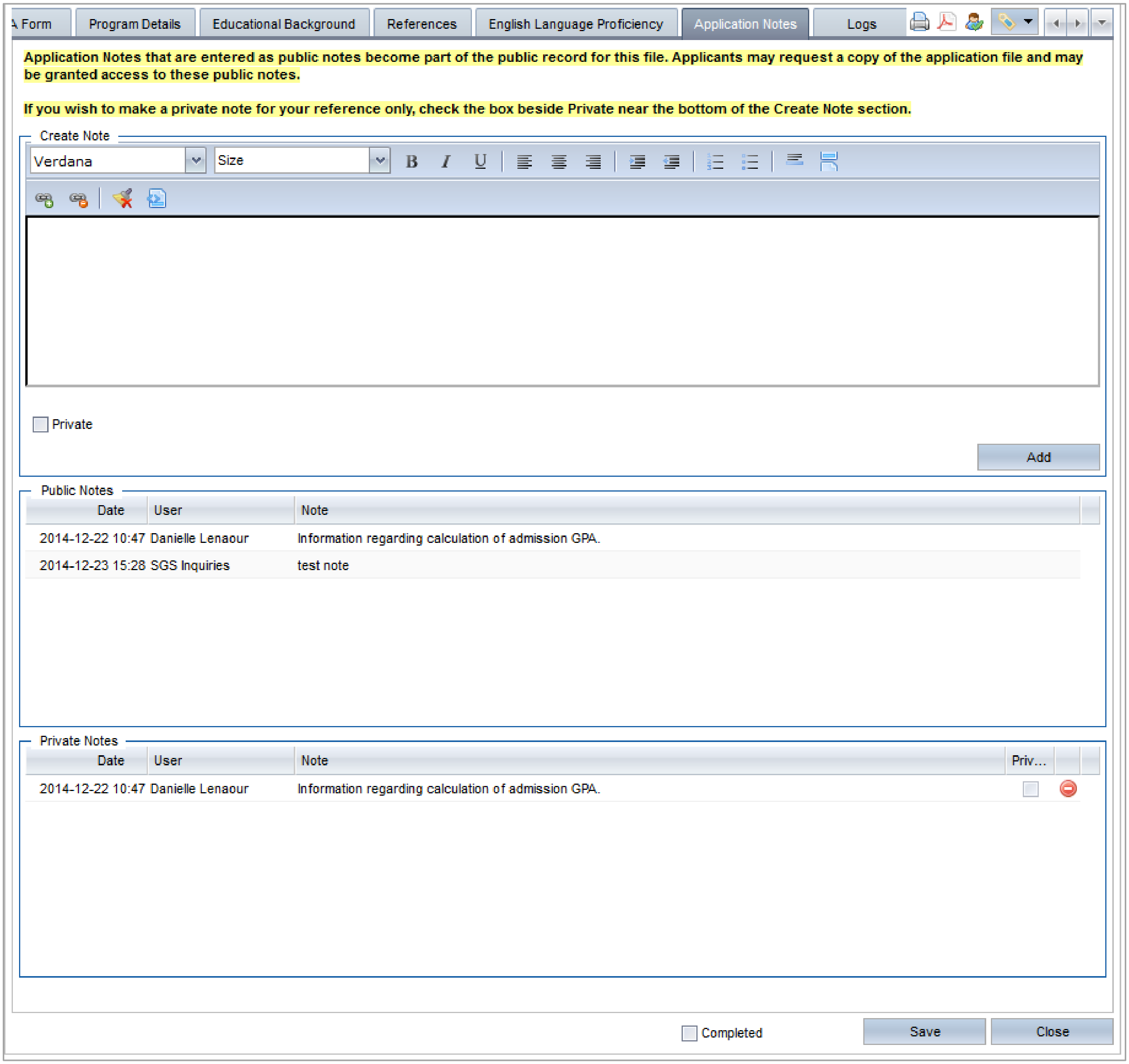
This tab contains detailed information about how the ELP requirement has been met. If English is not the First Spoken Language, no scores are entered, and an ELP Waiver has been issued, the applicant has likely attended an approved institution where the language of instruction was English.

