

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

sgs@uleth.ca

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General information

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

Using the Admit system

Click the **Records** 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.

This sidebar displays all available pools. Navigate between them by clicking on them.

Viewable applications in this pool will be listed sequentially here.

To open an application, click "view"

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 or log out of the system. Selecting "Classic Mode" will take you to the old user interface of Admit (you may be more familiar with this):

The screenshot shows the Admit System interface. On the left is a navigation pane with a list of pools: '3.0. Supervisors - PPE & RTA' (16), 'Dean of Arts & Science' (40), 'DGEQ - History & Religious Studies' (1), and 'GPC - Social Sciences and Humanities' (13). The 'DGEQ - History & Religious Studies' pool is selected. The main pane is titled 'Records' and shows a table with one record. The table columns are: Evaluation Status (Not Started), Tags (No tags added), First Name (Just), Legal Last Name (Testing), Applying to transfer fr... (Master of Arts), Major (Agricultural Studies), Application Status (Part Time), Enrolment Status (Spring 2020), and Start Term (View). The top right of the interface shows the user's name 'SG' with a blue badge, and a menu with three options: 'Classic Mode', 'Help', and 'Log Out', which is highlighted with a red box.

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 permission to view.

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 (»).
- 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).
- On the top left of the column view, the arrow icon (Actions ▾) will give you a dropdown of available options for individual applications. Click it to reveal a menu of options for that column.
- Similarly, in the top right of the column view, the (Display Settings ▾) will allow you to adjust the columns currently viewable and auto-fit them to the page.
- 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.

Supervisors (MA/MSc/PhD Only)

List view

Instructions for Supervisors

1. **Click the “Worklist” button in the top right corner to view all applications currently assigned to you.** The Worklist is grouped into pool-specific categories. For instance, the top grouping is for applications that you have been assigned as the supervisor, while the second grouping is specific to Departmental Graduate Education Committees.
2. **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 Worklist, 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 “3.0 Supervisors” application pool and move forward for further endorsement/review.
 - red are those assigned to you that you’ve not yet started.
3. **If the list of applications is long, and you’re looking for a 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) in the search box below “My Worklist” (for example, the Last Name column) to show only applications that meet that criteria (for example, last names containing your requested string of letters).
4. **To open applications** click the “evaluate” button on the right side of that applicant’s row.

5. **All open applications open in new tabs, with the applicant's name on the tab.** Click any tab to view the associated application.

The screenshot shows the 'My Worklist' interface in the Admit System. There are three tabs open:

- 3.0. Supervisors - PPE & RTA Forms (1 of 1 Records):**

Evaluation Status	Tags	OPC reviewed by	First Name	Legal Last Name	Degree	Major	Application Term	Enrolment Status Code	Supervisor	*Supervisor Endorsement	Supervisor Endorsement Date	Co-Supervisor
Not Started	No tags added	SSHP0C	Just	Testing	Master of Arts	Agricultural Studies	Spring 2025	P				
- DGEC - History & Religious Studies (1 of 1 Records):**

Evaluation Status	Tags	First Name	Legal Last Name	Applying to transfer from UofL master's to PhD?	Degree	Major	Application Status	Enrolment Status	Start Term	Supervisor	Other Supervisor Name	*Departm
Not Started	No tags added	Just	Testing		Master of Arts	Agricultural Studies		Part Time	Spring 2025			
- GPC - Social Sciences and Humanities (1 of 1 Records):**

Evaluation Status	Tags	Legal Last Name	First Name	Academic Excellence/ Record Average (funding matrix)	LOR or Support letter Average (funding matrix)	Work/Research Experience Average (funding matrix)	Funding matrix Total Eval	Degree
Not Started	No tags added	Testing	Just					Master

6. **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.

7. **The PPE & RTA Forms no longer need to be completed in Admit. Instead, when an applicant requests for you to be their supervisor, you will receive an email request for the ApplyWeb system.** You can log in to the system [here](#).

Confirmation of Supervisory Support: Just Testing

JT Just Testing<lor.help@collegenet.com>
To: University of Lethbridge, School Of Graduate Studies

Mon 2024-07-15 8:11 AM

Caution: This email was sent from someone outside of the University of Lethbridge. Do not click on links or open attachments unless you know they are safe. Suspicious emails should be forwarded to phishing@uleth.ca.

Dear Just,

Just Testing has requested that you submit a letter of supervisory support for their application to a ULethbridge graduate program.

This applicant has waived the right to view your recommendation.

Go to the following web address to log in to the system or create a new Letters of Recommendation account:

<https://www.applyweb.com/forms/lor/login?token=jOmy7Mg9MtsQsdutHpyBCCJa7o8VpKVyq1721052610>

Should you experience any technical difficulties or require assistance with your account, contact sgs@uleth.ca or follow this link to check the FAQ and contact CollegeNET Support:

<https://applyweb.collegenet.support/>

Thank you!

[Reply](#) [Forward](#)

8. Follow the link in the ApplyWeb email to open the CollegeNet [Letters of Recommendation System](#).

9. After you log in, all Letter of Recommendation requests will be displayed alongside the applicant's name and program.

- Declining the request will remove it from your portal and automatically notify the applicant. Accepting the request will bring you to the PPE/RTA Form.

10. Accepting the request will direct you to the PPE/RTA form. The PPE form will request the planned program, your faculty information, any planned committee members, and the funding that you will provide to the applicant.

 University of Lethbridge

University of Lethbridge - PPE Form

An asterisk * indicates a required field

Program Proposal

Applicant Home Department / Faculty

* First Name: Just

* Last Name: Testing

* Applicant's Home Department: -- select one --

* Home Faculty: -- select one --

Supervisory Committee

Add up to four members of the proposed Supervisory Committee. See the [SGS Policies and Procedures](#) for program-specific Supervisory Committee timelines and membership requirements.

Note: You will be prompted to provide the email address, ranking, department, and Faculty/School information for each committee member you add here.

* Supervisor Name:

* Email:

* Supervisor Rank: -- select one --

* Department: -- select one --

* Faculty/School: -- select one --

Co-Supervisor Name:

Supervisory Committee Member 1

Supervisory Committee Member 1 Name:

Add Member

Supervisor Funding Support Details

Trust Account Information

Will the (co)supervisor provide the applicant with funding? Yes

Selecting "Yes" will prompt required completion of the Research Trust Account (RTA) form to indicate funding provided by the (co)supervisor paid through ULethbridge to the applicant as either a Graduate Assistantship or a research stipend.

