GRADS TRAINING

GRADUATE REVIEW & ADMISSION DECISION SYSTEM

Full Administrative Access

The best student-centered learning experience in America
INTRODUCTIONS

Nikole Morris
Director of E-Systems, Graduate College

*Contact the Director of E-Systems or the Graduate College if you have any GRADS training needs.
TRAINING AGENDA

• Permissions & Login Info
• Integration Overview
• Review GRADS Navigation & Search Options
• Applicant Tab
• Student To Do Tab
• Prior Education Tab
• Documents Tab
• Action History Tab
• Admission Recommendations
  – Review Waiver Request Processes
  – Review Post-Waiver Person Comments
• Collaborating with OU Staff
• Q&A
Chrome is the preferred browser.
Please note that using other browsers may cause login or page rendering issues.

Production System URL:
https://webapps.ohio.edu/grads
INTEGRATION OVERVIEW
CONTROL FOR YOU.
TRANSPARENCY FOR EVERYONE!

• All admission decisions will be processed electronically through GRADS.

• All application documents will be viewable in GRADS.
  – No need to print documents!
  – Any staff member can be granted access to GRADS – just ask the Graduate College to assign permission.

• If necessary, leverage OBI reporting to access reports with the data included in GRADS.
  – Create reports with applicants by term, program, department, status, TOEFL/IELTS/GRE scores, etc.
  – If you do not have access to OBI, send a request to the Graduate College, Director of E-Systems.
Throughout GRADS, the user will see English Proficiency Level Person Comments for each application record. The English Proficiency Level determines the type of Admission Offer that can be extended to the applicant: Full Admission, Full Admission with Funding, English Provisional Admission, etc.

The English Proficiency Level is based on current Graduate College policies. However, there may be times where, due to pending system change requests, the English Proficiency Level showing in GRADS may not be accurate.

The Graduate College will communicate any discrepancies with departments.

Person Comments:

| ENGLG | Applicant has not demonstrated English Proficiency. Currently eligible only for English Provisional status. Must apply to OPIE. | 03/29/2017 |
GRADS Navigation

Applicant **TAGS:**

Applicant **FILE:**

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**Search**

*Tip*: If you use the search box to search by PID, make sure you click on the “Any” list. When searching by name, if you don’t find a record, you’ll need to apply the term code.

**Incomplete, Reviewable and Any Lists**

- **Incomplete**: Applications not yet admissible, likely missing documents.
- **Reviewable**: Applications ready to review for admission.
- **Any**: Unsure if the application status? Use the Any list to find the app.

**Sort**

- Campus ID
- Term
- First Name
- Last Name
- Display Name
- Program/Plan
- Campus
- Application Date
- Admission Request Date
FILTERS

Use filters to narrow down your search results.

- Show all admitted applicants
- Show all denied applicants
- Show all applicants who have been flagged for follow up
- Show all records that have been admitted as English Provisional
- Show applicants recommended for admission under Graduate College review.
- Show applicants in 24 hour pending queue for denial
- Show any application where conflict of interest forms are pending processing
- Pending Priority Review
- Internal Graduate College Filter
- Show applicants informed in their student center that they are on the waitlist
- Show only domestic applicants
- Show only international applicants
- Show all applicants under Felony or Disciplinary review
- Shows all applicants with waivers pending: Bachelors Waiver or English Proficiency Waiver
- Shows a list of applicants whose English Proficiency is unknown and is pending review by the Graduate College
- Once the Priority Review request has been calculated by the Graduate College, the record will appear under this filter
**Summary of Tabs**

Tabs are broken into groups of similar data:

![Image of a tabbed application interface](image-url)
**APPLICATION TAB**

The Application tab will show you a snapshot of the applicant’s application including the program to which they have applied, application term, application center, application type, PID, EmplID, etc.

**Person Comments:** The assigned English Proficiency Comment will drive the type of admission options you have available for a given student.

![Diagram of the application tab](image)

**TIP:** Click on the email address to send an email to the applicant!

Affirmative answers to Dismissed, Suspended or Felony questions or Ineligible to return to an institution will appear here.