More information regarding the ELP requirement is available in the Graduate Studies Calendar: ulethbridge.ca/ross/academic-calendar/sgs/elp

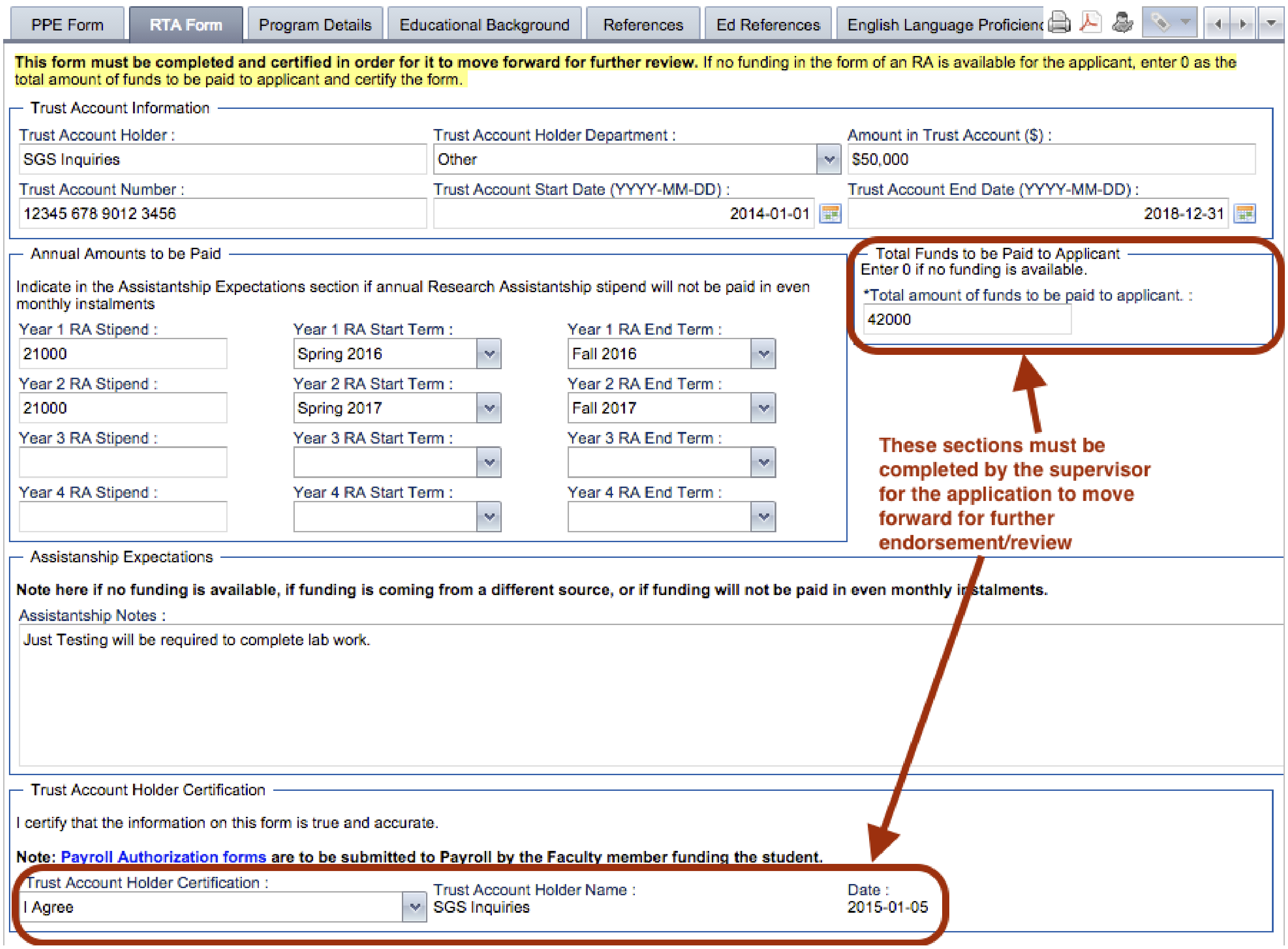


Application Notes

Notes entered in this section that are not marked as Private are visible to anyone who has access to the application file. Normally, notes entered in the Application Notes tab are entered by Admissions with additional information regarding the admission GPA calculation, academic history, ELP, etc.



RTA Form



PPE Form | RTA Form | Program Details | Educational Background | References | Ed References | English Language Proficienc

This form must be completed and certified in order for it to move forward for further review. If no funding in the form of an RA is available for the applicant, enter 0 as the total amount of funds to be paid to applicant and certify the form.

Trust Account Information

Trust Account Holder : SGS Inquiries

Trust Account Holder Department : Other

Amount in Trust Account ($) : $50,000

Trust Account Number : 12345 678 9012 3456

Trust Account Start Date (YYYY-MM-DD) : 2014-01-01

Trust Account End Date (YYYY-MM-DD) : 2018-12-31

Annual Amounts to be Paid

Indicate in the Assistantship Expectations section if annual Research Assistantship stipend will not be paid in even monthly instalments

Year 1 RA Stipend : 21000	Year 1 RA Start Term : Spring 2016	Year 1 RA End Term : Fall 2016
Year 2 RA Stipend : 21000	Year 2 RA Start Term : Spring 2017	Year 2 RA End Term : Fall 2017
Year 3 RA Stipend :	Year 3 RA Start Term :	Year 3 RA End Term :
Year 4 RA Stipend :	Year 4 RA Start Term :	Year 4 RA End Term :

Total Funds to be Paid to Applicant

Enter 0 if no funding is available.

*Total amount of funds to be paid to applicant. : 42000

These sections must be completed by the supervisor for the application to move forward for further endorsement/review

Assistanship Expectations

Note here if no funding is available, if funding is coming from a different source, or if funding will not be paid in even monthly instalments.

Assistantship Notes : Just Testing will be required to complete lab work.

Trust Account Holder Certification

I certify that the information on this form is true and accurate.

