

## 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 College

### Graduate Admission Recommendation (GAR) User Guide

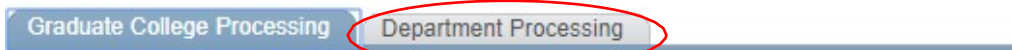
This step-by-step guide is used to assist departments in notifying the Graduate College (GC) of admission recommendations. The GC admits, denies, or withdraws the applicant based on the selections submitted by the department. Once the department and GC processes are completed, the GC sends an email communication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

#### [Graduate Admission Recommendation Query](#)

#### Step 1

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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

**NORTHERN ARIZONA UNIVERSITY**

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FavoritesMain Menu > Student Admissions > Application Evaluation > Grad Application Evaluations > Grad Application Evaluations

Graduate College ProcessingDepartment Processing

### Department Processing

Department English

Go

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.

N\_ADGR\_DEPT\_REV\_ENGLISH- English

Download results in: Excel SpreadsheetExcel Text FileXML File (11 kb)

View All


First 123 of 23 Last

	ID	Last Name	First Name	Term	INTL	Academic Unit	Acad Plan	Status	Campus	Trx Recd	Institution	Sum Type	Conv GPA	Degree	Deg Status
1				Fall 2018	Yes	English	ENGLITMA	AP	FLGTM	Y	October 6 University	UGPA	4.000	Bachelor	C
2				Fall 2018	Yes	English	APLINPHD	AP	FLGTM	Y	Colorado State Univ Ft Collins	DGIP	3.940	Master	I
3				Fall 2018		English	ENGLITMA	AP	DISLN	Y	Arizona State Univ	UGPA	3.130	BA in Education	C
4				Spring 2018		English	ENGLITMA	AP	DISLN	Y	Univ Calif Los Angeles	UGPA	3.242	Bachelor of Arts	C
5				Fall 2018	Yes	English	APLINPHD	AP	FLGTM	Y	Allmeh Tabatabai Univ	UGPA	4.000	Bachelor Degree	C
6				Fall 2018	Yes	English	APLINPHD	AP	FLGTM	Y	Allmeh Tabatabai Univ	MGPA	4.000	Master	C
7				Summer 2018		English	ENGLITMA	AP	DISLN	Y	Brigham Young Univ ID	DGIP	4.000	Bachelor of Arts	I
8				Summer 2017		English	ENGLITMA	AP	DISLN	Y	University of Phoenix	MGPA	3.430	Master of Education	C
9				Fall 2018	Yes	English	TESLMA	AP	FLGTM	Y	University of Kelaniya	MGPA	3.000	Master	C
10				Fall 2018	Yes	English	TESLMA	AP	FLGTM	Y	University of Peradeniya	UGPA	2.710	Bachelor	C
11				Fall 2018	Yes	English	TESLMA	AP	FLGTM	Y	University of Colombo	UGPA	3.220	Bachelor	C
12				Spring 2018		English	ENGRWRMA	AP	DISLN	Y	Grand Canyon University	UGPA	3.850	Bachelor of Science	C
13				Spring 2018		English	ENGRWRMA	AP	DISLN	Y	American Military University	MGPA	3.806	Master	C
14				Fall 2017		English	ENGRHTMA	AP	FLGTM	Y	Calif St Univ Long Beach	UGPA	2.649	Bachelor of Science	C
15				Fall 2018		English	APLINPHD	AP	FLGTM	Y	Brigham Young University	MGPA	3.700	Master of Arts	C
16				Fall 2018		English	APLINPHD	AP	FLGTM	Y	Brigham Young University	UGPA	3.700	Bachelor of Arts	C
17				Fall 2017		English	ENGLITMA	AP	DISLN	Y	University Of Arizona	UGPA	3.730	Bachelor	C
18				Spring 2018		English	ENGRWRMA	AP	DISLN	Y	Northern Arizona University	UGPA	3.650	Bachelor of Arts	C
19				Fall 2018	Yes	English	APLINPHD	AP	FLGTM	Y	Allmeh Tabatabai Univ	MGPA	3.880	Master	C
20				Fall 2018	Yes	English	APLINPHD	AP	FLGTM	Y	Shahid Bahonar Uni of Kerman	UGPA	3.740	Bachelor Degree	C
21				Fall 2018		English	ENGRHTMA	AP	DISLN	Y	Grand Canyon University	MGPA	3.950	Master of Teaching	C
22				Fall 2018		English	ENGRHTMA	AP	DISLN	Y	Grand Canyon University	UGPA	3.950	BS in Education	C
23				Fall 2018	Yes	English	TESLMA	AP	FLGTM	Y	Herat University	UGPA	3.300	Bachelor	C