<p>* Trust Account Holder <input type="text"/></p> <p>* Trust Account Holder Department <input type="text" value="-- select one --"/></p> <p>* Trust Account Number <input type="text"/></p> <p>* Amount In Trust Account (\$) <input type="text"/></p> <p>Trust Account Start Date <input type="text"/> / <input type="text"/> / <input type="text"/> <input type="button" value="Calendar"/> (mm/dd/yyyy)</p> <p>Trust Account End Date <input type="text"/> / <input type="text"/> / <input type="text"/> <input type="button" value="Calendar"/> (mm/dd/yyyy)</p>

Annual Amounts To Be Paid

Indicate in the Funding Expectations section if annual funding will not be paid in even monthly installments.

Year 1 Funding <input type="text"/>	<input type="button" value="Add Funding"/>
-------------------------------------	--

Total Program Funding

* Total Amount Of Funds To Be Paid To Applicant

Funding Expectations

Add any relevant notes here about the funding source or if funding will not be paid in even monthly installments. Please be aware that only funds paid through ULethbridge may be included in an Offer of Admission, should the applicant be approved for admission.

Per the [ULGSA Collective Agreement](#), [Research Assistantships](#) are referred to as **Graduate Assistant (Research)** appointments. These positions are intended to allow faculty to continue to employ graduate assistants whose duties include the performance of research and related duties unrelated to the program of study. [More](#).

Research stipends are intended to allow faculty to support students as they complete duties related to their program of study.

* Funds to be Paid As Graduate Assistantship (Research)
 Research stipend
 CRC - Graduate Assistantship (Research)
 CRC - Stipend

Funding Notes

Completing the PPE Form (Supervisors)

- The PPE & RTA Forms no longer need to be completed in Admit. Instead, when an applicant requests for you to be their supervisor, you will receive an email request for the ApplyWeb system.**

Confirmation of Supervisory Support: Just Testing

JT Just Testing<lor_help@collegenet.com> To: University of Lethbridge, School Of Graduate Studies Mon 2024-07-15 8:11 AM

Caution: This email was sent from someone outside of the University of Lethbridge. Do not click on links or open attachments unless you know they are safe. Suspicious emails should be forwarded to phishing@uleth.ca.

Dear Just,

Just Testing has requested that you submit a letter of supervisory support for their application to a ULethbridge graduate program.

This applicant has waived the right to view your recommendation.

Go to the following web address to log in to the system or create a new Letters of Recommendation account:

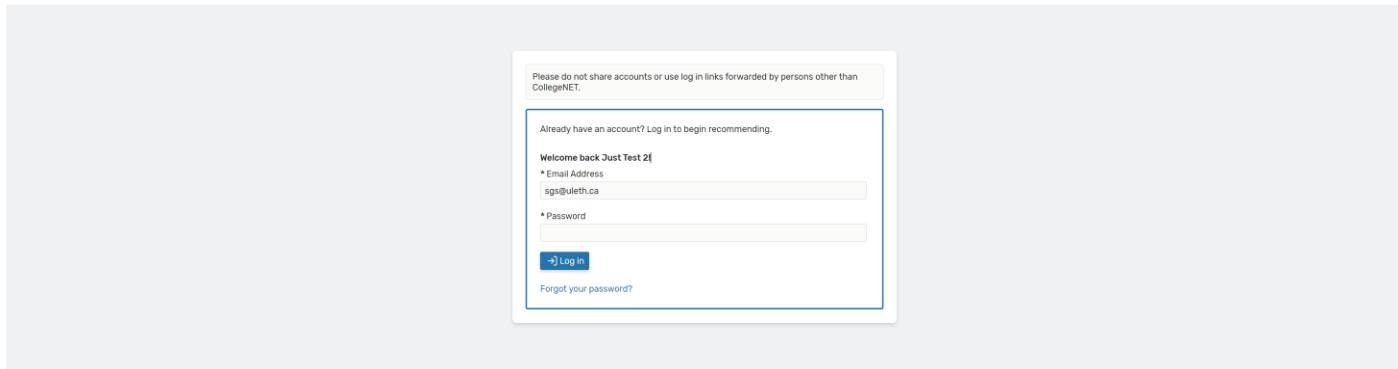
<https://www.applyweb.com/forms/lor/login?token=j0my7Mg9MtSqdutHpvBCCJa7o8VpKVyq1721052610>

Should you experience any technical difficulties or require assistance with your account, contact sgs@uleth.ca or follow this link to check the FAQ and contact CollegeNET Support:

<https://applyweb.collegenet.support/>

Thank you!

- Follow the link in the ApplyWeb email to open the CollegeNet Letters of Recommendation system.**



3. After you log in, all Letter of Recommendation requests will be displayed alongside the applicant's name and program.
4. Declining the request will remove it from your portal and automatically notify the applicant. Accepting the request will bring you to the PPE/RTA Form.

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).

Program Proposal

Applicant Home Department / Faculty

* First Name	Just
* Last Name	Testing
* Applicant's Home Department	-- select one --
* Home Faculty	-- select one --

Supervisor(s) Information

Enter your email address, rank, department, faculty, and any co-supervisor information.

Supervisory Committee

Add up to four members of the proposed Supervisory Committee. See the [SGS Policies and Procedures](#) for program-specific Supervisory Committee timelines and membership requirements.

Note: You will be prompted to provide the email address, ranking, department, and Faculty/School information for each committee member you add here.

* Supervisor Name	<input type="text"/>
Email	<input type="text"/>
* Supervisor Rank	-- select one --
* Department	-- select one --
* Faculty/School	-- select one --
Co-Supervisor Name 	<input type="text"/>

Supervisory Committee Member 1

Supervisory Committee Member 1 Name

Add Member

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).

Supervisory Committee Member 1

Supervisory Committee Member 1 Name

Add Member

Endorsement of Supervisor(s)

The Supervisor is required to endorse the application at the bottom of the PPE Form.

