

## Instructors' Quick Guide to Recording Graduate Admission Decisions at the Evaluation page

1. Log into PeopleSoft at <http://my.fresnostate.edu/>
  - Go to **Faculty Self Service**; Click on **Applicant Search**
2. You will be taken to a Search page
  - Enter in the **Admit Term**; Click the **Search** button
3. You will be taken to the **Applicant Search** page

Once the Applicant Search page is brought up, click on the [Evaluation](#) link for the student that needs a decision. (You will only be able to click on this link if, under the [Application Status](#) link, you see *Action Required by Grad Program*)
4. You will be taken to the **Evaluation Page**

**Choose one of the following actions from the list when you click on [Evaluation Status](#):**

  - **In Progress** (Use when the program decision is pending and you will enter a decision at a later time.
    - i. In the **Evaluation Status** field select “InProgress”.
    - ii. Click the **Ok** button (your entry has been recorded) and you will automatically be taken back to the full list of people at the Applicant Search page.
  - **Classified Admission** (New applicant with NO conditions)
    - i. In the **Evaluation Status** field select “Class Adm”.
    - ii. Click the **Ok** button (your entry has been recorded) and you will automatically be taken back to the full list of people at the Applicant Search page.
  - **Conditionally Classified Admission** (New applicant with Conditions)
    - i. In the **Evaluation Status** field select “Cond Adm”.
    - ii. Delete the default text and enter in conditions in the Comments box. Conditions will appear in Notice of Admission letter and email to applicant sent by the Graduate Admission office. *If you do not add conditions the applicant will not be admitted and you will receive repeated email reminders to add the conditions.*
    - iii. Click the **Ok** button (your entry has been recorded) and you will automatically be taken back to the full list of people at the Applicant Search page.
  - **Admit** (Only used for applicants in the \*Advanced Certificate programs)
    - i. In the **Evaluation Status** field select “Admit”.
    - ii. Click the **Ok** button (your entry has been recorded) and you will automatically be taken back to the full list of people at the Applicant Search page.
  - **Denied Admission** (the reason is not added to the general denial letter sent by Grad. Adm. Ofc.)
    - i. In the Evaluation Status field select “Denied Adm”.
    - ii. Delete the default text and enter in reason(s) in the Comments box.
    - iii. Click the **Ok** button (your entry has been recorded) and you will automatically be taken back to the full list of people at the Applicant Search page.
  - **Withdrew** (Applicant notifies the department he is not coming)
    - i. In the Evaluation Status field select “Withdrew”.
    - ii. Click the **Ok** button (your entry has been recorded) and you will automatically be taken back to the full list of people at the Applicant Search page.

**PLEASE NOTE:**

After entering data at the Evaluation page, you can only update data for **In Progress**.

Once you enter Classified Admit; Conditional Admit; Admit; Denied Admission or Withdrew...you cannot go back to update...the page will not allow access because the entry has already generated a decision action.

\* The Advanced Certificate programs are:

- Biotechnology
- Composition
- Criminal Justice Counseling Specialist
- Dietetics
- Educational Technology
- Geographic Information Systems
- Homeland Security
- Psychiatric Mental Health Nurse Practitioner
- Teaching American History
- TESOL

The screenshot shows a web browser window displaying the Fresno State Application Evaluation system. The browser address bar shows the URL: [https://cmsweb.fresnostate.edu/psp/HFRPRD\\_1/EMPLOYEE/HRMS/c/EVALUATE\\_APPLICANTS.APPLICANT\\_EVAL.GBL](https://cmsweb.fresnostate.edu/psp/HFRPRD_1/EMPLOYEE/HRMS/c/EVALUATE_APPLICANTS.APPLICANT_EVAL.GBL). The page title is "A A A EVALUATION page - Mozilla Firefox".

The page content includes a navigation menu with links for "Catalog", "Calendar", "DGS", "Pandora", "Campus Map", "Program Criteria", "GradAdm", "HAFTST", "Directory", "Zimbra", "XAP", "PS back", "EECU", "Pin It", "Pinterest", and "SparkPeople". The main navigation bar includes "Home", "Add to Favorites", and "Sign out".

The main content area is titled "Application Evaluation" and includes tabs for "Overall Rating", "Committee Rating", and "Evaluator Rating". The "Evaluator Rating" tab is active. The page displays the following information:

- ID:** [Redacted]
- Academic Career:** Postbaccalaureate
- Application Nbr:** 00381144
- Prog Nbr:** 0
- Academic Program:** Graduate

The "Evaluation Code:" section shows "Evaluation Nbr: 1". The "Committee:" section includes a search bar for "Evaluator ID:" and a dropdown for "Committee Role:". The "Evaluation Date:" field is empty. The "Overall Rating:" field is empty. The "Comment:" field is empty.

At the bottom of the page, there is a "Transfer To:" dropdown menu set to "Application Evaluator Ratings" and a "Go" button. Below this are buttons for "Save", "Return to Search", "Notify", and "Refresh". The page footer includes the breadcrumb "Application Evaluation | Overall Rating | Committee Rating | Evaluator Rating".