Teaching/Nursing License Number and Teaching/Nursing License States will appear here if the applicant provided the information on the application.

**Please note:** Applications are loaded from the online application system to PeopleSoft/GRADS Monday – Friday (but not when the university is closed). So, if an application is submitted on Friday, it will not be visible in GRADS until the next business day – typically by 10AM.
1. **English Proficiency Levels**: The English Proficiency Levels determine the type of admission (e.g. Unconditional, English Conditional and English Provisional) an applicant can be offered.

2. **Potential Advisor**: If the applicant answered the question requesting a Potential Academic Advisor, this information will appear under Person comments.

3. **Area of Study**: If the applicant answered the question requesting an Area of Study, this information will appear under Person comments.

---

**Person Comments:**

<table>
<thead>
<tr>
<th>#</th>
<th>Field</th>
<th>Details</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ENGL0</td>
<td>Native English Speaker. Can admit with or without Academic Conditions.</td>
<td>11/26/2014</td>
</tr>
<tr>
<td>2</td>
<td>Potential Advisor</td>
<td>Timothy Anderson, Peggy Zoccola, Julie Suhr</td>
<td>11/26/2014</td>
</tr>
<tr>
<td>3</td>
<td>Area of Study</td>
<td>Adult, Child, Health</td>
<td>11/26/2014</td>
</tr>
</tbody>
</table>

**Please note**: Applications are loaded from the online application system to PeopleSoft/GRADS Monday – Friday (but not when the university is closed). So, if an application is submitted on Friday, it will not be visible in GRADS until the next business day (Monday).
**STUDENT TO DO**

- Shows items that the student needs to complete. For example, if the applicant needs to provide a Degree Granting Transcript, the Checklist Item will appear under this tab.
- These outstanding “Student To Do” items also show on the applicant’s My Student Center account within their “To Do” list.
- If the item is still pending, the status will show “Initiated.” When an item is complete or no longer needed, the status will show “Completed.”

All applications will have the following checklist items assigned (unless a program requests a modification):

- **Application Under Review**
- **Bachelor Degree Transcript**
- **Transcript Needed (for any institution reported)**
- **Resume / CV**
- **Personal Statement**
STUDENT TO DO

- All Graduate College Service Indicators will display on the Student To Do tab
- The Institution Name and External Org ID will show on the relevant checklist items

Application Under Review (GUNREV) | App status: at academic prgrm (GUNREV) | Initiated
Your application is in the academic programs review queue. If you have questions about your application or the review process, please contact the program directly. There is a contact list on the Graduate College website at www.ohio.edu/graduate. This message will remain on your account until an application decision has been reported by your academic department.

Service Indicators:
No Service Indicators Found

External Org ID: 0000041587 | Mount Carmel Coll Nursing
Grad - Additional Info Request (GAPDTL) | New Transcript Required (GNEWTS) | Completed
The document you submitted for the institution listed on this To Do Item is not a copy of an official transcript. Please submit a transcript that includes both the institutional seal and official signature of the Registrar or Recorder of Records. Submission Options: To upload a PDF copy of the transcript, copy and paste this link into your browser address bar and then...
Student To Do

- Specific Checklist Items can be **Added** and **Updated** on this tab.
- Department Administrators can Update (Complete, Waive) specific Checklist Items in GRADS.
The following Checklist Items can be **Updated** from within GRADS and the action will write back to PeopleSoft.

**Checking Items:**
- **(GREGMT) GRE or GMAT Test Score**
- **(GADVRQ) Advisor Request**
- **(GDEPTC) Contact Academic Department**
- **(GESSAY) Creative/Scholarly Writing**
- **(GCTTRAN) Official Transcript**
- **(GDPRQ) Departmental Prerequisites**
- **(GGPRST) Submit Statement of Acad. Goal**
- **(GACWRT) Academic Writing Sample**
- **(GRESUM) Resume or CV**
- **(GLORNW) New Letter of Recommendation**