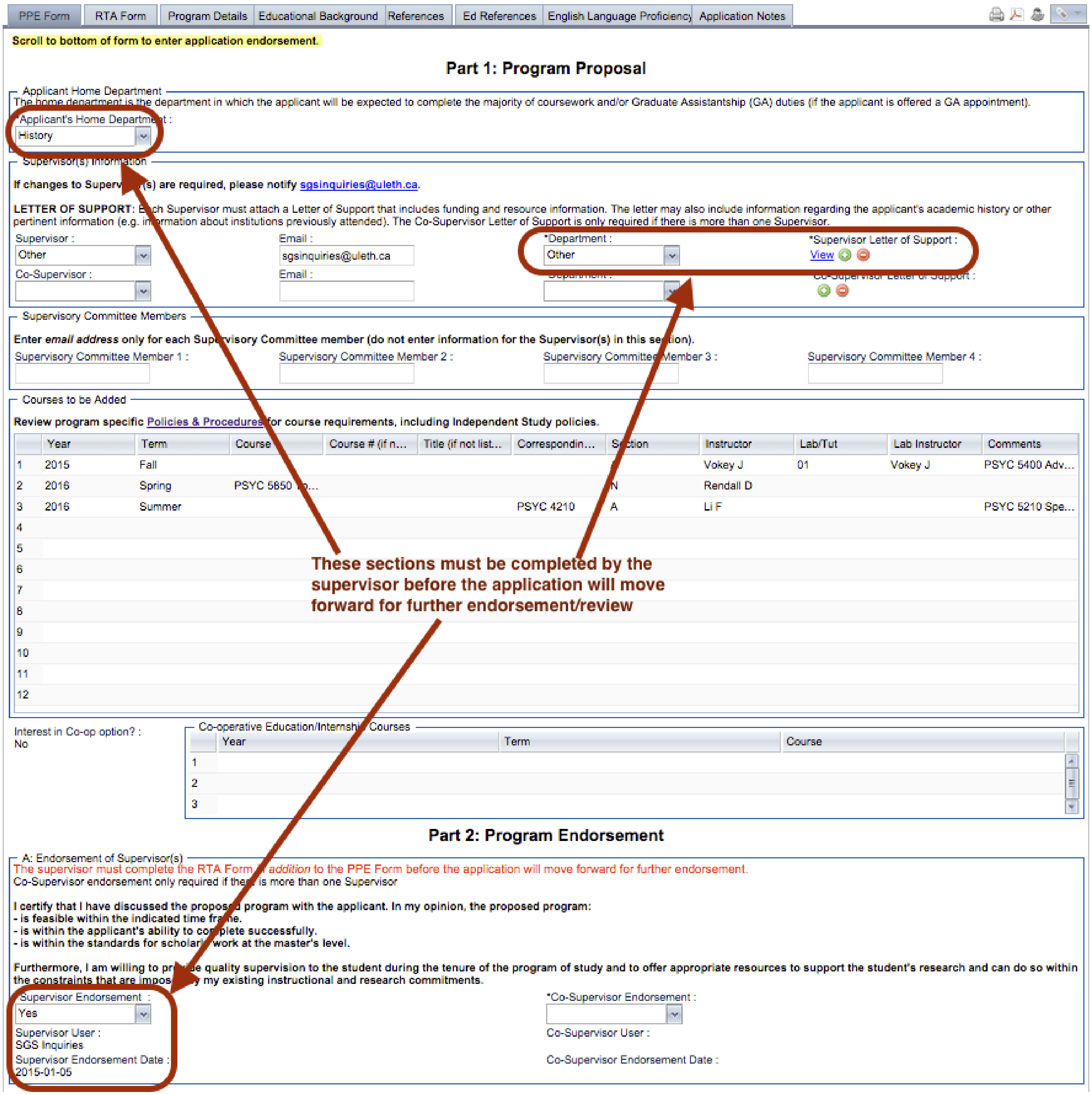
Note: Payroll Authorization forms are to be submitted to Payroll by the Faculty member funding the student.

