

NextGen Admissions

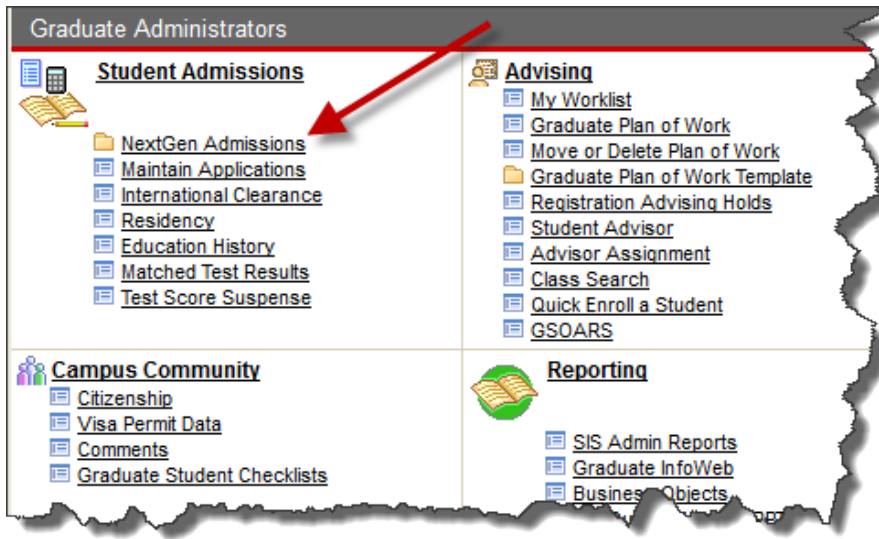
Administrator Manual

*Revised
11/3/2014*

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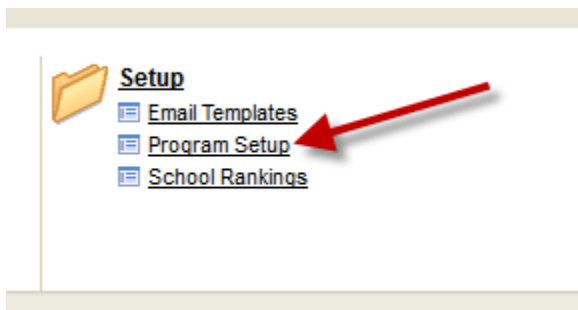
Access the NextGen Admissions folder from the Graduate Administrators pagelet:



Initial Program Setup & Updates to Setup

Each graduate program has access to set up their application reviewers and administrative users, as well as define specific review deadlines, test score minimums, rankings, tags, etc. You can apply a different setup at the plan and sub-plan level, only if you have different people administering/reviewing applications at those levels, or if requirements are different.

Under the Setup folder, click on Program Setup:



Enter or lookup your academic program and hit search:

Find an Existing Value | Add a New Value

▼ Search Criteria

Academic Institution: begins with ▼ NCSU1

Academic Program: begins with ▼ ST

Academic Plan: begins with ▼

Academic Sub-Plan: begins with ▼

User ID: begins with ▼ LWGENTIL

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Program Dates:

Program review deadlines can be added for each admit term. This helps to inform reviewers of the deadline for when they should submit their admission decisions to the DGP.

Program Setup | Test Score Indicators | Faculty Reviewers | Program Template

Program ST Statistics

Plan

Sub-Plan

Program Dates

☐ Allow Faculty to Search All Apps

1-3 of 9

Admit Term	Application Deadline	Review Deadline
2138	Fall '13 06/15/2013	07/15/2013
2141	Spring '14 11/15/2013	11/30/2013
2146	Sum1 '14 03/15/2014	04/15/2014

Program Ranking

Enter the following deadline dates for each admit term, click the View All link to see all future terms, or scroll through the rows:

1. Application Deadline is the date when applicants should have submitted their online application
2. Review Deadline is the date when faculty/reviewers should submit their decision to the DGP

Faculty Application Search:

By default, faculty reviewers will only see applications that are assigned to them. The administrator can check the box to "Allow Faculty to Search All Apps" for the program.

Program Setup | Test Score Indicators | Faculty Reviewers | Program Template

Program ST Statistics

Plan

Sub-Plan

Program Dates

☒ Allow Faculty to Search All Apps

1-3 of 9

Admit Term Application Deadline Review Deadline

21 Fall ' 31

Program Ranking:

By default, this is turned off. You can turn it on by checking the box “User Ranking System”.

Program Setup | Test Score Indicators | Faculty Reviewers | Program Template

Program ST Statistics

Plan

Sub-Plan

Program Dates

☐ Allow Faculty to Search All Apps

1-3 of 9

Admit Term		Application Deadline	Review Deadline		
2138	Fall '13			+	-
2141	Spring '14			+	-
2146	Sum1 '14			+	-

Program Ranking

☒ User Ranking System

Numerical De

Programs can set up their own ranking system for reviewers to use. For example, a ranking of A, B, C, D, F could be assigned to applicants. An 'A' could be equal to 5 points, a 'B' equal to 4 points, etc. If multiple reviewers select a ranking, the DGP can see those rankings, in addition to an average of all combined rankings.

Program Ranking

☒ User Ranking System

Ranking	Numerical Ranking	Description		
A	5	Excellent	+	-
B	4	Good	+	-
C	3	Fair	+	-
D	1	Poor	+	-
F	0	Un-acceptable	+	-

1. Decide how you want reviewers to rank/rate applicants. Ex: 1-5, A-F, etc. Enter as many rankings as you like, by clicking the '+' symbol on the right.
2. Assign a numerical value to each ranking. For example, if A is the highest ranking, its numerical value would be 5 on a 5-point scale, or 100 on a 100-point scale.
3. You can give each ranking a description, such as "Excellent" for the highest ranking, and so on.

Below is an example of how the application rankings will appear to the reviewer when they are submitting an evaluation:

Faculty Evaluations

Application Ranking

Decision

Comment to DGB

Custom Evaluation Questions:

In this area, you can create up to 5 questions that you want your application reviewers to answer as part of the evaluation of applications. To use this functionality, check the box and begin entering the question(s).

Custom Evaluation Questions

☒ Use Custom Evaluation Questions

Only 5 questions are permitted to be active at one time.
100 Character limit on the question text.

Custom Evaluation Questions

☒ Use Custom Evaluation Questions

Only 5 questions are permitted to be active at one time.
100 Character limit on the question text.

QSTN #	Status	Required	Question	
1	Active	<input type="checkbox"/>	Describe the applicants understanding of quantum mechanics.	+ -
2	Active	<input type="checkbox"/>		+ -

Save Return to Search Notify

1. Enter the question for the evaluator to answer
2. Click the plus button to add more questions
3. If the question requires an answer, check this box
4. Questions default as active, but can be changed to inactive
5. Click Save

Add Administrative Users:

Only the DGP can add new admin users, by entering the unity ID of other NC State employee(s) to give them administrator access to the NextGen Admissions system. (**Note:** This is not the same as adding Faculty Reviewers)

Program Setup | Test Score Indicators | GPA Indicators | Faculty Reviewers | Email Settings | Program Template

Program: GCERT Graduate Certificate | Copy to Plan/Subplan | ☒ Active in NextGen

Plan | Sub-Plan

Program Dates

☐ Allow Faculty to Search All Apps

View All 1-5 of 13

Admit Term	Application Deadline	Review Deadline	
2138	Fall '13		+ -
2141	Spring '14		+ -
2146	Sum1 '14		+ -
2147	Sum2 '14		+ -

DGPs & Graduate Service Coordinators

Unity Id	Read Only	Admin - No DGP Decision	
JJFOSTER	<input type="checkbox"/>	<input type="checkbox"/>	+ -
LOXENHA	<input type="checkbox"/>	<input type="checkbox"/>	+ -
LWGENTIL	<input type="checkbox"/>	<input type="checkbox"/>	+ -

Evaluation Group Settings

- Click the '+' symbol for a new row, then enter the unity ID of the NC State employee
- There are several levels of administrator access. By leaving the boxes above un-checked, the user will have access as a DGP and will be able to submit admission decisions. Click Save.

Other Access Options:

1. "Read Only"
2. "Admin - No DGP Decision" - If this box is checked, the user will be able to assign applications for review, send emails, etc.; but will not be able to submit the admission decision on behalf of the DGP

Evaluation Group Settings

By default, when your faculty are reviewing applications, they are able to see the rankings, decisions, and comments of the other reviewers. You can turn this feature off, so they cannot see the other reviews, by un-checking the box in this section. Hit Save.

The screenshot shows the 'Program Setup' tab in a web application. The 'Program' is 'GCERT' and the 'Plan' is 'Graduate Certificate'. The 'Evaluation Group Settings' section is highlighted with a red circle. It contains a checkbox labeled 'Allow Faculty to See Other Evaluations in the Group' which is currently unchecked. Other sections visible include 'Program Dates' with a table of application deadlines and 'DGP's & Graduate Service Coordinators' with a list of coordinators.

Admit Term	Application Deadline	Review Deadline
2138	Fall '13	
2141	Spring '14	
2146	Sum1 '14	
2147	Sum2 '14	

DGP's & Graduate Service Coordinators	
LOXENHA	Lynch, Lian
LWGENTIL	Gentile, Lindsay Wood

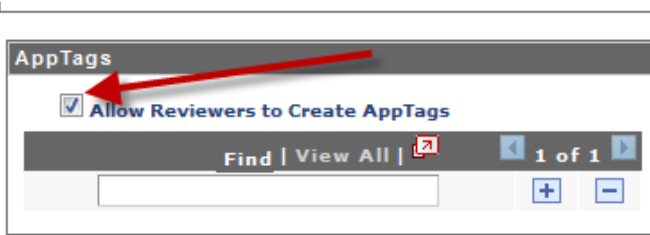
AppTags:

Administrators can create tags that they and reviewers can apply to applications. You can also search by tags, after you have applied them to an application. Examples of tags are "GRE waived", "Fellowship Candidate", "Hold for Interview", "Low GPA", etc. Enter Apptag descriptions and click save at the bottom of the page. Click the '+' sign to add more rows:

The screenshot shows the 'AppTags' section. It has a checkbox labeled 'Allow Reviewers to Create AppTags' which is unchecked. Below it is a table with two rows of tags: 'Funding Candidate' and 'GRE scores waived'. Each row has a '+' button to add more tags and a '-' button to remove the tag.

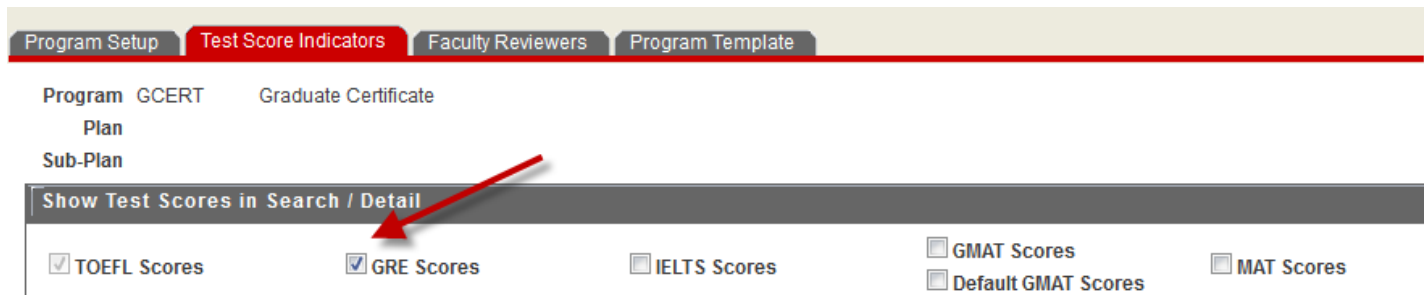
Find View All	1-2 of 2	
Funding Candidate	+	-
GRE scores waived	+	-

By default, reviewers cannot create their own tags to add to applications, but they can use tags that are setup by graduate program administrators. Administrators can turn on the functionality to allow reviewers to create tags by checking the "Allow Reviewers to Create AppTags" box. *Most programs will leave this un-checked.*



Test Score Indicators tab:

Test scores types available for display are TOEFL, GRE, GMAT, MAT, and IELTS. By default, TOEFL and IELTS scores will display on applications; you should check the box for other scores that you want to see.



