

The Graduate School

Student Information System

USER'S MANUAL

Graduate Department Recommendation Screen

May 2000

Table of Contents

Overview of admission decision process	2
Automated decision process flow	3
Administrative units involved in the process.....	3
Distribution of application documents	3
Tracking application data and documents in SIS	4
Initiation of the decision process by departments	4
Domestic applicants decision process.....	4
International applicants decision process	4
GRLIST - Viewing the program's pool of applicants	6
List applicants by term and admission status.....	6
Filtering international or domestic applicants	6
Sorting options for applicant list	6
Scrolling options.....	7
Printing options	7
Security	8
Branching to individual applicant information	8
GRMCS - Summary of applicant's data	9
Description of information available in this Screen.....	9
Key Fields Area	10
Personal Data Area	10
Application Data Area.....	10
Test Information Area.....	10
Previous Institution Information Section	10
International Education Information Section.....	10
Printing applicant data summary for departmental use	10
GRINFO - Tracking documents online	12
Why this is useful	12
What can you trace	12
GRRECOMM - Department Decision Recommendation	1
Flexible screen layout based on applicant profile.....	1
Screen sections description	1
The information section	1
Updateable items on the recommendation screen	1
Decision recommendation items	2
The "next action" section	2
How to recommend a decision.....	2
Priority	2
Admit/Pre-Admit	2
Reject	2
Action reports	4
Departmental email report.....	4
Accessing the daily report	4
Actions required based on the report	4
Graduate school email report.....	5
Accessing the daily report	5
Actions required based on the report	5
International Education email report	5

Accessing the daily report	5
Actions required based on the report	6
Appendices	7
Screen Samples.....	7
GRLIST - Graduate Applicants List	7
GRMCS - Graduate Master Control Screen	8
GRINFO - Graduate Department Information	9
GRRECOMM - Graduate Dept Recommendation Screen.....	10
General Screen Information	10
Reference Tables for Codes	11

Overview of admission decision process

Automating the decision process on the student information system (SIS) has been accomplished using multiple information screens and a flexible recommendation screen. These screens are found on menu MU-GRDPT. Department personnel with SIS accounts and the proper level of access can do the following:

- View a list of prospective applicants and print the list if they wish (**GRLIST**)
- Select an individual from the list to see more information (**GRMCS**)
- Record information not generally maintained in SIS (**GRINFO**)
- Change an applicant's term or educational objective, or set a priority for evaluation, or make a recommendation (**GRRECOMM**)
- Receive reports via email of any applicant activity (**GRD314R1**)

To properly take advantage of the entire system, these screens and reports should all be used. Each screen can also be used individually, and we recommend that you use all of them as frequently as needed.

GRLIST displays the most commonly used information in list format. Graduate program offices may use it to view applicants or students who applied in any given term with a specified admission status for that program. For more information on this program, see section three in this manual.

GRMCS displays all of the information currently available on the left side of the 'Master Control Sheets' used by departments to make recommendations. Instead of just showing the codes for the information, all possible effort has been made to display both codes and translations. The 'Help' on this screen includes most codes displayed with a link to the table the translation comes from so you can see all possible options that may have been available. For more information on this program, see section four in this manual.

GRINFO allows the graduate program offices to enter and display information not maintained in the SIS database that is required or desired by the department for each applicant/student. For more information on this program, see section five in this manual.

GRRECOMM is the heart of this process. This is the screen which will allow the graduate program offices to update and make recommendations to the International Education Services (IES) office and the Graduate School. It allows them to change application terms if they want an applicant to come for an earlier (or later) term. It lets them change an educational objective from masters to doctoral or from doctoral to masters as long as that objective is available for the program. It allows priorities to be set for international applicants, and recommendations to be entered. Many of the updates are done immediately, but some will require intervention. For more information on this program, see section six in this manual.

GRD314R1 is the main report that shows all pertinent applicant information changes. These include new applications that were received, priorities that have been set and recommendations that were made. It also lists IES evaluations that were completed, and changes to the admission status. The report shows justifications required, justifications that were submitted or justifications that were acted upon. The sections pertaining to each graduate program office is also distributed via email to the department whose applicants had any of these actions and to IES and the graduate school.

Automated decision process flow

The newly developed automated decision process differs from the paper trail method in that each step has been automated to the highest degree feasible. We have a web application request, a web application, a program to enter data for tracking, and a program which automatically enters the web application data. Besides these, we have created a system consisting of screens that show departments their list of students for any specific term, display all information that had been shown on the 'Master Control Sheet', allow them to enter information specific to the department, and make the recommendation, all without the use of paper.

There are three areas involved in the decision process flow. Each of the areas has specific items of responsibility.

Administrative units involved in the process

The Graduate School

The Graduate School has several roles: it enters applications that are received via mail; it makes sure the program offices do not admit applicants who are not qualified to be graduate students; it reviews justifications for low GPAs to determine eligibility and has the final say as to whether or not a justification is valid.