Trust Account Holder Certification : I Agree

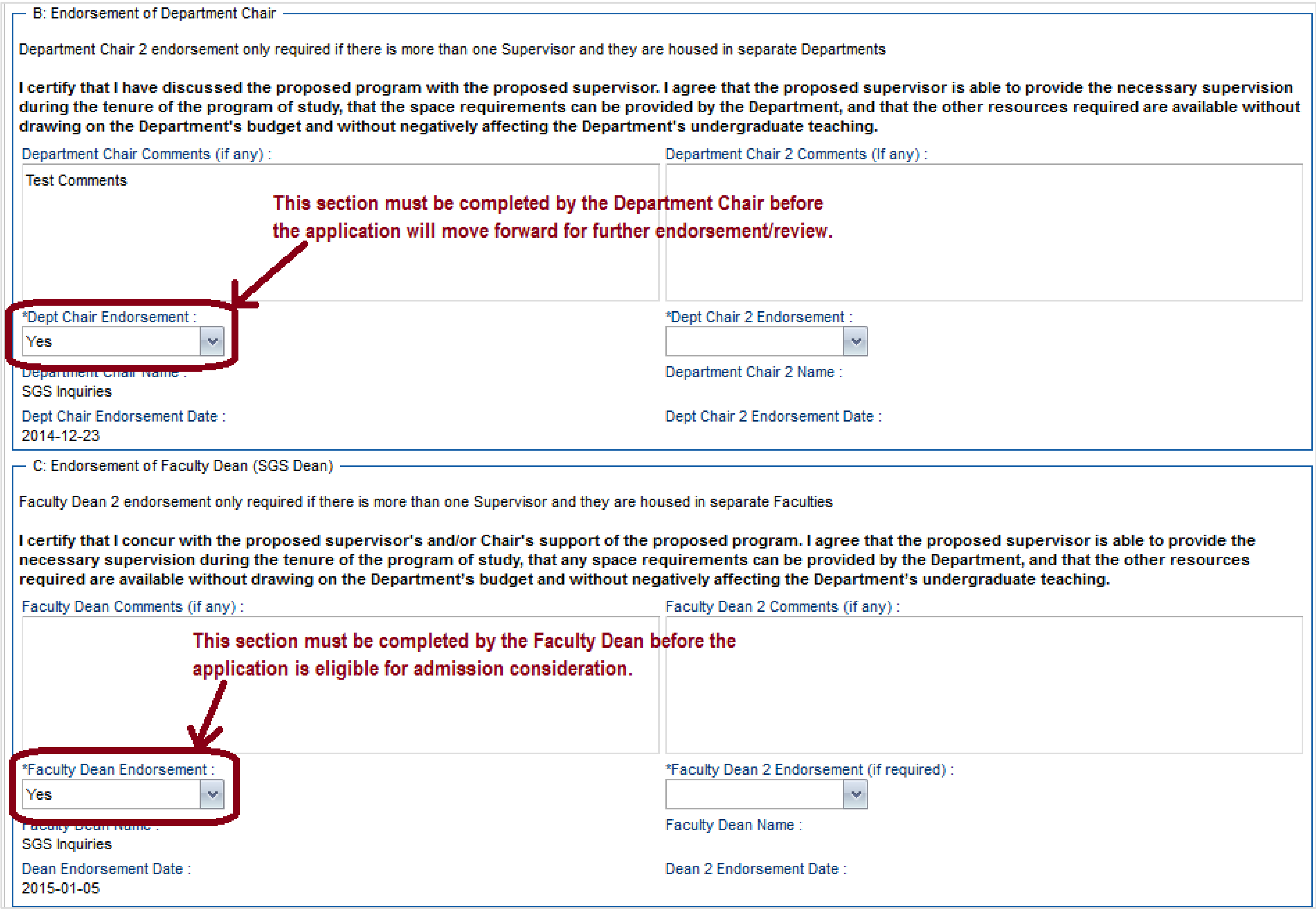
Trust Account Holder Name : SGS Inquiries

Date : 2015-01-05

PPE Form (Supervisor)



PPE Form continued (Department Chair & Faculty Dean)



B: Endorsement of Department Chair

Department Chair 2 endorsement only required if there is more than one Supervisor and they are housed in separate Departments

I certify that I have discussed the proposed program with the proposed supervisor. I agree that the proposed supervisor is able to provide the necessary supervision during the tenure of the program of study, that the space requirements can be provided by the Department, and that the other resources required are available without drawing on the Department's budget and without negatively affecting the Department's undergraduate teaching.

Department Chair Comments (if any) :

Test Comments

This section must be completed by the Department Chair before the application will move forward for further endorsement/review.

Department Chair 2 Comments (If any) :

*Dept Chair Endorsement :

Yes

Department Chair Name :

SGS Inquiries

Dept Chair Endorsement Date :

2014-12-23

*Dept Chair 2 Endorsement :

Department Chair 2 Name :

Dept Chair 2 Endorsement Date :

C: Endorsement of Faculty Dean (SGS Dean)

Faculty Dean 2 endorsement only required if there is more than one Supervisor and they are housed in separate Faculties

I certify that I concur with the proposed supervisor's and/or Chair's support of the proposed program. I agree that the proposed supervisor is able to provide the necessary supervision during the tenure of the program of study, that any space requirements can be provided by the Department, and that the other resources required are available without drawing on the Department's budget and without negatively affecting the Department's undergraduate teaching.