Also, you are able to setup minimum test score requirements. The TOEFL and IELTS minimums default as the Graduate School minimum requirements; you can make the minimum higher for program specific requirements, but you cannot lower them. Ex: if an applicant has a TOEFL total of 80 or higher, there will be a green circle icon beside the score on their application; anything lower would show as a red circle icon.

You can set up all other test score formats to show the color indicators by entering your program test score requirements. Use the “Based on” drop down box to set up the test score indicators based on percentages or raw scores.

Note: If your program requires a GRE subject exam, you can select up to three subject tests to display.

Show Test Scores in Search / Detail

☒ TOEFL Scores

☒ GRE Scores

Test Score Indicators

Reading

Green >= 18

Yellow >=

Red <= 17

Speaking

Green >= 18

Yellow >=

Red <= 17

Writing

Green >= 18

Yellow >=

Red <= 17

Listening

Green >= 18

Yellow >=

Red <= 17

Total

Green >= 80

Yellow >=

Red <= 79

Based on Percentages

Test Scores

Verbal

Green >=

Yellow >=

Red <=

Quant

Green >= 75

Yellow >=

Red <= 74

Writing

Green >=

Yellow >=

Red <=

GRE Subject Test

Math

Green >=

Yellow >=

Red <=

GRE Subject Test

Math Revised

Green >=

Yellow >=

Red <=






GRE Subject Test

Below is an example of how the visual will appear to your reviewers, based on the score indicators that you enter on the setup page:

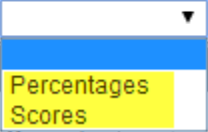
▼ GRE

Test Component	Test Date	Score	%	
Quantitative	06/11/2011	158	74	
Verbal	06/11/2011	152	53	
Writing	06/11/2011	3	11	

▼ TOEFL

Test Component	Test Date	Score	
Composite - Internet	10/30/2011	98	
Listening - Internet	10/30/2011	24	
Reading - Internet	10/30/2011	28	
Speaking - Internet	10/30/2011	22	
Writing - Internet	10/30/2011	24	

For GMAT scores, you can click the “Default GMAT Scores” checkbox, if you want your reviewers to see GMAT scores on their “at-a-glance” landing page.

☒ GMAT Scores
☒ Default GMAT Scores
 Based on 
 Test Score
 Writing

GPA Indicators tab:

By default the Undergraduate and Graduate GPA indicators are set to show a green symbol for a GPA of 3.0 or higher and red for anything lower. You can update these, to show the color symbols for your program specific requirements.

Program Setup

Test Score Indicators

GPA Indicators

Faculty Reviewers

Program GCERT Graduate Certificate
 Plan
 Sub-Plan

GPA Indicators

Undergraduate GPA

Green \geq
 Yellow \geq
 Red \leq

Graduate GPA

Green \geq
 Yellow \geq
 Red \leq

Faculty Reviewers tab:

You will need to add the faculty/reviewers for your program. These are people to whom you will assign applications for review.

There are two ways to do this, administrators can add the people who hold graduate faculty in the program by clicking the “Add All Program Faculty” link (see below), and then hit save at the bottom of the screen. Look over the list to see if there is anyone you need to delete as a faculty reviewer, within NextGen Admissions. To delete, click the ‘-’ button next to their name and hit save.

By default, the “Maintain List of Reviewers” will be checked. If you uncheck the box, then these faculty reviewers will not be removed, should their graduate faculty status change, nor will new faculty automatically be added to this list. It is recommended that you leave the box checked.



Program Setup Test Score Indicators **Faculty Reviewers** Program Template

Program GCERT Graduate Certificate

Plan

Sub-Plan

Reviewers ?

Unity Id Name Locked

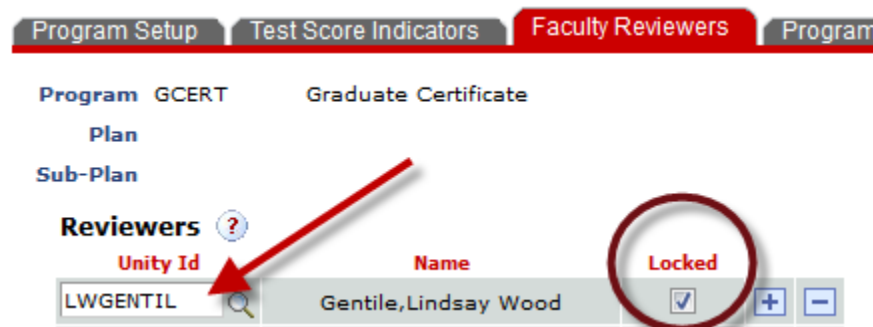
+

-

Add All Program Faculty

☒ Maintain List of Reviewers

The second way to add reviewers is individually. This way will also allow you to add NC State employees who are not part of your program’s graduate faculty. To use this method, hit the ‘+’ button and enter that person’s unity ID in the blank box. You will need to check the “Locked” box beside their name, or they will be erased from this reviewer list overnight (see below). Click save at the bottom of the page.



Program Setup Test Score Indicators **Faculty Reviewers** Program

Program GCERT Graduate Certificate

Plan

Sub-Plan

Reviewers ?

Unity Id Name Locked

LWGENIL Gentile, Lindsay Wood

+

-

Email Settings tab:

By default, emails will not be sent to faculty reviewers when you assign applications, nor will emails be sent to the DGP and GSC when the reviews are complete. However, you can turn this functionality on. You will need to check the box or boxes (as seen below) depending on which emails you want sent. Then click the Save button.

Program Setup
Test Score Indicators
Faculty Reviewers
Email Settings
Program Template

Program GCERT
Graduate Certificate
Plan
Sub-Plan

Evaluation Group Assignment

☒ **Send email to the evaluation group when an application is ready for review.**

In a pooled evaluation group, all members will get the ready for review email as soon as the evaluation group is added to the application. For a serial group, each member will receive the email when it's ready for their review.

Evaluation Group Assignment

☒ **Send email to the DGP/GSC when the evaluation committee has entered all decisions.**

In a pooled evaluation group, the email will be sent when ALL members of the group have completed their evaluations. For a serial group, the email will be sent when the LAST person in the group has completed their evaluation.

Save
Return to Search
Previous in List
Next in List
Notify

Add
Update/Display

Weekly email reminders can also be sent to reviewers. This is used in addition to or instead of the email notification every time an application is assigned. Simply click the checkbox in the weekly committee emails box and reviewers will get an email every Monday with a list of applicants whom they are assigned. There is a place to enter one or more email addresses, if there is someone in the office who needs to be copied on the weekly email. Click Save.

Weekly Committee Emails

☒ **Send a weekly email to anyone in the evaluation group that has an application ready for review. Each committee member will receive one email each Monday that will contain the entire list of applications that are in 'Ready to Review' status.**

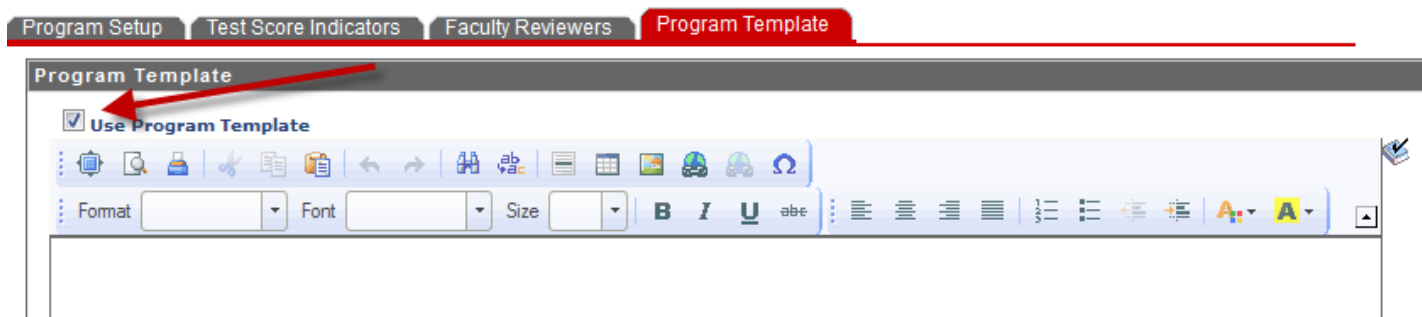
The committee member will continue to receive the email each Monday, until all applications in their worklist have been reviewed or a DGP decision has been made.

Enter any email addresses that should be cc'd on this weekly email. Separate multiple addresses by a comma.


ex: mrwuf@ncsu.edu,mrswuf@ncsu.edu

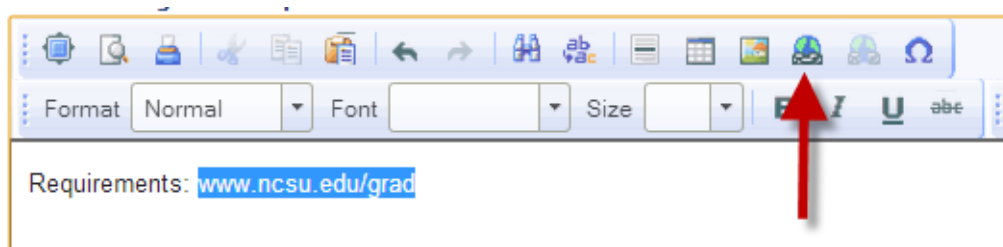
Program Template tab:

By default, the program template is not active. You can choose to activate it by checking the “Use Program Template” box. This template might be useful if you have program specific information that you need to communicate to reviewers. For example, some programs are including a link to their departmental requirements, or they ask reviewers to take interview or review notes here. If you activate your program template, it will show up as an additional tab when someone is reviewing an application.