As the supervisor, you will need to submit a Letter of Support in the available field (this can also be copied and pasted from a .word doc or .pdf). The Supervisor(s) should select “Yes” from the drop-down menu and then click the “Submit” button. Your 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.

Letter of Support and Endorsement

Supervisor Endorsement

Each (co)supervisor completes a Letter of Support addressing the following three areas:

1. Funding information: list any or all possible funding supports;
2. Resource support: list any or all resources the applicant will be provided with; and
3. Course selection: list all required courses (if applicable) and additional courses the applicant will undertake. Note: When identifying courses, review the [Graduate Studies Calendar and Course Catalogue](#).

The letter may also include information regarding the applicant's academic history or other pertinent information (e.g., information about institutions previously attended).

* First Name	<input type="text" value="Just"/>
* Last Name	<input type="text" value="Test 2"/>
* Email Address	<input type="text" value="sgs@uleth.ca"/>

* Supervisor Letter of Support

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.

* Supervisor Endorsement

IMPORTANT: After clicking Submit, please wait until you see the 'Thank You!' page before you exit the system. Your recommendation has not been submitted successfully until you see the confirmation page.

Completing the RTA Form

Trust Account Information

Enter the trust account holder's name, Department, the amount in a trust account, account number, and start and end date.

Supervisor Funding Support Details

Trust Account Information

Will the (co)supervisor provide the applicant with funding?

Yes

Selecting "Yes" will prompt required completion of the Research Trust Account (RTA) form to indicate funding provided by the (co)supervisor paid through ULEthbridge to the applicant as either a Graduate Assistantship or a research stipend.

<p>* Trust Account Holder <input type="text"/></p> <p>* Trust Account Holder Department <input type="button" value="-- select one --"/></p> <p>* Trust Account Number <input type="text"/></p> <p>* Amount in Trust Account (\$) <input type="text"/></p> <p>Trust Account Start Date <input type="text"/> / <input type="text"/> / <input type="text"/> <input type="button" value="Calendar"/> (mm/dd/yyyy)</p> <p>Trust Account End Date <input type="text"/> / <input type="text"/> / <input type="text"/> <input type="button" value="Calendar"/> (mm/dd/yyyy)</p>

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 Funding Expectations section if annual funding will not be paid in even monthly instalments.

Year 1 Funding	<input type="text" value="1"/>
Year 2 Funding	<input type="text" value="2"/>
Year 3 Funding	<input type="text" value="3"/>
Year 4 Funding	<input type="text" value="4"/>
<input type="button" value="Remove Funding"/>	

Total Amount of Funds to be Paid to the 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 Program Funding

* Total Amount Of Funds To Be Paid To Applicant

Assistantship Expectations

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

Funding Expectations

Add any relevant notes here about the funding source or if funding will not be paid in even monthly installments. Please be aware that only funds paid through UCalgary may be included in an Offer of Admission, should the applicant be approved for admission.

Per the [ULGSA Collective Agreement](#), [Research Assistantships](#) are referred to as **Graduate Assistant (Research)** appointments. These positions are intended to allow faculty to continue to employ graduate assistants whose duties include the performance of research and related duties unrelated to the program of study. [More](#).

Research stipends are intended to allow faculty to support students as they complete duties related to their program of study.

* Funds to be Paid As

- Graduate Assistantship (Research)
- Research stipend
- CRC - Graduate Assistantship (Research)
- CRC - Stipend

Funding Notes

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 I Agree

Department Chairs (MA/MSc/PhD Only)

List view

Records

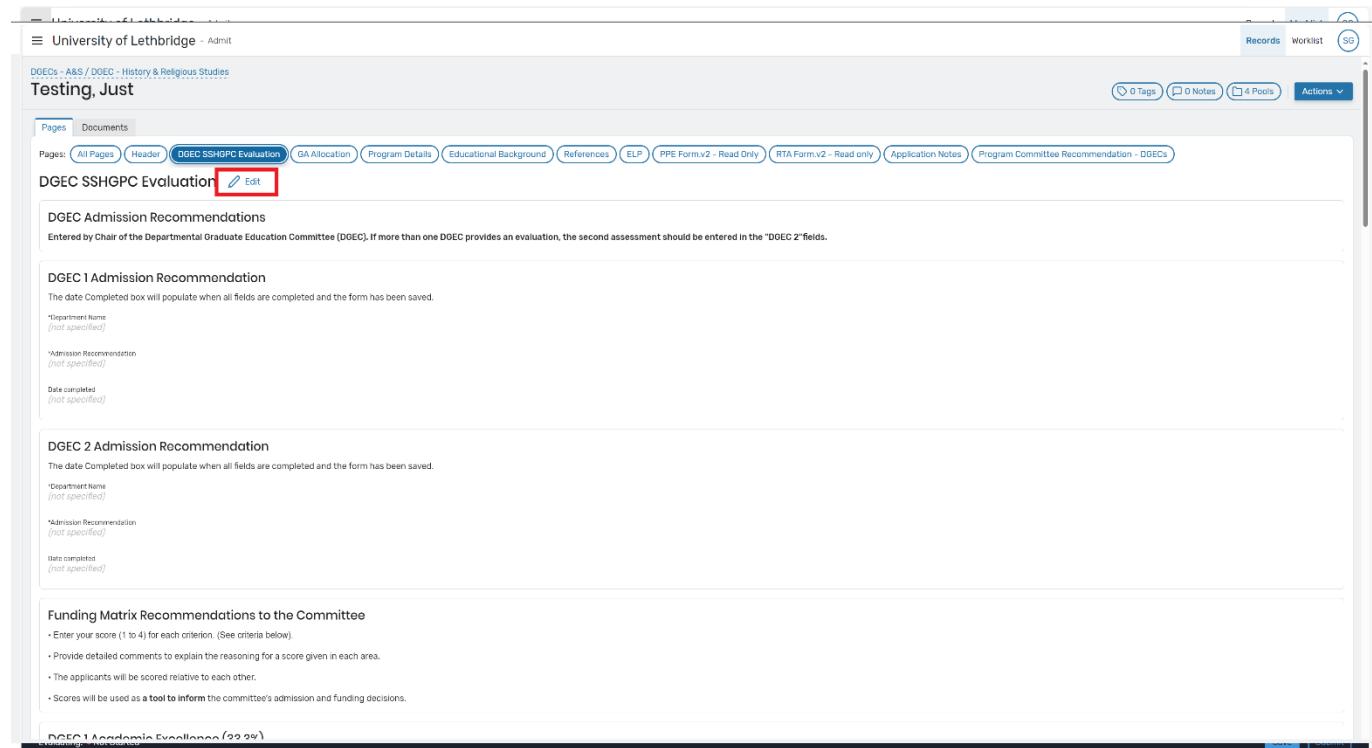
Viewing 1 of 1 Records

Evaluation Status	Tags	First Name	Legal Last Name	Applying to transfer fr...	Degree	Major	Application Status	Enrolment Status	Start Term
Not Started	No tags added	Just	Testing		Master of Arts	Agricultural Studies	Part Time	Spring 2C	View ...

