

ApplyYourself Training Manual

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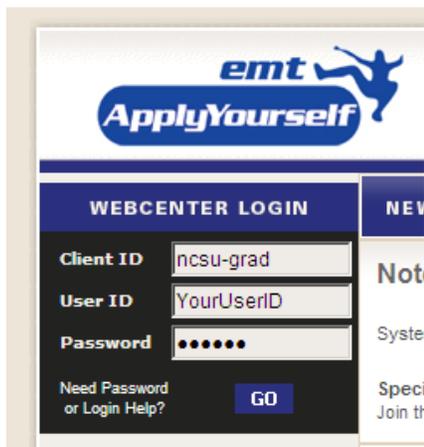
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I. INTRODUCTION

Where is ApplyYourself on the World Wide Web?

<https://webcenter.applyyourself.com>

How to Login:



You'll need three items of information to login: (1) the Client ID which is the same for all users at NC State university (**ncsu-grad**), (2) your User ID which will be assigned to you as soon as you are authorized to access the system, and (3) your Password which will be assigned initially by the Graduate School and, which you can change at any time by following the instructions below, under **Passwords**.

User IDs and Levels of Access in the System:

Record Access accounts limit the applications that can be seen by a particular user. All users are assigned a Record Access Account. For example, users in the Chemistry Department, who are assigned a Chemistry Record Access Account, can only see applications from individuals applying to the chemistry program. If you administer more than one program you will be able to see applicants to multiple programs. If you administer a program in partnership with other program directors, then each of you may be able to see the same set of applications.

Record Access accounts are basically created along the lines of graduate degree programs or groups of degree programs so that applications that need to be processed by a single user or a defined group of users are easily accessible. If you administer an interdisciplinary program, you will have access to all applicants to that program regardless of their affiliation.

Users are also assigned "Roles" which allow more or fewer privileges within the system. For example DGP level access includes viewing, printing, exporting, sending e-mails and entering certain internal information into a student's record and saving it. Committee or Evaluator Access is only for viewing records and making comments. We have several Roles that we assign to new users depending upon the number and type of privileges they need in order to do their jobs.

At a minimum, programs have one User ID which the DGP and Graduate Secretary share, and another, more limited access User ID, for use by Faculty Admissions Committees to evaluate completed application packages.

Passwords:

The Graduate School sets the initial password when each User ID is created. Upon logging in the first time, the user will be prompted to change it to something secure. Note that a password must contain letters and at least one number.

To change your password after initial creation, click on the “update profile” link at the top of the page. Note that if you change the password and are sharing the same ID and Password with another staff member, you will need to inform that person of the new password.

Disabling Pop-Up Blockers:

Always ensure that your pop-up blocker is disabled when using AY!

Applicants are also notified to disable pop-up blockers when they complete their on-line application. This is especially important because AY uses pop-up messages throughout the on-line application to alert applicants that they may be applying for a term of which the deadline has passed or a term for which the program does not admit.

Frequently Asked Questions:

Frequently Asked Questions is an excellent resource on the Graduate School Website which contains very detailed answers to many of our commonly asked questions from applicants, enrolled graduate students, and program staff and faculty.

To access Frequently Asked Questions, go to the Graduate School Homepage at <http://www.ncsu.edu/grad/>, and click on the FAQ/LIVE CHAT link. The website is automatically set for the Graduate School and you can simply enter a key word in the “Find My Question” search field, and bring up a variety of questions, with very detailed answers on your topic. You can use these standardized answers to assist phone callers, answer e-mail questions and to generally learn about Graduate School policies and procedures yourself.

Reuse of Applications:

Online applications are good for one year from the date the application is submitted and the fee is paid. We will allow an applicant to use it again to (1) apply for another program, if he decides he wants to prior to a decision being made in the originally requested program, or (2) apply to another program if he was denied admission to the originally requested program, or (3) to allow him to defer to a later entry term than what was originally requested.

He must submit a new application if he is denied for one program, and wishes to reapply to the *same program* for a future entry term.

II. MAIN MENU SCREEN

Navigation to the Prospect and Application Modules starts at the Main Menu Screen. Also, you may see important messages from ApplyYourself listed here.

The screenshot shows the ApplyYourself Main Menu screen. At the top left is the ApplyYourself logo. At the top right, it says "Welcome Lindsay (ncsu-grad) | update profile | online support | logout". A callout box labeled "4" points to the "online support" link. On the left is a "Main Menu" sidebar with items: Select a System, Configure Client, Manage Users, Manage Roles, System Activity, and Network Status. A callout box labeled "1" points to "Select a System". The main content area starts with a "Welcome!" message from Nahid Sabti, Account Manager. A callout box labeled "3" points to the "Thank you," text. Below this is a "Links" box with items: User Community, ConnectU, Training, and Product Resources. A callout box labeled "2" points to the "NC State Graduate School Resource Center" section, which contains a paragraph of text and a link to "Resource Center". Below that is a "Did you know?" section titled "Sep 21 - Server Maintenance (September 23)" with a paragraph of text.

- 1. Select a System:** Follow this navigation link by carefully sliding your mouse horizontally to access the Prospect and Application Modules. (Note that we do not subscribe to the Event System.)
- 2. NC State Graduate School Resource Center:** You may access Graduate School training materials, such as a guide for faculty application evaluation.
- 3. Training Information:** You can access instructions for joining AY's periodically scheduled virtual training sessions for both introductory (basic use) training and specific topic training.
- 4. Online Support:** This link will take you to a listing of FAQ's, and it will also allow you to "Log a Case" if you or one of your applicants is experiencing difficulties with AY. Upon submission, AY also receives some behind the scenes information about the hardware and software you are using and can determine if there may be some compatibility issues with AY that could be causing your problem. They usually respond within the same day, or by the next business day.

Always remember, you can contact the Graduate School at any time for assistance with any questions or problems you may have!

III. SEARCH FOR APPLICANTS SCREEN

The screenshot shows the 'Search for Applicants' interface. On the left is a dark green sidebar with navigation options: 'Application', 'Add an Applicant', 'Search for Applicants' (circled in red), 'Application Administration', 'WebCenter Administration', 'Imports', 'Manage Communications', 'Applicant Analysis', 'Have a Suggestion', and 'Change Systems'. The main content area is divided into sections: 'Display Options' (Number of Records to Display: 50, Do you want to view the records with details: checkbox), 'Record Options' (radio buttons for Submitted, Not Submitted, Both), 'Search by Date' (radio buttons for Creation Date and Submission Date, with callout 1 pointing to the Submission Date dropdown), 'Search by Individual' (radio button, with callout 2 pointing to the Last Name field), 'Search Using Query' (radio button, with callout 3 pointing to the System Queries dropdown), and 'Search by Group' (radio button, with callout 4 pointing to the dropdown menu). The 'Search by Individual' section includes fields for First Name, Last Name, Birthdate (format mm/dd/yyyy), Email Address, Zip/Postal Code, PIN, and Applicant ID. A 'submit' button is present at the end of each search section.

There are several ways to search for applicants:

1. by submission date of application;
2. by individual using last name, first name, birth date, email address, etc.;
3. using queries;
4. by group

Under "Display Options", the default number of records, on a single search results page is 50, but you can change that by selecting a different number (25, 75, or 100) from the "Number of Records to Display" drop down menu.

(1) SEARCH BY DATE

Note that in the "Search by Date" section, you should always use the "Submission Date" search. As departmental users, you cannot access applications that are not submitted. Searching by Submission Date gives you a quick way to find recently submitted applications or, if you choose "All" at the end of the drop down menu, you can see all submitted applications for your program(s).

(2) SEARCH BY INDIVIDUAL

If you are searching for an individual applicant but do not have the individual's full first name, last name, or email address information, it is possible to search using a "wildcard". To do this, simply place a "%" before or after the text you type into the search field. For instance, if you wanted to search for all individuals whose first name started with Rob, you would enter Rob% into the search field for First Name. If you wanted to search for all individuals whose email address ended with hotmail.com, you would enter %hotmail.com into the search field for Email Address.

(3) SEARCH USING QUERY

Searching by query is very useful for bringing up groups of applications with specified characteristics. The Graduate School has created several useful queries in a folder entitled “Generic Department Queries.”

WebCenter users also have the ability to create their own customized queries. A list of the Data Fields used in the online application is posted in the Graduate School Resource Center accessible from the Main Menu of the WebCenter. For assistance in creating your own queries, contact the Graduate School.

To access “Generic Department Queries, use the drop-down arrow beside “User Queries”. You will see that the queries are arranged within folders, the titles of which are flush with the left margin. The queries themselves are indented and arranged alphabetically within each folder. Press the letter “G” on your keyboard. This will quickly move you to the first folder. Scroll to view the Generic Department Queries, noted below are some of the queries listed there, along with their descriptions. Most of them require that you enter one or two parameters to specify information in certain fields.

To run a query, simply select it by clicking on the title, then press the “Submit” button. If the query requires some parameters, you will need to enter these as well, choosing them from the specified menus, then press Run.

When choosing more than one parameter in a drop-down menu of choices: (1) Press your “Shift” key to select multiple choices *that are listed adjacent to each other* in the drop down menu; (2) Press your “Control” key to select multiple choices *that are scattered*, i.e. not adjacent to each other in the drop down menu.