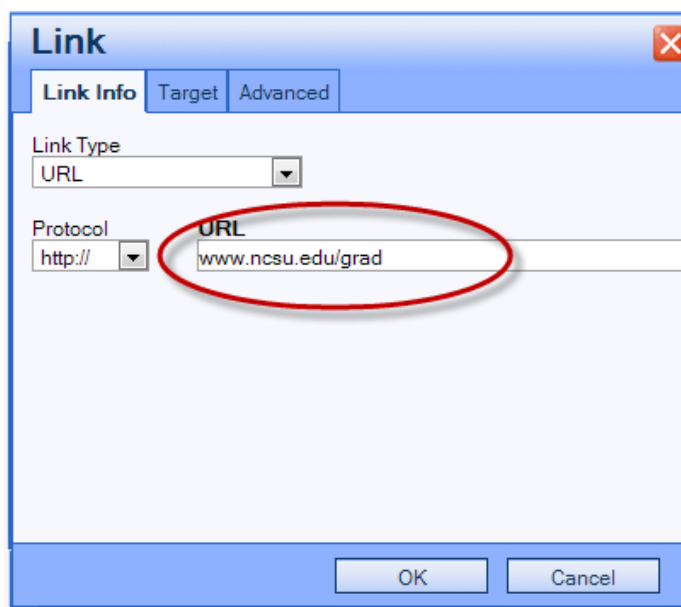


Inserting a URL link in the program template:

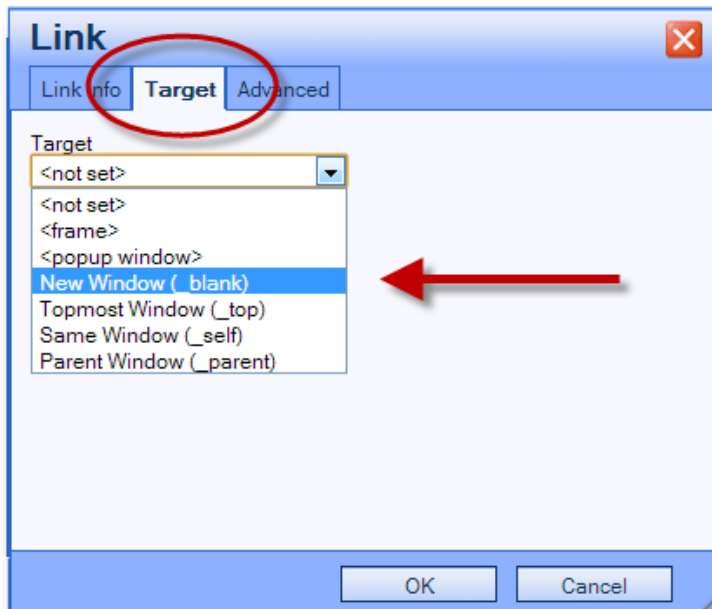
-Once you type or paste the link, you will need to highlight it and click the  icon



In the box that appears, paste or type your URL again, then click the “Target” tab.



Select “New Window (_blank)” from the drop-down list and click the OK button.



School Rankings


Administrators can add and update school/university rankings. These rankings will display on the application, if the applicant reported attending one of the schools that you have ranked. For example, if applicants from NC State University are excellent candidates to your program, you can highlight this by ranking NC State University as an 'A=Excellent' school.


1. Under the NextGen Setup folder, click School Rankings.
2. Click the "Add a New Value" tab


3. Enter or lookup your academic program, and plan and sub-plan if needed. The institution and your user ID will default. Click the Add button.

Find an Existing Value Add a New Value


Academic Institution: NCSU1


Academic Program: ST 

Academic Plan: 17STMS 

Academic Sub-Plan: 17STABMMS 

User ID: LWGENTIL







4. Lookup the External Org ID by clicking the  button next to the field.
5. The best way to find the school is to change the Search Name drop-down list to "contains" and type a few characters from the school name, hit the Look Up button. From the results, look under the Description column to find the school you are looking for and click it.

Look Up External Org ID



External Org ID: begins with

Search Name: contains

Organization Type: begins with 

   [Basic Lookup](#)

Search Results

View 100 First  1-5 of 5  Last

External Org ID	Search Name	Organization Type	Description
000223067	WINTHROPHIGHSCHOOL	SCHL	Winthrop High School
000232540	WINTHROPHIGHSCHOOL	SCHL	Winthrop High School
000233513	WINTHROPHIGHSCHOOL	SCHL	Winthrop High School
000223068	WINTHROPNEWLIFEACADEMY	SCHL	Winthrop New Life Academy
000219487	WINTHROPUNIVERSITY	SCHL	Winthrop University

6. Select the ranking from the drop-down box that matches what you want to assign to this school and then hit Save.

School Rankings

Academic Program ST Statistics

Academic Plan

Academic Sub-Plan

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

External Org ID

1 000219487 Winthrop University

Ranking

B - Above Average

Save Notify Add Update/D

After entering school rankings, your reviewers will see those rankings next to the school information if the applicant attended one of those schools (see below):

▼ **Graduate Education**

School Data Transcript Data

School	Location	Degree	Field of Study	Self Reported GPA	Level	From Date	To Date	Degree Status	Degree Conferred Date	School Rank
NC State	Raleigh NC United States	M. of	Accounting	3.410	Master	05/01/2009	05/01/2010	Complete	05/01/2010	A - Excellent

Email Templates

From the Setup folder, select "Email Templates". If you are creating a new email template, click the Add a New Value tab from the search screen. Enter your program and the description for the new email template (this is what you will see when you are later selecting the email template from a list). Click the Add button.

Email Templates

Find an Existing Value Add a New Value

Academic Program: MBA

Description: Missing application materials

Add

Email Template

Academic Program

EINT

Entomology

Template Description

test template

from

reply to

cc

bcc

Subject

☐ Do Not Send Template To Applicant More Than Once

1

2

7

[Delete This Email Template](#)

[Send Test Message to Yourself](#)

[Copy Template](#)

Separate multiple addresses with a comma.

Option 1: Create HTML Version [Example](#)

This screenshot shows the top portion of the LibreOffice Writer application. The top toolbar is visible, containing various icons for document manipulation, editing, and formatting. A red box labeled '3' is positioned in the center of the main text area, indicating the location for entering the title.

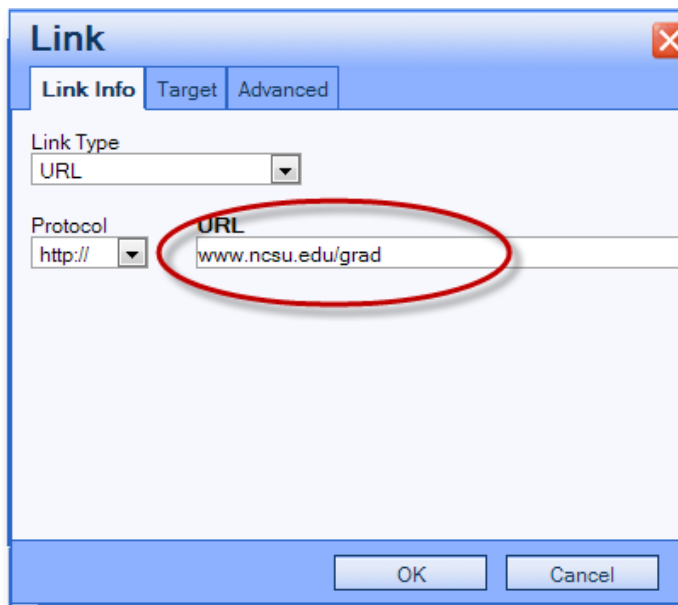
Code	Description	Example
%1	First Name	John
%2	Last Name	Smith
%3	Full Name	John Smith
%4	Program	GCERT
%5	Program Description	Graduate Certificate
%6	Plan	17CHMS
%7	Plan Description	Chemistry-PHD
%8	SubPlan	15GISZCTG
%9	SubPlan Description	Geographic Info Systems DE
%10	Admit Term	2141
%11	Emplid	200111222
%12	Salutation (based of gender)	Mr. or Ms.
%13	Admit Term Description	2014 Spring Term
%14	Application Number	3725395
%15	Degree	PHD,MS,MR,MA,MFA,MED,EDD,CTG
%16	Degree Description	Doctoral, Masters, Graduate Certificate
%17	Application Date	10-22-2013
%18	Unity Id	mmwuf

Option 2: Use Existing HTML

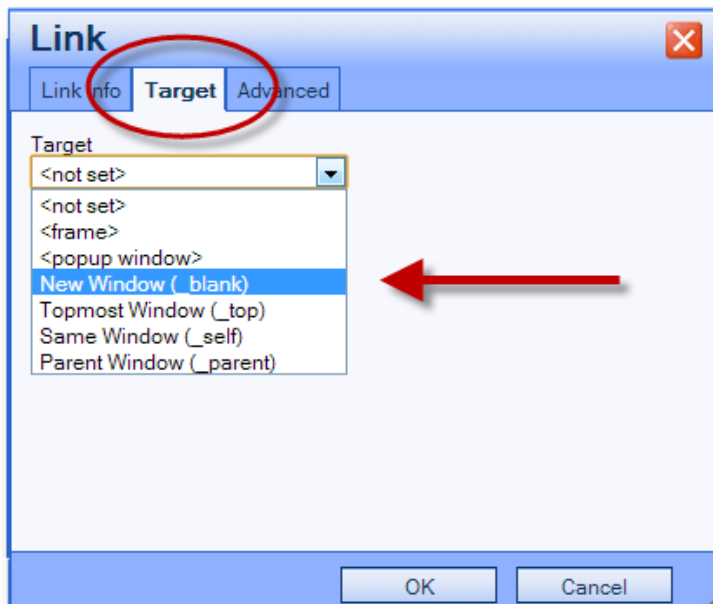
If you have existing HTML from another source, paste that here. You will need to update any existing code to use the %1, %2 format.

1. If you want to include a cc or bcc email address who will always receive a copy of the email when it is sent, include it here on the template.
2. Enter the subject line for the applicant to see in their email inbox.
Just under the subject line is a check box that you can check if you do not want this email to go to applicants more than once.
3. Type the body of your email message.

4. If you want to personalize the email, you can include the html code(s) from the list on the right. For example, if you type “Dear %1”, the email will include the applicant’s first name when you are sending the mass email.
5. If you want to include a URL link in the email, use this link to input the URL, then on the Target tab, you should select “New Window” from the drop-down and click the OK button.



The screenshot shows the 'Link' dialog box with the 'Link Info' tab selected. The 'Link Type' dropdown is set to 'URL'. The 'Protocol' dropdown is set to 'http://'. The 'URL' text field contains the text 'www.ncsu.edu/grad', which is circled in red. At the bottom of the dialog are 'OK' and 'Cancel' buttons.



The screenshot shows the 'Link' dialog box with the 'Target' tab selected. The 'Target' dropdown menu is open, displaying a list of target options. The option 'New Window (_blank)' is highlighted with a blue background, and a red arrow points to it from the right. Other options in the list include '<not set>', '<frame>', '<popup window>', 'Topmost Window (_top)', 'Same Window (_self)', and 'Parent Window (_parent)'. At the bottom are 'OK' and 'Cancel' buttons.

6. If you have email templates already saved, you can use the “Existing HTML” box to copy and paste them here. NOTE: You will need to replace any other system references in the html coding, with the % code described in step 4 above.
7. Once you get the email template formatted, you can send a copy to yourself to check for errors before you start using the template. Simply click the “Send Test Message to Yourself” button.
8. Click the Save button at the bottom when you are done.

Email templates can be deleted by clicking the delete link in the top right corner of the template.

Email Template

Academic Program ENT Entomology

Template Description test template

from

reply to

cc

bcc

Delete This Email Template

Send Test Message to Yourself

Copy Template

You can copy an email template by using the copy template feature in the top right corner of the template. Click the triangle to expand the section and enter the new template name, then hit the copy button.

Email Template

Academic Program ENT Entomology

Template Description test template

from

reply to

cc

bcc

Delete This Email Template

Send Test Message to Yourself


Copy Template

New Template Name

Copy

Separate multiple addresses with a comma.

Sending Individual Emails

Emails can be sent from the application detail screen, by clicking the  icon from the applicant data tab.