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**Initiated**

- **Personal Goals (GGPRST)**
- **Submit Statement of Acad. Goal (GGPRST)**

**Missing Personal Statement or Statement of Academic Goals:**

Review the application requirements on the program’s web page for details about format and/or length - some programs refer to this item as an Autobiography. If you have questions, please contact the academic program directly. Submit your statement to the Graduate College for processing at 1 Ohio University, 220 RTEC, Athens, OH 45701 or to upload the document, copy and paste the link into your browser address bar and follow the instructions:

[https://www.ohio.edu/graduate/prospective-students/upload-supplemental-application-materials](https://www.ohio.edu/graduate/prospective-students/upload-supplemental-application-materials)
PRIOR EDUCATION

The Prior Education tab will show all of the previous education the applicant reported on their application. If they reported one institution, one will show here. If they reported ten institutions, ten will show here.

**Note:** Graduate College staff will add institutions not listed on the application if they are listed on a transcript. **Note:** Each institution the applicant reported that they attended will display on the Prior Education Tab. You will only see confirmed degree information and GPA if the Graduate College has received and processed the transcript in question.

![Prior Education Table](image)

*Ohio University* The best student-centered learning experience in America
PRIOR EDUCATION: PRIORITY REVIEW REQUESTS

For international applicants, there is a Priority Review option. This will record your request for a review of the application by the Graduate College. This review will include a GPA calculation. Please allow three to five business days for the calculation to be completed.

Click this button to request a Priority Review

<table>
<thead>
<tr>
<th>School</th>
<th>Level</th>
<th>ATP Code</th>
<th>External Org ID</th>
<th>Last Modified</th>
<th>Degree</th>
<th>Degree Status</th>
<th>Degree Confer Date</th>
<th>Area of Study</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mu'tah University</td>
<td>Post-Second</td>
<td>107196</td>
<td>0002027306</td>
<td>09/20/2018</td>
<td>BACH-RPT (Bachelor Self-Reported)</td>
<td>Incomplete</td>
<td>06/01/2013</td>
<td>Civil engineering</td>
<td>NC</td>
</tr>
</tbody>
</table>
When a Priority Review request is submitted the Prior Education tab will include a notation that a request was submitted and by whom. While the request is being processed a 1."Calculation Pending" note will appear and when it is completed, the notation will be updated with 2."Evaluation Completed Date: MO/DAY/YR" will display. You can use the filter, ‘Credential Evaluation History’ to review if the calculation has been completed.
**Tests Tab**

The Tests tab will show you test scores officially reported by the testing service that have been loaded into PeopleSoft and matched with the student record. The test score types (or Test IDs) are GRE, TOEFL, GMAT, IELTS, etc.

- Expired scores will appear in red
- GRE and GMAT scores are valid for five years
- TOEFL and IELTS scores are only valid for two years