**Note that when you are opening fields in order to specify required parameters, you will see many programs for which you do not have access. Your Record Access Account limits you to only your applications so even if you enter the name of another program, you will not be able to see the specified applicant records.*

Helpful Queries

AdmStatus,Prog,AdmitTerm: This query shows applicants (1) in a specified program, (2) for a specified Admit Term (3) by specified admission decision.
(Use this query to locate fully admitted students, denied students, those pending international clearance, etc.)

DGP Recommendation Complete: This query shows a list of all of your applicant records for which the online DGP recommendation form has been *completed*, for a user-specified date range. (Complete = the electronic signature, the date of approval, and the Approval Affirmation checkbox have all been entered and saved.)

On Line Fee Paid Apps By Date: This query shows newly submitted applicants (1) for which the fee has been paid, (2) for a specified interval of time.
(For a more complete explanation of this query and its intended use, go to chapter VI, Managing New Applications As They Arrive.)

Pending Apps by Admit Term: This query shows applicants with no admission decision status, for a specified admit term, i.e. they are still in pending status.

Pending Apps by Admit Term/Prog: This query shows applicants with no admission decision (1) in one or more of your specified programs, (2) for a specified term.

Submitted Apps ByAdmitTerm/Dte: Use this query to see how many applications were received for a specified term, with a user-selected date of receipt range.

(4) SEARCH BY GROUP

You may search using a current group, or you may create a new group and add applicants.

To add applicant records to a group and/or create a new group: After your search returns application records, you can add them to a group by:

- Check the box to the left side of each name for whom you wish to add to the group, or choose 'Apply to All'
- Next, 'Select an Action" to "Add/Remove Group"
- Choose 'go'
- Select the group from the available choices in the drop-down list and then choose "submit". Or, you can click on the 'add new' button to create a new group, which will then be added to the list of available choices.

IV. UNDERSTANDING A TYPICAL “SEARCH RESULTS” SCREEN

Sort Order: The default sort order is ascending in alpha order by applicant last name. However, you can change the sort order; for instance, to sort by most recently submitted applications, click the Descending radio button at the top and then click on the column heading “Submitted”.

Accessing Individual Applications and their parts: Click on the applicant’s NAME (not the checkbox beside the name) to view the [Applicant Summary Screen](#) and access the entire applicant record.

Quick sending of an e-mail to an applicant – just click on the e-mail address on the Search Results Screen to bring up an e-mail window in which to send a message to an applicant.

Quick print of the application and other uploaded documents from the Search Results page: Click on the [adobe icon](#) at the extreme right side of the Search Results Screen as shown below. Note that this will print the (1) application cover page (2) Personal Statement, Resume, or other documents that were uploaded by the applicant (3) any transcripts uploaded by the applicant and/or Graduate School, and (4) any Standardized Test Scores that have been matched to the application. This icon will not print recommendations, they are not part of the application module and must be printed separate from the application.

The screenshot shows the 'Search Results' page of the 'Application System'. The page title is 'Application System :: Search Results'. At the top right, there are sort options: 'Ascending' (selected) and 'Descending'. Below this is a table with columns: 'Student Name', 'Email Address', 'Submitted', and 'Export'. The table contains several rows of application records. At the bottom of the table, there is a 'Select an Action' dropdown menu with options 'Apply to Selected' and 'Apply to All'. Below the table, there are navigation buttons: 'new search', 'back', 'next', and 'go'. At the very bottom, there is a page number indicator: '1 2 3 4 5 6 7 8 9 10 >>'. The page footer includes 'Application System Home | Technical Support | Logout' and 'Copyright 1998-2004 AppNYourself, Inc. All Rights Reserved.'.

Callouts in the image:

- Click column heading to change sort type
- Click radio button to change sort order
- Switch easily between systems
- Click Adobe icon to get a “quick print” of application & uploaded documents
- Click a page number link to go directly to that point on multi-page search results

Select an Action:

The “Select an Action” feature at the bottom of any search results page allows the user to perform several useful tasks for all records on the search page or for a selected subset of the records on the search results page.

To run an Action: Choose your action type from the drop down menu at “Select an Action.” Set the radio button beside “Apply to All” if you want the action to be done for all records on the search results page; or set checkboxes beside only some records and choose “Apply to Selected.” Press the “go” button.

Important Note: When you have multiple pages of records in your search results, if you use the “Apply to All” button, the action you select will apply to all records on all pages, not just the records on the page you are currently viewing.

Commonly used Actions for DGPs and Graduate Secretaries:

Print Application: you can print all parts of the application, or selected parts by setting parameters to include (or exclude) certain uploaded documents. For more information about the “Print Application” action, see chapter VI “Managing New Applications As They Arrive”.

Export: Departmental Users can export records from search results to an Excel spreadsheet by following the instructions below:

- Select the Action called “Export” (make sure you have selected your records)
- Press “Go.”
- From the list of export templates, set the radio button beside the one called “DGP Evaluation List.”
- Scroll to bottom of screen and *BE SURE* to check:
 - Include Data Element Names... (to get your column headings) and
 - Generate in Microsoft Excel Format
- Press “Run”
- Click on the link to download in Excel format. You should get a large spreadsheet containing many important fields from the applications you included in the export. Since it is downloaded in Excel, you can edit as necessary.

Send E-Mail: you can send the same e-mail (must use an e-mail template) to a group of applicants and, it can include conditional text to make it slightly different, based on certain differing characteristics of each record in the group. For more information about setting up an e-mail template with *conditional* text, contact the Graduate School.

There is a blank e-mail template that we have created for your use:

- Select the Action called “Send Email” (make sure you have selected your records)
- Press “Go”
- From the list of e-mail templates, select the one called, “Blank-Please Do Not Delete”
- Type in the indicated field contents into the template (i.e. Subject, Message, Sender, From, etc.)
- Press “send” and the message will go to all of the individuals included in the action.

V. APPLICANT SUMMARY SCREEN

The Applicant Summary Screen contains all the information (or links to all information) that we have in the online record for the selected applicant. Below is a brief description of each section of information on the Applicant Summary Screen with important items highlighted and explained.

Demographic and Major/Term Information Box:

1 000123456 Nandatest Elizabeth Irons [3] 2	
Quick View 3	
123 Anystreet Avenue Apartment No. 123 Raleigh, North Carolina 27607 United States	Asian 3 Female Financial Aid: Applicant ID: 1992538 4
Citizenship: United States	
Phone: 919/456-0987	Fax:
Email: nanda_ironis@ncsu.edu Subscription Status: Subscribed 5	
DOB: 12/22/1953	SSN: #####6567
School:	Term: 2008 Spring Term
Dept/Major: Chemistry - MS	

This box, topped with a green bar, is located at the top left-side of the Applicant Summary Screen, and contains:

- 1. The NCSU ID Number** (beside the applicant's name in the green bar): This number is assigned to the applicant after the application is submitted, the fee is paid, and it has been exported to SIS, usually one or two business days after submission.
- 2. If multiple applications exist for a single applicant**, you will see a number representing how many exist in brackets to the right of the applicant's name. This allows you to know that one of your applicants has another application for another graduate program to which you don't have access, unless it is one of your programs. Or, they may have applied to the same program, and there are multiple applications from different terms. *Note: your graduate school liaison will have access to applications that are in other programs.*
- 3. Quick View & International Applicant Tracking:** This link, located below the applicant's name in the green bar, allows you to view a section containing selected information from the application. It also contains a link to the [International Admission Status Information](#) screen, which you should use to stay informed about the status of international applicants who are **recommended** for admission by their programs, but who are still in the process of completing the CFR/VCF requirements, prior to final admission being offered to them. Applicants also have access to view this screen and track receipt and review of their CFR/VCF.

View Prospect Record: This link will only appear under the applicant's name if the applicant also has a record in the Prospect Module.

- 4. Applicant ID:** This number should not be confused with the NCSU ID Number. It is a unique number assigned by AY to each application in the system, mainly for AY's use. Every application in the system has a different Applicant ID, even multiples which have been submitted by a single applicant.

5. **Social Security Number:** You can see only the last four digits of the SSN in this box, however, you can see the complete number, if the applicant chose to enter it, in the “Applicant Information” Section under View Full Application (see below). If you notice a SSN starting with the numbers 899, followed by the last six digits of the NCSU ID Number, then the system has assigned a “dummy” SSN, because the applicant does not have one, or chose not to enter it.