Each Graduate Program Office

Each department (graduate program office) analyzes applicants to their department and determines whether an applicant is qualified, and, if qualified, will be able to admit the applicant based on competitive test scores, GPA or other applicable criteria. It then will reject or admit an applicant or set a priority for international applicants. If they set a priority, they will still need to make a final recommendation after IES has completed their evaluation.

International Education Services

The International Education Services (IES) office evaluates all applicants who have had attended college in other countries. After completing an evaluation, if the applicant is admissible, it enters a decision. Only after a decision has been recorded will a department be allowed to admit an international applicant.

Distribution of application documents

When submitting paper applications, students are instructed to mail one copy to the Graduate School and one to the graduate program office. Applications submitted via the web are printed over night and one copy is kept in the student's record at the Graduate School and one is sent to graduate program office using campus mail. Letters of reference are sent directly to the departments. The statement of goals and statement of experience required by many departments, may be submitted via the web with the application or mailed directly to the program office. If submitted with the web application, a copy is kept in the record and a copy is sent to the program office via campus mail attached to the application. Transcripts are sent both to the Graduate School and the program office. The Graduate School must have a transcript prior to the student being admitted.

[Tracking application data and documents in SIS](#)

We have implemented an automatic system to track the following:

- When an application request is made on-line.
- When a test score is submitted via the ETS tapes with official scores without a SSN.
- When an application is received via the web.
- When transcripts are received prior to an application.
- When a check arrives without an application and it can't be matched immediately.

In addition to this tracking, departments can use the **GRINFO** screen to insert up to three lines text with additional information they may need.

[Initiation of the decision process by departments](#)

After an application has been entered into SIS, select users within a department have been given the security levels to allow them access to the actual recommendation area of the system. Others in the department with high levels of access may view the recommendations, but only users with a specific level may update the recommendation. On this screen, the users who have update capability may change the term or educational objective as well as requesting a priority for international applicants and recommending admission or rejection. These are the same capabilities available on the current Master Control Sheets.

[Domestic applicants decision process](#)

The domestic applicant's recommendation is fairly straight forward. Rejections may be done at any point. However, if the application fee has been received, the applicant may only be withdrawn, not rejected. If the applicant meets general admission requirements, the department can recommend admission and the admit decision will follow automatically.

Other things can be done, albeit with a little more effort. One is the justification if a GPA is lower than 3.0 (when a justification has been accepted, the student will be admitted.) Also, if admission is recommended, but no transcript has been received at the Graduate School, the recommendation will be held. If the department has the transcript, it may forward it to the Graduate School. The Graduate School will check all unmatched transcripts received to see if a match is found. Once a transcript is entered, a student can be admitted.

These two are the most common holds for admission recommendations.

[International applicants decision process](#)

The process for admitting an international applicant is much more complex. A rejection may be submitted at any time and will go through immediately. If no fee has been paid, however, the applicant may only be withdrawn, not rejected.

For admission of an international student the department must first decide how it wants to prioritize the evaluation that is to be done at the office of International

Education Services (IES.) Some departments have arranged with IES to evaluate all of their applicants. But with large departments, this isn't feasible due to man-power limitations. These departments need to submit a priority level for the evaluation. An evaluation by IES must be completed prior to an international applicant being admitted.

Evaluations address four different areas; academic, visa, financial, and English proficiency. Most of these can be resolved one way or another, except for the visa. If the visa does not allow the applicant to take classes, the situation must be resolved prior to admission. For English proficiency, a requirement for an intensive English course upon arrival may be enough. For financial, the department may offer a fellowship or assistantship to help a student meet the requirement. Even academic evaluations that indicate the applicant may not meet the same standards as other students may be justified by the department in instances where it feels the student really should be allowed admission to the University.

These evaluations are performed based on the priority requested by the department as time allows.

- Priority one (pre-admit,) is evaluated first so the applicant may be admitted as soon as everything is ok.
- Priority two indicates that the department may offer assistance. If only the financial area is lacking, the applicant may still be eligible for admission once IES has evaluated the offer letter from the department.
- Priority three means the department does not know if it wants the applicant or not. These evaluations will be done in chronological order.

These priorities help IES make its initial inquiries. However, responses for each case can be very different. This means an evaluation for a priority three with no problems may be completed before a priority one who has some difficulty. All evaluations are completed as quickly as possible.

After the evaluation is complete, a pre-admit will be admitted. In the event that the applicant's academic GPA is lower than 3.0, the department will need to justify its recommendation. This justification will be accepted or denied by the Graduate School. All others must be then recommended by the department. This is similar to the way the Master Control Sheets currently work. The priority/pre-admit/pre-reject sheet is sent first to the departments and after the evaluation is complete, a new Master Control Sheet is sent to have the recommendation made and returned to IES and the Graduate School. Priorities can not be changed after the evaluation is complete, but admits or rejects may be entered.