Faculty Dean Comments (if any) :

This section must be completed by the Faculty Dean before the application is eligible for admission consideration.

Faculty Dean 2 Comments (if any) :

*Faculty Dean Endorsement :

Yes

Faculty Dean Name :

SGS Inquiries

Dean Endorsement Date :

2015-01-05

*Faculty Dean 2 Endorsement (if required) :

Faculty Dean Name :

Dean 2 Endorsement Date :

How-To for all reviewers

General instructions

1. **Select the application pool in the left pane to open that pool.** The numbers to the right of a pool show the total number of applications in it. You will only be able to view applications that have been assigned to you in each pool.
2. **Click on the Worklist tab**
3. **The total number of assigned applications is at the bottom of the pane in the Worklist tab.**
4. **The list of applications is colour-coded in the left column:**
   - green are those you have marked as completed;
   - yellow are those you have started but not yet marked as completed; and
   - red are those that are assigned to you but that you've not yet started.
5. **If the list of applications is long, and you're looking for specific one(s), you may want to see only a subset of the applications in the pool.** To narrow down the list of applications, you can type a string of letters (for example, part of a name) above the top row of any column (for example, the Last Name column) to show only applications that meet that criteria (for example, last names containing your requested string of letters).
6. **To open one or more applications:**
   - To open a single application, double-click anywhere in the row of information about it (for example, over the Last Name of the applicant).
   - To open multiple applications, select the checkboxes next to the applications you want to open, and click the Open button (Open) in the bottom right.
7. **All open applications open in new tabs, with the applicant's name on the tab**. Click any tab to view the associated application.
8. **Each application has several subtabs** (for example: PPE Form, RTA Form, Program Details and so on). Clicking a subtab lets you view the application data associated with that tab. You can see examples of the subtabs in the Application Subtabs section on this manual.

I want to view a list of applications that have been assigned to me to evaluate.

Select a pool in the left pane (you only see those pools that you have access to). When the pool opens in the right pane you will see your assigned applications in the Worklist tab.

I want to adjust the way my applications list looks.

Hold your cursor over any column header, and an arrow icon ( ) appears to the right of the column name. Click it to reveal a menu of options for that column. You can:

- Check or uncheck column names to turn off columns you don't want to see.
- Click Freeze to freeze a column. Freezing a column moves it to the far left, and keeps it persistently in that position, even if you scroll to the right to view other columns.
- Columns can be easily resized by dragging your cursor to adjust their borders.

Any changes you make to columns in a pool are saved as your personalized view every time you log in and view that pool.

I want to see the most up-to-date list of applications, including my recently-saved work.

Click Refresh ( ) on the Worklist tab.

I want to find one or more applications.

There are two ways to find applications:

- **Filter**—This feature lets you view a subset of the items in a table by only displaying those items which match filter criteria you specify at the top of a column (for example, you could choose to filter by last name, birth year, or both).

- **Search**— This function lets you search all the applications in a pool using Boolean logic.

Filtering applications

To filter applications:

1. Click the top of the column you wish to filter on. For example, if you want to filter on an applicant's last name, click the top of the Last Name column.
2. Type the string of letters you want to filter by at the top of the column. You can type all or part of a word; the filter function will return any items that contain the filter string. The filter works automatically as you type, and adjusts the list in the table below.
3. If you want to refine your filter further, enter a text string in a different column and the table shows new results narrowed by the newly-entered filter text. For example, after filtering on last name, you may want to narrow your results to a specific first name.
4. To clear your current filter, delete any text you entered in the filter row.

Using existing searches

To run a search, click the Searches button, then...