Action Buttons, located in the middle of the Applicant Summary Screen

Here is a brief description of the action buttons located in the middle of the Applicant Summary screen:

print application	This prints the application and any uploaded documents, but will not print the submitted online recommendations (see next button).
print Recommendation	This prints all <i>submitted online</i> recommendations associated with the application. Note that on-line recommendations that are in progress cannot be printed until they are submitted, and off line recommendations can never be printed. Only those with a gray box beside them can be printed.
view comments	This allows you to view and/or add comments to the applicant’s record. Comments can be viewed ONLY BY (1) NC State users with access to your applications and (2) AY support staff. <i>The applicant CANNOT see comments.</i> Comments are very useful for making miscellaneous notes in the record.
view history	This shows a chronological history of all recorded actions performed on this applicant’s record (such as application printed, email sent, message posted, decision letter created, etc.)
view groups	This allows you to see any of your special groups to which this applicant has been added. (<i>For more information about the use of Groups, refer to Chapter III.</i>)

Status Information Box:

Status Information	
Application Source:	Applicant 1
Last Updated Information:	Graduate Webmaster on 7/13/2010 4:10:31 PM EST
Created Last Accessed:	3/2/2010 5/20/2010 2
Submitted:	Yes
Submit Date:	4/22/2010 1:38:00 PM EST 3
Exported Date:	7/13/2010 4:10:00 PM EST 4
In Process Status:	-- Select --
In Process Status Publish Date:	<input type="text"/> 
Complete Date:	5/3/2010 10:54:00 AM EST 5
Status Publish Date:	4/22/2010 
Decision: 	A8 - Accepted Provisional::AD::COND::GA8 5
Decision Reason:	-- Select --
Decision Date:	7/13/2010  6
Decision Publish Date:	7/13/2010  7
Decision Viewed?	Yes at 6/21/2010 11:22:00 AM 8
Enrollment Deadline Date:	<input type="text"/>

This box, topped with a green bar, is located at the bottom left-side of the Applicant Summary Screen, and contains:

- 1. Last Updated Information:** This will show you the date and time of when application information was last updated. It will also show you who last updated the information.
- 2. Created / Last Accessed:** Here you can see the date on which the application was created, and you can see the date on which the applicant last accessed the application.
- 3. Submit Date:** This is the date when the application was submitted.
- 4. Exported Date:** This is the date when the application was last exported to the Student Information System (SIS).
- 5. Decision:** If an admission decision has been made, it will be listed here. The decision is updated by the graduate school liaison. Please see chapter 9.1 for full details about each decision. If a decision has been made, you can hit the  button to view the letter associated with that specific decision.
- 6. Decision Date:** This is the date on which the most recent decision was processed.
- 7. Decision Publish Date:** This is the date on which the most recent decision was published to the applicant.
- 8. Decision Viewed?:** If the decision has been viewed by the applicant, you will see a "Yes", along with the date and time that the decision was viewed.

View Full Application Section, located at the top right side of the Applicant Summary screen.

View Full Application

[Application for Admission](#)

[Applicant Information](#)

[Residency and English Proficiency](#)

[Contact Information](#)

[Application and Test Information](#)

[Education History](#)

[Personal Statement / Resume / CV /](#)

[Essay](#)

[References \(Not Used\)](#)

[Official GRE Test Scores](#)

[Official TOEFL Scores](#)

[Official IELTS Scores](#)

[DGP Decision Recommendation](#)

[Graduate School Internal Fields](#)

[International Admissions Clearance](#)

[International Applicants Only](#)

This section is opened by clicking on the link, “Application for Admission” located in the View Full Application box. It opens up sections of the application, configured in the same way that the applicant completed it. The first six sections are information entered by the applicant. Below are explanations and important details about each one.

Applicant Information: This section includes the full Social Security number if the applicant entered it. Since the SSN is optional, it may not be entered.

Residency and English Proficiency: The applicant enters their citizenship information here. The Graduate School uses some of the fields in this section to determine NC Residency for Tuition Purposes. International applicants also indicate when they took or plan to take the TOEFL or IELTS English proficiency exam.

Contact Information: Local and permanent addresses are entered here.

Application and Test Information: Requested program, term of entry and information about standardized tests which the applicant has taken or plans to take are entered here, as well as financial aid requests.

Education History: This section contains 6 templates into which the applicant enters information about previously attended colleges/universities, degrees received, dates of attendance, etc. The first template is designated for the baccalaureate degree. Others which follow are used to enter all other institutions attended beyond high school. In this section, you can view an uploaded transcript by clicking on the “View Document” button. *Note: If no transcript has been received and/or uploaded for the school, there will not be a “View Document” button. (For more about education history, see Chapter 7.3 on Transcripts.)*

Personal Statement / Resume / CV / Essay: This section contains the personal statement *if the applicant uploaded it*. There is also a place for other documents, which may include a resume, a curriculum vitae, or any other documents the applicant may want to upload. Some applicants may choose to mail their personal statements and other documents, or e-mail them to the program office separately. Note: The campus safety questions are located in the bottom half of this section.

Campus Safety Information: The campus safety questions are contained in the Personal Statement section, along with a text box for explanations, if the applicant answered “yes” to any of the six questions.

If a DGP recommends an applicant for admission who has answered “yes” to any campus safety question and/or entered explanatory information into the text box in this section, it will be separately evaluated by the Graduate School and possibly by the Admissions Background Review and Investigation Committee (ABRIC). Depending upon the seriousness of the crimes or disciplinary problems reported by the applicant or revealed in a subsequent criminal background check, *a recommendation by a program to admit an applicant can be overridden*, and the applicant denied admission by the Graduate School.

Official GRE Test Scores: If we were able to match the official electronic GRE Test Scores to the application, they can be viewed here. If not, you can check in the MyPack Portal to see if we have received a score that for some reason did not match to the application. (*For more about GRE Scores, see Chapter 7.2 on Standardized Test Scores.*)

Official TOEFL Scores: TOEFL scores can be viewed here in the same way and with the same limitations as noted in the section above on GRE scores. We also maintain a TOEFL score suspense in the MyPack Portal.

Official IELTS Scores: IELTS scores can be viewed here, only if results were submitted by hard copy. (We do not receive IELTS scores electronically.)

DGP Decision Recommendation: This link will take you to the DGP Decision Recommendation form which must be completed and submitted in order to render an admission/denial decision on an applicant. (*For more about this form, see Chapter IX.*)

Graduate School Internal Fields: Used exclusively by Graduate School staff.

International Admissions Clearance: Used by the International Admissions Specialist in the Graduate School and/or the Office of International Services for clearance tracking purposes of international applicants.

International Applicants Only: Used by international applicants to upload their Certificate of Financial Responsibility and/or Visa Clearance Forms and passport copies.

Supporting Documents Section, located on the right side of the screen, near the middle

The four links in this section (indicated below) are used to show whether the specified required item has been received. *It is very important to note that, as individual items in this section are marked as received, the information also translates to a status screen visible by the applicant so that he can monitor the receipt of required supporting documents.*

Supporting Documents

[Application Fee](#)

[Recommendations](#)

[perez.joe](#)

[perez.joe](#)

[perez.joe](#)

[Add New Recommendation](#)

[Standardized Test Scores](#)

[View Summary](#)

[GRE](#)

[Add New TestScore](#)

[Transcripts](#)

[Florida State University](#)

[Univ Tennessee Chattanooga](#)

[Mumbai University](#)

[Add New Transcript](#)

Application Fee: View information about how the applicant paid his fee, including the date and method of payment. Note that, *departmental users cannot view submitted applications unless/until the fee has been paid.* For credit card paid applications, departmental users should be able to access the application within a few hours after submission, depending upon how long it takes for the payment to go through. Applications with fees to be paid by check, IDT, or waived, will not be accessible to departmental users until (1) the check or IDT payment is received in the Graduate School and (2) the record is marked paid or waived by Grad School Admissions Processors. This can take a week or more if the payment is not sent promptly by the payer.

Recommendations: Shows you a list of the recommendation providers that were entered by the applicant. The boxes beside each provider name indicate the status of that provider's recommendation. *(For detailed information on recommendations and their associated status indicators, see Chapter 7.1.)*

Standardized Test Scores: If a GRE or TOEFL score has been received from Educational Testing Service (ETS) electronically, and if we were able to match the score to the application, then receipt of the score is indicated here. *Note that this section does not list which scores are required for the application, it only shows those which have been received, matched and loaded into the application.* *(For more information about Standardized Test Scores, see Chapter 7.2.)*

Transcripts: Shows you a list of all reported institutions previously attended by the applicant, beyond high school. The first institution in the list is the one from which the applicant received his baccalaureate degree. This list constitutes the set of official transcripts which we must receive from the applicant in order to satisfy the University's transcript requirements. You can view each transcript, if it has been received and/or uploaded, in the Education History section under "View Full Application". *(For more complete and detailed information about transcripts, see Chapter 7.3.)*

Complete Status Section, located on the right side of the screen, near the bottom.

The screenshot shows a window titled "Complete Status" with a list of four items, each with a checkbox. The first two items, "Application Fee" and "Recommendations", have their checkboxes checked. The last two items, "Standardized Test Scores" and "Transcripts", have their checkboxes unchecked. Below the list is a "save" button.

The items listed in the complete status section are the same as in Supporting Documents just above it. Complete status, however, when checked, indicates to the applicant on his status screen, that *the overall requirement for the indicated category* has been satisfied, i.e. the checkbox beside "Transcripts" is checked by the department when all have been received. Below is a much more detailed explanation of how the Complete Status section works to inform applicants of the status of their supporting required documents.

Application Fee: Applications are not visible to you unless/until the fee is marked as paid, so departmental users will always see a check in this box.