GRLIST - Viewing the program's pool of applicants

GRLIST displays the most commonly used information in list format. On this screen, the graduate program offices can see all applicants or students for a given term and program with a specific admission status. There are several options available to change the way the information is presented. It may be instructed to show only international or only domestic students or applicants, but the default will show all students or applicants. You may also view the information sorted in a variety of ways. After a list is displayed, there are several options for branching to different screens to see more detailed information on a specific student or make a recommendation.

List applicants by term and admission status

TO REQUEST A LIST

The first line on the screen:

Term: _____ **Program:** _____ **Admit Stat :(Use ?):** _

These are the three fields which are required prior to a list being displayed. To begin, all information on the top line on the screen must be entered. In '**Term:**' enter the **Application Term** (format YYMM, example: 9908). '**Program:**' should contain the four character **Graduate Program Code**. '**Admit Stat:**' will have the **ADMISSION or APPLICATION STATUS** that you wish the list to contain. If you press **ENTER** at this point, all other options will default and provide the requested list.

To find valid codes for admission status, type '?' (question mark) in that field and press **ENTER**. A screen with a list of valid codes and translations will be displayed. Position the cursor on the status code you want to select, and press **ENTER** or type in the number of the code you have selected and press **ENTER**.

Filtering international or domestic applicants

INTERNATIONAL OR DOMESTIC

Int'l/Domestic/Both: _ (I, D or Blank)

If you wish to list only international applicants, type 'I' and the resulting list will omit domestic applicants and show only international applicants. To display only domestic applicants, type 'D' in this field. When this field is left blank, all applicants meeting other criteria will be displayed. To identify an international applicant there is a letter 'I' in the Int'l column.

Sorting options for applicant list

SORTING THE LIST

Sorted by (Use ?): _

You have options available to see the list sorted in several ways. When no sort option is selected, by default the program will display applicants sorted by name and will indicate this by displaying 'NM' in this field. If you wish to **SORT** the list by a value other than name, type a question mark (?) in the sort field, and select the viewing order you wish.

GPA and **test scores** will be sorted in **DESCENDING** order, i.e. the top of the list will show the BEST scores or BEST GPA applicants.

Your sort options are:

GRE analytical Descending

GRE Quantitative Descending

GRE Verbal Descending

GMAT Total Descending

Self-reported undergraduate GPA Descending

Application date Oldest first

Name (default) Alphabetic

[Scrolling options](#)

VIEWING NEXT/PREVIOUS SCREENS

Use **F8** (or Page Down) to view next screen of applicants. Use **F7** (or Page Up) to view the previous screen of data. Scrolling is cursor sensitive: if you position the cursor on a name or SID and press F8, you will see the next screen of information starting with that student. The same is true for F7. You will see the previous screen of information and the student the cursor was on will be the last one on the page.

[Printing options](#)

PRINTING THE ENTIRE LIST

Press **F6** to send the **ENTIRE** list to your SIS printer. This could be your department's DEANS network printer, or any other network printer that has been set up for printing from SIS.

To see network printers that are available to you for printing from SIS, go to the command line and type 'go prn' and press **ENTER**. This will show a list of any printer that is available. If the only printer is **SYSLOCAL**, you do not have a network printer available and if you use **F6** to print, your output will print on large computer paper at AV Williams and be available at **Production Control** in the Main Administration Building for you to pick it up.

If no network printer is listed as being available, you should request that a network printer be made available to you. This can be done with a call to your college's Computer

Associate. A printer must be available and connected to a data jack. If you don't know who your Computer Associate is, please call the OIT help desk at 301 405 1505.

Security

AUTHORIZATION TO VIEW PROGRAM'S APPLICANTS

This program will allow you to view only program codes you are associated with. Should you be restricted from viewing a program in your department, please call Trudy Lindsey, Director of Graduate Studies and Research at (X57644). She is the only person who is able to grant access to individual programs.

Viewing requires a level of 20 on **GR4** and a minimum level of 20 on the **GRPROGAC** screen. Both need to be set by Ms. Lindsey.

Branching to individual applicant information

BRANCHING TO OTHER RELATED SCREENS

There are several ways to move to a new screen from this list. Use **F3** to back out menu by menu until the desired one is reached, or and use **F9** to go to the command line, then type in 'GO " SCREEN "' where " SCREEN " is replaced by the screen name you want to go to.

The other methods available on this specific screen is to move your cursor to an applicant on the list and use a function key to bring up the desired screen. If you use **F4**, you will go to **GRRECOMM** to make a recommendation; if you use **F5**, you will see the **GRMCS** screen with all the student information.