Instructions for Department Chairs

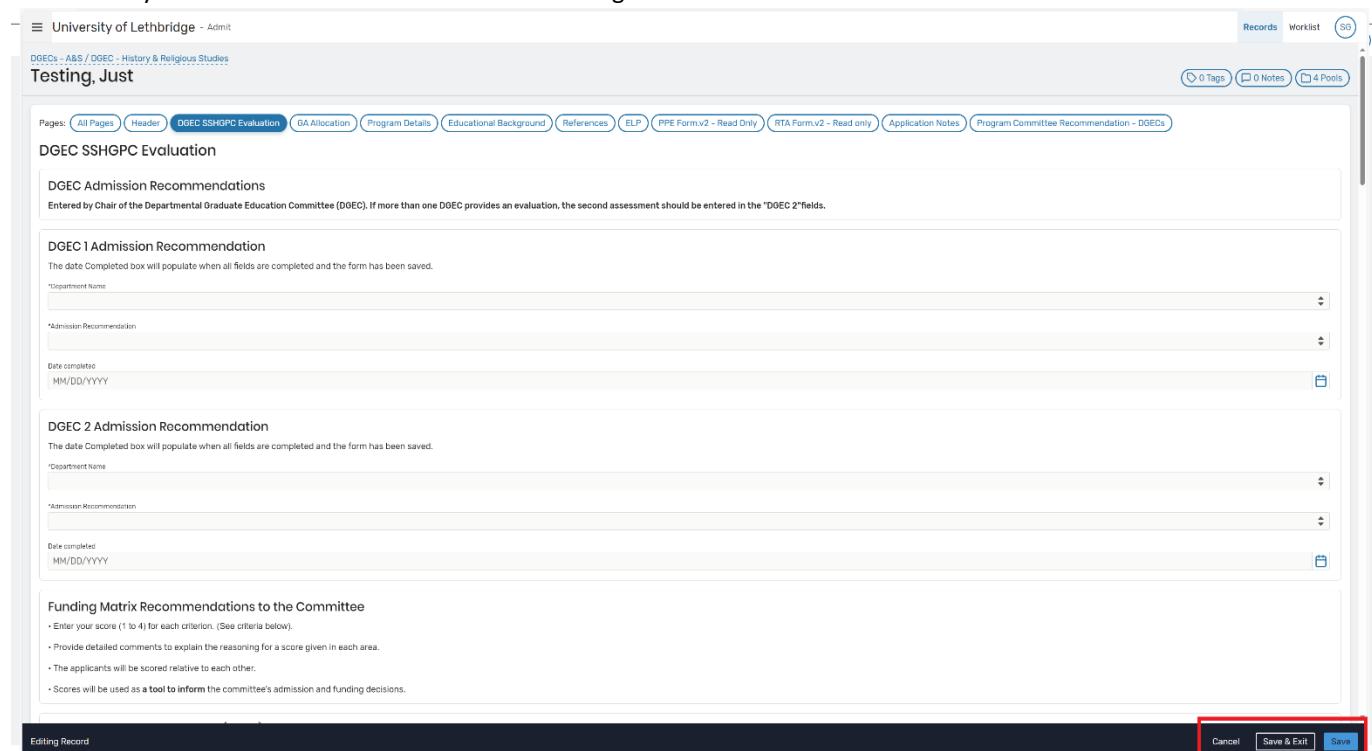
1. **Click the “DGEC...” application pool in the left pane to open it.** The numbers to the right of a pool show the total number of applications in it. You will only be able to view applications that have been assigned to you in this pool.
2. **The list of applications is colour-coded in the left column:**
 - green are those you have marked as completed;
 - red are those that are assigned to you but that you've not yet started.
3. **If the list of applications is long, and you're looking for a 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).
4. **To open one or more applications:**
 - To open a single application, click the “view” button on the right of the row.
5. **All open applications open in new tabs, with the applicant's name on the tab.** Click any tab to view the associated application.
6. **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.



The screenshot shows the Admit System interface for the DGEC SSHGPC Evaluation page. The top navigation bar includes 'Records', 'Worklist', and a search bar. The main content area has tabs for 'Pages' and 'Documents'. The 'DGEC SSHGPC Evaluation' tab is active and highlighted with a red box. Below the tabs, there are sections for 'DGEC Admission Recommendations', 'DGEC 1 Admission Recommendation', 'DGEC 2 Admission Recommendation', and 'Funding Matrix Recommendations to the Committee'. Each section contains input fields for 'Department Name', 'Admission Recommendation', and 'Date completed'. The 'DGEC 1 Academic Excellence (22.2%)' section is also visible at the bottom.

7. As the department chair, when you are ready to fill out the DGEC Evaluation page, click the “Edit” button.
 - You will now be able to freely fill in all the required information.
8. Submit the application for further endorsement (by the Faculty Dean(s)). After you have filled in all required information, ensure that you click the “Save” button in the bottom right.



The screenshot shows the Admit System interface for the DGEC SSHGPC Evaluation page, similar to the previous one but with a different view. The 'Edit' button is no longer highlighted. Instead, the 'Save' button in the bottom right corner of the form is highlighted with a red box. The form structure is identical, with sections for DGEC Admission Recommendations, DGEC 1 Admission Recommendation, DGEC 2 Admission Recommendation, and Funding Matrix Recommendations to the Committee.

Applications will stay in the “DGEC...” pool until the application decisions have been made.

