eGAS Graduate Studies Module

1. Login into the Graduate Studies Module using UWin ID
2. To Assign Graduate Coordinators

   A) Click on Graduate Coordinators tab

   B) Click on New Graduate Coordinator button

   C) A window called Enter New Graduate Coordinator will open

   D) Click on the Searchlight and search by Last Name, click on Select button to choose a
   Coordinator and then click on the Select button on the bottom right

   E) You will be returned to screen in C above

   F) Populate the Assigned Program by clicking on the Searchlight and search by Program
   Code (you can use first letter of program followed by %), click on the Select button to
   choose the program and then click on the Select button on the bottom right

   G) You will be returned to screen in C above

   H) Click on Save

   I) To assign more than one program to the same Coordinator repeat steps A thru H

3. On the New Applications tab you will be able to view all applications for which a
recommendation has been made

   a) Click on the Select button to choose a file, then click on the Details button to view the
   application

Person Information tab

- Applicant information

Applicant Documents tab

- All the documents uploaded (ie., transcripts, personal statement etc.)

Referee Information tab

- Completed referee reports

Correspondence tab

- Any correspondence between applicant and university

Assigned Reviewers tab

- View assigned reviewers

Faculty Review Status tab

- Review data

<u>GPA Calculation</u> tab

- Admission average

<u>Graduate Coordinators Review</u>

<u>Funding Letters</u>

- Letters uploaded by the graduate coordinator. If the student is offered admission you will need to mark the file "Visible to Student" before finally approving the admission.

<u>Recommendation tab</u>
- Once all documentation has been reviewed
- View recommendation of graduate coordinator, and populate <u>Graduate Studies admission</u> and <u>scholarship approval</u> windows. Click on <u>Save</u>
- View <u>Approval Conditions</u> and apply <u>Due Date</u> . Make any changes. Click on <u>Save</u>
- If admission is approved click on <u>Decision Notify</u> button. An email will be sent to both the applicant, graduate coordinator, and the registrar.

   *** Also options for <u>Refer to Associate Dean</u>, <u>Return to Coordinator</u>, and <u>Reject and Refer to Registrar Office</u>

   *** The offer letter is now available to the applicant.

<u>Application Decision</u>
You can print a copy of the offer of admission by clicking on the <u>Generate Offer Letter</u> button