Recommendations: The system will automatically check this box as soon as the required number of recommendations (3) has been marked received (i.e., either by online recommenders having submitted their forms or by your departmental personnel marking offline paper recommendations as received). *Departmental personnel MUST mark off-line paper recommendations as "received-official" in order for the applicant's status screen to reflect that status.*

Standardized Test Scores: This check box should be set manually by departmental personnel, when all OFFICIAL test scores required by your graduate program (including TOEFL/IELTS scores for international applicants) have been received. We leave it to departmental personnel to set this indicator because different programs have different standardized test requirements. Official score receipt is indicated to you in the Supporting Documents/Standardized Test Scores section of the applicant summary. (Unmatched official scores are available via the MyPack Portal.)

Transcripts: The system will automatically check this box if one of three scenarios are true. (1) The application uploads unofficial transcripts for all schools attended, or (2) The Graduate School receives and uploads official transcripts for all schools attended, or (3) A combination of the above two statements. Transcript receipt is indicated to you in the Supporting Documents/Transcripts section of the applicant summary.

The primary advantages of taking the time to set the "Standardized Test Scores" check box is so that (1) you in the department and the Graduate School staff can see, at just a glance to the Applicant's Summary screen, the various parts of the applicant's package which have been fully satisfied; and also, (2) when ALL check boxes have been set, an overall message appears on the applicant's status screen that says, "Application Status: Complete", *but this message appears only when all 4 check boxes in the "Complete Status" box have been set.*

In order to set the above check boxes, simply put a check mark in each box and *save the screen* (the "save" button is at the bottom of the screen).

If you will utilize the "Complete Status" check boxes as indicated above, it should save you many calls and e-mails from frantic applicants regarding the completeness of their applications.

See below for the applicant view:

Application for Admission

■ **Submission Status: Submitted**

Submitted Date: 11/15/2005 2:09:00 PM E.S.T.

Application Status: Completed on 9/17/2008 4:10:00 PM

- Application Fee: Received
- Recommendations: Complete
 - Nanda Irons (Online): Notified on 11/14/2005 1:11:00 PM E.S.T.
 - Mark Jones (Offline): Received (Official)
 - Rick Liston (Online): Submitted on 11/14/2005
 - John Smith (Offline): This individual was entered as an offline provider
- Transcripts:
 - EASTERN ILLINOIS UNIV: Not Received
 - Universidad de Buenos Aires: Received (Official)
- Test Scores:
 - GRE: Received (Official)

Note that if you have outstanding (un-received) departmental requirements in addition to the four items included in the Complete Status section, leave at least one of the boxes unchecked until ALL DOCUMENTS required for evaluation of the application have been received. Otherwise an applicant may think his application is complete when it really is not.

Enrollment Section, located on the right side of the screen, near the bottom.

Enrollment
Enrollment Information Enrollment Accepted on 6/17/2010 11:28:00 AM

This box is visible after the applicant has been recommended for admission (and passed international clearance, when applicable). An online enrollment intention link is displayed in the electronic admission letter. If the applicant has completed the enrollment form, you will be able to see if the enrollment is accepted or declined, as shown in the box above. An affirmative confirmation is non-binding, but it should help in making an initial estimation as to who is planning to enroll and who has decided not to accept the offer.

VI. MANAGING NEW APPLICATIONS AS THEY ARRIVE

Managing new applications as they arrive is a very important responsibility. Accuracy and efficiency in this area ensures that evaluation of completed applications and admissions decisions are timely and efficient.

There are two methods (1) via query, and (2) via e-mail notification, that you can use to manage your new applications as they arrive. We feel that the query method is the best, but the e-mail notification method is also explained at the end of this chapter.

Best Method for Managing Applications: To help you manage new applications, the Graduate School has created a query that identifies submitted applications where the date of receipt (i.e., the date the application is marked paid), falls within a user specified range. By running the query on a regular basis (at least twice a week during peak seasons, and about once a week in slower periods), and using the date range carefully, you can easily ensure that you have printed all of your on-line applications. (Applicants may start applying nearly a year prior to any entry term, so you want to ensure that you catch the earliest ones in your first run of the query.)

The query is named "**Online Fee Paid Apps by Date**" and is stored in the **Generic Department Queries** folder. You are prompted to enter a set of dates into "Date of Receipt" field. You must enter **two dates** (mm/dd/yyyy), separated by a comma with **no space**.

Like this: 06/01/2010,08/04/2010

The first time you run the query, choose a beginning date that will ensure that you bring up all new applications, for the next upcoming entry term.

From then on, the 1st date in your query should be the last date you previously ran the query. The 2nd date is going to be the date when you run the query (as shown below).

Application Module :: Add Input Criteria
show | hide instructions

Field	Operator	Value
1 Date of Receipt	Between	09/01/2008,01/05/2009
2 Source	Equal to	Applicant

1st date is the last time you ran the query;
2nd date is ALWAYS TODAY'S date.

Further explanation regarding the between date range:

Suppose on January 5, 2009, you wanted to print all submitted applications between September 1, 2008 and January 5, 2009. To do so, you would enter "09/01/2008,01/05/2009" into the date criteria box (without quotes) and click the "run" button. If you check again a week later on January 12, 2009, you would repeat the process, entering "01/05/2009,01/12/2009" into the date criteria box, remembering that the **FIRST** date you type is the same as the **SECOND** date from the **LAST** time you ran the query. If you keep this up, you will always print only those applications you haven't printed before. **It is helpful if you keep a printing log and record the date ranges you use.** Something like this:

First run: 09/01/2008,01/05/2009
Second run: 01/05/2009,01/12/2009
Third run: 01/12/2009,01/19/2009
Fourth run: 01/19/2009,01/26/2009

Printing the new applications and all uploaded materials

Please note that your application review committee may obtain login access to ApplyYourself for evaluation purposes, and there should be no need to print the application and supporting documents. However, if you wish to print out the application and uploaded materials for review by the committee, you will use the "Select an Action" box at the bottom of the screen and choose "Print Application" and "Apply to All" and then hit the "Go" button.

After you click the "go" button, you will see the "Perform an Action" screen (shown below) and you have the option to "record the printing in action history". This is a useful tool if you wish to track applications you have printed. (You can see a history of actions on each application, including printing, by clicking on the "view history" button located in the middle of the Applicant Summary Screen.)

Set the "Perform an Action" screen *exactly as shown below* to batch print your applications, including all attached/uploaded documents, for the specified period:

Application Module :: Perform an Action :: Print Applications

print back

Records in Action: 6

Record printing in action history
Description:

Record printed date for application record(s)
Note: This will not overwrite an existing printed date

Use Duplex Printing

PDF file Execute PDF Rules

Uncheck this box if you wish to exclude uploaded documents

Check here to include all submitted recommendations affiliated with the selected applicants

print back

Be sure to check the box at the bottom of the screen beside, "Check here to include all submitted recommendations..." as shown above. Press the "print" button at the bottom of the screen.

The Cover Page for your batch shows the list of applicants.

The first page of the PDF document that AY generates (see below) is a cover sheet with an alphabetical listing of everyone's name and payment type. At the top right corner of the cover sheet is a date stamp showing the date and time the "print application" action was done.

Summary		7/31/2008 9:49:41 AM	
Profile Name	eSignature	Submitted Date	Payment Type
Allen, Jennifer	Jennifer Jean Allen	6/16/2008 2:40:00 PM	Credit Card
Barrett, George	George Warren Barrett	7/30/2	Card
Bradshaw, Troy	Troy Bradshaw	6/20/2	Card

Use this as your first date the next time you run the query.

In addition (or as an alternative) to the printing log, you could also use this cover sheet to tell you the date you'll use as your "first" date of the range you'll enter the next time you run the query.

As time passes, other components of the application package will arrive and either attach automatically or be uploaded by the Graduate School staff into the online record. Some documents may be mailed to you, e.g. off-line (paper) recommendations, copies of published work, unofficial GRE score sheets sent by the applicant, etc. and *these never become a part of the online application*. You could place these in your paper folder. *(For details on accessing and printing documents that attach to the online application after your initial printing, see Chapter VII.)*

If you choose to make a paper folder for each applicant. We suggest that you also attach a checklist to the front of the folder with blanks for all possible requirements necessary to complete the application package for evaluation by your admissions committee. As new components arrive, place a copy in the folder and note on the checklist when it was received. *For a sample checklist, see Chapter VII.* You will also need to mark certain items received in the online record for the application as well, so that the applicant will know that they are received. *(For more information on how AY keeps the applicant informed of the receipt-status of his required documents, refer to Chapter V.)* When you have received all required documents for an application and it is ready for evaluation, then you should contact the members of your departmental admissions committee with notification that the application is ready for review.

Alternative Method for Managing Applications As They Arrive: If you have a small program, you may decide to rely on the e-mail notification that you receive upon submission of each new application (when it is marked paid) to alert you that you need to access it. In cases where the applicant paid the application fee by credit card, you should be able to access the application in AY by the next business day, following receipt of the e-mail alerting you to its submission. *If, however, the applicant elected to pay the fee by check (this is noted on the e-mail notification), your department pays the fee by IDT, or a fee waiver is requested and approved, you will not be able to see/access the application in AY – even though you receive the notification that it has been submitted - unless/until the check/IDT is received by the Graduate School and the application is marked by our staff as paid, or the waiver is approved and the payment method is marked appropriately by our staff. This could take as long as a few weeks, depending upon when the applicant mails the check, when the IDT is processed, or if/when the waiver is approved).*

VII. ASSEMBLING SUPPORTING DOCUMENTS

After you receive the online application, you will begin the process of receiving and documenting other required supporting documents such as recommendations, standardized test scores and transcripts as they arrive. The management of each of these components of the application package is explained in detail in separate sections in this chapter.