<table>
<thead>
<tr>
<th>Test ID</th>
<th>Test Component</th>
<th>Score</th>
<th>Percentile</th>
<th>Test Date</th>
<th>Date Loaded</th>
<th>Data Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRE</td>
<td>VQ</td>
<td>156</td>
<td>64</td>
<td>12/20/2014</td>
<td>01/02/2015</td>
<td>ETS</td>
</tr>
<tr>
<td>GRE</td>
<td>VERB</td>
<td>144</td>
<td>22</td>
<td>12/20/2014</td>
<td>01/02/2015</td>
<td>ETS</td>
</tr>
<tr>
<td>GRE</td>
<td>WR</td>
<td>2.5</td>
<td>7</td>
<td>12/20/2014</td>
<td>01/02/2015</td>
<td>ETS</td>
</tr>
<tr>
<td>GRE</td>
<td>PH</td>
<td>7.10</td>
<td>54</td>
<td>10/25/2014</td>
<td>11/25/2014</td>
<td>ETS</td>
</tr>
<tr>
<td>IELTS</td>
<td>COMP</td>
<td>6.5</td>
<td>0</td>
<td>11/06/2013</td>
<td>03/06/2015</td>
<td>SCH</td>
</tr>
<tr>
<td>IELTS</td>
<td>LISTN</td>
<td>5.5</td>
<td>0</td>
<td>11/09/2013</td>
<td>03/06/2015</td>
<td>SCH</td>
</tr>
<tr>
<td>IELTS</td>
<td>READ</td>
<td>7</td>
<td>0</td>
<td>11/09/2013</td>
<td>03/06/2015</td>
<td>SCH</td>
</tr>
<tr>
<td>IELTS</td>
<td>SPEAK</td>
<td>6.5</td>
<td>0</td>
<td>11/06/2013</td>
<td>03/06/2015</td>
<td>SCH</td>
</tr>
<tr>
<td>IELTS</td>
<td>WRIT</td>
<td>6.5</td>
<td>0</td>
<td>11/06/2013</td>
<td>03/06/2015</td>
<td>SCH</td>
</tr>
<tr>
<td>TOEFL</td>
<td>COMPI</td>
<td>99</td>
<td>0</td>
<td>10/03/2015</td>
<td>10/19/2015</td>
<td>ETS</td>
</tr>
<tr>
<td>TOEFL</td>
<td>LISTI</td>
<td>24</td>
<td>0</td>
<td>10/03/2015</td>
<td>10/19/2015</td>
<td>ETS</td>
</tr>
<tr>
<td>TOEFL</td>
<td>READI</td>
<td>22</td>
<td>0</td>
<td>10/03/2015</td>
<td>10/19/2015</td>
<td>ETS</td>
</tr>
<tr>
<td>TOEFL</td>
<td>SPk</td>
<td>20</td>
<td>0</td>
<td>10/03/2015</td>
<td>10/19/2015</td>
<td>ETS</td>
</tr>
<tr>
<td>TOEFL</td>
<td>WRITI</td>
<td>23</td>
<td>0</td>
<td>10/03/2015</td>
<td>10/19/2015</td>
<td>ETS</td>
</tr>
</tbody>
</table>
Any documents uploaded or scanned for the purposes of applying to Graduate admission will display here. Click on any document and it will open in another window.

**Note:** Transcripts will display against every application that the student submits.

<table>
<thead>
<tr>
<th>Application Document Type</th>
<th>Scan Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td>01/14/2015</td>
</tr>
<tr>
<td>Letter of Recommendation</td>
<td>01/16/2015</td>
</tr>
<tr>
<td>Letter of Recommendation</td>
<td>01/20/2015</td>
</tr>
<tr>
<td>Letter of Recommendation</td>
<td>01/20/2015</td>
</tr>
<tr>
<td>Letter of Recommendation</td>
<td>01/20/2015</td>
</tr>
<tr>
<td>Resume/CV</td>
<td>01/14/2015</td>
</tr>
<tr>
<td>Statement of Goals/Plan/Purpose</td>
<td>01/14/2015</td>
</tr>
<tr>
<td>Writing Sample</td>
<td>01/14/2015</td>
</tr>
<tr>
<td>Writing Sample</td>
<td>01/14/2015</td>
</tr>
<tr>
<td>REC - Correspondence - Registration Related</td>
<td>05/13/2016</td>
</tr>
<tr>
<td>Transcripts - College - Ohio Univ Athens</td>
<td>04/24/2014</td>
</tr>
<tr>
<td>Transcripts - College - Tidewater Community College</td>
<td>02/18/2015</td>
</tr>
<tr>
<td>Transcripts - College - Christopher Newport University</td>
<td>02/18/2015</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lifecycle Document Type</th>
<th>Scan Date</th>
</tr>
</thead>
</table>

Any document relating to admission applications will appear under the "Application Document Type" section.

Any post-admit document or will appear under the "Lifecycle Document Type" section.
Here’s how the documents and application data are flowing through the systems (there may be variances):

- **Business Day 1**: Student submits CollegeNet application.
- **Day 2 (or next Ohio University Business Day)**: Typically before noon, application data and documents are sent to OHIO systems (PeopleSoft Application Record is created and documents are pushed to OnBase). At this point, the PeopleSoft application is created and the record appears in GRADS but the documents for the new applicant are still Orphans in OnBase (each document needs to be matched to the student’s unique application record).
- **Day 3 (or next Ohio University Business Day)**: Early morning, typically before 10 am, OnBase systematically matches CollegeNet documents to PeopleSoft application records which allows the documents to render in GRADS.