## GAR Evaluator Ratings

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

### Step 3



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Favorites | Main Menu > Student Admissions > Application Evaluation > Evaluate Application Materials > Application Evaluator Ratings

## Application Evaluator Ratings

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value


▼ Search Criteria

ID:	begins with ▼	<input type="text"/>	
Academic Career:	begins with ▼	GRAD	
Student Career Nbr:	= ▼	<input type="text"/>	
Application Nbr:	begins with ▼	<input type="text"/>	
Application Program Nbr:	= ▼	<input type="text"/>	
Evaluation Code:	begins with ▼	<input type="text"/>	
Evaluation Nbr:	= ▼	<input type="text"/>	
Committee:	begins with ▼	<input type="text"/>	
NAU ID:	begins with ▼	<input type="text"/>	
National ID:	begins with ▼	<input type="text"/>	
Last Name:	begins with ▼	<input type="text"/>	
First Name:	begins with ▼	<input type="text"/>	

Search

Clear

[Basic Search](#)

 [Save Search Criteria](#)

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!

**NORTHERN ARIZONA UNIVERSITY** **LOUIE - Campus Solutions** LOUIE Home

Favorites Main Menu Student Admissions Application Evaluation Evaluate Application Materials Application Evaluator Ratings

### Application Evaluator Ratings

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

ID:	begins with		Q
Academic Career:	begins with	GRAD	Q
Student Career Nbr:	=		
Application Nbr:	begins with		Q
Application Program Nbr:	=		Q
Evaluation Code:	begins with		Q
Evaluation Nbr:	=		Q
Committee:	begins with		
NAU ID:	begins with		
National ID:	begins with		
Last Name:	begins with		
First Name:	begins with		

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

### Search Results

View All First 1-2 of 2 Last

ID	Academic Career	Student Career Nbr	Application Nbr	Application Program Nbr	Evaluation Code	Evaluation Nbr	Academic Program	Academic Plan	Admit Term	Committee Name	Gender	Date of Birth	NAU ID	National ID	National ID Country	NID Short Description	Last Name	First Name
	GRAD	0			GRDPT	1	GRUG	ENGLTMA	1197	GRDPT		Male	10/30	000539391	*****1963	USA	SSN	
	GRAD	0			GRDPT	1	NDEGG	ENGLTMA	1198	GRDPT		Male	10/30	000539391	*****1963	USA	SSN	

Click Student ID in appropriate row.

Step 5

Select Application Evaluator Detail.

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Favorites Main Menu > Student Admissions > Application Evaluation > Evaluate Application Materials > Application Evaluator Ratings

Application Evaluator Rating Application Evaluator Detail

ID

Academic Career: Graduate  
Prog Nbr: 0  
Evaluation Code: GrDptDecsn  
Committee: Graduate Department Decision

Application Nbr:   
Academic Program: GRAD-Degree Seeking  
Academic Plan(s): English-Literature (MA)  
Evaluation Nbr: 1




Find | View All First 1 of 1 Last


Evaluator ID: 2576637 Graduate,Department Decision 

+ -

Find | View All First 1 of 1 Last

\*Scheme: GRAD DEPT  Graduate Department Decision 


+ -


Evaluation Status: In Prgrs Evaluation Date: 10/16/2017 


Overall Rating:


Comments:


Transfer To: Application Evaluations Go


 Save

 Return to Search

 Previous in List

 Next in List

 Notify

 Refresh

Application Evaluator Rating | [Application Evaluator Detail](#)