Screen Sample:

```

DEV
File Edit Transfer Fonts Options Macro View Window Help

GRD310P1          UMCP Student Information System          05/23/00
EJS-0171          Graduate Applicants List                    GRLIST
===== >>>>
Term: 9908 Fall 1999   Program: ENEE   Admit Stat :(Use?): P Pending
Int'l/Domestic/Both: _ (I, D or Blank) Sorted by :(Use?): NM Name

          G R E          GPA GMAT IE Dept.
SID      Name          Int'l Appl-Dt UE QT AN  UG Tot CLR Recomm
55555555 Hao, Wenling    I 09/10/98          3.740  N
55555555 Ho, Kun-Chien  I 06/29/98 300 700 620 2.880  N
55555555 Hsieh, Ming-Tsun I 03/03/98          2.700  N
55555555 Ji, Yimin      I 08/27/98          3.700  N
55555555 Jing, Cai       I 08/07/98 510 800 800          N ADM
55555555 Joel, Njoroge    I 09/18/98          3.200  N
55555555 Jung, Yun-Suk   I 01/21/99          3.200  N
55555555 Li, Guangkun    I 09/24/98          3.400  N P2
55555555 Li, Lijun       I 12/31/97          N
55555555 Lin, Hai       I 06/12/98 460 770 590 4.000  N
                                     30 Total
==>
F1=Help      F2=Clear      F3=Menu      F4=>Recommend F5=>GRMCS     F6=Print List
F7=Prev Page F8=Next Page  F9=Cmd Ln    F10=Top       F11=Bottom   F12=Cancel
Use F-keys to scroll and print.
4-@          1 Prod       129.2.128.7          6/23
    
```

GRMCS - Summary of applicant's data

This screen gives you all application information available on the specified student, including all information currently on the paper copy of the master control sheet, and more. You have all the codes translated and if information is not available, it tells you that too. If an applicant needs to be evaluated by IES, all codes with translations are listed to show what their evaluation has found. Notes are listed too so you will know that something has been done. This screen is one of the best ways to obtain all the information you will need to make a decision on an applicant, and is much more current than a paper copy would be.

Description of information available in this Screen

This program is designed to show all relevant student data for the selected student. As often as possible, the full translation of codes has been included in the report. Listed here are the codes that are translated for your information. For more information on the codes, use F1 to view the help screen or see the appendix at the end of the document. When using F1 – Help, bring the cursor to the red line under the code you wish the translation for and press 'ENTER'.

The sections of the screen are:

[Key Fields Area](#)

Includes SID, Name, Term, Major, and Confidentiality.

[Personal Data Area](#)

Includes name, SID, addresses (both permanent and local), email address, phone numbers, race, age, sex, matriculation term, last term completed, and cumulative GPA.

[Application Data Area](#)

Includes application term (format YYMM), program and program translation, educational objective short translation, college translation, application status translation, application date, full or part time intent, self reported GPAs from the application, decision of program office with date and translation, and provisions, if any, with the short description of the provision.

[Test Information Area](#)

Includes all tests taken with scores and percentiles. These include GRE, GRE Subject, GMAT, TOEFL as well as any other standardized tests. Translations of the most common graduate tests as well as scores and percentiles are given.

[Previous Institution Information Section](#)

Displays all previous institutions, including transfer credit institutions and information: institution name, degree date and type if available, translation of transcript type received with date received, level of work done at the institution.

[International Education Information Section](#)

The International Education Services section includes all information the IES has entered that pertains to the applications. This includes decisions, academic evaluations, English proficiency, financial status and VISA status. Also included is any note entered by IES since it usually pertains to the evaluation.

[Printing applicant data summary for departmental use](#)

PRINTING THE ENTIRE LIST

Press F6 to send the ENTIRE list to your department's DEAN's network printer. Other network printers may be used if they have been set up for printing from SIS.

Screen Sample:

```

DEV
File Edit Transfer Fonts Options Macro View Window Help
GRD311P1          UMCP/GRD Graduate Admissions System      05/19/98
EJS-0290          Graduate Master Control Screen                GRMCS
===== >>>>
SID: 00000000 Name: Ho, Chiehi
ALT: _____ Term: 9908 Program: ENEE                VIEW

Student name: Ho, Chiehi                               Student ID: 000-00-0000
Address Permanent: 5269 Coney Road, Los Angeles, CA 90032
Phone Permanent : (213)221-0090
Race: Unknown           Age: 27                        Sex : Male

APPLICATION DATA:
-----
Term      : 9908           Program: ENEE Electrical Engineering
Objective: M.S.          College: ENGINEERING
Status   : Pending       Application Date: 06/29/98
Intent   : Full time
GPAs: Undergrad - 2.880 Major - 3.800 Last 60 cr - 3.880 Graduate - N/A

TEST INFORMATION:
-----
GRE General   Taken: 10/96
  Verbal: 300 5%   Quantitative: 780 95%   Analytical: 620 67%
TOEFL   Taken: 11/96
  48 Listening Comprehension           61 Structure and Written Expression
  55 Vocabulary and Reading Comprehen  547 Total

PREVIOUS INSTITUTIONS
-----
National Taiwan Institute of Technology           UG (JC0023)
  Degree Date: 07/94
  Major (or concentration): ME
Taipei Institute of Technology                   UG (JC0120)
  Degree Date: 01/94
  Major (or concentration): MECHANICAL ENG.
California State Univ-Los Angeles                UG (93430J)

IES INFORMATION:
-----
Bachelor Evaluation: B 74.6/100
Clearance Academic : Graduate Eligible, No Department Decision
Clearance English  : TOEFL Received, Semi Intensive English
Clearance Financial: Finances OK, Private Sponsor
Clearance Visa     : Foreign Student

IES Information - Notes
-----
This is an IES note. They are usually used to explain the evaluations.