You should expect new applications in GRADS to display documents within 48 hours of application submission or **one business day after the date that the application record is created in PeopleSoft** (shown in the screenshot below). Any subsequent documents that are sent to the Graduate College will display in GRADS as soon as the document has been pushed into OnBase, indexed and matched to a PID/application (this typically less than 24 hours).
Any program, department or college level user with read/write access may add comments to an application. The comments will display on the Comments Tab.

Note:
Please use discretion when writing comments in GRADS. Although these comments aren’t currently visible to the applicant, when using this feature, write comments as if the applicant could view them.

Note:
International Records Management Staff may include notes on Credential Evaluations on the Comments Tab.
PS Comm Tab

All users, regardless of permissions level, can now see a list of all of the communications that were sent through PeopleSoft (PS Comm = PeopleSoft Communications). This includes application acknowledgement letters, admission letters, withdraw letters, missing information letters, etc. In this release, the user will be unable to view the actual content of the letter. However, the Graduate College will continue to advocate for a future release that will include the content of the letters but no timeline has been identified for this change. A description of the content of the letters is included in the user guide.

This new tab will include the following information:
• Communication Date: When the letter was sent by PeopleSoft
• Letter Code: The PeopleSoft CommGen code correlating to the letter in question
• Letter Description: The description or title of the letter

![Image of the PS Comm Tab]

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A new tab, **Action History**, is now available and will show ALL actions performed inside of GRADS (actions from the menu of options). For example, users will be able to see the User ID of the person who requested an English Waiver or processed a Deny action.

### Application Action History:

<table>
<thead>
<tr>
<th>Performed On</th>
<th>Action</th>
<th>Performed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/18/2018 12:06:13PM</td>
<td>Added Checklist Item</td>
<td>raya</td>
</tr>
</tbody>
</table>
Your Incomplete Applicant List

Your Incomplete applicant list includes applications that are still pending receipt of at least one of these items:

1) A bachelor’s degree granting transcript.

2) All felony or disciplinary reviews must be complete and a “Defer Decision” row will appear under the Application Status History while these reviews are still pending.

3) The application must be paid for and signed.

These are the available actions to take on Incomplete applications.
Deny Application

This action is also available if the record falls under the Reviewable list.
You may cancel a pending Deny request any time during the 24-hour wait period. A record is pending Deny when this icon is linked to the record:

1. Simply find the applicant using the search feature or the Denial Pending filter. Then, from the menu of options, click Cancel Denial.

2. Upon clicking Cancel Denial, this confirmation screen will pop up.

   ![Confirmation Screen]

   Click ‘Yes’ to cancel the denial request or click ‘No’ to keep the denial pending.

The Cancel Denial feature can be found under the Incomplete or Reviewable list of applicants when there is a pending Deny on the record.

This action is also available if the record falls under the Reviewable list.
This action is also available if the record falls under the Reviewable list.
Withdraw Application

This action is also available if the record falls under the Reviewable list.
INCOMPLETE APPLICATIONS: BACHELOR EQUIVALENCY WAIVER

• From the Incomplete list of applicants, find your applicant and click on the menu of options and then select “Request Bachelor Equivalency Waiver”.

• Follow the on screen instructions.

Fill out the form below and follow the instructions, then email to the Graduate College:

Don’t forget to click "Request".
The Reviewable list is essentially your work list of applicants who are admissible.

- **Recommend Admission**: This action puts the application in a queue pending Graduate College approval.
- **ENG Waiver Request**: This action will initiate an English Proficiency Waiver using Qualtrics.
- **Add Checklist Item**: This action writes directly to PeopleSoft.
- **Deny Application**: This action writes directly to PeopleSoft and will Deny the application after a 24 Hour waiting period.
- **Flag Application**: Flagging an application pulls the record into a filtered list.
- **Waitlist**: This action writes directly to PeopleSoft.
- **Withdraw Application**: This action writes directly to PeopleSoft.
The assigned English Proficiency Person Comment will drive the type of admission options you have available for a given applicant. The English Proficiency Person Comment is established based on available official English Proficiency Test Scores (IELTS, TOEFL, etc.), academic history or any English Proficiency Waiver.