## Step 6

Application Evaluator Rating | **Application Evaluator Detail**

Max Brandstetter ID [REDACTED]

Academic Career: Graduate Application Nbr: 00825848

Prog Nbr: 0 Academic Program: GRAD-Degree Seeking

Evaluation Code: GrDptDecsn Academic Plan(s): English-Literature (MA)


Committee: Graduate Department Decision Evaluation Nbr: 1

Evaluator ID: 2576637 Graduate, Department Decision

Scheme: GRAD DEPT Graduate Department Decision

\*Component: ADECS Admission Decision

Type: INDV Individual

Rating Value:  

Comments:

Transfer To: Application Evaluations Go

Save Return to Search Previous in List Next in List Notify Refresh

Application Evaluator Rating | Application Evaluator Detail

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

### Look Up Rating Value

Academic Institution: NAU00

Rating Scheme: GRAD DEPT

Rating Component: ADECS

Rating Value: =

Look Up Clear Cancel [Basic Lookup](#)

### Search Results

View 100 First 1-10 of 10 Last

Rating Value	Description
4	Admit - Regular
10	Admit - Conditional
500	Deny-Prog Requirements Not Met
510	Deny - Not Competitive
520	Deny - Program Full
530	Deny - With Comments
540	Deny - Incomplete Application
900	Cancel - Student Request
910	Cancel - Student Decline Offer
920	Cancel - No Student Response

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

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[Application Evaluator Rating](#)
[Application Evaluator Detail](#)

ID

Academic Career:

Graduate

Application Nbr:

Prog Nbr:

0

Academic Program:

GRAD-Degree Seeking

Evaluation Code:

GrDptDecsn

Academic Plan(s):

English-Literature (MA)

Committee:

Graduate Department Decision

Evaluation Nbr:

1

Find | View All First 1 of 1 Last

Evaluator ID:

2576637

Graduate,Department Decision

Find | View All First 1 of 1 Last

Scheme:

GRAD DEPT

Graduate Department Decision

Find | View All First 1 of 4 Last

\*Component:

ADECS

Admission Decision

Type:

INDV

Individual

Rating Value:

10

Comments:

Transfer To:

Application Evaluations

Go

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

[Application Evaluator Rating](#) | [Application Evaluator Detail](#)

Insert Admit – Conditional Rating Value and click View All.

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## Step 8

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Application Evaluator Rating
Application Evaluator Detail

**Academic Career:** Graduate

**Prog Nbr:** 0

**Evaluation Code:** GrDptDecsn

**Committee:** Graduate Department Decision

**Application Nbr:** [REDACTED]

**Academic Program:** GRAD-Degree Seeking

**Academic Plan(s):** English-Literature (MA)

**Evaluation Nbr:** 1

Find | View All | First | 1 of 1 | Last

**Evaluator ID:** 2576637      **Graduate, Department Decision**

Find | View All | First | 1-4 of 4 | Last

**Scheme:** GRAD DEPT      Graduate Department Decision

**\*Component:** ADECS      Admission Decision

**Type:** INDV      Individual

**Rating Value:** 10      Admit - Conditional

**Comments:**

**\*Component:** COND1      Condition of Admission 1

**Type:** INDV      Individual

**Rating Value:** [REDACTED]

**Comments:**

**\*Component:** COND2      Condition of Admission 2

**Type:** INDV      Individual

**Rating Value:** [REDACTED]

**Comments:**

**\*Component:** COND3      Condition of Admission 3

**Type:** INDV      Individual

**Rating Value:** [REDACTED]

**Comments:**

**Search Results**

Rating Value	Description
30	Official UG Transcript Needed
31	Official GR Transcript Needed
32	9 Hours Grad Course A or B
33	15 Hours of Forestry Courses
34	Common Body of Knowledge
35	PIE Completion
36	Submission Apprvd Prog Study
37	Other Requirement
38	12 Hours Grad Course A or B

**Transfer To:** Application Evaluations      **Go**

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.