```

GRINFO - Tracking documents online

This screen was designed to allow the graduate department to enter and keep track of information needed at the department level but not necessarily needed by the Graduate School.

Why this is useful

There are many items not kept in SIS that departments either want to keep track of or require of a student. The three short, free-format lines allow departments to enter information helpful to them. Multiple items may be inserted using the same 'Type' code if three lines don't provide enough room. When printed, all items of one type are listed together. This allows all items entered using the same 'Type' code to print together.

The short description for types of information entered in this screen will also be displayed on the GRRECOMM screen under DOCUMENT CHECKLIST - DEPARTMENT. This is meant to allow information that may be needed for decisions to be available on the recommendation screen.

What can you trace

The graduate department may enter and keep track of information needed at the department level, but not needed by the Graduate School. It gives them many topics to choose from, currently these are:

- application at the department
- audition for department
- awards/honors/recognition
- committee member comment
- correspondence from department
- correspondence from Grad School
- offer fellowship or department assistance
- letter of recommendation
- miscellaneous
- portfolio required
- statement of goals
- transcript
- test score information
- expenses related to student

If other items are needed, they can be added. There are three short, free format lines for entering information. A second item may be added if this isn't enough room.

Screen Sample:

```
DEV
File Edit Transfer Fonts Options Macro View Window Help

GRD313P1          UMCP/GRD Graduate Admissions System          05/19/00
EJS-0290          Graduate Department Information                GRINFO
=====
SID: 55555555 Name: Jooroge, Joel
ALT:              Term: 9908 Program: ENEE
Type:             Inserted:
                  Modified:
                  Info St:
<<<<----- //          Department Information History          \\ ----->>>>
- LR Ltr Recm      Dr. Forrest Green          Inserted: 05/19/00 EJS
  00001            University of Minnesota    Modified: 05/19/00 EJS
                  Info St: 05/19/00 Accepted
- LR Ltr Recm      Prof. Jeffrey Keller       Inserted: 05/19/00 EJS
  00002            UCLA                      Modified:
                  Info St: 05/19/00 Accepted
-                  Inserted:
                  Modified:
                  Info St:
==>
F1=Help   F2=Clear   F3=Menu   F4=>>Return   F5=>>Dpt Recomm F6 =Print
F7=Prev Pg F8=Next Pg F9=Cmd Ln F10=Load 1st  F11=Load Last  F12=Cancel
Enter data or use function keys.

4-©          1 Prod          129.2.128.7          7/8
```

[GRRECOMM - Department Decision Recommendation](#)

This is the main on-line recommendation screen. This screen was designed to allow the department to perform all functions currently done using the Master Control Sheet. It also displays the current application status and the current educational objective. A person can be admitted, rejected, withdrawn, or canceled using this screen. It is also possible to change the term for a student. The change will take place immediately, so it should be checked to make sure the change was made prior to making the recommendation. This will eliminate some time that it could take to call the Graduate School and ask that the student have a term change done. Once an applicant is not pending, the department can no longer make changes to the record.

[Flexible screen layout based on applicant profile](#)

This screen was designed to show the items needed or possible for each applicant. For example, if a fee has not been paid, the option for the department to pay the fee is included. If a GPA is less than 3.0, the justification section is displayed. If an applicant has international credentials, the justification field is brought up. If these items are not needed, they are not shown for the student.

[Screen sections description](#)

To use the screen, enter the SID or name of the student, and the term and program the student applied for (or was admitted to). If coming to this screen from another SIS screen, you will automatically bring up the last student you were working with. If the program is a joint program, you will need to select which joint area you wish to view or work on. A second screen will be displayed for this purpose.

[The information section](#)

This section identifies items that departments use when making decisions. On the graduate school side, the items listed are application received, international applicant, evaluation date when available, no test scores received, transcript status for all previous institutions, and low GPA.

On the department information side is a list of short translations of any codes entered on the GRINFO screen. This is the screen that allows departments to enter information that they need for students that would not otherwise be available on SIS.

[Updateable items on the recommendation screen](#)

Changing the objective

You have the opportunity to change the educational objective if necessary. If you intend to change the objective, it must be a valid objective for the graduate program and the applicant must still be in a pending status.