Included is a sample “Checklist for Completion of Application for Evaluation” that you can easily modify for your program’s specific needs. Use it to track when required documents are received, when the application is completed, and finally when a decision has been rendered.

**Checklist for Completion of Application for Evaluation
(To be attached to the front of each applicant's folder)**

_____ Applicant's Name
_____ Applicant's NCSU Student ID Number
_____ Major/Degree Requested
_____ Admit Term Requested

Date Received

_____ Online Application submitted
_____ Personal Statement/Goals received (if submitted separately)
_____ Requirement for ALL RECOMMENDATIONS satisfied

_____ _____
Recommendation Provider No. 1
_____ _____
Recommendation Provider No. 2
_____ _____
Recommendation Provider No. 3

_____ Satisfactory GRE Score received
_____ Satisfactory TOEFL/IELTS Score received
_____ Requirement for ALL TRANSCRIPTS satisfied

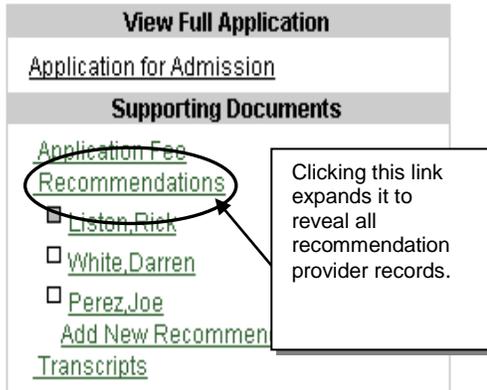
_____ _____
Transcript No. 1
_____ _____
Transcript No. 2
_____ _____
Transcript No. 3
_____ _____
Transcript No. 4

_____ Other Departmental Requirement Satisfied (portfolio, resume, vita, etc.)
_____ Other Departmental Requirement Satisfied
_____ **Completed Application package sent to Admissions Committee for Review**
_____ **Decision Recommendation completed, signed by DGP, and marked for Grad School
College Liaison to post decision letter**
_____ **Applicant notified us that they WILL or WILL NOT accept our offer.**

VII. I. RECOMMENDATIONS

Viewing the List of Recommendation Providers

When an applicant is completing his application, he is required to enter the names of three recommendation providers, along with some demographic information about each one. He must indicate whether each provider will send his requested recommendation online, or offline (via postal mail as a paper document). Administrators can see the list of providers under Supporting Documents on the Applicant Summary Screen as illustrated below:



The status indicators (boxes) in front of each provider's name indicate the receipt status of each recommendation. Here is what the indicators mean:

- Online (indicator box is white) – an auto e-mail has been sent asking provider to submit an online recommendation.
- ▣ Online (indicator box is half white/half gray) - provider has started to complete the online recommendation form but has not finished and submitted it.
- ▤ Online (indicator box is gray*) - provider has finished and submitted the online form.
- ▥ Offline/Paper (indicator box is half white/half black) - provider will mail (via postal mail) his paper recommendation to the program office, but it has *not yet been marked as received* there.
- Offline/Paper (indicator box is black) - paper recommendation has been received in program office, and they have marked it as received in AY.

**Administrative users can only view and print recommendations for which the indicator box is GRAY, indicating that the provider has completed and submitted an online form.*

Clicking on the provider's name, from the list, brings up a summary record about the provider including the status information of the recommendation:

Recommendations	
Rick Liston (ID:380227)	
10 Watauga Club Drive Raleigh NC 27695 United States of America	
Applicant Name:	[REDACTED]
Relationship:	mgr Online: Yes
Employer:	NC State
Title:	IT manager
Waive the right:	Yes
Status Information	
Submitted:	Yes
Submit Date:	8/29/2005 12:41:00 PM
Status:	Received (Official)
Exported Date:	

Waive the right

In addition to the demographic information on the recommendation provider entered by the applicant, the screen also shows whether or not the recommendation provider was asked to submit online, and whether or not the applicant has **waived his or her right to read the recommendation**. If an applicant *does not waive his right* to see a recommendation, and then subsequently asks to see it, you may allow him to do so (by sending him a paper copy). He will be unable to view it online. If he *waives his right* to see it, then under no circumstances do you allow him to ever read the recommendation.

Viewing and Printing Online Recommendations

To the right of the Recommendation Summary is a link under "View Full Recommendation" called "Respondent Form 1" that expands when you click on it to reveal the individual sections of the online recommendation provider form. (Note: The "Respondent Form 1" link is visible ONLY for submitted online recommendations.) Clicking on the section name links will allow you to view the answers keyed in by the recommendation provider.

The **print** button beneath the "View Full Recommendation" box will create a PDF document of the evaluation form and any other uploaded statements for this one provider.

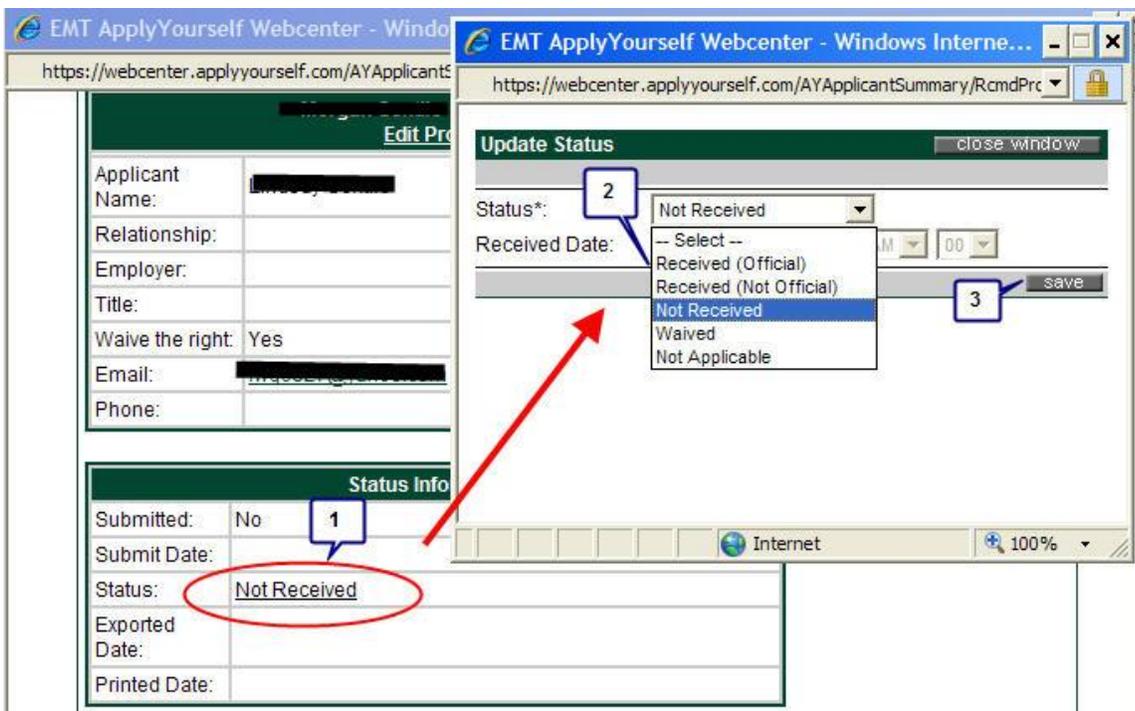
Also, the **print Recommendation** button on the Applicant Summary screen creates a PDF document of ALL submitted online recommendation forms and any accompanying documents uploaded by the provider(s).

Indicating Receipt of Offline/Paper Recommendations

When you receive offline/paper recommendations in the mail, you should mark them received immediately in the applicant's AY record. This serves two purposes. (1) it provides a quick way in your office to tell which recommendations have or have not been received (online or offline). (2) It also allows applicants to check the status of their recommendations when they log in to their application. Marking them as received will reduce the number of inquiries you receive.

After you have pulled up an applicant's record, click the **"Recommendations"** link in the **"Supporting Documents"** section on the right side of the page. The link will expand to show the names of the recommendation providers entered by the applicant. Click on the name corresponding to the recommendation form you have received.

1. Click on the status "Not Received"
2. Use the drop-down menu to select "Received (Official)". You can also enter the "Received Date".
3. Click the "Save" button.



Once you mark the off-line recommendation as received, then the box in front of the provider's name will become completely black.

Sample of the auto email notification sent to the recommendation provider:

From: "Administrator" <i-support@applyyourself.com>
To: "joseph_perez@ncsu.edu".GWIA.NCSTATE
Date: Thursday - September 4, 2003 3:21 PM
Subject: test-Joe test-Smith's Request for a Recommendation
Mime.822 (3244 bytes) [View](#) [Save As](#)

Dear Joe Perez,

The applicant below is in the process of applying for admission to the NC State University Graduate School, and has chosen you to provide a recommendation as to his/her academic/professional qualifications. Because you will be submitting your recommendation information electronically, you do not need to print and mail your information to NC State; however, you are welcome to print a copy for your records.