Applicant Data Education History Scores Recommendations Template Evaluation DGP Decision Post Decision/Enrollment Data

Spring '14
17PYPHD Physics-PHD

GRE %

q	89
v	10
w	14

GPA

u	2.92
g	3.78

Needs Review

Applicant Data


Program Data

Date Submitted	Admit Term	Program	Plan	Degree	Self Reported Residency	Applicant Selected Major	Applicant Request Funding
10/14/2013	Spring '14	PY	17PYPHD	Physics-PHD	PHD	OUT	Physics - PHD

Application Evaluation Data

Application Status	Recommendation Letters Received	Transcripts Received	Application Complete	Program Approved Complete App	Evaluation Group
NEW	3 - All	3 of 3	<input type="checkbox"/>	<input type="checkbox"/>	

Personal Data

First Name	Last Name	Gender	Date of Birth	Citizenship	Ethnicity	Self Reported Visa	Email	Address/Phone
		F		Iran (Islamic Republic Of)	Nspec	F1		 Address/Phone

The email screen will open and you can either select an email template or type a new email

NextGen - Email Applicant

Email Applicant



The screenshot shows the 'Email Applicant' interface. At the top, there's a header 'NextGen - Email Applicant'. Below it, the 'Email Applicant' title is followed by a form. The form includes fields for 'from:' (lindsay_gentile@ncsu.edu), 'reply to:' (lindsay_gentile@ncsu.edu), 'to:' (redacted), 'cc:', 'bcc:', and 'subject:'. A red box labeled '1' points to the 'from:' field. A red box labeled '2' points to the 'cc:' field. A red box labeled '3' points to the 'Email Template' dropdown menu. A red box labeled '4' points to the 'bcc:' field. A red box labeled '5' points to the large text area for the email body. A red box labeled '6' points to the 'Send' button. A red box labeled '7' points to the 'Add Attachment 1' and 'Add Attachment 2' buttons. The interface also includes an 'Email Variables' section and a 'Remove All Attachments' link. A warning message at the bottom right states: '-Attachments must be under 3MB. -Executable and zip files are not allowed.'

1. The from: and reply to: email will default to your email address; you can change this if needed.
2. Add cc or bcc email addresses as needed
3. Select an email template and click the Add button, or
4. Enter the email subject line, and
5. Type the body of the email here
6. Hit the Send button when ready
7. Up to 2 attachments can be added to emails

View History of Sent Emails

You can view the history of sent email on the Applicant Data tab. There is even an icon to click to see the actual email as it appeared to the applicant.

Email History

Date Created	Sent By	to	Subject	Template Used		Refresh Email History
09/25/14 4:11PM		@ncsu.edu	Recommendation for Admission!	MBA-ON - Recommendation for Admission		
09/04/14 11:42AM		@ncsu.edu	Your application is under review!	MBA-Application Under Review		

Application Search

Searches can be performed using one criteria or multiple. For instance, you can search for applications by term(s), or you can narrow the search and add the academic plan or degree type. A search like that would show you only future term applications for the PhD program, for example. Searches can also be performed by application status, submit date, applicant name, undergrad GPA, etc.

From the NextGen Admission folder, click on “Application Search”

Enter your search criteria, and hit the “Search Applicants” button at the bottom.

NOTE: To clear your search filters, either hit the ‘-’ button beside the filter, or click on the “Clear All Search Criteria” link in the bottom right.

Application Search

Application Queries

Evaluation Group Maintenance

Select to Expand Section

☐ Post Decision Data
 ☐ Education Data

Select to Show Sections

☐ GRE
 ☐ TOEFL
 ☐ MAT
 ☐ GMAT
 ☐ IELTS
 ☐ GPA

<> option: does not equal

Program Data

Admit Term

= ▼

+

-

Program

= ▼

+

-

Plan

= ▼

+

-

Sub-Plan

= ▼

+

-

Degree

= ▼

+

-

Application Status

Application Review Status

= ▼

+

-

Application Status

= ▼

+

-

AppTags

= ▼

+

-

Application Data

☐ All Transcripts Received
 ☐ Application System Complete
 ☐ Program Approved Complete App

Date Submitted >=

31

Letters of Rec Rcvd

Request Funding

Alerts

Personal Data

Empl ID:

Last Name:

First Name:

Maiden Name:

Email:

Gender

International

Date of Birth

31

Evaluation Group Data

Evaluation Group

[Create / Update Evaluation Groups](#)

DGP Decision Data

DGP Decision

= ▼

+

-

☐ Intended for GSSP Enrollment
 ☐ Previous Related Masters
 ☐ Applying for Readmissions
 ☐ ABM - Advanced Bachelors Master

Post Decision Data

Education Data

SEARCH APPLICANTS

[Clear All Search Criteria](#)

NOTE: You can use the drop-down box in front of each search option to keep the default of '=', or you can change it to '<>', if you want to run a search for "not equal to" the search value you select.

Program Data search:

The screenshot shows the 'Program Data' search interface. It has a red header bar with a dropdown arrow and the text 'Program Data'. Below the header, there are five search criteria, each with a red callout box containing a number:

- 1. Admit Term: A dropdown menu with an equals sign (=) to its left and plus/minus buttons to its right.
- 2. Program: A dropdown menu with an equals sign (=) to its left and plus/minus buttons to its right.
- 3. Plan: A dropdown menu with an equals sign (=) to its left and plus/minus buttons to its right.
- 4. Sub-Plan: A dropdown menu with an equals sign (=) to its left and plus/minus buttons to its right.
- 5. Degree: A dropdown menu with an equals sign (=) to its left and plus/minus buttons to its right.

1. Search by admit term
2. Search by active academic programs to which you have access in SIS
3. Search by active academic plans to which you have access in SIS
4. Search by active academic sub-plans to which you have access in SIS
5. Search by degree type (Masters, Doctoral, Graduate Certificate)

To search by multiple terms or programs at one time, hit the '+' button next to the drop-down, and this will add a new row. You can do this multiple times, as needed.

The screenshot shows the 'Search by Program Data' interface. It has a red header bar with a dropdown arrow and the text 'Search by Program Data'. Below the header, there is a search criteria with a red callout box containing the number 1. The criteria is 'Admit Term' with a dropdown menu showing '2141 - Spring '14'. To the right of the dropdown menu are plus/minus buttons. Below the dropdown menu is a list of search criteria with a red callout box containing the number 2. The list includes:

- 2138 - Fall '13
- 2141 - Spring '14
- 2146 - Sum1 '14
- 2147 - Sum2 '14
- 2148 - Fall '14
- 2151 - Spring '15
- 2156 - Sum1 '15
- 2157 - Sum2 '15
- 2158 - Fall '15

1. Click the '+' button
2. Choose the criteria from the new drop-down menu. Repeat as necessary.

Personal Data search:

▼ Personal Data

Empl ID:

Last Name:


First Name:

Maiden Name:

Email:

Gender:

International:

Date of Birth: 

Search by campus/empl ID, name, email address, gender, date of birth, etc.

Application Status search:

▼ Application Status

Application Review Status 1

= 4 =

Application Status 2

= + -

AppTags 3

= + -

[Application Status Workflow](#)

1. You may search for applications based on their application review status. The status choices include the following in the order that they occur:
 - Needs Review (All new applications that have not been assigned or reviewed)
 - Under Review (Applications that have been assigned and the review has begun)
 - Awaiting DGP Review (All reviews are complete, the DGP now needs to submit the official recommendation)
 - Waitlist (If the DGP submits a decision of Waitlist, the status will update and remain Waitlist until updated by the DGP at a later date)
 - DGP Decision Processing (DGP has submitted the recommendation and the decision will be exported to overnight. NOTE: changes to the DGP recommendation can only be made while in this review status)
 - Evaluation Complete (DGP recommendation has been submitted and the applicant has been notified. NOTE: changes can no longer be made on the DGP recommendation form; deferments should be sent via email to the liaison)
2. You may search on the Application Status (this is the official decision status in the admission system; if a decision letter is associated with this status, the decision is available for the applicant to view). Choices include:
 - Admitted Applicant Declined

- Recommended Applicant Declined (applicant did not submit all documents to finalize admission before declining the offer)
 - Applicant Withdrew Application (application was withdrawn before a decision was submitted)
 - Application Pending Decision
 - Defer Full Pending Clearance (department has approved deferment of a fully recommended international applicant, and they must go through clearance again for the deferred term)
 - Defer Prov Pending Clearance (department has approved deferment of a provisionally recommended international applicant, and they must go through clearance again for the deferred term)
 - Denied Transcript Discrepancy (the Graduate School denied the admission for a discrepancy between the unofficial transcript uploaded by the applicant and the official transcript received from their university)
 - Denied by DGP
 - Denied by Graduate School (the Graduate School will deny applicants who are recommended for admission, if the justification provided by the DGP is not approved by the Assistant Dean)
 - Denied for Campus Safety
 - Full Int'l Pending Clearance (applicant has been recommended for full admission and has been asked to submit international clearance documents)
 - Full Awaiting Official Transcr (applicant has been recommended for full admission and has been asked to submit their official transcript(s))
 - Full Admission Finalized
 - Matriculation to Records (applicant finalized admission and has been matriculated in the university system; once registration opens and their advising hold is released they can enroll in classes)
 - Multiple Recs for Admission (the applicant has applied to, and been recommended for admission in multiple programs for the same term; the applicant either needs to choose or the DGPs must agree to admit to both before admission can be further processed)
 - Prov Int'l Pending Clearance (applicant has been recommended for provisional admission and has been asked to submit international clearance documents)
 - Prov Awaiting Official Transcr (applicant has been recommended for provisional admission and has been asked to submit their official transcript(s))
 - Provision Admission Finalized
3. If you created AppTags under your program setup page, you can search by the tags that have been applied to applications. If you are responsible for more than one graduate program, the tags are sorted by program first and then alphabetical order.
 4. Click on the Application Status Workflow help link to see a diagram for the admission status of international and domestic students, after the DGP submits their recommendation.

Evaluation Group Search

See instructions for creating Evaluation Groups. Once you have created evaluation groups and started assigning applications to the evaluation group, you can search by those groups.

Also, you can use the Create / Update Evaluation Groups link in this area to move to the section where you can update and create new evaluation groups.

Application Data Search

1. Check any of these boxes to filter your search by these specifications.
2. Find all applications with a submitted date that is greater than or equal to the date that you enter.
3. Search for applications based on how many recommendation letters have been received.
4. Search for applicants who request admission only, or admission and financial aid (dept. funding).
5. Some applicants have 'positive' alerts, use this drop-down to search for applicants with a particular alert. Examples include Fulbright, ABM, 3+X, etc.

DGP Decision Data Search

Search for applications based on the decision entered by the DGP and/or use the check boxes to find applications where these boxes were checked upon submission of the DGP decision.

DGP Decision Data

DGP Decision

= ▼ + -

☐ Intended for GSSP Enrollment

☐ Previous Related Masters

☐ Applying for Readmissions

☐ ABM - Advanced Bachelors Master

Options to expand your search capabilities

The search screen has many options, so some are hidden by default and you can elect to expand or show them each time you go to the search application page. The Post Decision Data and Education Data searches are collapsed at the bottom of the search page, but if you use them frequently, you can check the boxes seen below and they will remain expanded on your search page.

The test score and GPA search options are hidden. Check off the boxes for the searches you want to run, and the section will appear at the bottom of your search page.

Select to Expand Section

☐ Post Decision Data ☐ Education Data

Select to Show Sections

☐ GRE ☐ TOEFL ☐ MAT ☐ GMAT ☐ IELTS ☐ GPA

Post Decision Data Search

Search on 'yes' to find applicants who have accepted the offer of admission, 'no' for those who have declined, and 'no response' to find those who have not submitted their enrollment decision.