Changing the term

You may request to change the term. This will be automatically approved under the following circumstances:

- The term must be a future term
- There can not be an application already present for the new term and program
- User must have update capability for the graduate program
- Application fee must be paid

Decision recommendation items

There is a priority field for international applicants who have not yet been evaluated, an admit field with provisions associated with the admit, a reject field with reject reasons associated with the reject. The reject field is used to withdraw an applicant who is being rejected, but a fee has not been paid.

The "next action" section

The next action is a 'best guess' that is determined within the program based on what is available and what has already been done. It is not 100% reliable, just an estimate.

How to recommend a decision

There is a priority field for international applicants who have not yet been evaluated, an admit field with provisions associated with the admit, a reject field with reject reasons associated with the reject. A ? (question mark) on any of these fields will show options available.

Priority

For international applicants, a priority will help the International Education Service Office to evaluate those that have a chance to get into the program instead of having to evaluate every international applicant whether or not a program wants to consider them.

Admit/Pre-Admit

An Admit recommendation indicates that the program wishes to admit the applicant. If or when all other criteria are met, the applicant will be admitted. For an international applicant, this acts as the highest priority. It tells IES that the program wishes this person to be evaluated and then admitted with no further contact with the program office.

Reject

A reject recommendation will go through immediately. If an applicant has not sent an application fee, the only option is to withdraw the student from consideration. If a fee has been submitted, the reject reason should be identified by the program office. If it is not, the reason will default to competitive rating is not high enough.

Action reports

GRD314

The program that produces this report selects applicants inserted since the last run (or as requested on the control card). It also picks up changes that have been made to the department recommendation file, and IES evaluations that have been completed to report to the departments, to IES, and/or the graduate school as needed.

Only pending applicants will be selected and based on the application insert date (INS-DT) and the department recommendation file's next action, the applicant will be listed in email to the department, IES, or the graduate school.

Departmental email report

Departments will receive new applicants and those with completed IES evaluations. They will also be notified if someone they have recommended for admission has not cleared the IES academic evaluation and a justification is needed to admit the person. All department email will be sent in a single email message to the generic graduate program email address.

Accessing the daily report

All department email is sent to the graduate generic account. Generic accounts consist of the program code plus grad@deans.umd.edu (i.e. eneegrad@deans.umd.edu.)

Each program office was given this login name and a password to access the account. Some departments requested that all information sent to their generic account be forwarded to specific people. The Graduate School has tried to accommodate these requests, but departments must be responsible for requesting changes if the specified person changes positions or leaves the university.

Actions required based on the report

For the DPT-MAJ, the break will be:

- New international applicants, need to be prioritized
- New domestic applicants, need recommendations
- International applicants whose IES evaluation has been made and now need recommendations
- Applicants who they asked to have pre-admitted who do not meet IES evaluation criteria for justification to be sent

- Applicants who were recommended for admission who have a low GPA for justification to be sent
- Applicants whose justification has been turned down need a new recommendation or a better justification

[Graduate school email report](#)

The graduate school will be notified of department justifications needed from the graduate program office on applicants who have not met all the IES criteria for passing their evaluation.

The graduate school will receive the admit and reject lists and letters daily, so it will not be necessary to send email to them reporting who was recommended for admit and who was recommended for reject except in cases where the action is not automatic.

[Accessing the daily report](#)

Email is sent to the account gradmit@deans.umd.edu. This account is checked daily to identify areas needing attention.

[Actions required based on the report](#)

For GRD, the sections will include:

- Justification from departments for international students whose evaluation was not ok need to have justification approved or denied
- Justification from departments for students with low GPA need to have justification approved or denied
- Holds on recommended admits without a transcript – transcript will be searched for and entered if found

[International Education email report](#)

IES will receive international applicants who have had a priority set by the graduate program office. They will be notified of department admits, rejects, and when a justification has been sent to the graduate school. The priorities will be taken care of in the same manner that is currently used. The notification will allow folders to be pulled and returned to the graduate school in a timely manner.

[Accessing the daily report](#)

The International Education Services office is responsible for checking the generic account created for them, iesgrad@deans.umd.edu. Unlike the departments or the Graduate School's email, IES will receive separate reports for rejects, admits, and priorities. Pre-admits will be listed with priorities since they are actually a priority one.

Actions required based on the report

For IES, the further breakdown will be the most complicated at this level. The three different emails they will receive are reject or pre-reject, priorities and pre-admits, and admits based on completed evaluations.

Rejects - print and pull folder to return to the Graduate School

Priorities are:

- Priority one - pre-admit. Admit as soon as evaluation allows.
- Priority two - evaluate prior to chronological, department may offer financial aid
- Priority three – evaluate in chronological order

Priorities will be evaluated starting with priority one. In many instances the priority one may not be completed first even though they are started first. Evaluations depend on information that is sent with the application or requested by IES. Therefore, the final evaluations depend on receiving the requested information from the applicant. Many applicants who have sent all the required information may be evaluated and admitted before information from others is received. The priority placed on an application by the department is the order the requests are sent, not the order they are returned.