We would like to thank you for your time and assistance.

Sincerely,
NC State University Graduate School

Please note that test-Joe test-Smith has waived his/her right to review this letter of recommendation.

Name of Applicant: test-Joe test-Smith
Department/Major: Business Administration - MR
Click below to complete the online recommendation:
<https://rec.applyyourself.com/?RcmdProviderID=382765&ACLID=405314&CID=7%20>
Personal Access Code: [REDACTED]
Password: [REDACTED]

If you were not able to login through the above link, copy and paste the URL below into your browser.
<https://rec.applyyourself.com>

Note: While completing the recommendation provider section of the application, applicants are given the opportunity to include a personal note to each provider if they desire. For those who choose to include this optional note, the system will add it in the notification e-mail that is sent to the provider.

Sample of the Applicant View:

Application for Admission

■ **Submission Status: Submitted**
Submitted Date: 3/15/2010 4:43:00 PM EST

Application Status: Incomplete

- Recommendations: Not Received
 - super test (Offline): Not Received
 - test test (Online): Submitted on 8/4/2009
 - test5 test6 (Online): Submitted on 11/14/2009

Printing Online Recommendations As They Arrive

Note that this is done while in the Recommendation Module. The following procedure allows you to batch print online recommendations as they are submitted.

Step 1 – Navigate to the **Recommendation Module** by hovering your cursor over **Change Systems, Application System** and click **Recommendation** (using the menu bar on the left of the screen). Click **Search for Recommender**.

Step 2 – Be sure the **Display Option** “Online” is selected (this is the default), and the **Record Option** “Recommendation & Application Submitted” is selected (this is not the default). Check the box beside “Recommendations Not Printed”.

Step 3 – Scroll to the “Search by Date” section and click the radio button next to **Submission Date**. Click the drop-down and select “All”. Click the “Submit” button.

Step 4 – At the bottom of the screen click the drop-down list box next to **Select an Action**. Select the **Print Recommendations** action. Then click the radio button next to **Apply to All** and click the **Go** button.

Step 5 – Click the checkbox next to **Record printed date for Recommendations** (this will “mark” the recommendation provider records as printed, thus enabling them to be excluded the next time you want to retrieve and print your recommendation records) and click the **Print** button.

Each time you **Search for Recommenders**, repeat the above steps and you will always get all of the online submitted recommendation provider records that you have not already printed before. Remember that you will only be retrieving submitted online recommender records for *applications that have already been submitted*.

Also, keep in mind that the **Submitted Date** field refers to the date the **online recommendation** was submitted, not the application. Applicants may complete the submission and fee payment on their application after or before recommendation providers respond.

VII. 2. STANDARDIZED TEST SCORES

Electronically Matched GRE and TOEFL scores

**Note: IELTS scores are received by paper copy and entered into AY by Graduate School staff. If you expect to see an IELTS score, but it is not listed, please ask the applicant to provide the TRF number on their score sheet and then the Graduate School can retrieve the scores online.*

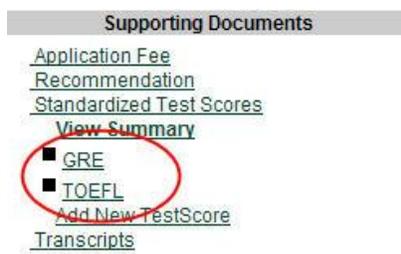
Searching for GRE and TOEFL / IELTS Scores:

GRE and TOEFL scores are downloaded daily into AY application records as soon as they are matched with a corresponding application. To see scores in an applicant's record, click on the "Official GRE Test Scores", "Official TOEFL Scores", or "Official IELTS Scores" links (under "Application for Admission"). We load up to four score reports for the applicant. Note that some applicants take the tests multiple times and others have the same score report sent to us multiple times.



Sometimes scores are not easily matched with their corresponding applications. The Graduate School uses a complex matching program that runs each night to identify "near misses" and Graduate School staff members manually compare these records and force-match them, if they are determined to be true matches.

If an official GRE or TOEFL score is received via electronic feed from Educational Testing Service (ETS) and matched to an applicant record, an entry is created in the **Supporting Documents** section with a black box beside the test name.



This section does not work in the same way that transcripts do. The system only records the fact that a score has been received, not that one or more tests may be required. This is because the standardized test requirements may be different for different applicants, i.e. domestic applicants don't need the TOEFL, and not all programs require the GRE.

If the scores are loaded in AY, you can print a PDF template by hitting the  button. GRE and/or TOEFL / IELTS scores will be the second page of the application PDF.

Using the MyPack Portal to find a Standardized Test Score

You can access all of the official GRE and TOEFL scores that the Graduate School has ever received electronically from ETS, by looking in the MyPack Portal. Note: that scores are set to expire 5 years after the test date for GRE and 2 years after the test date for TOEFL.

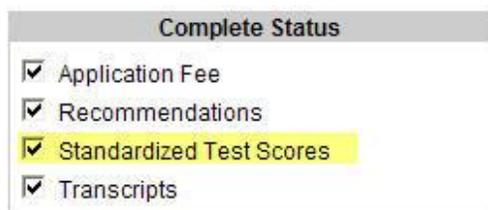
To access GRE and TOEFL scores through the MyPack Portal:

1. Go to the Graduate School Website at: <http://www.ncsu.edu/grad/>
2. Click on MYPACK PORTAL at the top of the page
3. Login with your Unity ID and password
4. Navigate to Student Information Systems>Student Admissions>External Test Score Processing>External Test Score Suspense
5. Type either "GRE" or "TOEFL" as the Test ID and enter a Last Name and First Name
6. If there is more than one record, you will need to choose from the list provided, otherwise you will be taken directly to the record.
7. Click on the Personal Information tab to view biographical details about the application in order to ensure a match.
8. If you find a match, send an email to graduate_applications@ncsu.edu and provide the applicant name and NCSU ID number (if available), along with the Record Number found on the score record.
9. The Graduate School will then match the score to the application in AY.

All scores found in the MyPack Portal, are official, even though they may not have auto-matched into your applicant's online application.

As you view search results, and try to determine a match, note that some applicants have taken the tests multiple times (names are the same but test dates on each score report are different) and some have submitted the same score report more than once (i.e. all score sheet info is identical, as well as the test dates).

Once you have determined that an applicant has submitted all required standardized test scores AND those scores are at or about the minimum requirements, you will want to set the checkbox in the Complete Status section of the Applicant Summary Screen to indicate to the applicant that the requirement for standardized test scores has been satisfied.



Complete Status	
<input checked="" type="checkbox"/>	Application Fee
<input checked="" type="checkbox"/>	Recommendations
<input checked="" type="checkbox"/>	Standardized Test Scores
<input checked="" type="checkbox"/>	Transcripts

Searching by date of birth

In some cases, you may not have the exact name, or the name on the score report will not match the name on the application. In this instance, you should use the date of birth queries in the MyPack Portal.

1. Login to the MyPack Portal as described above.
2. Navigate to Student Information Systems>Monitoring Tools & Reports>Query Viewer – Reporting
3. Type the query name in the search by field:
"GRAD_TST_SCORE_SUPN_BDAY_GRE" or
"GRAD_TST_SCORE_SUPN_BDAY_TOEFL"
4. Run the query to HTML or Excel
5. Enter the date of birth and click to View Results
6. Again, if you find a match, please send the applicants name, NCSU ID (if available) and test record number to graduate_applications@ncsu.edu.

Minimum score requirements for the TOEFL and IELTS are printed below from the “English Proficiency Requirements” Section of the Graduate School Administrative Handbook:

English Proficiency Requirements for International Applicants

In order to be eligible for admission to the Graduate School all international applicants, *regardless of citizenship*, must demonstrate proficiency in English at a level necessary to be successful in a graduate program at NC State. This requirement can be met for most applicants in one of the following ways; however, some programs may require additional evidence of English proficiency:

1. Provide [Test of English as a Foreign Language](#) (TOEFL) with a total score of **at least 80** on the [Internet-based Test](#) (iBT). Minimum test scores for each section:

Listening	18 points
Reading	18 points
Writing	18 points
Speaking	18 points - for admission to the Graduate School
	23 points - for TA appointment where TA has direct verbal interactions with students
	26 points - for TA appointment where TA presents lectures in the class or laboratory

NOTE: *The current computer- and paper-based versions of the TOEFL test will be given until the iBT version is implemented in a particular location. Computer-based TOEFL scores must be 213 or higher (with at least 17 on three sections and no section score below 13). The paper-based TOEFL test requires a score of 550 or higher (with scores of 50 on at least two of the three sections and no section score below 45).*

2. Provide [International English Language Testing System](#) (IELTS) scores with an overall band score of **at least 6.5**. Minimum test scores for each section are listed below:

Listening	6.5
Reading	6.5
Writing	6.5
Speaking	6.5 for admission to Graduate School
	7.0 for TA appointment

3. be a citizen of a [country where English is an official language](#) **and** the language of instruction in higher education; or

4. have successfully completed at least one year of full-time study in a degree program at a four-year US College or university.

