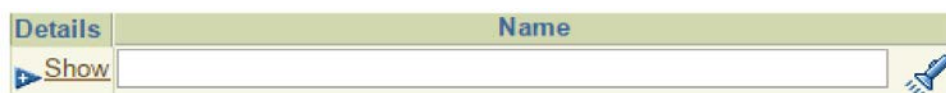
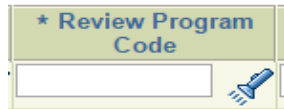


## eGAS instructions – Graduate Coordinator module

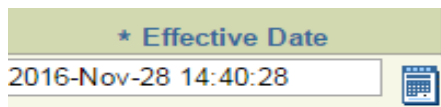
1. You will have access at any time to all applications received to your program. You may review them as they come in or wait until the file is complete. Note that you will not be able to accept or reject a file if it has not yet been referred to you from Registrar's.
2. Your departmental eGAS mailbox will receive an email each time an application file becomes complete and the Registrar's Office refers a completed application to you for review.
3. Login to eGAS using your UWIN ID.
4. If you want to see all of the applications for your program, click on the **Go** button.
5. If you want to filter the applications click on the drop down menu and choose a filter. Then click **Go**.
6. In this view you may download a PDF of all of the documents for individual students' applications by checking the box **View all documents**, and by clicking on the **View all documents** button. Note, however, that if you check off **View all documents** on multiple applications, only the first one will download.
7. Click on the **Select** button to choose a file, then click on the **Details** button to view the application.
8. Under the **Applicant Documents** tab you will be able to view the required documents for your program.
9. You will see a link to each submitted pdf document under **View/Download** Click on the link to open the document.Or, you may view all of the documents by clicking **View all documents**.
10. Once all documents have been viewed go back to the application page.
11. Under the **Referee Information** tab you will be able to view the referee reports by clicking on the link under **Reference Letter**.
12. In the **GPA Calculation** tab you can upload a CGPA calculation worksheet (using the **New GPA Calculation** button). Calculate the student's average using the CGPA calculation, available from:<https://www.uwindsor.ca/graduate/712/graduate-admission-tools> and save the file (either in Excel or as a pdf file). Using the **Browse/Choose File** button upload the file and then click on the **Save** button.
13. The **Group Worksheet** tab can be used to upload any additional information that the faculty reviewers may need (i.e., Psychology worksheet). The document can be uploaded in a pdf format using the **New Group Worksheet** button. Using the **Browse** button upload the file and then click on the **Save** button.
14. If you wish to correspond with the applicant do so under the **Correspondence** tab. Click on the **New Correspondence** button which will open a window where you can type in a message. When the message is finished click on the **Send** button to the lower right of the message window. You will be able to view all correspondence sent through eGAS to the applicant by the University.
15. In order to assign faculty reviewers you must add reviewers to your departmental eGAS database of reviewers:
  - A) Click on the **Program Reviewers** tab in the upper right hand corner of the screen
  - B) Click on the "flashlight" search next to the blank box under **Name**



- C) A popup window will open where you can enter the last name of the person you wish to be a reviewer. Make sure you have "pop-ups allowed" enabled; otherwise you will not get this box.
- D) Check the select box beside the name of the reviewer and click the **Select** button on the right hand side of the page.
- E) Using the popup window select the program for that reviewer.



- F) Under **Effective Date** you may leave the date as is, or click on the calendar icon to select a future date on which the reviewer will begin to have access to files.



- G) Click on the "Save" button on the right hand side of the page.
- H) Repeat for each reviewer you wish to add to your database.
- I) If your AAU has more than one program and you want your faculty reviewers to have access to files from each, repeat steps B through G for each reviewer.
- E) If you wish to leave the reviewer permanently in your AAU database, do not assign an expiry date. If you wish to assign an expiry date do so using the calendar.

16. There are two ways to assign faculty reviewers to a file:

- i) If you want to select only particular reviewers from your program:

While in a particular student's application, under the **Application Reviewers** tab, click on the flashlight icon to search for reviewers for your program. Click on the **Select** button to identify a faculty reviewer to be assigned to this file, and then click on the **Save and email Reviewer** button. An email will be sent to the Faculty reviewer \*\* If you want a time limit on the reviewer response you can add one \*\*. Repeat for additional reviewers.

- ii) If you want to assign a student's file to **all** of your faculty reviewers:

From the New Application tab, where all of the new applications are listed, check the box "Assign for Review" against the application(s) you wish to send on to all of your faculty reviewers. Click on the "Assign Reviewers" button at the right hand side of the page and all of your reviewers will be notified by email that they have been a file(s) for review.

17. Once the faculty reviewers have reviewed the file, the Graduate Coordinator will check the **Review Status** tab to view the recommendations on any individual file. This table will be populated by the information submitted by the faculty reviewers assigned to that file. If you wish to delete a reviewer you can click on the **Delete** button, then Save.

18. The **Coordinator Reviews** tab can be used for the Graduate Coordinator to add notes for the reviewers ( e.g., preferred supervisor, area of interest, GPA). Click on **New Coordinator Review**. To add comments type them in the **Review Comment** window and then click on the **Save** button. This field can accommodate up to 2000 characters. Or, upload a document here.
19. The **Additional Information/Documents** tab can be used to upload a departmental letter (e.g., GA, RA, departmental scholarship, additional information about the program, etc.). The document can be uploaded (in pdf format only) using the **Additional Information/Documents** button. Using the **Browse** button upload the file and then click on the **Save** button. Note the applicant will only be able to view this once a final decision has been made by Graduate Studies.
20. Under the **Recommendation** tab click on **New Recommendation** and populate the various items and click **Save**.
21. For applicants that you wish to admit:
  - A) To add any approval conditions click on **New Approval Condition** and select a condition code in the **Types Window**.
  - B) Click on **Save**.
  - C) If there is more than one condition code repeat A and B above.
  - D) Add any additional comments (i.e., additional course requirements, probationary courses etc.). Click on **Save**
  - E) The due date for documents will be populated by Graduate Studies
  - F) Once all conditions have been entered go back to the application by clicking on the **Edit Application (Applicant Name)** above the Information box.
  - G) Once the recommendations are complete, click on **Refer to Graduate Studies** button at top and/or bottom of screen. Graduate studies will then review the file and if approved an admission letter will be generated and added to the eGAS system. An email will be sent the student indicating a decision has been made.
22. For applicants that you do **not** wish to admit:
  - A) Select RJD (rejected).
  - B) Select a reason for rejection.
  - C) Click on **Save**.
  - D) Click on **Reject** button.
  - E) This will generate an email to the applicant with the decision.
23. You will be returned to the **New Applications Screen**.
24. If at any time you wish to return the application to the Registrar's Office (e.g., if a document is missing or incomplete) click on the **Return to Registrar's** button.
25. If you go to the **Processed Applications** tab you will see the applications that have been referred to either Graduate Studies or Registrar's.

### ***Deferrals***

Students who are offered admission will have the option of accepting, declining, or deferring their offer. If a student opts to defer the application, you will receive notification and will have the option of approving a deferral for the next available semester, or declining the request.

Students who have already accepted an offer of admission may also change their mind and request a deferral. In this case, student are instructed to send an email to gradst@uwindsor.ca with the request for a deferral.

The Graduate Studies Office will change the status of the admission from "Offer accepted by the applicant" to "Defer Request" and the application will be returned to the department for review.

You will go into the application, review it and either make a new recommendation for admission for a future semester, or decline the request.