Admits - print and pull folders. Evaluations have been completed and IES must enter the decision making the international applicant eligible for admission. IES then requests the I20s required. After the IES packet is complete, the admit folders are returned to the Graduate School.

[Appendices](#)

[Screen Samples](#)

[GRLIST - Graduate Applicants List](#)

```

DEV
File Edit Transfer Formats Options Macro View Window Help
GRD310P1          UMCP Student Information System          05/23/00
EJS-0171          Graduate Applicants List                          GRLIST
===== >>>>
Term: 9908 Fall 1999   Program: ENEE   Admit Stat :(Use ?): P Pending
Int'l/Domestic/Both: _ (I, D or Blank) Sorted by :(Use ?): NM Name

      G R E      GPA GMAT IE Dept.
SID   Name      Int'l Appl-Dt VE QT AN  UG Tot CLR Recomm
55555555 Hao, Wenling   I 09/10/98          3.740  N
55555555 Ho, Kun-Chien   I 06/29/98 300 700 620 2.800  N
55555555 Hsieh, Ming-Tsun  I 03/03/98          2.700  N
55555555 Ji, Yimin      I 08/27/98          3.700  N
55555555 Jing, Cai      I 08/07/98 510 800 800  N ADM
55555555 Joel, Njoroge   I 09/18/98          3.200  N
55555555 Jung, Yun-Suk    I 01/21/99          3.200  N
55555555 Li, Guangkun    I 09/24/98          3.400  N P2
55555555 Li, Lijun       I 12/31/97          N
55555555 Lin, Hai      I 06/12/98 460 770 590 4.000  N
                                     30 Total

==>
F1=Help      F2=Clear    F3=Menu     F4=>Recommend F5=>GRMCS   F6=Print List
F7=Prev Page F8=Next Page F9=Cnd Ln  F10=Top      F11=Bottom  F12=Cancel
Use F-keys to scroll and print.
4-@          1 Prod     129.2.128.7          6/23
    
```

[GRMCS - Graduate Master Control Screen](#)

```

DEV
File Edit Transfer Fonts Options Macro View Window Help
GRD311P1          UMCP/GRD Graduate Admissions System          05/19/00
EJS-0290          Graduate Master Control Screen          GRMCS
=====
SID: 00000000 Name: Ho, Chiehi
ALT: _____ Term: 9908 Program: ENEE          VIEW
Student name: Ho, Chiehi          Student ID: 000-00-0000
Address Permanent: 5269 Coney Road, Los Angeles, CA 90032
Phone Permanent : (213)221-0090
Race: Unknown          Age: 27          Sex : Male
APPLICATION DATA:
-----
Term : 9908          Program: ENEE Electrical Engineering
Objective: M.S.          College: ENGINEERING
Status : Pending          Application Date: 06/29/98
Intent : Full time
GPAs: Undergrad - 2.800 Major - 3.800 Last 60 cr - 3.800 Graduate - N/A
TEST INFORMATION:
-----
GRE General Taken: 10/96
Verbal: 300 5% Quantitative: 780 95% Analytical: 620 67%
TOEFL Taken: 11/96
48 Listening Comprehension 61 Structure and Written Expression
55 Vocabulary and Reading Comprehen 547 Total
PREVIOUS INSTITUTIONS
-----
National Taiwan Institute of Technology          UG (JC0023)
Degree Date: 07/94
Major (or concentration): ME
Taipei Institute of Technology          UG (JC0120)
Degree Date: 01/94
Major (or concentration): MECHANICAL ENG.
California State Univ-Los Angeles          UG (93430J)
IES INFORMATION:
-----
Bachelor Evaluation: B 74.6/100
Clearance Academic : Graduate Eligible, No Department Decision
Clearance English : TOEFL Received, Semi Intensive English
Clearance Financial: Finances OK, Private Sponsor
Clearance Visa : Foreign Student
IES Information - Notes
-----
This is an IES note. They are usually used to explain the evaluations.
    
```

[GRINFO - Graduate Department Information](#)

```

DEV
File Edit Transfer Fonts Options Macro View Window Help

GRD313P1          UMCP/GRD Graduate Admissions System          05/19/00
EJS-0290          Graduate Department Information          GRINFO
-----
SID: 555555555 Name: Jooroge, Joel
ALT:             Term: 9908 Program: ENEE
Type:           Inserted:
                Modified:
                Info St:
<<<<----- // Department Information History \ \ ----->>>>
- LR Ltr Recm   Dr. Forrest Green   Inserted: 05/19/00 EJS
  00001         University of Minnesota Modified: 05/19/00 EJS
                Info St: 05/19/00 Accepted
- LR Ltr Recm   Prof. Jeffrey Keller   Inserted: 05/19/00 EJS
  00002         UCLA           Modified:
                Info St: 05/19/00 Accepted
-              Inserted:
                Modified:
                Info St:
==>
F1=Help  F2=Clear  F3=Menu  F4=>>Return  F5=>>Dpt Recomm  F6 =Print
F7=Prev Pg  F8=Next Pg  F9=Cmd Ln  F10=Load 1st  F11=Load Last  F12=Cancel
Enter data or use function keys.

4-@          1 Prod          129.2.128.7          7/8
    
```