5. TOEFL or IELTS test date must be **no older** than two years (24 months) prior to the beginning of the requested entry term.

VII. 3. TRANSCRIPTS

Application

Applicants are required to provide their academic record of all college level work (beyond the high school level) to complete their application packages. To fulfill this requirement, applicants may upload one unofficial transcript from each previously attended institution of higher learning, at the time of online application submission. If they are unable to upload an unofficial transcript, then we will require an official transcript by mail. Official transcripts should be mailed directly to the Graduate School from the institution, or if the transcript is sent from the applicant, it should be in an envelope sealed by the issuing institution.

Current or former NC State students

They do not need to have an official transcript sent to the Graduate School from the NC State Office of Registration and Records. The Graduate School can pull the NC State transcripts from the Student Information System (SIS) and upload them into the applicants' online AY application.

Offer of Admission

If the applicant is recommended for admission by their academic program, and they uploaded unofficial transcripts at the time of application, we will require that they mail the *original, official* transcripts for verification before we can further process the admission recommendation.

Upon receipt, the Graduate School scans each official transcript into the applicant's online record, and we retain the official, original document in our files. We do not route official transcripts to the graduate program office EXCEPT in cases where a transcript cannot be scanned due to length, poor quality of the original, or problems with security paper. In these cases we will mark the transcript as received, send a paper copy (not the original) to the graduate program office through campus mail, and enter a comment to that effect, in the "View Comments" section of the Applicant Summary Screen.

Receipt of Official Transcripts in the Graduate Program Office

If the program office receives an original, official transcript directly from the applicant, it should be forwarded immediately to the Graduate School so that it can be scanned into the online application and kept in the Graduate School files. This is very important, since we cannot process admission recommendations until we have received all official transcripts. (For all admitted applicants, the Graduate School is required to send all final, official transcripts to the Office of Registration and Records to become a part of the student's permanent record at NC State University.)

Supporting Documents

To learn which transcripts are expected and whether any have been received for that applicant, look on the right side of the "Applicant Summary" screen under "Supporting Documents," and click on "Transcripts."

You will see a list of the previously/currently attended institutions (as listed by the applicant on his application), there will be an indicator box beside the school name.

- The box is clear (white) if the transcript has not been uploaded or received;
- The box is half black and half white if it was uploaded by the applicant, or if it is received, but it is not official;
- The box is black if the official transcript has been received and scanned into the applicant's record. *The only exception is* that, if we received a transcript that we are unable to scan into the record, we will mark it as received (black box beside the name), send a photocopy to the program office, enter an explanation into the "View Comments" section, and keep the original in our files. These will be marked as "received" but you will be unable to view a scanned copy in the Educational History section.

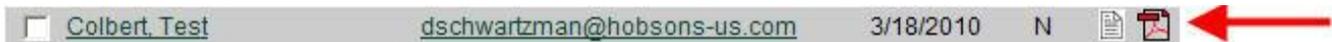
Procedures for viewing uploaded transcripts

To view scanned transcripts in the applicant's online application, on the right side of the "Applicant Summary" screen, under the heading, "View Full Application," click on "Application for Admission" to pull down a menu of the various sections of the application. Click on the section entitled, "Education History." You will see all of the fields that the applicant completed with regard to each previously/currently attended institution(s). From the top of the screen, begin scrolling down. The first section is for the institution from which the applicant received his baccalaureate degree. The next five sections in the template (Institution #1 through Institution #5) are for each of the additional previously attended institutions, if any.

You will see a section for the "Scanned Official Transcript" (in green font) and a section for the uploaded unofficial transcript (in black font-below the official transcript section). If there is an uploaded transcript in either of those sections, you will see a  button. If the *official* transcript has been scanned for one of the institutions, a check box will be checked for the caption, "Transcript Uploaded".

Note that we have created a query in the "Generic Department Queries" called "Scanned Transcripts Bachelors" which you can use to bring up a list of all of your applicant records for which a bachelor's transcript has been scanned in.

An alternative way to view scanned transcripts and any other uploaded documents: On the search results screen, locate the name of the applicant for which you want to print the transcript(s). On the row beside the applicant's name, on the extreme right of the screen, you will see an Adobe Acrobat symbol. Simply click on that symbol and the system will bring up a PDF file which includes (1) the application, (2) any standardized test scores, (3) any scanned transcripts, and (4) any other uploaded application documents.



E-Scrip Safe Transcripts: The Graduate School is currently signed up to receive official transcripts from a few institutions electronically through E-Scrip Safe, a company that guarantees their authenticity. They have a cover sheet identifying them and are treated by the Graduate School as official transcripts, uploaded into the applicant's online record, and can be viewed just like transcripts scanned from paper originals. The E-Scrip Safe Network is relatively small now but is growing. As more institutions join, we should receive more official transcripts electronically, which saves lots of scanning time and effort.

VIII. ADMISSIONS COMMITTEE EVALUATION OF APPLICATION PACKAGES

After the graduate program office determines that an application package is complete and ready for evaluation by the admissions committee, the evaluation can be done online, without the necessity of the committee members meeting face to face to evaluate paper documents.

This assumes that:

- (1) All transcripts have been either uploaded by the applicant or received by the Graduate School and scanned into the online application;
- (2) All standardized test scores have been received, matched to the applicant's online record and uploaded
- (3) The personal statement was uploaded by the applicant when he submitted his application
- (4) All recommendation providers submitted their recommendation forms and letters online.

Each graduate program is provided with a *limited-access* COMMITTEE USER ID and PASSWORD that can be shared with the admissions committee members allowing them to (1) view all online components of the application package, and (2) make comments in the "View Comments" section. It does not allow the user to actually change or update information. (If you are unsure of the Committee User ID assigned to your program(s), please contact the Graduate School Director of Admissions.)

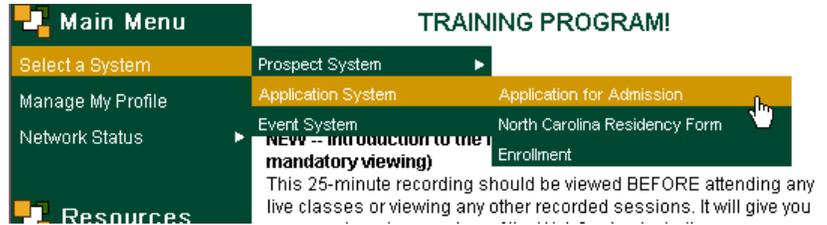
When application packages are completed and ready for evaluation, the admissions committee should be notified via e-mail, giving them a specified length of time to review the application and make a recommendation to admit or deny to the DGP.

Within that review period, each committee member should use the Committee ID and Password to access AY and view the applications, using the procedure below to bring up each application and its related documents.

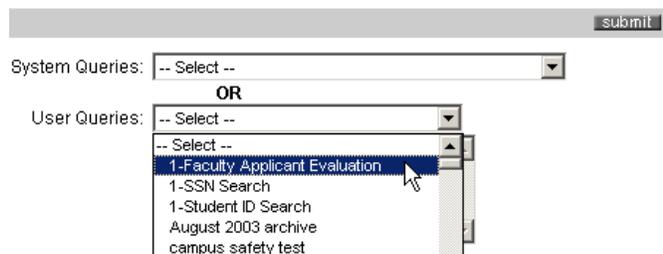
Faculty Graduate Admissions Application Evaluation - Easy Steps

This document provides all the steps necessary to view complete graduate application packages for single or multiple applicants for a specific graduate program and admit term.

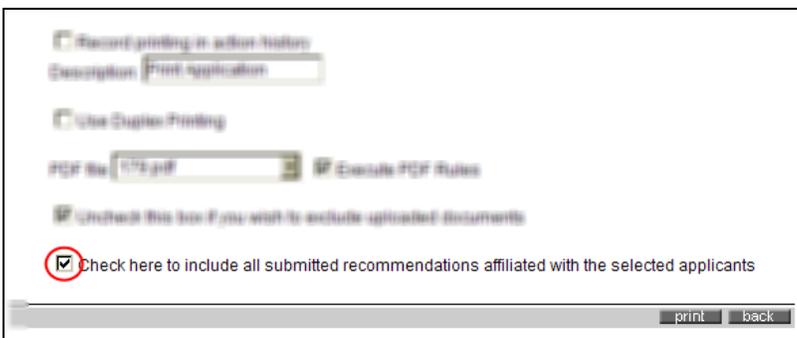
Navigate to the Application module as shown. Click the “Search for Applicants” choice in the left navigation menu, and then select the query “1-Faculty Applicant Evaluation” as shown in the picture and click the “submit” button. Choose the appropriate admit term from the list and hit run.



Select the “Apply to All” radio button at the bottom to print all.⁽¹⁾ To print just one, click the checkbox to the left of the person’s name and select the “Apply to Selected” radio button instead. Then click the drop-down box next to “Select an Action”, choose the “Print Application” action, and click the “go” button as shown in the picture below.



To print the entire application package (application, test scores, transcripts, personal statement, online recommendations), make your screen look like the picture below by clicking the check box labeled, “Check here to include all submitted recommendations affiliated with the selected applicants” (leave everything else as is).