Post Decision Data

Accepted NCSU Offer ▼

Education Data Search

Education Data

Program School Rankings 1

Ranking ▼

School ▼ 2

School 3

Enter partial school name or use lookup.
Term or Program required for school search.

1. See the section on Program Setup – School Rankings. If you have assigned rankings to the schools your applicants have attended, you can use this drop-down to search for applicants from a school with a particular ranking you have assigned. For example, if you assigned a school with “5 – Excellent”, you can search on 5-Excellent, to get all applicants who attended one of the schools that you ranked Excellent.

2. For all schools that you assign a ranking, you can search by the name one of those schools. The search will return all applicants who indicated attendance at that school.
3. Use this search feature to find applicants who attended a particular school. For example, if your program typically accepts applicants from Duke University, search on this school to find any applicants that you may have from Duke.

Test Scores search:

▼ GPA	▼ GRE	▼ TOEFL
Self Reported Ugrd GPA >= <input type="text"/>	Verbal: <input type="text"/> To <input type="text"/> % >= <input type="text"/>	Reading: <input type="text"/> To <input type="text"/> or <input type="text"/> ▼
Self Reported Grad GPA >= <input type="text"/>	Quan: <input type="text"/> To <input type="text"/> % >= <input type="text"/>	Speaking: <input type="text"/> To <input type="text"/> or <input type="text"/> ▼
	Writing: <input type="text"/> To <input type="text"/> % >= <input type="text"/>	Writing: <input type="text"/> To <input type="text"/> or <input type="text"/> ▼
		Listening: <input type="text"/> To <input type="text"/> or <input type="text"/> ▼
		Total: <input type="text"/> To <input type="text"/> or <input type="text"/> ▼
▼ GMAT	▼ IELTS	▼ MAT
Writing: <input type="text"/> To <input type="text"/> % >= <input type="text"/>	Reading: <input type="text"/> To <input type="text"/>	Total: <input type="text"/> To <input type="text"/>
Reason: <input type="text"/> To <input type="text"/> % >= <input type="text"/>	Speaking: <input type="text"/> To <input type="text"/>	Major%: <input type="text"/> To <input type="text"/>
Quan: <input type="text"/> To <input type="text"/> % >= <input type="text"/>	Writing: <input type="text"/> To <input type="text"/>	Total%: <input type="text"/> To <input type="text"/>
Verbal: <input type="text"/> To <input type="text"/> % >= <input type="text"/>	Listening: <input type="text"/> To <input type="text"/>	
Total: <input type="text"/> To <input type="text"/> % >= <input type="text"/>	Total: <input type="text"/> To <input type="text"/>	

As indicated above, test score search is hidden by default, and you must check off the appropriate box at the top of the search page, in order to open the test score and GPA search boxes. There are several options for searching by test scores. Test score formats available for search are GRE, GMAT, MAT, TOEFL, and IELTS. Search by percent or raw scores to locate applications either above or below your requirements.

GPA search:

▼ Search by GPA

Self Reported Ugrd GPA >=

Self Reported Grad GPA >=

Find applicants based on their self-reported undergraduate or graduate GPA. This search will find applications with an undergrad or graduate GPA that is greater than or equal to the number you enter.

Saved Search Filters:

If there is a search that you will perform frequently, you can save the search criteria as a saved filter. This box is in the top right corner of the search screen.

1. Enter your search criteria, such as term, plan, etc. (do not hit search)
2. Click the “Save Current Data as Filter” link

▼ Saved Filters

[DGP DECISION - NOT SUBMITTED](#)





Save Current Data as Filter

[Clear All Search Criteria](#)

3. Type your description for the saved filter, ex: Fall 14 Masters (or you can set it as default)
4. Click Save

▼ Saved Filters

[DGP DECISION - NOT SUBMITTED](#)



Save Current Data as Filter

[Save As Default](#)

or

Description

Fall 15 Masters

Save

5. When you return to your search page, your saved filter will appear as a clickable link, which will populate your search criteria with one click. Then hit the search button.

Saved Filters

FALL 14 MASTERS

[Save Current Data as Filter](#)

[Clear All Search Criteria](#)

6. Saved Filters can be copied to other NextGen users and they can be deleted. To delete click the icon. To copy the filter to another user, click on the icon. The following box will open. Enter the unity ID of the user, or use the look-up button to find their unity ID. Then hit the Copy button.

NextGen - Copy Filters

User
LWAGENTIL

Filter to Copy
DGP DECISION - NOT SUBMITTED

Copy to User

Application Queries

Helpful admissions queries are available as a resource to provide data necessary for your application and admission process. This tab is found at the top of the search page.

Application Search **Application Queries** **Evaluation Group Maintenance**

Select to Expand Section

☐ Post Decision Data ☐ Education Data

Select to Show Sections

☐ GRE ☐ TOEFL ☐ MAT ☐ GMAT

Program Data **Application Status**

Select the query that you will run, from the drop-down list:

NextGen DGP Queries

Query

Query Type

- Admitted Stdnt - Enroll Status
- Applicant Decision Data
- Application Search Data
- Education data
- Evaluation Group Details
- Recommendation Data
- Scores-GRE/TOEFL/GMAT/IELTS

A description of the query will appear to the right. Then select the Query Type from the drop-down list and hit the Run Query button:

NextGen DGP Queries

Query

Query Type

- By Admit Term
- By Admit Term / Program
- By Admit Term / Program / Plan
- By Emplid

Will return all the education details. There will be 1 row for each institution the applicant added on the application.

The batch type field identifies the type of education - Undergraduate, Graduate or Other.

Application Search Results

Once you have run your search from the application search screen, if any applications match your search criteria, you will see them on the results screen.

Filter Results

Select All

Deselect All

Mass Action

Refresh Results

3

1

Search Results

Personalize | Find | 1-931 of 931

Applicant Data

Program Data

Bio/Demo Information

Evaluation / Decision Data

GPA / GRE Scores

TOEFL Scores

GMAT / IELTS / MAT Scores

Empl ID

2

Name

Admit Term

Program

Degree

Date Submitted

App Complete

PGM App Complete

App Status

DGP Decision

Application Status

Letters Received

Transcripts Received

☐

2138

PA

MR

02/15/2013

☒

☐

Needs Review

Application Pending Decision

3 - All

1 of 1

☐

2138

LS

MA

03/15/2013

☒

☐

Needs Review

Application Pending Decision

3 - All

1 of 1

1. Note the number of applications returned from your search
2. Locate the application information, such as ID, name, etc.

- Use the tabs across the top to view information on the applicants (more detail below). Each tab displays the ID and name, with the name being clickable to get to the application. You can sort on any of the column headings to re-organize the data.



Applicant Data tab

As seen in the above screen shot, the “Applicant Data” tab displays the admit term (term applied for), program, degree type, and the date the application was submitted. There is a check box to show if the application is considered as complete (from the applicant view), and there is a check box that shows if the program office considers the application as complete (there is a place within each application where the admin can indicate that the program considers it complete, even if the applicant currently does not see it as complete). If this box is checked, the applicant will then see that their application is considered complete.

Additional information on this tab includes, the application status, DGP decision (if one has been saved), the status of the application, and indicators for how many recommendation letters and transcripts have been received.

Program Data tab

This tab shows the program, plan, and sub-plan with their descriptions. The last column shows the major the applicant selected on the application, as sometimes it differs slightly from the exact description in SIS.

Search Results							Personalize Find 	1-82 of 82
Applicant Data	Program Data	Bio/Demo Information	Evaluation / Decision Data	GPA / GRE Scores	TOEFL Scores	GMAT / IELTS / MAT Scores		
Empl ID	Name	Program	Description	Plan	Description	Sub-Plan	Description	Applicant Selected Major
<input type="checkbox"/>	██████████	██████████	MBA	Business Administration	20MBAMR	Business Administration-MR	20MBAMRZ	Business Administration - MBA Part Time - Online

Bio/Demo Information tab

This tab shows the applicant’s gender, ethnicity, country of citizenship, self-reported NC residency status, self-reported visa, phone number, maiden name, and email address.

Search Results										Personalize Find 		1-82 of 82
Applicant Data		Program Data	Bio/Demo Information	Evaluation / Decision Data		GPA / GRE Scores		TOEFL Scores	GMAT / IELTS / MAT Scores			
	Empl ID	Name	Gender	Ethnicity	Citizenship Country	Self-Reported Residency	Self Reported Visa	Phone	Maiden Name	Email		
<input type="checkbox"/>	██████████	██████████	M	Asian	TWN	IN	PR	919/██████████		██████████@ncsu.edu		
<input type="checkbox"/>	██████████	██████████	M	Asian	IND	OUT	HIB	704/██████████		██████████@ncsu.edu		
<input type="checkbox"/>	██████████	██████████	M	Amind	USA	IN		919/██████████		██████████@unity.ncsu.edu		
<input type="checkbox"/>	██████████	██████████	F	White	USA	IN		252/██████████	Hendricks	██████████@gmail.com		

Evaluation / Decision Data tab

This is the tab where you will view the applications that have been assigned to an evaluation group. You can also see any tags that are assigned to the applications, as well as status of the reviewers on the committee, and the average ranking given by the reviewers. The DGP decision (once saved), and a link to “View Evaluations” (if they have been submitted by the reviewers) is available here.

Mass Actions

From the search results screen, you can take mass actions on multiple applications. Mass action choices include Assign Tags, Assign to Evaluation Group, Create Comment, Email, Mark Application Complete, Take Admission Action (Deny), and Add to Waitlist.

Filter Results

Select All Deselect All Mass Action Go

Search Results

Applicant Data Program Data Bio Data GPA

Empl ID	Name	Admit Term	Program	Degree	Date Submitted	App Con
<input type="checkbox"/>	[REDACTED]	2151	MBA	MR	07/22/2014	
<input type="checkbox"/>	[REDACTED]	2151	MBA	MR	08/04/2014	
<input type="checkbox"/>	[REDACTED]	2151	MBA	MR	10/15/2013	

1. Either hit the link to Select All application results, or check the box beside the individual applications
2. Choose the mass action from the drop-down list
3. Hit the Go button that appears after you select the mass action. Depending on the type of action that you selected, you will get a new screen to allow you to take the mass action.

Assign to Evaluation Group

Evaluation groups can be assigned by mass action.

NextGen - Mass Group Assign

Mass Evaluation Group Assignment

Number of applications selected: 2
Number of applications already evaluated (cannot add to evaluation group): 0
Number of applications where admit term <= current term: 0

Number of applications with an existing evaluation group: 1

Update applications with existing groups? No

Number of evaluation groups to be updated: 1

Evaluation Group

Update Evaluation Group

1. Review the application numbers, then decide 'yes' or 'no' if you want to update any applications that currently have an existing evaluation group.

2. Select the evaluation group to be assigned.
3. Click the Update Evaluation Group button.

Email

If you will send a mass email, you may select from a previously created email template (see section on creating email templates), or you may type a new email.

Mass Email Applicants

The screenshot shows the 'Mass Email Applicants' form. It includes fields for 'from:' (lindsay_gentile@ncsu.edu), 'reply to:', 'cc:', 'bcc:', and 'subject:'. There is a dropdown menu for 'Email Template' with an 'Add' button. A checkbox labeled 'Do Not Send Template to Applicant More Than Once' is present. A link for 'Email Variables' is also visible. Below these fields is a large text area for the email body. At the bottom is a 'Send' button. Numbered callouts point to specific elements: 1 points to the 'Email Template' dropdown, 2 points to the 'Do Not Send Template to Applicant More Than Once' checkbox, 3 points to the 'cc:' field, 4 points to the 'subject:' field, 5 points to the 'Email Variables' link, 6 points to the email body text area, and 7 points to the 'Send' button.