- To run a saved search, click the My Searches option and select the name of any saved search. The list shown next to the My Searches option contains all searches in the current pool that you've previously saved. When you click the name of a search, it will run automatically.
- To run a shared search, click the Shared Searches option and select the name of the shared search. The list shown next to the Shared Searches option contains all searches in the current pool that other users have marked as "shared" when they saved them. When you click the search, it runs automatically.

Once you've run a search, the results load automatically in the tab you're viewing. To clear the search results and return to the full list of applications in the pool, click the Searches button and select Refresh.

Creating a new search

Admit allows you to create and edit complex searches.

1. On the Applications tab of the pool, click the Searches button and do one of the following:
    - Select New to create a completely new search, or
    - Click Clone to select an existing search and edit it to create a new search. The list of available searches next to clone are all searches you have access to (those you created, and those others created and marked as shared).
2. Specify criteria for your search.
3. Add more search criteria as needed, by clicking the plus sign to add a new line.
4. (Optional) If you want additional columns shown in your search results (columns not normally shown when you view applications in the pool), select one or more fields under Additional Columns. Anything you select will appear as column(s) in your search results.
5. (Optional) Save your search by typing a name in the "Name" field. If you want other users in the pool to have access to this search, check the "shared" box. Click Save.
6. Click Search to run the search and see the results.
7. To clear your search results in the Applications pane and return to the list of all applications, click the Searches button and select Refresh.

Editing or deleting a saved search

1. Click the Edit option and select the name of the saved search. The list shown next to the Edit option contains all searches in the current pool that you've saved previously.
2. If you're editing the search, make any changes or additions to the search criteria and click Save to save your changes. Note: You can also enter a new name for the search, and save it as a different search (which won't change your original search). If you're deleting the search, click Delete.

I want to evaluate applications.

If you are a member of a Departmental Graduate Education Committee or a Program Committee, you can enter comments in the Comments to Chair pane for your committee Chair.

> *If the application will be reviewed by more than one Departmental Graduate Education Committee, both Departmental Graduate Education Committee Chairs will be able to view any comments entered by members of either committee.

1. From the Worklist tab, open the applications you want to evaluate in one of these ways:
   - To open a single application, double click the application row.
   - To open multiple applications, check the boxes of the applications you want to open and click the Open button.
2. A tab labelled with the applicant's name appears for each opened application. Click a tab to view that application.
3. Within the application view, use the subtabs at the top of the application to view various application data.
4. As you review the application, you can make comments for yourself in the Comment box, which is in the bottom of the evaluation pane on the far right.
5. Click the Save button (Save) at any time to save your work. Any comments and/or selected scores are saved with the application, and you can continue your work at a later time.
6. When you're ready to give the applicant a final score and complete your evaluation, choose a score from the drop-down list. You can also make any comments you want in the comments box.
7. Check the Completed box and click the Save button (Save). This marks the application as completed (green) when you view all your assigned applications.

Note: Remember to click Refresh ( ) if viewing the list of applications immediately afterwards.

I want to edit information in an application.

If you have are a Supervisor, Department Chair, Faculty Dean, or Departmental Graduate Education Committee Chair, you can update existing information in an application, such as the PPE Form and the Departmental Evaluation. To do so:

1. With the application open, click the tab containing information you want to edit.
2. To change existing information (for example, courses listed in the PPE Form), enter text in the appropriate field.
3. Click Save.

I want to make notes for myself as I review an application.

You can write notes that will not be part of the official evaluation in the Application Notes tab. You can create a note as follows:

1. Click the Application Notes tab in any application.
2. Type your notes.
3. If you do not want other people who view this application to be able to see the note, check Private. If you don't check Private, the note is available to anyone who has access to view the file.
4. When you're done, click Save.

To delete a note you've made, click its Delete button ( ).

> **To make comments only you can see**
> You can't make private notes in the Recommendation to Chair pane's official Comments field, because anyone with permission to view your evaluations will be able to see any comments saved there. Instead, use the Notes tab to make a private note.