Faculty Deans (MA/MSc/PhD Only)

List view

Instructions for Faculty Deans

1. **Click the “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. **The total number of assigned applications is at the bottom of the pane in the Worklist tab.**
3. **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.
4. **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).
5. **To open one or more applications:**
 - To open a single application, click the “view” button on the right side of the row.
6. **All open applications open in new tabs, with the applicant’s name on the tab.** Click any tab to view the associated application.
7. **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.
8. **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.
9. **Submit the application endorsement** after the PPE Form has been completed by checking the Completed checkbox before clicking the Save button ().

Applications will stay in the “Faculty Deans” pool until the application decisions have been made.

Completing the PPE Form (Faculty Dean)

Endorsement of Faculty Dean(s)

- As the Faculty Dean, when you are ready to fill out the PPE page, click the “Edit” button.
 - You will now be able to freely fill in all the required information.

The screenshot shows the PPE Form (Faculty Dean) in the Admit System. The 'Edit' button is highlighted with a red box. The form includes sections for Home Dept/Faculty, Committee Member 1 (if known), Committee Member 2, Committee Member 3, Committee Member 4, and Faculty/School Dean. The Faculty/School Dean section includes fields for comments, rank, name, and endorsement date.

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 ().

The screenshot shows the Faculty/School Dean endorsement section. It includes fields for comments, rank, name, and endorsement date. The 'Save' button is highlighted with a blue box.

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. **In the top right corner of Admit, click the “Worklist” tab.** You should now be able to see the different pools that you have access to as an evaluator. You will only be able to view applications that have been assigned to you.
2. **The list of applications is colour-coded in the left column:**
 - green are those you have 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.
3. **If the list of applications is long, and you're looking for a 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
4. **To open one or more applications:**
 - To open a single application, click the “evaluate” button on the right side of the row.
5. **All open applications open in new tabs, with the applicant’s name on the tab.** Click any tab to view the associated application.
6. **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.

*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.

7. To enter your evaluation for the DGEC Chair to view, fill out the fields on the right side under “my evaluation.”
 - **Note: make sure that the evaluation fields you are using match the applicant’s program. In the example, you can see “Evaluation (SSHGPC)” at the top of the evaluations field. The same will be true for MSCPC and PHDPC.**

Applications will stay in the “DGEC...” pool until the application decisions have been made.

- Once your evaluation is complete, click the “Submit” button in the bottom right. It will now be available for the DGEC Chair to view.

Additional instructions for Departmental Graduate Education Committee Chair

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.

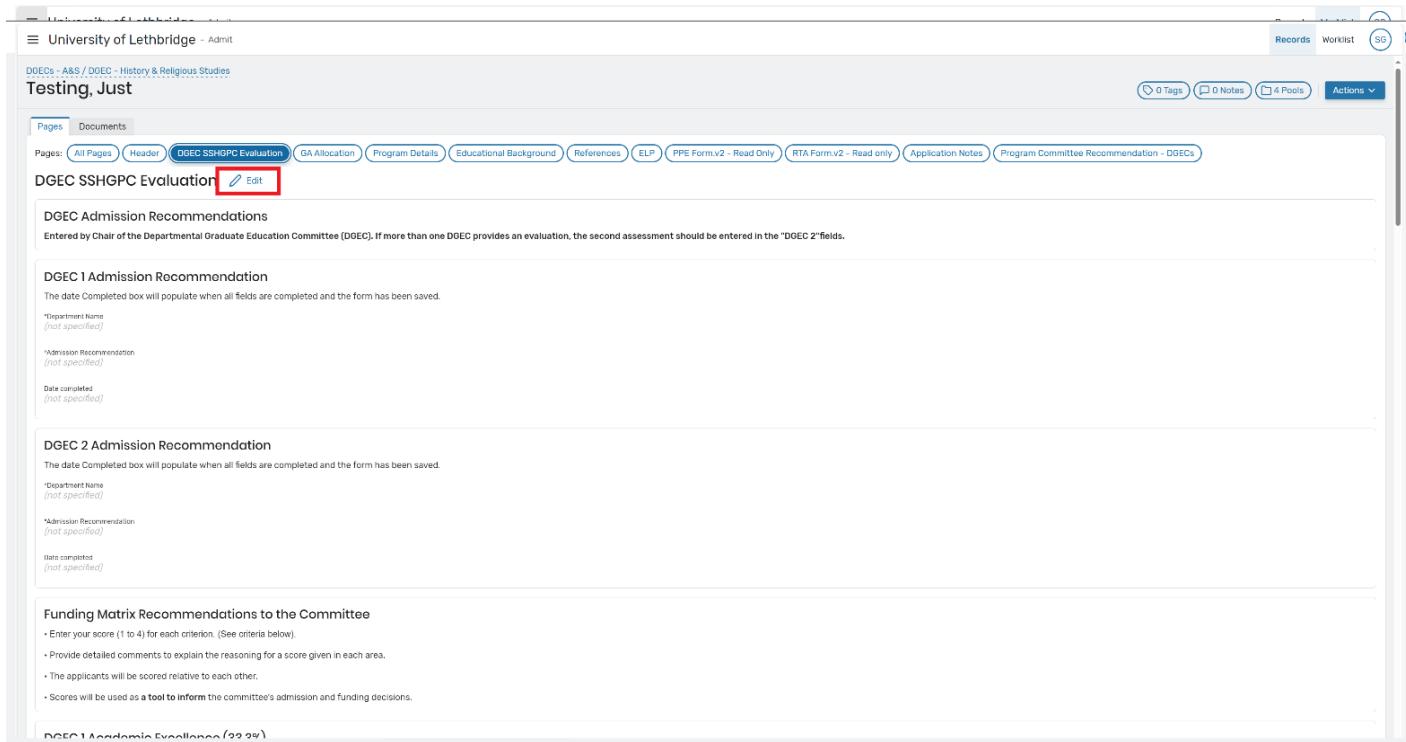
Department information

- Click the “DGEC...” 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.
- 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.
- 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).
- To open one or more applications:**
 - To open a single application, click the “view” button on the right of the row.
- All open applications open in new tabs, with the applicant's name on the tab.** Click any tab to view the associated application.
- 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
- As the DGEC Chair, you have access to view the other DGEC members' recommendations using the “All Evaluations” tab.