[GRRECOMM - Graduate Dept Recommendation Screen](#)

```

DEV
File Edit Transfer Fonts Options Macro View Window Help

GRD312P1          UMCP/GRD Graduate Admissions System      05/23/00
EJS-0171          Graduate Dept Recommendation Screen          GRRECOMM
===== >>>>
SID: 5555555555 Name: Jooroge, Joel          Obj: M.S.
ALT: _____ Term: 9908 Program: ENEE Pending
Recommendation: 05/10/00 PRIORITY: P2
Admit: ___ Provisions: 1 ___ 2 ___ 3 ___
Reject: ___ Reject Reasons: 1 ___ 2 ___ 3 ___
Dept will pay appl Fee (Yes/No): _____
Dept FAS to charge for appl: _____
Offer Assistantship (Yes/No/Maybe): _____
Assistance Note: _____
Justification Note: ___ Submit: _____
Graduate School OK? ___

Change term to: _____ Change degree objective to: _____ Note: ___ E to edit
Prior Action By: _____ Action Expected: _____ By: _____
==>
F1=Help F2=Clear F3=Menu F4 =>>Return F5 =>>Dept Info F6=Print
F9=Cmd Ln F10=>>Go GRLIST F11=>>Go GRMCS
ENTER a Student ID, Term and Program, Press Enter Key
4-@ 1 Prod 129.2.128.7 6/23
    
```

[General Screen Information](#)

Most student information uses one or more of these fields as the key to locate the student you are looking for.

- **SID** -- Student ID is the primary key for most university applicant information.
- **NAME** -- Name of Student is usually displayed with the last name first, a comma and then first and middle name(s). It is used as an alternate key, so you can use the last name, or the first part of the last name, to search for the student if you don't have their ID.
- **TERM** -- The term student applied to. Format YYMM (example 9908, 0001)
- **MAJOR** -- Graduate Program (major) in the UMP table. To see the list of majors, use the command line and type 'go major' and press enter. Enter the major you want information about or scroll through using F10 and F11 to see the next or previous major.

In addition to these fields, most student information screens also contain one or more of the following fields.

- **CONF** -- Confidential warning, includes level of security.
- **PREFIX** -- If a title or prefix is in the system (something other than Mr. or Ms.) that is displayed on some screens.
- **SUFFIX** -- If a suffix is in the system (something like Jr. or II) that is displayed on some screens.
- **ED OBJ** -- Educational Objective, also sometimes called the degree. To see the list of Educational Objectives or possible degrees, use the command line to type 'go degree' and press enter. Enter the degree code you wish to see information about or scroll thru using F7 and F8.

[Reference Tables for Codes](#)

Standard codes access tables (SCATS) used in the screens listed in the document.

To see the actual codes, go to the command line in SIS and type 'go scatl' and press enter. The screen that comes up will ask for the campus and table to start the listing from. For all of the following tables, 01 is the campus code. The table follows starting with SR or NA. Type in the table ID that you wish to see and press enter. This will give you a list of tables starting with the one you entered. You can now press F5 to see the contents of the table, the codes and a short and long translation.

To change to look at another table, you can just type the other table name into the area that shows up in green and press enter, or press F5 to go back to the list of tables. At this point, you can scroll through the list (F7 and F8) to find the table you are looking for, or type the table name into the 'Table' field and press enter. Then again, press F5 to see the contents of the table. If the table is not the first one on the list, move the cursor to the table you want to see prior to pressing F5.

01 NA2050 State codes to indicate state for address.

01 NA2060 Canadian province codes for address.

01 NA2070 Country codes to indicate country for address.

01 SR0009 Code for geographic origin at time of application

01 SR0044 ETS tests. Codes to indicate which test or subject.

01 SR0051 Code for races as identified on SIS

01 SR0510 Translation of decision codes

01 SR0520 Translation of provision codes

01 SR0530 Translation of termination code

01 SR0550 Application fee status

- 01 SR0555** Graduate Dept Recom Priority Codes
- 01 SR0556** Graduate Dept Recom Action Needed
- 01 SR0557** Graduate Dept Info Type Translations
- 01 SR0558** Graduate Dept Info Status
- 01 SR0570** Application status
- 01 SR0580** Special admission codes used to identify some students
- 01 SR0601** International Education Services, Academic codes
- 01 SR0602** International Education Services, English proficiency
- 01 SR0603** International Education Services, Financial Ability
- 01 SR0605** International Education Services, Decisions
- 01 SR0607** International Education Services, VISA Status
- 01 SR0627** Codes for visa status or citizenship