The English Proficiency Level determines the type of Admission Offer that can be extended to the applicant: Full Admission, Full Admission with Funding, English Provisional Admission, etc.

1. To Recommend Admission, click on the menu of options
2. Click “Recommend Admission”
**REVIEWABLE APPLICATIONS: RECOMMENDING ADMISSION**

- Select the type of admission option/scenario you’d like to offer to the applicant, and then click **OK** to proceed with the admission recommendation.
- Or - Select **Flag for Follow-Up** to flag and come back to this record.
- Or - Select **Cancel** to stop working on this application.
- **If you want to offer Full Admission and the admission scenario is not available, click on **Request English Proficiency Waiver** button to begin the waiver process.**
  
**You must submit the English Proficiency Waiver prior to recommending admission.**
**ENGLISH PROFICIENCY WAIVER (QUALTRICS)**

**IMPORTANT**: When requesting an English Proficiency Waiver, **do not** Recommend Admission at the same time. Departments should wait to Recommend Admission until the waiver has been approved or denied. If the waiver is approved, additional admission options will be available to you. You may access the **ENG Waiver Request** through the drop down menu or through the Recommend Admission window.

1) From the drop down menu of options, select ENG Waiver Request

2) Click the Request button to initiate the waiver and follow the on screen instructions.
3) The Qualtrics waiver form will render in a new tab in your browser.

4) Complete the online request. Required responses are noted with an asterisk (*). Upon clicking submit at the bottom of the form, the user will be presented with a confirmation screen indicating that a link to the form will be forwarded to the Associate Dean for Approval.

5) Once the user has requested the English Proficiency Waiver via the Qualtrics form, the applicant tag will show a blue “E” icon against the applicant record in the GRADS system. Once approved, the “E” icon will turn green.

6) Once the Associate Dean acts on the waiver request, the Graduate College will review to make the final decision on the waiver.
When English Proficiency Waivers are submitted and approved through Qualtrics, a new waiver related Person Comment will be added to the record.
<table>
<thead>
<tr>
<th>Person Comment Code</th>
<th>Comment Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGW0</td>
<td>Full admission English proficiency waiver. Not eligible for a graduate appointment without additional proficiency assessment.</td>
</tr>
<tr>
<td>ENGW1</td>
<td>Full admission English proficiency waiver; eligible for RA/GA or GRS funding with concurrent ELIP coursework. Must take corresponding ELIP course. Not eligible for a TA appointment.</td>
</tr>
<tr>
<td>ENGW2</td>
<td>Full admission English proficiency waiver; eligible for RA/GA/TA or GRS funding with concurrent ELIP coursework. Must take SPEAK test upon arrival to confirm eligibility. A TA appointment requires demonstration of spoken English proficiency.</td>
</tr>
<tr>
<td>ENGW3</td>
<td>Full admission English proficiency waiver; eligible for RA/GA or GRS funding. Not eligible for a TA appointment. No further testing required.</td>
</tr>
<tr>
<td>ENGW4</td>
<td>Full admission English proficiency waiver; eligible for RA/GA/TA or GRS funding. Must take SPEAK test upon arrival to confirm eligibility. A TA appointment requires demonstration of spoken English proficiency.</td>
</tr>
</tbody>
</table>

These waiver related Person Comments will drive the admission options available on the Recommend Admission window.
REVIEWABLE APPLICATIONS: RECOMMENDING ADMISSION
ENGL4 US CITIZEN/PERMANENT RESIDENT

The assigned English Proficiency Comment will drive the type of admission options you have available for a given student.