The screenshot shows the Admit System interface for a DGEC member. The top navigation bar includes 'Pages', 'Documents', 'Activity', 'All Evaluations' (which is highlighted with a red box), and 'Conversations'. The top right corner shows '0 Tags', '0 Notes', '1 Evaluator', '0 Pools', and 'Actions'. The main content area is titled 'Evaluations' and shows a list of applications. One application is expanded, showing details like 'Admission recommendation: Conditional', 'Comments / Items for Discussion: Just Testin', and several subtabs: 'CLONE - Academic Excellence' (with value '4'), 'CLONE - Academic Excellence Comments' (with value 'Testing'), 'CLONE - Letters of Reference/ Support' (with value '3'), 'CLONE - Letters of Reference/ Support Comments' (with value 'TEST'), 'CLONE - Work/ Research Experience' (with value '2'), and 'CLONE - Work/ Research Experience Comments' (with value 'TEST').

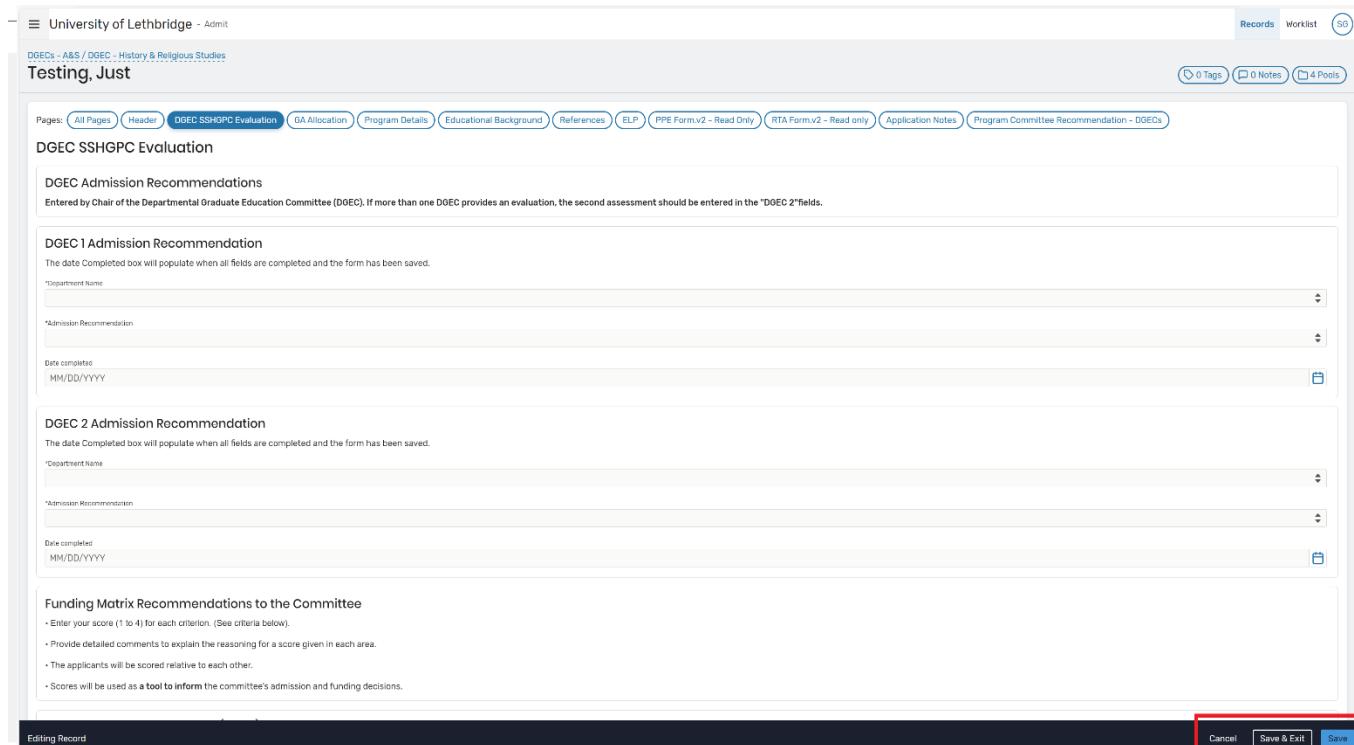
8. As the department chair, when you are ready to fill out the DGEC Evaluation page, click the “Edit” button.

- You will now be able to freely fill in all the required information.



The screenshot shows the 'DGEC SSHGPC Evaluation' page. At the top, there is a navigation bar with tabs for 'Pages' (highlighted in blue), 'Header', 'DGEC SSHGPC Evaluation' (highlighted with a red box), 'GA Allocation', 'Program Details', 'Educational Background', 'References', 'ELP', 'PPE Form.v2 - Read Only', 'RTA Form.v2 - Read only', 'Application Notes', and 'Program Committee Recommendation - DGECs'. Below the navigation bar, the page title is 'DGEC SSHGPC Evaluation' with an 'Edit' button. The main content area is divided into sections: 'DGEC 1 Admission Recommendation', 'DGEC 2 Admission Recommendation', and 'Funding Matrix Recommendations to the Committee'. Each section contains fields for 'Department Name', 'Admission Recommendation', and 'Date completed'. The 'Funding Matrix' section includes a note: 'Enter your score (1 to 4) for each criterion. (See criteria below.)' and a list of instructions: 'Provide detailed comments to explain the reasoning for a score given in each area.', 'The applicants will be scored relative to each other.', and 'Scores will be used as a tool to inform the committee's admission and funding decisions.' At the bottom of the page, there is a progress bar showing 'DGEC 1 Academic Excellence (22.2%)' and a 'Save' button.

9. Submit the application for further endorsement (by the Faculty Dean(s)). After you have filled in all required information, ensure that you click the “Save” button in the bottom right.



The screenshot shows the 'DGEC SSHGPC Evaluation' page with the 'Edit' button highlighted with a red box. The page structure is identical to the previous screenshot, with sections for 'DGEC 1 Admission Recommendation', 'DGEC 2 Admission Recommendation', and 'Funding Matrix Recommendations to the Committee'. The 'Funding Matrix' section contains the same instructions as the previous screenshot. At the bottom right of the page, there is a dark footer bar with three buttons: 'Cancel', 'Save & Exit' (highlighted with a red box), and 'Save'.

