NOTE

In order to gain access to the Graduate Admissions Recommendation (GAR) area of PeopleSoft you must request Security Role: NAU_AD Evaluator Dept GR. This role allows you to enter admission recommendations. You should also request NAU_AD Adm Recr Standard View, which will allow you to view applicant data in PeopleSoft.

To request a Security Role:

1. Enter LOUIE (PeopleSoft)
2. Select Main Menu > Self Service > ePass Home Page
3. Select “Initiate A Security Request Form” (first row)
4. Enter the Role Name (from above). Add a second row and enter the role name.

Ensure you type in the Business Need: Role needed to recommend admission for graduate applicants, and to view application data.
Graduate Admission Recommendation (GAR) User Guide

This step-by-step guide is used to assist departments in notifying the Graduate College (GC) of admission recommendations. The GC admits, denies, or withdraws the applicant based on the selections submitted by the department. Once the department and GC processes are completed, the GC sends an email communication to the applicant indicating the final decision regarding admission.

Graduate Admission Recommendation Query

Step 1

Departments use the GAR Query to access a list of applicants that are ready for evaluation.

Graduate College Processing

Complete Department Review
Complete Daily Grad Decisions
Incomplete Department Review
Step 2

Select your department from the drop down menu. Then click GO.

LOUIE generates a list like this:

You may download as Excel to manage your list.
GAR Evaluator Ratings

Departments use the Application Evaluator Ratings page to enter the admission recommendation for each applicant.

Step 3

First, insert Student ID from GAR Query. Then click Search.
Step 4

Caution: Applicants may have applied to multiple programs and have more than one row in the GAR system open. Be certain to choose the row indicating the program in your department!

Click Student ID in appropriate row.
Step 5

Select Application Evaluator Detail.
Step 6

Select the magnifying glass. Make appropriate admission or denial selection from the list provided.

Upon selection of any of the highlighted options, click SAVE and the department’s section of the GAR is complete.

NOTE: Once saved, you will no longer be able to make changes. Contact the GC for assistance.

Deny – With Comments is rarely an appropriate choice. If you think it is appropriate for a specific applicant, contact the GC for discussion.
Step 7

Admit – Conditional

Insert Admit – Conditional Rating Value and click View All.
Using the magnifying glass, choose the appropriate condition. At least one condition is required, but multiple can be entered. Once selection(s) is/are complete, click SAVE at bottom of page.

Please note that for a condition regarding a GPA below 3.0 (9hrs As & Bs), a rationale is required in the comments section. This section is also for any additional brief remarks to the GC.