The ENGL4 level indicates that the applicant is a US Citizen/Permanent Resident and English is not the native language. GRADS will require the department to indicate if they Waive or Do Not Waive further English Proficiency Testing for the applicant.
Upon clicking “Recommend Admission” from the menu of options, you will see a prompt to Waive or NOT Waive further English Proficiency testing:

Please select one of the following available admission scenarios for US Citizen/Permanent Resident with English Language Academic background and/or Work experience. Eligible for Unconditional (English) Admission, with or without Academic Conditions. Department can request exemption from English Language Proficiency Testing.

- Applicant is a US Citizen/Permanent Resident. Department waives any further English Proficiency testing.
- Department does NOT waive further English Proficiency testing. Applicant is required to submit an English Proficiency test score
ENGL4 US CITIZEN/PERM RESIDENT
ADMISSION RECOMMENDATION/ENGLISH WAIVER INSTRUCTIONS

- If the department opts to Waive future English Proficiency Testing, the following admission options will display:
  Full Admission Offered – OR - Conditional Academic

Please select one of the following available admission scenarios for

- If user selects Full Admission Offered, the funding options will display and the user can process the Admission Recommendation with or without funding.

- If the user selects Conditional Academic, the Admission Conditions text box will display and require the user to outline the conditions for unconditional admission.

- If the department does NOT waive future English Proficiency Testing, these options will display:
  Conditional Academic/English – OR - English Conditional

User will be prompted to add Admission Condition notes:

Please select one of the following available admission scenarios for

- If user selects Conditional Academic/English, the Admission Conditions text box will display and require the user to outline the conditions for unconditional admission.
ENGL4 US CITIZEN/PERMANENT RESIDENT
DEPARTMENTAL ENGLISH WAIVER

Upon submitting the Admission Recommendation, the admission scenario is added to the Application tab along with the person who made the recommendation, the date and a note indicating “Department waives further English Proficiency Testing”.

If the department elected not to waive further English Proficiency testing, then there will be no additional note on the Admission Recommendation scenario captured on the Application tab.
REVIEWABLE APPLICATIONS: RECOMMENDING ADMISSION

ENGL5 OHIOU STUDENT

The assigned English Proficiency Comment will drive
the type of admission options
you have available for a given student.

The ENG5 indicates that the applicant has or will earn a bachelor’s or advanced OHIO degree within the past two years. The academic program can exempt the applicant from English proficiency testing **except if offering a TA appointment.**

<table>
<thead>
<tr>
<th>Application Term:</th>
<th>Spring Semester 2018-19 (2195)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Type:</td>
<td>Graduate</td>
</tr>
<tr>
<td>Application Center:</td>
<td>International Applications</td>
</tr>
<tr>
<td>Application Date:</td>
<td>07/02/2018</td>
</tr>
<tr>
<td>Academic Program:</td>
<td>A&amp;SG</td>
</tr>
</tbody>
</table>

Person Comments:

<table>
<thead>
<tr>
<th>ENGL5</th>
<th>OHIOU student - Has or will have bachelor's or advanced OHIOU degree within the past two years. Academic program can exempt from English proficiency testing except if offering a TA appointment. All TAs are subject to spoken English proficiency testing.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10/01/2018</td>
</tr>
</tbody>
</table>
Please select one of the following available admission scenarios for [Name] :

The international applicant has earned (or will earn) a degree from Ohio University within the last two years. English is not the student’s native language. The department can request exemption from English Language Proficiency testing. Students who are offered a teaching assistantship (TA) must meet spoken English proficiency requirements before beginning instructional duties (please refer to the Graduate Catalog).

- Department waives any further English Proficiency testing, with the exception of demonstration of spoken English Proficiency if the student is being offered a TA.
- Department does NOT waive further English Proficiency testing. Applicant is required to submit an English Proficiency test score.
ENGL5 OHIOU STUDENT

ADMISSION RECOMMENDATION/ENGLISH WAIVER INSTRUCTIONS

- If the department opts to waive future English Proficiency Testing, the following admission option will display: **Full Admission Offered**

- If the department does NOT waive future English Proficiency Testing, the following admission option will display: **English Provisional**

Please select one of the following available admission scenarios for

Full Admission Offered

The international applicant has earned (or will earn) a degree from Ohio University within the last two years. English is not the student’s native language. The department can request exemption from English Language Proficiency testing. Students who are offered a teaching assistantship (TA) must meet spoken English proficiency requirements before beginning instructional duties (please refer to the Graduate Catalog).