Applications will stay in the “DGEC...” pool until the application decisions have been made.

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 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 made and approved by the Program Committees, and then forwarded to the SGS.

List view

Instructions for Program Committee members

- 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.
- Click on the Worklist tab**
- The total number of assigned applications is at the bottom of the pane in the Worklist tab.**
- 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.
- 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).
- To open an 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).
- All open applications open in new tabs, with the applicant's name on the tab.** Click any tab to view the associated application.
- 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.
- 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.

- 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.)
- Save your work without completing your evaluation by clicking Save or mark your work as completed by checking the Completed checkbox before you save.

The screenshot shows the Admit System interface for the 'Testing, Just' application. The left side displays the application details, including the header, general information, program details, and grad program office comments. The right side shows the 'Evaluation' tab, which is highlighted with a red border. This tab contains sections for 'Admission Recommendation to Chair', 'Comments / Items for Discussion', and 'Funding Matrix Recommendations to Chair'. The 'Funding Matrix' section is expanded and contains detailed instructions and a scoring matrix for academic excellence.

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

6.0. Graduate Program Committees (GPCs) / GPC - Social Sciences and Humanities

Testing, Just

Pages Documents

Pages: [All Pages](#) [Header](#) [Program Details](#) [DGEC SSHGPC Evaluation - Read only](#) [Educational Background](#) [References](#) [ELP](#) [PPE Form.v2 - Read Only](#) [RTA Form.v2 - Read only](#)



Program Details

Program Information

Date Submitted 2024-07-12	First Name Just	Legal Last Name Testing	Degree Master of Arts	Major Agricultural Studies	Concentration (not specified)
Start Term Spring 2025	Enrolment Status Part Time	Applying to transfer from UoFL master's to PhD? (not specified)	GPC reviewed by Social Sciences and Humanities Graduate Programs Committee	Application Status (not specified)	Application Status Date (not specified)

Potential Supervisor Information

Supervisor (not specified)	Other Supervisor Name (not specified)	*Email (not specified)	*Department (not specified)	Contact Initiated? (not specified)
Co-Supervisor (not specified)	Other Co-Supervisor Name (not specified)	*Email (not specified)	*Department (not specified)	Contact Initiated? (not specified)

Grad Program Office 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 (not specified)	Prev Degree Cumulative GPA (not specified)	Prev Degree Standing (not specified)	ELP (not specified)	References 0/3 complete	PPE Form N/A
RTA Form N/A	Domestic/International Domestic	Ready for Review? (not specified)	Comments Date (not specified)	Grad Program Office Comments (not specified)	

MN - Additional Grad Program Office Comments

Clinical Practice (not specified)	Required for current position? (not specified)	Clear program focus? (not specified)	Intends to become instructor? (not specified)	Required for job promotion? (not specified)
--------------------------------------	---	---	--	--

Supporting Documents

CV/Resume (no file attached)	Letter of Intent (no file attached)	*Supervisor Letter of Support (no file attached)	*Co-Supervisor Letter of Support (no file attached)
ELP Upload (no file attached)	Financial Support Upload (no file attached)	Applicant Other Documents Upload (no file attached)	Additional Documents 1 (no file attached)

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

6.0. Graduate Program Committees (GPCs) / GPC - Social Sciences and Humanities

Testing, Just

Pages Documents

Pages: [All Pages](#) [Header](#) [Program Details](#) [DGECSHGPC Evaluation - Read only](#) [Educational Background](#) [References](#) [ELP](#) [PPE Form.v2 - Read Only](#) [RTA Form.v2 - Read only](#) [/](#) [>](#)

Educational Background

GPA

Academic Admission Requirements
See the [Graduate Studies Calendar](#) for program specific admission requirements and, where applicable, the University of Lethbridge International section on page 58.

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.

Interim GPA (not specified)	Interim GPA Date (not specified)	Final Masters GPA (not specified)	Final Masters GPA Date (not specified)	Final PhD GPA (not specified)	Final PhD GPA Date (not specified)
--------------------------------	-------------------------------------	--------------------------------------	---	----------------------------------	---------------------------------------

Transcripts

6 Columns | 5 Rows

Institution Name	Country	Start	End	Unofficial	Official
Univ. of Alaska - Fairbanks	United States	2024-06-30	2024-07-20	(no file attached)	(no file attached)
(not specified)	(not specified)	(not specified)	(not specified)	(no file attached)	(no file attached)
(not specified)	(not specified)	(not specified)	(not specified)	(no file attached)	(no file attached)
(not specified)	(not specified)	(not specified)	(not specified)	(no file attached)	(no file attached)
(not specified)	(not specified)	(not specified)	(not specified)	(no file attached)	(no file attached)

Institution 1

Institution Name
Univ. of Alaska - Fairbanks

First Date Attended
2024-06-30

Last Date Attended
2024-07-20

Country
United States

Province/State
...

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.

6.0 Graduate Program Committees (GPCs) / GPC - Social Sciences and Humanities

Testing, Just

Pages: [All Pages](#) [Header](#) [Program Details](#) [DGEC SSHGPC Evaluation - Read only](#) [Educational Background](#) [References](#) [ELP](#) [PPE Form.v2 - Read Only](#) [RTA Form.v2 - Read only](#) [/](#) [>](#)

References

References complete
References 0/3 complete

Information
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

Referee Ratings
8 Columns | 3 Rows

First Name	Last Name	Academic Achievement	Scholarly Promise	Research Ability	Originality of Ideas
f	f	(not specified)	(not specified)	(not specified)	(not specified)
Testing	Just	(not specified)	(not specified)	(not specified)	(not specified)
Testing	Just	(not specified)	(not specified)	(not specified)	(not specified)

Referee Ratings Cont
8 Columns | 3 Rows

First Name	Last Name	Work with others	Judgment	Verbal skills	Writing skills
f	f	(not specified)	(not specified)	(not specified)	(not specified)
Testing	Just	(not specified)	(not specified)	(not specified)	(not specified)
Testing	Just	(not specified)	(not specified)	(not specified)	(not specified)

Overall Rating
Averaged Overall Rating
NaN

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: lethbridge.ca/ross/academic-calendar/sgs/elp

6.0. Graduate Program Committees (GPCs) / GPC - Social Sciences and Humanities

Testing, Just

Pages Documents

Pages: < Read only Educational Background References ELP PPE Form.v2 - Read Only RTA Form.v2 - Read only Application Notes Program Committee Recommendation Eval >

ELP

English Language Proficiency (ELP) - Read Only Information

See the [English Language Proficiency for Graduate Students](#) for more information.