As a reminder, notes entered in the Application Notes tab that are not marked as Private become part of the public record for this file. Applicants may request a copy of the application file and may be granted access to these public notes.

I want to find all applications with a particular tag.

All applications are tagged with the round of admission the application will be considered in and may contain other identifying tags as well.

1. On the Applications tab, click the arrow icon ( ) to the right of the tags column header, and select Group by Tags.
2. Click the plus sign next to a tag to show the applications that have this tag.
3. To return to your original applications list, click the arrow icon next to the Tags column header and select Ungroup.

FAQ

This section contains frequently asked questions about evaluating in Admit.

Who can view the applications in a pool?

Users are only able to view applications in a pool that have been assigned to them.

Who can assign applications?

The Program Specialist can assign applications. If you require an application to be assigned or re-assigned to you, email sgsinquries@uleth.ca for assistance.

Why don't I see any applications in my Worklist tab?

If a pool is not marked as "Open," there won't be a Worklist tab for that pool, even if you have applications assigned to you in it. Contact the Program Specialist at sgsinquiries@uleth.ca to find out when the pool will be opened for the evaluation period.

Why are the score and comment areas of an application assigned to me grayed out?

If a pool is not marked as "Open," then the evaluation score and comments are grayed out, and you can't enter information. Contact the Program Specialist at sgsinquiries@uleth.ca to find out when the pool will be opened for the evaluation period.

Why don't I see the changes I just made when viewing applications in a list?

After performing work on an application and returning to the Applications tab, you must click Refresh ( ) to see your saved changes (for example, a green background showing an application was marked completed).

Can evaluators read each other's comments?

All Admit users are given specific permissions by a manager, including your ability to view the comments of others. Only Departmental Graduate Education Committee and Program Committee Chairs have access to view the comments of members of their committee and can see those comments on the Shared Evaluations tab when you have an application open.

> **What if the Shared Evaluations tab is blank?**
>
> When viewing an application, if the Shared Evaluations tab contains no data, it either means you don't have permission to view comments, or that no one has entered any evaluation comments in that application.

Can I make changes to my evaluation score or notes after marking an application as complete?

Yes, you can continue to make changes and save your changes to an application, as long as it the pool is open. When an administrator of a pool marks it as closed, applications in that pool can no longer be evaluated.

What are tags?

Tags are keywords you add to applications to make them easier to find later. When you're viewing the application list, you can click the empty line above the Tags column and select a tag from the drop-down list to see only applications that have that tag.

What's the difference between Recommendations to Chair and Applications Notes?

Data entered in the Recommendations to Chair pane will only be visible to either the Departmental Graduate Education Committee or Program Committee Chair (depending on which pool the recommendation was entered in). Data entered in the Application Notes tab is visible to anyone who has access to the application and the applicant may request to access this information.

A person making a note can choose whether to share it (so that other people viewing that application see it on the Application Notes tab) or keep it private (so that only the writer of the note sees it on the Application Notes tab). To delete a note you've made, click its Delete button ( ).

Can applications be edited?

Application data can be edited by any user who has “Edit Application” permissions in the pool containing the application, provided that the layout has not been configured as “Read-Only.” Such users can change the existing information in the application, add new information (such as a Supervisory Committee Members), and can upload files (as long as they’re standard file types). For further instructions on editing applications, see "How-To for All Reviewers".

What do the entries in the Status column mean?

- **Assigned (Red)**: The application has been assigned to you and is new (meaning that you may have viewed it but have never saved any work on it).
- **In Progress (Orange)**: The application has been assigned to you, and you have saved your work in progress at least one time.
- **Completed (Green)**: The application has been assigned to you, and you have marked it completed.

Can I upload and attach additional letters of recommendation or other files?

Only Supervisors are able to attach files (the Letter of Support) using the Upload feature in Admit. For instructions on attaching files, see "How-To for All Reviewers ".