- Department waives any further English Proficiency testing, with the exception of demonstration of spoken English Proficiency if the student is being offered a TA.
- Department does NOT waive further English Proficiency testing. Applicant is required to submit an English Proficiency test score.

English Provisional

The international applicant has earned (or will earn) a degree from Ohio University within the last two years. English is not the student’s native language. The department can request exemption from English Language Proficiency testing. Students who are offered a teaching assistantship (TA) must meet spoken English proficiency requirements before beginning instructional duties (please refer to the Graduate Catalog).

- Department waives any further English Proficiency testing, with the exception of demonstration of spoken English Proficiency if the student is being offered a TA.
- Department does NOT waive further English Proficiency testing. Applicant is required to submit an English Proficiency test score.

The best student-centered learning experience in America
ENGL5 OHIOU Student
Admission Recommendation/English Waiver Instructions

Once you choose an admissions scenario, the Application tab will display the scenario, date created and the requestor.

<table>
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</tr>
</tbody>
</table>

Admission Recommendation:

- Scenario: Full Admission Offered
- Date Created: Oct 1, 2018 1:57:57 PM
- Requested By: morrisk

Person Comments:

ENGL5 | OHIOU student - Has or will have bachelor's or ad
FULL ADMISSION: FUNDING OPTIONS

Funding options are ONLY available for Full Admission Offers. Departments will still need to follow any OGA submission processes as funding decisions in GRADS are not integrated with OGA.
Conditional or English Provisional Admission

Please select one of the following available admission scenarios for [Student Name]:

- English Provisional

Select one admission option

If prompted, type in your justification for the conditional or provisional admission.

Justification

Please give a justification for the admission choice above.

[Additional fields for justification]

Request English Proficiency Waiver

Selected: English Provisional

[Buttons: OK, Flag for Follow-Up, Cancel]
If you’ve submitted an admission recommendation and need to cancel it for any reason, as long as the admit pending icon is still linked to the record, you can Remove Recommendation.

Click on the applicant record with the blue admit pending icon. Click on the menu of options and select Remove Recommendation.

This message will pop up. Select Yes to remove the recommendation, or select No to keep the recommendation.
Collaborating with OHIO Staff

Flag for Follow-Up

- If you work with a group of staff to review applications for admission, you can leverage the “Flag for Follow-Up” feature.

- Using this feature, a responsible user can identify the admission scenario to recommend for an applicant, flag the record so other users can review the flagged record by using the “Flagged for Follow-Up Filter”. Once a decision has been made, a responsible user can submit the final admission recommendation.

Records that have been “Flagged for Follow-Up” will show a blue “F” icon:
TIP: To email the person who made the recommendation, click the email address:

- If you or anyone you work with wants to view the records that have been “Flagged for Follow-Up”, simply click on the filter icon and then select “Flagged for Follow-Up”.
- Find the record you want to review and then click “Recommend Admission.”
- Review the admit scenario & any funding recommended and then click “OK” to recommend admit or cancel to move away from the record.
- To cancel the flag, access the menu of options and click “Cancel Flag.”
Collaborating with Ohio Staff

- You can send someone a quick link that takes the user directly to a single applicant’s file in GRADS:

  ![Image showing a browser with a URL](https://webapps.ohio.edu/grads/00307659)

- Simply click on the applicant tag you want to send to someone then copy the URL from your browser and paste it into an email or message. [https://webapps.ohio.edu/grads/00307659](https://webapps.ohio.edu/grads/00307659)

**Note**: Only applications that a GRADS user is authorized to view will be accessible with a custom URL. And, if you are not logged in, you will need to login to see any application.
QUESTIONS?

Thank you for your participation!

Need more information about the GRADS system?

Review the GRADS User Guide Online:
- or -
contact morrisk@ohio.edu or 740-597-2599