First Spoken Language English	ELP Met? (not specified)	ELP Met Date (not specified)	ELP Upload (no file attached)	Future ELP Test (not specified)	Expected Completion Date (not specified)
----------------------------------	-----------------------------	---------------------------------	----------------------------------	------------------------------------	---

Is applying for Conditional English Proficiency Admission?
(not specified)

IELTS Scores

6 Columns | 5 Rows

Date	Listening	Reading	Writing	Speaking	Total
(not specified)					
(not specified)					
(not specified)					
(not specified)					
(not specified)					

TOEFL iBT Scores

6 Columns | 5 Rows

Date	Listening	Reading	Writing	Speaking	Total
(not specified)					
(not specified)					
(not specified)					
(not specified)					
(not specified)					

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.

6.0. Graduate Program Committees (GPCs) / GPC - Social Sciences and Humanities

Testing, Just

Pages Documents

Pages: [Read only](#) [Educational Background](#) [References](#) [ELP](#) [PPE Form.v2 - Read Only](#) [RTA Form.v2 - Read only](#) [Application Notes](#) [Program Committee Recommendation](#) [Evaluation](#)

Application Notes

About Application Notes

Application Notes 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 notes.

If you wish to make a private note for your reference only, check the box beside Private near the bottom of the Create Note section.

RTA Form

6.0. Graduate Program Committees (GPCs) / GPC - Social Sciences and Humanities

Testing, Just

Pages Documents

Information

Research Trust Account Form

If no (co)supervisor funding is available for the applicant in the form of a GA or research stipend, enter "0" as the total amount of funds to be paid to applicant and certify the form.

Trust Account Information

Trust Holder Name
(not specified)

Trust Account Department
(not specified)

Amount in Trust Account
(not specified)

Trust Start Date
(not specified)

Trust End Date
(not specified)

Annual Amounts to be Paid

Indicate in the Funding Expectations section if annual funding will not be paid in even monthly installments.

Year One Funding
(not specified)

Year Two Funding
(not specified)

Year Three Funding
(not specified)

Year Four Funding
(not specified)

Total Funds to be Paid to Applicant
(not specified)

Funding 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 installments.

Under the 2018 [ULGSA Collective Agreement](#), [Research Assistantships](#) are now called **Graduate Assistant (Research)** appointments. These positions are intended to allow faculty to continue to employ graduate assistants whose duties include the performance of research and related duties unrelated to the program of study. [More](#)

Research stipends are intended to allow faculty to support students as they complete duties related to their program of study.

Funds to be Paid As
(not specified)

Funding Notes
(not specified)

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.

Supervisor Funding Pledge
(not specified)

PPE Form (Supervisor)

6.0. Graduate Program Committees (GPCs) / GPC - Social Sciences and Humanities

Testing, Just

Pages Documents

Program Proposal & Endorsement Information

Program Proposal and Endorsement Form

Supervisory Committee Information

Supervisory Committee Information

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). **Note: Do not list the supervisor or the co-supervisors in this section.**

Home Dept/Faculty

Applicant's Home Dept Display (not specified)	Student's Home Department (not specified)
Applicant's Home Faculty Display (not specified)	Student's Home Faculty (not specified)

Committee Member 1 (if known)

Committee Member 1 Rank (not specified)	Committee Member 1 Name (not specified)	Committee Member 1 Email (not specified)	Committee Member 1 Department (not specified)	Committee Member 1 Faculty (not specified)
--	--	---	--	---

Committee Member 2

Committee Member 2 Rank (not specified)	Committee Member 2 Name (not specified)	Committee Member 2 Email (not specified)	Committee Member 2 Department (not specified)	Committee Member 2 Faculty (not specified)
--	--	---	--	---

Committee Member 3

Committee Member 3 Rank (not specified)	Committee Member 3 Name (not specified)	Committee Member 3 Email (not specified)	Committee Member 3 Department (not specified)	Committee Member 3 Faculty (not specified)
--	--	---	--	---

Committee Member 4

Committee Member 4 Rank (not specified)	Committee Member 4 Name (not specified)	Committee Member 4 Email (not specified)	Committee Member 4 Department (not specified)	Committee Member 4 Faculty (not specified)
--	--	---	--	---

Supervisor Information and Letter of Support

PPE Form continued (Department Chair & Faculty Dean)

6.0. Graduate Program Committees (GPCs) / GPC - Social Sciences and Humanities

Testing, Just

Pages Documents

Endorsement of Faculty/School Dean

Endorsement of Faculty/School Dean

Faculty/School Dean 2 endorsement is only required if there is more than one supervisor and they are housed in separate Faculties/Schools. The Faculty/School Dean may submit comments below for review by the Graduate Program Committee that adjudicates the quality of the application.

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/School DeanFaculty/School Dean Comments (if any)
(not specified)*Faculty/School Dean Endorsement
(not specified)Faculty/School Dean Rank
(not specified)Faculty/School Dean Name
(not specified)Dean Endorsement Date
(not specified)**Faculty/School Dean 2**Faculty/School Dean 2 Comments (if any)
(not specified)*Faculty/School Dean 2 Endorsement
(not specified)Faculty/School Dean 2 Rank
(not specified)Faculty/School Dean Name
(not specified)Dean 2 Endorsement Date
(not specified)

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, click the button on the right side of the row.
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.

On the right-side of the column view, you should see “Display Settings.” 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.

Refresh the Admit pool by closing and re-opening it.

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 records tab, open the applications you want to evaluate in one of these ways:
 - To open a single application, click the button on the right-side.
 - 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 () 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 (). This marks the application as completed (green) when you view all your assigned applications.

I want to edit information in an application.

If you 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 and click the edit icon.
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 sgs@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 sgs@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 sgs@uleth.ca to find out when the pool will be opened for the evaluation period.

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".