Click the “print” button to generate a PDF document that you can either view online or send to your printer.

Note that the first page of the resulting PDF document will have a “cover sheet” containing a list of the applicants from your Search Results screen, if you selected to print more than one record.

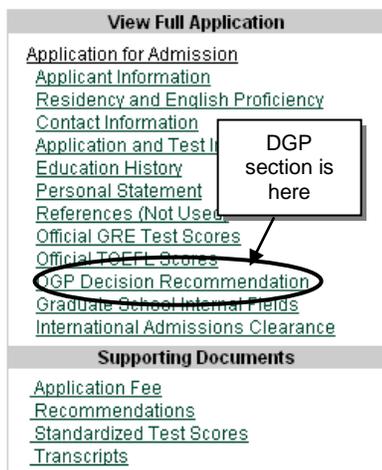
(1) We do not recommend printing more than 30 applications at a time. The system requires delayed batch printing if more than 30 are selected.

After evaluating each application, the evaluator should press the “View Comments” button located in the middle of the Applicant Summary Screen and enter a comment as to whether he/she thinks the applicant should be admitted or denied, being sure to include his/her initials with the comment. At the end of the specified time period, the DGP should be able to access each completed application, click on the View Comments section, see all evaluators’ comments, and make the final decision to admit or deny the applicant.

Note that comments entered in the “View Comments” section of the application cannot be read by the applicant. They can, however, be read by anyone accessing the system via one of the USER IDs designated for the program (this includes DGPs, Graduate Secretaries, anyone else with whom an ID and Password is shared), authorized Graduate School personnel, e.g. admissions processors, College Liaisons, Director, Deans, Tech Support Personnel, and the Tech Support Staff at AY.

IX. SUBMITTING ADMISSION DECISIONS

Accessing and Completing the online DGP Decision Recommendation Form



Procedure:

Step 1: When you are ready to submit your decision recommendation to the Graduate School, locate the student's record by using the "Search for Applicants" screen. On the "Applicant Summary" page, click on "Application for Admission" under the heading "View Full Application" at the top right side of the screen (see screenshot).

Step 2: Click on "DGP Decision Recommendation" near the bottom of the section list. Note that the Recommended Major Degree and Entry term will be auto-populated with information that the student entered, but you can override and change it, if necessary. There are no "required" fields, i.e., the system will not stop you from saving the form if any fields are left blank, however, you should complete *at least* the following fields (**otherwise the Graduate School will not be notified to process and publish your decision**):

Step 3:

- Date Recommendation of Admission prepared
- Recommended Major/Degree
- Entry Term
- Recommended Decision - *if the decision is provisional admission (or there is a low GPA or TOEFL / IELTS score), add a justification; if the decision is a denial, add a reason.*
- Applicant GPA for all undergraduate coursework (and GPA for master's degree, if applicant completed one)
- DGP (electronic) Signature
- Date of Approval
- DGP Approval Affirmation Checkbox (at bottom of form)

Step 4: When you finish, press the "save" button (either at the top or bottom of the screen).

Very Important: *If there is a campus safety issue or the applicant needs international clearance, your recommendation to admit will not be posted to the applicant until they have been cleared.*

Note that you do not have to complete and submit the decision form all at one time. You can enter and save partial information. **Do not set and save the Approval Affirmation checkbox at the bottom of the form until you are ready for your Graduate School College Liaison to post the decision to the applicant.** After finishing and saving the completed form, you may print a hard copy for your departmental file.

Graduate School Responsibility:

Your College Liaison runs a query every day to retrieve all Decision Recommendation forms that have been submitted by the DGP (using the Approval Affirmation checkbox as the cue). She will access yours for (1) verification that minimum requirements have been met and (2) posting of the letter to the applicant.

(Note that we have created a query in the Generic Department Queries folder called, "DGP Recommendation Complete" that will bring up a list of all of your applicant records for which the decision form has been *completed* online for a user-specified date range, i.e. the electronic signature and final date have been entered and saved.)

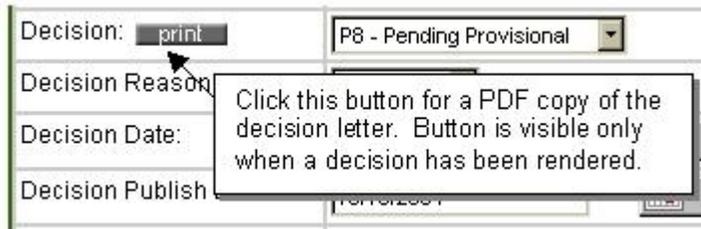
Printing a copy of the DGP Decision Recommendation Form for your files

Click the "Print Copy of DGP Form" button at the bottom of the recommendation form.

Printing A Copy of the Admission Decision Letter to the Applicant for your files

You can view or print them from the AY WebCenter. Here's how to do it:

When you have the Applicant Summary window on your screen, scroll down to the Status Information section. If a decision has been rendered, you will see a grey "print" button next to the word "Decision" that you need to click.



IX. 1. List of All Admission Decision Codes and What They Mean:

A6 - Accepted Full*: Applicant is recommended for *full* admission by the program of interest and has been cleared by the Graduate School.

A8 - Accepted Provisional*: Applicant is recommended for *provisional* admission by the program of interest and has been cleared by the Graduate School.

A6U – Full Unconfirmed*: Applicant is recommended for *full* admission by the program of interest and the Graduate School has requested official transcripts for verification against the unofficial transcripts that were uploaded at the time of application. Once the official transcripts are received and verified, the applicant will be fully admitted (A6).

A8U – Provisional Unconfirmed*: Applicant is recommended for *provisional* admission by the program of interest and the Graduate School has requested official transcripts for verification against the unofficial transcripts that were uploaded at the time of application. Once the official transcripts are received and verified, the applicant will be provisionally admitted (A8).

P6 – Pending Full*: Used for international applicants who have been recommended for *full* admission by the program of interest BUT who require International Clearance which include (1) completion of a Certificate of Financial Responsibility (CFR), and/or (2) a Visa Clearance Form (VCF). International students move to A6U-Full Unconfirmed status, as soon as they successfully complete the International Clearance requirements.

P8 – Pending Provisional*: Same as P6, except these international applicants were recommended for *provisional* admission by the program of interest. They will move to A8U-Provisional Unconfirmed status, as soon as they successfully complete the International Clearance requirements.

P6 - Pending Full Deferred*: Used for International applicants who have been approved for a deferral of *full* admission to a future term. They will remain in this status until they successfully complete the international clearance requirements, which usually means updating the CFR and/or VCF with current information. They will be changed to A6U- Full Unconfirmed as soon as this is successfully completed.

P8 - Pending Provisional Deferred*: Used for International applicants who have been approved for a deferral of *provisional* admission to a future term. They will remain in this status until they successfully complete the international clearance requirements, which usually means updating the CFR and/or VCF with current information. They will be changed to A8U- Provisional Unconfirmed as soon as this is successfully completed.

P – Pending Multiple Applications:** A temporary status indicating that the applicant submitted multiple applications for different programs. Once a recommendation is received for the first recommended application, the other non-denied applications are changed to this status temporarily until decisions are recommended by ALL programs to which the applicant applied. Once decision recommendations are submitted to the Graduate School for all applications, if more than one is affirmative, the Graduate School contacts the applicant to determine into which program he wishes to enroll, and this application is the one set to an admitted status. All the other apps are set to "Will Not Enter," "Withdrew Application," or "Denied," as appropriate.

N-W/N Enter – F/P Admit:** Applicant was in fully or provisionally admitted (A6 or A8) status at the time that he/she notifies us that he/she will not attend.

N-W/N Enter- Admissib:** Applicant had been recommended by the program of interest but had not yet completed the International Clearance requirements (P6 or P8) at the time that he/she notifies us that he/she will not attend.

W-Withdrew Application:** Applicant was in a pending status, i.e. no decision had been recommended by the program of interest, at the time that the applicant notifies us that he/she will not attend.

D – Denied*: Program recommended denial of admission.

D – Denied – Campus Safety*: Program recommended admission BUT the applicant reported a serious campus safety issue that warranted a recommendation to deny admission by the Admissions Background Review and Investigation Committee (ABRIC) and was concurred by the Dean of the Graduate School. Before this happens, the DGP is notified by the Director of Graduate Admissions.

D – Denied – Graduate School*: Program recommended admission BUT the Graduate School found an academic issue when checking to determine that all minimum admission requirements had been met, that warranted an override of the program's admission recommendation, e.g., justification to admit a marginal candidate was not strong enough, applicant falsified information, etc.

D – Denied – Transcript Discrepancy*: Program recommended admission BUT the Graduate School found a discrepancy between the unofficial/uploaded transcript submitted at the time of application and the official/hard-copy transcript submitted upon recommendation of admission.

**An online version of the letter is made available to the applicant via his status screen*

***No decision letter to the applicant is generated.*

*Special Note: Master's of Business Administration applicants are sent an email version of their decision letter with *, except for the Unconfirmed decision letters and the D-Denied letter (they are contacted by MBA in cases of denial recommendations).*