Graduate Program Application System (GPAS)

NEW! Graduate Application Review Tool

(Replacement for GDAS)

Quick Guide for Faculty

Where do I start?

To review graduate applications in the new review tool use the link below.

https://ucm.force.com/gpas/

- Log in using your **UCM username and password**.
How do I review applications?

Once you’re logged in, you should land on the Application Reviews tab. To review applications click on the down arrow in the View section to choose the type of review and click on the “Go” button.

Note: All faculties will have the faculty review. Some may have committee reviews if they are also the committee chair and some may have the group chair review if they are the group chair of the program.
Your queue is sortable. You can review applications by Application Status, Program, Review Type, Name, Decision and etc. Double click on the header of each column to sort the applications (Usually sorts from ascending to descending and vice versa).

<table>
<thead>
<tr>
<th>Application</th>
<th>Grad App Overall Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Graduate Reviews, Faculty</td>
<td></td>
</tr>
</tbody>
</table>

Read Applications:

<table>
<thead>
<tr>
<th>Act.</th>
<th>Applicant Name</th>
<th>Start Term and Year</th>
<th>Applicant Program</th>
<th>Application Status</th>
<th>Review Type</th>
<th>Completed</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit</td>
<td>Corn Nuts</td>
<td>Fall 2016</td>
<td>Environmental Systems</td>
<td>Complete - Decision Made</td>
<td>Faculty</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edit</td>
<td>Jane Anderson</td>
<td>Fall 2016</td>
<td>Physics</td>
<td>Complete - Decision Made</td>
<td>Faculty</td>
<td></td>
<td>Possible</td>
</tr>
<tr>
<td>Edit</td>
<td>Matt Harvey</td>
<td>Fall 2016</td>
<td>Political Science</td>
<td>Complete - Decision Made</td>
<td>Faculty</td>
<td></td>
<td>Admit</td>
</tr>
</tbody>
</table>

To read an application, check the box next to the Edit link and then hit Read Applications. It will open up the application in the reader.
The Reader/Application Review

Once the application loads it will take you to the Cover page which will show you a snapshot of the application (student information, education, research interests, GRE & TOEFL & IELTS scores).

Your **bookmark** is your menu bar on the left hand side. You can navigate to each section of the application by clicking on an area.
How to make a Decision

Once you are ready to make a decision or leave comments for the application click on the scorecard button.

Decision

In the Faculty role your decision choices are Admit, Possible or Not interested. You will not be able to deny a student at this stage.
In the **Committee and Group Chair role** your decision choices are **Admit and Deny**.
Note: If the student does not meet minimum university requirement, please be sure to choose an exception reason in the drop down menu. Put your cursor in the exception box and select a reason. Be sure to also write your justification in the Exception comment box (this replaces the memo that was required from last year’s practice).

Group Chair’s need to pay attention to this area and copy and paste what the committee chair indicated in this section. The Graduate Division will process the final decision from the Group Chair’s submission and exceptions will be reviewed by the Graduate Dean.
Comment Section

Each menu section: Decision, Nominate for Funding, Exceptions, Reason for Denial has a summary comment box. You can enter comments and write notes in that area. Keep in mind the boxes are limited to 1500 characters (which includes spaces).

*NOTE:* If you are not ready to commit a decision do not hit the “Submit” button since doing so will not allow further changes to be made. You can always hit the back button to leave the ‘read’ without submitting as the system has auto save feature and your comments are saved as you enter them. **By not clicking on the ‘submit’ button, you are able to come back into the application later and continue reading and making changes as needed. Once all done, then click on ‘Submit’.*

*Important:* The comment section is a free formatted field and it does not date/time stamp your entry. Therefore, we suggest that when making a comment, be sure to include your initials and the date. This will help you remember when the comment was entered.

(i.e. CM 10/21/15 I think this is a viable candidate, but will wait for visitation weekend to make a final decision).
My Review Summary and Review History

The information in the comments section is not available in the My Review Summary or Review History until after you click on the submit button. Once you ‘submit’, the information in the comment boxes will be captured and can be viewed by the committee and group chairs.

After you click on the ‘submit’ button it will save the information and take you back to the Queue (list of applications). You can see the review checked off as completed and view the decision you made on applicant.
Can I run reports, is it available?

All information in this queue can be exported to an excel spreadsheet. It is available to everyone who has access to read applications. To get started, click on the Grad App Overall Report tab.

This section can also be sorted by clicking on the header of each column.

In the upper right hand corner there are three features that are available:

Toggle Column Visibility, Excel and Print.

- Note: the first two columns are fixed (First and Last Name) and cannot be shifted. You can scroll to the right to see the remainder of the data columns without losing track of the record you’re reviewing.
**Toggle Column Visibility:** this option helps hide multiple columns (columns you may not need i.e. College GPA, College Name, GRE’s etc.) so you see only the data you need to see.

Click on the options you do not need and it will remove them from your queue. Then if you choose to export to excel it will only include data that is on your screen.

![Screenshot of the interface with options for column visibility and data export]

**Excel:** allows you to export it as an excel spreadsheet for further data manipulation.

**Print:** this feature allows you to print the list directly from the screen.