1. If you have created email templates, you can select a previously created one from the drop-down list, and then click the Add button. Skip steps 3-6.
2. If you use an email template, and do not want applicants to receive this email multiple times, check this box.
3. If you do not have an email template, you may write a new email. If you want to cc or bcc the email, include the email address(es) here.
4. Enter the subject line that the applicant will see in their email inbox.
5. If you want to personalize the email with the applicant's name, program, etc., click this link to view the available codes.
6. Type the body of the email message.
7. Hit the Send button.

Mass Denials

If you choose the mass admission action, you may only deny applications. You will have to select the reason for the denial (it needs to be the same for all applicants in the mass action). Then check the "DGP Approval" box, and hit the "Submit Deny Decisions" button.

Admission Action - Mass Deny

Number of applicants to be denied: 2

Decision DENY

Deny Reason

☒ DGP Approval LWGENTIL 10/28/2013 9:20:25AM

Reviewing Applications

By clicking on the name from the search results page, you can open the individual application detail page. By default, the detail page opens on the "Applicant Data" tab, until the DGP recommendation is submitted (then it will open on the "Post Decision/Enrollment Data" tab).

Applicant Data | Education History | Scores | Recommendations | Evaluation | DGP Decision | Post Decision/Enrollment Data | PDF Documents

Applicant Data

Spring '15
20MBAMR
20MBAMBZ

Business Administration-MR
RTP Distance Track

GPA

u 3.39
g -

score GRE %

145 q 21
149 v 41
3.5 w 38

Evaluation Complete

Alerts

Fulbright Scholar

Save

Applicant Data

Program Data

Date Submitted **Admit Term** **Program** **Plan** **Sub-Plan** **Degree** **Applicant Selected Major** **Applicant Request Funding** **Financial Support Preference** **Anticipated Academic Load**

09/03/2014 Spring '15 MBA 20MBAMR Business Administration-MR 20MBAMBZ RTP Distance Track MR Business Administration - MBA Part Time - RTP Campus Admission and Financial Aid Financial Support Preference Half-Time

Application Evaluation Data

Status **Recommendation Letters Received** **Transcripts Received** **Application Complete** **Program Approved Complete App** **Evaluation Group**

Evaluation Complete 3 - All 2 of 2 ☒ ☐ GROUP POOLED REVIEW

Personal Data

Empl ID **First Name** **Last Name** **Gender** **Date of Birth** **Self-Reported Residency** **Official Residency** **Citizenship** **Ethnicity** **Email** **Address/Phone**

200086060 Jared Fox M 01/26/1983 IN IN United States White JWDFOX@GMAIL.COM Address/Phone

Email History

Date Created **Sent By** **to** **bcc** **Subject** **Template Used**

10/15/14 10:18AM TJPINKIN JWDFOX@GMAIL.COM Enrollment Form Reminder MBA-Enrollment Form Reminder

Tags: (1)

Tag **Type** **Added By**

Contacted For Interview PGM JMPERSON

Comments: (1)

Private Comment No

GRE = 410 GMAT (450 GMAT on old GRE conversion scale). Interview on 9/29/2014 @ 9:30AM

JMPERSON 09/22/14 12:10:34PM

Save

1. Across the top you will always see the applicant name, ID, term they have applied for, plan, and sub-plan (if it exists), as well as any test scores that have been received, and self-reported undergrad and graduate GPA data. The application status will be at the top right, and any alerts may appear here, such as Fulbright scholars, 3+X applicants, etc.
2. Here you can find the program specific data, such as application submitted date, admit term, degree, the "Applicant Selected Major" as it was viewed by the applicant when they applied, whether the applicant requested financial aid when they applied, and their anticipated academic load.
3. The application evaluation data will show the status of the application, how many recommendations and transcripts have been received, and the application complete status (which is what the applicant sees as their complete status).
4. If the application complete status box is not checked, but the department considers the application as complete, you can check this program approved complete box and that will be displayed back to the applicant.
5. If you have setup evaluation groups, you can assign the application for review from here, or if the application has already been assigned, the evaluation group will be displayed here.

- Personal data such as name, gender, date of birth, self-reported NC residency status, official residency (determined at admission), country of citizenship, ethnicity, self-reported visa, email and their address and phone number are found in this section.
- The email history will be displayed, if any emails were sent to the application, through NextGen.
- Click this icon to see a copy of the sent email.
- If app tags have been setup by the program, they can be added to applications, or viewed in this area. The program can also give access for reviewers to create their own application tags.
- Comments can be added here, and can be entered as private by changing the drop-down box to 'yes' or kept as public for all reviewers and administrators to see, if needed.

Education History

Go to this tab to view all of the applicant's education history entered on their application. Education is divided up based on undergraduate, graduate, professional/other, and NC State University post-baccalaureate coursework.

Education History

Transcript Type	Document	Uploaded By	Uploaded Date
Official	Durham Tech Cmty College	AppLoad	10/29/2014 2:30AM
Official	NC State University	AppLoad	10/29/2014 2:30AM

[Current NCSU Transcript](#)

Undergraduate Education

School Data

Transcript Data

School	Location	Degree	Field of Study	Self Reported GPA	From Date	To Date	Degree Status	Degree Conferred Date
NC State	Raleigh NC United States	BS	Accounting	3.850	01/01/2012	12/01/2013		12/01/2013

Graduate Education

School	Location	Degree	Field of Study	Self Reported GPA	From Date	To Date	Degree Status	Degree Conferred Date
Durham Tech Cmty College	Durham NC United States	n/a	Accounting		08/01/2011	12/01/2011		
Wake Technical College	Raleigh NC United States	n/a	Accounting		06/01/2011	07/01/2011		
Kirkwood Cmty College	Cedar Rps IA United States	n/a	Accounting		05/01/2010	05/01/2011		

Professional / Other Education

School	Location	Degree	Field of Study	Self Reported GPA	From Date	To Date	Degree Status	Degree Conferred Date
Durham Tech Cmty College	Durham NC United States	n/a	Accounting		08/01/2011	12/01/2011		
Wake Technical College	Raleigh NC United States	n/a	Accounting		06/01/2011	07/01/2011		
Kirkwood Cmty College	Cedar Rps IA United States	n/a	Accounting		05/01/2010	05/01/2011		

NCSU NDS-PBS Coursework

Description	Subject	Course	Course Title	Grade
2012 Fall Term	ACC	200	Introduction to Managerial Accounting	A+
2012 Fall Term	ACC	210	Concepts of Financial Reporting	A+
2013 Summer Term 1	ACC	310	Intermediate Financial Accounting I	A
2013 Summer Term 2	ACC	311	Intermediate Financial Accounting II	A+
2013 Fall Term	ACC	330	An Introduction To Income Taxation	

- For undergraduate, graduate, and professional/other education, you can view the school and location, degree program and field of study, and their self-reported GPA. You can also view their dates of attendance, degree status and date the degree was conferred (past or future).
- By clicking on the Transcript Data tab, you can see the status of the transcript and the date it was uploaded or received.
- If the applicant took non-degree studies courses as a post-baccalaureate student at NC State, the courses, term taken, and grades will be displayed here. This is also where you can see coursework taken by 3+X applicants, during the GTI semester, prior to Graduate School enrollment.
- Click on the name of the school to view the PDF of the official or unofficial transcript.

5. Applicants who attend(ed) NC State will have a link to their current NCSU transcript.
6. If you need to update the self-reported GPA, you can do so here, and click save at the bottom.

Scores

Here you will see TOEFL and/or IELTS scores for international applicants. On the program setup page, if you have defined other scores that should be seen here then you will also see those scores, such as GRE, GMAT, or MAT. You can see the test date, scores and any percentages associated with the scores. You will also see the visual identifiers, if they were setup on the program page.

Applicant Data
Education History
Scores
Recommendations
Template
Evaluation
DGI

Fall '14
17CHPHD Chemistry-PHD

TOEFL

92 ●

GRE %
 q 52 ●
 v 10 ●
 w 11 ●

Test Scores

▼ **GRE**

▶ **IELTS**

Test Component	Test Date	Score	%	
Quantitative	10/20/2012	152	52	●
Verbal	10/20/2012	140	10	●
Writing	10/20/2012	3	11	●
Chemistry	10/13/2012	600	20	●

▼ **TOEFL**

▶ **IELTS**

Test Component	Test Date	Score	
Composite - Internet	11/17/2012	92	●
Listening - Internet	11/17/2012	26	●
Reading - Internet	11/17/2012	27	●
Speaking - Internet	11/17/2012	19	●
Writing - Internet	11/17/2012	20	●

Recommendations

Recommendation data and uploaded letters of recommendation can be viewed in this section.

Spring '14
20MACMR Accounting-MR

GMAT %		GPA	
a	91	u	3.72
v	96		
r	67	g	3.76
q	44		

Evaluation Complete

Recommendations

Recommendation PDF			
1	Recommendations	2013-10-16	View
	Document Type	Recommendations	

Applicant Average **4.65 / 5.00**

Scott | Wake Tech CC | Accounting Instructor | **4.90**

Received 2013-09-04 - Strongly Recommend

Time Known: 2 years Relationship: He was a student in three of my classes

Leadership	Unable to Judge	Oral Expression	Exceptional	Time Management	Exceptional
Self Reliance	Exceptional	Work w/ Others	Unable to Judge	Personal Integrity	Exceptional
Writing	Exceptional	Academic Work	Exceptional	Teaching Potential	Unable to Judge
Motivation	Exceptional	Problem Solving	Exceptional	Emotional Stability	Outstanding
Talent	Exceptional				

Robin | NCSU | Lecturer | **4.41**

Received 2013-08-19 - Strongly Recommend

Shirley | ValueOptions | Clinical Supervisor | **4.69**

Received 2013-09-08 - Strongly Recommend

1. Click here to view the evaluation form and/or letter of recommendation (if uploaded).
2. The recommender name, their employer, and title (as entered by the applicant) can be found here.
3. The status of the recommendation, date received, and overall summary evaluation are located here. You can click on the green triangle to expand the section to view the individual abilities ratings for the applicant.
4. Once expanded, you can view the length of time the recommender has known the applicant, as well as their relationship to the applicant.
5. Here you can see the ratings given on the individual abilities of the applicant.
6. An average score is assigned based on the recommender's ratings on the applicant's individual abilities.
7. An average of the three recommenders' ratings is provided on a 5.00 scale.

Template

This tab is only available if the program added it on their program setup page. It may be used for various reasons as defined by the program administrators.

Evaluation

This tab is available to anyone added to an evaluation group, and who has applications to review. This is where the reviewer enters their decision and comments for the DGP.

The screenshot shows the 'Faculty Evaluations' form. It includes a header bar, a 'View All Evaluations' link, and several input fields. Red boxes with numbers 1 through 6 point to specific elements: 1 points to the 'Application Ranking' dropdown, 2 points to the 'Decision' dropdown, 3 points to the 'Recommend for Funding' dropdown, 4 points to the 'Comments to DGP' text area, 5 points to the 'View All Evaluations' link, and 6 points to the 'Submit Evaluation' button. A '1200 character limit' note is visible at the bottom right of the comments area.

1. If the program office has setup rankings, the reviewer is able to select from the drop-down list of choices.
2. The reviewer can select their decision from this drop-down; options include Deny, Full Admission, Provisional Admission, Waitlist.
3. Reviewers have a few options in the drop-down box “Recommend for Funding”.

