

GRADUATE ADMISSIONS PROCESSING LIFECYCLE

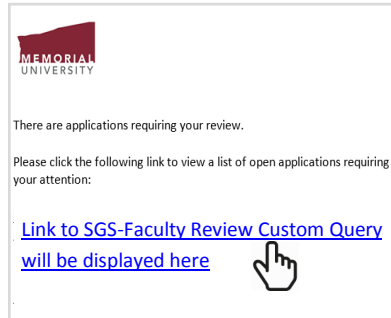
GRAD STUDIES COMMITTEE OnBase QUICK REFERENCE GUIDE

ACCESS FACULTY REVIEW CUSTOM QUERY

When an applications status is **FACULTY/GSC REVIEW**, Grad Admin Staff and Grad Officers have the ability to send a notification and share a link to those applications via email to faculty members on Grad Studies Committees. The link in the email will point to the OnBase **SGS-Faculty Review Custom Query** which will display applications within the OnBase Web Client.

Access the SGS-Faculty Review Custom Query to Review Applications:

1. Click on the link in the email received from **Grad Admin**



2. You will be prompted to **authenticate** with your **username and password**

SORTING AND GROUPING

Search results can be **Sorted** and **Grouped** in the OnBase Web Client.

To Sort a Column

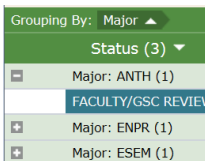
All Column lists can be sorted in ascending or descending order by clicking on the column heading.

To Group by Column

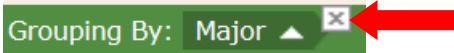
Drag the column you would like to group by into the **Drag a Column here to group by area**

Drag a column here to group by.

Applications will then appear in a group as seen below

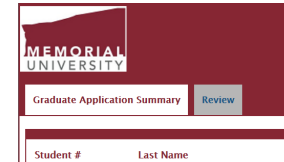


To **Ungroup**, click on the group and **Select X**

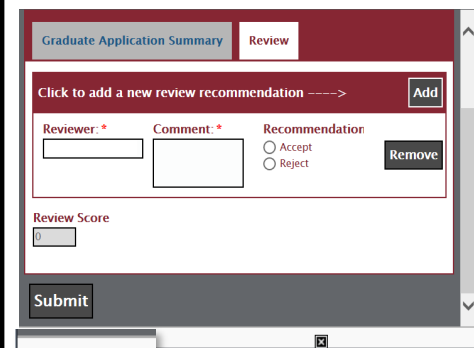


GRADUATE APPLICATION SUMMARY AND REVIEW

The **Graduate Application Summary Tab** will provide the details of the application.



To add comments, recommendations and/or provide an accept or reject vote click on the **Review Tab**. Once complete click the **Submit Button**.



1 Note(s)

To view /add notes related to the application, click on **Notes(s)**.

Drag a column here to group by.

| Status (3) | Last Name ▲ | First Name | Student # | Degree | Faculty/School | Major | Department | Route | Admit Term |
|--------------------|-------------|------------|-----------|--------|----------------|-------|------------|-------|------------|
| FACULTY/GSC REVIEW | DOEY | PAUL | 310000102 | PHD | EG | ENPR | ENGI | THES | 201801 |
| FACULTY/GSC REVIEW | PETERS | SALLY | 123006789 | MA | AR | ANTH | ANTH | THES | 201801 |
| FACULTY/GSC REVIEW | MIAH | L | 123006521 | MAPS | EG | ESEM | ESEM | COUR | 201801 |