This image shows a close-up of the 'Recommend for Funding' dropdown menu. The menu is open, displaying three options: 'No', 'Yes, HAVE Funding to Offer', and 'Yes, NO Funding to Offer'.

4. Any comments to the DGP about their review decision should be provided here.
5. If other reviewers have submitted their rankings/decisions, they can be viewed by clicking on the “View All Evaluations” link. NOTE: the program can turn this option off, on their setup page.
6. When ready, the reviewer should click the “Submit Evaluation” button in order to provide their decision to the DGP.

DGP Decision

This tab is only available to the DGP, Graduate Services Coordinator, and anyone else in the department to whom administrator access was granted on the program setup page. This is where the DGP (or admin acting on their behalf) will enter the official recommendation to be sent to the Graduate School. This is also where the DGP can view the evaluations submitted by the faculty reviewers.

NOTE: If the applicant has indicated 'yes' to any of the campus safety questions on their application, you will see a warning here. You should click on the View Details link to read additional information before entering a decision to admit an applicant.

The screenshot shows the top portion of the 'DGP Decision' form. A dropdown menu for 'Decision' is visible. To the right, a red-bordered box contains a 'Campus Safety Alert' with a red exclamation mark icon and a 'View Details' link.

This screenshot shows the full 'DGP Decision' form with numbered callouts 1 through 11 pointing to specific fields and features:

- 1**: Points to the 'Academic Program' dropdown menu.
- 2**: Points to the 'Academic Sub-Plan' dropdown menu.
- 3**: Points to the 'Applicant GPA' text input field.
- 4**: Points to the 'Applying for Readmission' checkbox.
- 5**: Points to the 'ABM - Advanced Bachelors Master Program' checkbox.
- 6**: Points to the 'Previous Related Masters' checkbox.
- 7**: Points to the 'Do you intend for this applicant to be enrolled in the GSSP?' checkbox.
- 8**: Points to the section containing questions about assistantships and fellowships.
- 9**: Points to the 'Provide justification if published standards for admission are not met.' text area.
- 10**: Points to the 'DGP Approval' checkbox.
- 11**: Points to the 'Submit Decision' button.

Other visible fields include 'Admit Term' (2148 - Fall '14), 'Academic Plan' (17CHPHD-Chemistry-PHD), and a timestamp '10/31/13 2:04:12PM'.

1. The admit term, program, plan, and sub-plan can be changed if you are admitting them for something different than what they applied.
2. Select a sub-plan if one exists.
3. Enter the applicant's undergraduate cumulative GPA, if the default is not correct. For international applicants, you can use 0.00.
4. Check the "Applying for Readmission" box if the applicant was previously admitted and enrolled in your program, and is now being readmitted.
5. Check the "ABM" box if this applicant will participate in your advanced bachelors master's program (Also, select the ABM sub-plan from the drop-down)

6. Check the "Previous Related Masters" box if the applicant has received a master's degree in a field related to the one in which you are recommending their admission.
7. Check the "GSSP" box if you know at the time of admission, that you will enroll the student on the Graduate Student Support Plan.
8. If you checked the GSSP box, there are additional questions that you should answer.
9. This is the box where you can provide justification for admission if the applicant does not meet the minimum Graduate School standards, or if you are recommending provisional admission.
10. Check the DGP Approval box; this serves as your signature.
11. When ready, click the "Submit Decision" button to send your recommendation to the Graduate School.

Admission decisions on international applicants with no English Proficiency exam

The following warning message will appear at the bottom of the DGP decision form, if an international applicant does not have the required TOEFL/IELTS exam.

Warning: This international applicant does not have official TOEFL or IELTS scores. You should not submit your decision without scores unless this applicant has successfully completed at least one year of full-time study in a degree program at a four-year U.S. college or university **OR** the applicant is a citizen of a country where English is the official language **and** the language of instruction in higher education.

If this applicant meets one of the above posted exception requirements, you must check the "No TOEFL Required" box, before continuing. If the applicant does not meet the posted exception requirements, then you must include a justification before submitting the DGP approval.

For more information, see the [Graduate Handbook](#).

If the applicant meets the published exemption, in the handbook, then you need to check the "No TOEFL Required" box, in order to continue to submit the DGP decision. If they do not meet the published exemption policy, you must write a detailed justification for why you think they should be admitted without the required English proficiency test.

DGP Decision

Decision Full Admission ▼

Admit Term 2151 - Spring '15 ▼

Academic Program MBA - Business Administration ▼

Academic Plan 20MBAMR-Business Administration-MR ▼

Academic Sub-Plan 20MBAMBZ-RTP Distance Track ▼

Must Enroll By 31

Applicant GPA 0.000

☐ Applying for Readmission [Explain](#)

☐ ABM - Advanced Bachelors Master Program

☐ Previous Related Masters

☐ Do you intend for this applicant to be enrolled in the GSSP?

☐ No TOEFL Required

Provide justification if published standards for admission are not met.

See [Graduate Handbook](#) for more information.

800 character limit

Post Decision / Enrollment Data

This is the default tab once the DGP decision has been submitted.

Applicant Data

Education History

Scores

Recommendations

Evaluation

DGP Decision

Post Decision/Enrollment Data

PDF Documents

Spring '14
20MACMR

Accounting-MR

GMAT %

a 91
v 96
r 67
q 44

80

GPA

u 3.72
g 3.76

Evaluation Complete

Post Decision / Enrollment Data

Unity ID:

2

View Decision Letter

1

Application History

3

Effective Date	Program	Plan	Action	Admit Term	Last Updated	
10/25/2013	MAC	20MACMR	ADMT	Full Admission Finalized	Spring '14	10/25/13 7:13:41PM
10/04/2013	MAC	20MACMR	APPL	Full Awaiting Official Transcr	Spring '14	10/04/13 7:09:30PM
08/21/2013	MAC	20MACMR	APPL	Application Pending Decision	Spring '14	08/21/13 7:09:30PM

Applicant Decision

4

Decision Degree	Admit Term	Accepted NCSU Offer	Decision Factor
Accounting - MR	2014 Spring Term	Y	There were 2 factors: (1) the reputation of the MAC program, specifically the ERM concentration and (2) the resources devoted to by the program to career services.

1. Any decision letter that is associated with the applicant can be viewed by clicking this link.
2. Once the unity ID is generated (upon finalized admission), it can be viewed here.
3. The history of the application can be tracked. The most recent action/decision will be listed first.
4. The applicant's decision to accept the offer or not accept can be found here.

PDF Documents

All PDF documents, including the full combined application can be found on this tab. You can also upload documents here. NOTE: documents uploaded to this page are not included in the full application.

PDF Documents

The full application PDF document is updated only when we receive official test scores, online recommendations, and/or transcripts uploaded by the Graduate School. Any documents uploaded directly on this page will not be included in the full application PDF.

Refresh Document List Request Application Documents

Full Application 1

Document	Uploaded By	Uploaded Date	
Full Application	AppLoad	04/18/2014 3:37AM	
DGP Decision	AppLoad	04/17/2014 3:02AM	
Liaison Worksheet	AppLoad	04/17/2014 3:01AM	

Recommendations 2

Document	Uploaded By	Uploaded Date	
Recommendations	AppLoad	11/27/2013 3:15AM	

Decision Letters 5

Document	Uploaded By	Uploaded Date	
Decision Letters	AppLoad	04/17/2014 3:02AM	
Decision Letters	AppLoad	01/28/2014 3:40AM	
Decision Letters	AppLoad	12/12/2013 2:48AM	

Personal Statement / Resume / CV / Essay / Departmental 3

Document	Uploaded By	Uploaded Date	
Personal Statement	AppLoad	11/15/2013 3:01AM	
Resume	AppLoad	11/15/2013 3:01AM	

Transcripts 4

Type	Document	Uploaded By	Uploaded Date	
Unofficial	Kuwait University	AppLoad	11/16/2013 3:01AM	

1. The full combined PDF application is found here. Upon admission, the liaison and DGP worksheets will also be present.
2. The combined recommendation evaluations and letters can be found here.
3. In this section, you will find personal statements, resumes, and other documents, as well as department uploaded PDFs.
4. Unofficial and Official transcripts can be viewed here. These are listed by school name.
5. Decision letters are kept by date, therefore, you can view the history of the decision letters in the order they were updated.

Department Access to Upload Documents

Department administrators can upload documents in this section, by clicking on the green symbol. You can only upload in sections with the green plus, some sections and document types are restricted, for example, you cannot upload Official transcripts.

Personal Statement / Resume / CV / Essay / Departmental

Document	Uploaded By	Uploaded Date
Personal Statement	AppLoad	01/13/2014 3:29AM
Applicant Upload	AppLoad	01/13/2014 3:29AM

The box below will appear after clicking the green '+' symbol.

GRAD Student Supplemental Docs

Document Keywords

Empl ID
Date of Birth
First Name
Last Name
Middle Name
Application Number

User Supplied Keywords

Document Type: Departmental

Document Description: Applicant Published Articles

Step 1 - Verify Keywords

Step 2 - Add Document

The following file types are allowed:
Images - GIF, JPG, PNG, TIF
MS Excel - XLS, XLSX
MS Word - DOC, DOCX
MS Power Point - PPT, PPTX
Adobe Acrobat - PDF
Web - HTML, HTM
Text - TXT, RTF

1. Select the document type from the drop-down box
2. Type a description for the document that you are uploading
3. Next, click the "Step 1 – Verify Keywords" button
4. Then, click the "Step 2 – Add Document" button

OnBase Document Upload

Choose File Presentations.docx

Upload Cancel

1. Click the "Choose File" button and browse your computer to where you have saved the document that you want to upload.
2. Once you select the file, the name will appear.
3. Click the "Upload" button. You will get a message if the document was successfully uploaded. Close the document upload box.

PDF Documents

ed only when we receive official test scores, online recommendations, and/or transcripts uploaded by the Graduate School. Any documents uploaded directly on this page will not be included in the full application PDF.

Refresh Document List  Request Application Documents 

Personal Statement / Resume / CV / Essay / Departmental

Uploaded Date		
11/4/18/2014 3:37AM		
11/4/17/2014 3:02AM		
11/4/17/2014 3:01AM		



Document	Uploaded By	Uploaded Date	
<u>Applicant Published Articles</u>	LWGENTIL	11/03/2014 11:34AM	
<u>Personal Statement</u>	AppLoad	11/15/2013 3:01AM	
<u>Resume</u>	AppLoad	11/15/2013 3:01AM	


Hit the Refresh Document List icon and you will see the document appear, with your unity ID in the 'uploaded by' column.

Deleting Documents

You have access to delete document that you have uploaded. Click the delete icon and confirm that you want to delete this document.



Personal Statement / Resume / CV / Essay / Departmental



 

Document	Uploaded By	Uploaded Date	
<u>Applicant Published Articles</u>	LWGENTIL	11/03/2014 11:34AM	
<u>Personal Statement</u>	AppLoad	11/15/2013 3:01AM	
<u>Resume</u>	AppLoad	11/15/2013 3:01AM	

Then, you will see a red X indicating the document has been marked for deletion.

Personal Statement / Resume / CV / Essay / Departmental




 

Document	Uploaded By	Uploaded Date		
<u>Applicant Published Articles</u>	LWGENTIL	11/03/2014 11:34AM		
<u>Personal Statement</u>	AppLoad	11/15/2013 3:01AM		
<u>Resume</u>	AppLoad	11/15/2013 3:01AM		

Request Documents

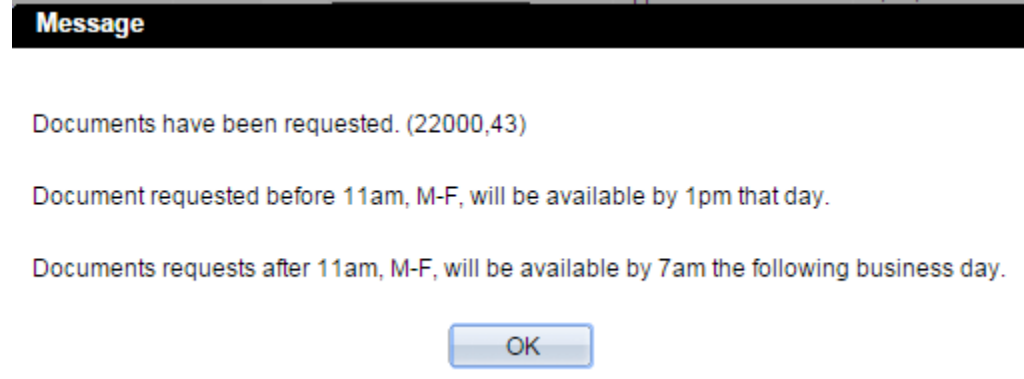
In cases where a document has been uploaded or updated in the Graduate School application system, but you are not seeing it in NextGen, you can click the request document button in the appropriate PDF section.

Personal Statement / Resume / CV / Essay / Departmental

Document	Uploaded By	Uploaded Date
<u>Personal Statement</u>	AppLoad	01/28/2014 3:33AM

You will get the following message, which indicates how long it will take to move the document.



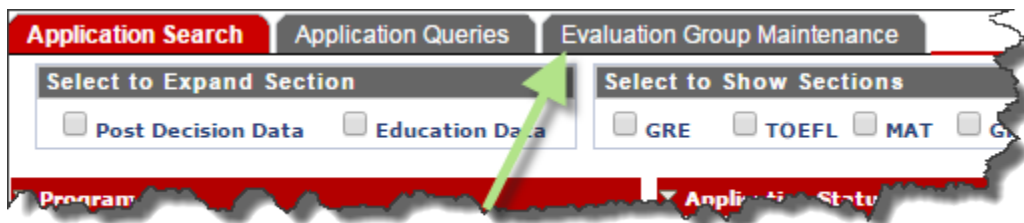
All possible documents, for that section, will show as 'pending' until they are moved.

Pending

Document	Document Type	Requested DateTime
--PENDING--	Department - Other	11/03/14 11:44:32.0
--PENDING--	Applicant Upload	11/03/14 11:44:32.0
--PENDING--	Personal Statement	11/03/14 11:44:32.0
--PENDING--	Department - Other 2	11/03/14 11:44:32.0

Evaluation Group Maintenance

You must create evaluation groups before assigning applications for review. Click on the Evaluation Group Maintenance tab at the top of the Application Search page.



Evaluation Group Setup

The screenshot shows the 'Evaluation Group Setup' form. At the top, there are navigation links: 'Find | View All', 'First', '2 of 4', and 'Last'. The form includes several input fields and a table. Callouts 1 through 7 point to specific elements: 1 points to the 'Program' dropdown, 2 points to the 'Group Name' text box, 3 points to the 'Workflow Type' dropdown (which is open showing 'Pooled' and 'Serial'), 3a points to the 'Explain the Workflow Types' link, 4 points to the '*Reviewer' column header, 5 points to the 'Notify DGP when # of evals are complete' text box, 5a points to the 'Explain' link, 6 points to the 'Notify DGP When Complete' checkbox, and 7 points to the green '+' button. Below the form is a yellow 'Save' button. A table with one row and three columns is visible below the form, with callout 3b pointing to the 'Workflow Sequence' column.

1. Select your program from the drop-down box
2. Type a group name, such as 'PHD Committee' or the name of a concentration area
3. Choose the workflow type:
 - Pooled: If your faculty reviewers all need access to review the application at the same time, and in no particular order, it is a pooled review.
 - Serial: If your faculty reviewers look at the application in order, ex: reviewer 1 must finish their review and enter a decision before reviewer 2 starts, then it is a serial review.
 - a. This help link will explain the difference between Pooled and Serial review.
 - b. Workflow Sequence is only used for a Serial review. This is where you will enter the order in which the reviewers have access to review the applications and make decisions. Enter 1, 2, 3, etc.
4. You must have set up faculty reviewers on your program setup page in order to add them to evaluation groups. Use the lookup (magnifying glass) button to select the reviewer who will serve on this group/committee.
5. If your committee operates based on a number of evaluations performed, you can enter that number here. For example, if there are 6 committee members, and the review is considered complete when 4 reviews are finished, you would enter the number 4. The DGP and GSC will be notified via email when the 4 reviews are complete.
 - a. This is a help link to explain the process.
6. Check this box, if the DGP and GSC should be notified when this particular member of the committee has completed their review, regardless of the status of the other reviewers.
7. Hit the green '+' button to add additional reviewers to this group. Repeat as necessary, then Save.

Assigning Applications for Review

You must have created evaluation groups from the previous section on this manual, before you can do this step. Evaluation groups can be assigned as a mass action from the application search results, or individually within each application, from the applicant data tab. Once an evaluation group is assigned to an application, you can see the group from the "Evaluation / Decision Data" tab, on the search results page, see below.

Search Results ?

Applicant Data	Program Data	Bio/Demo Information	Evaluation / Decision Data	GPA / GRE
Empl ID	Name		Evaluation Group	Tags
<input type="checkbox"/>	[REDACTED]		GROUP POOLED REVIEW	Contacted for T GMAT/GRE W
<input type="checkbox"/>	[REDACTED]		GROUP POOLED REVIEW	Contacted for T GMAT/GRE Waiv Military

Faculty Review

Faculty members have two options for accessing the NextGen application review system. The direct URL is go.ncsu.edu/nextgen_faculty or it can be accessed within the MyPack portal; navigation: Main Menu>Student Information Systems>Faculty Services>Graduate Application Review>Application Review.


If applications have been assigned for review, the reviewer will see the application data under the “Current Applications” tab on their landing page, see below. They are able to click on column headings to sort the columns and re-order the applicants by highest GPA, GRE, or TOEFL scores, for example. Color coding lets them know if a review deadline is approaching.

Current Applications (14) | Completed Applications (2)
 Status Legend: ● New ● < 1wk ● Past Due

Show entries

	Empl Id	Name	Term	Degree	Cit	GPA:U	GPA:G	GRE:W	GRE:Q	GRE:V	TOEFL	
NEW	200042379	Doe, J.	Fall '14	PHD	USA	3.28	-	35%	61%	62%	-	<input type="button" value="i"/>
NEW	200043489	Brown, C.	Fall '14	MS	USA	3.48	-	54%	49%	53%	-	<input type="button" value="i"/>
NEW	000925595	James, K.	Fall '14	MS	PHL	4	3	6%	3%	5%	-	<input type="button" value="i"/>
NEW	200021992	Singh, S.	Fall '14	PHD	IRN	-	3.52	11%	52%	10%	92	<input type="button" value="i"/>

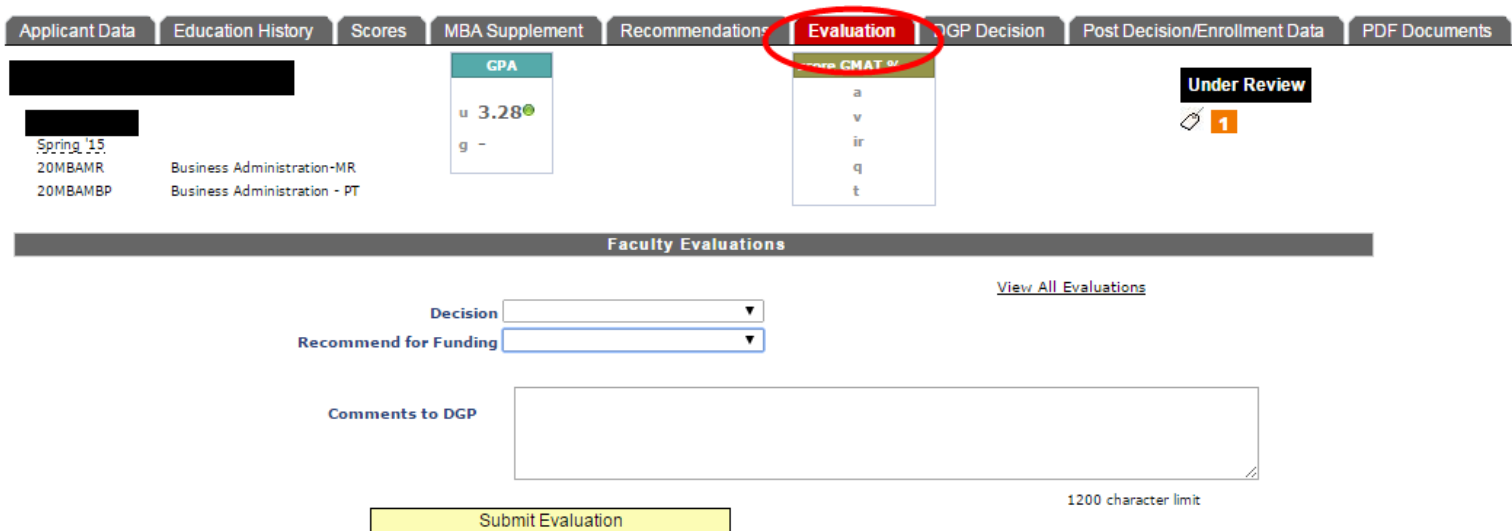


They can click the  button to view additional applicant data, such as the undergrad institution and application review deadline; or click the applicant name from the list to review the application and submit an evaluation/decision.

NOTE: the faculty landing page is used to view applications that are specifically assigned to the faculty reviewer. There is also an Advanced Search button on the landing page; however, it can only be used if the graduate program office has indicated that they allow faculty reviewers to search all applications. If this is true, the reviewer will be taken to the application search page and can use the search filters to locate other applications that may not have been assigned specifically to them for review.

Once they have opened an application, they can use the tabs across the top of the application to view the applicant data, education history, test scores, recommendations, and program template (if available). Documents can be found within the tabbed sections of the application, or on the PDF Documents tab at the end.

To submit a decision on the application, the reviewer will go to the Evaluation tab.



The screenshot shows the 'Evaluation' tab selected in a series of tabs at the top: Applicant Data, Education History, Scores, MBA Supplement, Recommendations, Evaluation (highlighted with a red circle), DGP Decision, Post Decision/Enrollment Data, and PDF Documents. Below the tabs, there is a section for applicant information including a GPA of 3.28 and a list of test scores (a, v, ir, q, t). A 'Under Review' status is indicated with a red '1' icon. The main section is titled 'Faculty Evaluations' and contains a 'Decision' dropdown menu, a 'Recommend for Funding' dropdown menu, and a 'Comments to DGP' text area with a 1200 character limit. A 'Submit Evaluation' button is located at the bottom.

If the program has setup an application ranking, the reviewer can give their overall ranking of the application, otherwise, they would continue by selecting their decision from the drop-down. The reviewer is able to provide additional justification for their recommendation in the “Comment to DGP” box. If they want to recommend for funding, they can use the drop-down box. Finally, they would hit the Submit Evaluation button to send their decision to the DGP.

Once a decision is submitted to the DGP, the application will move under the “Completed Applications” tab on their landing page. From this tab, the reviewer will be able to see the decision that the DGP ultimately submits on the application. Applications will also move to the completed tab if the DGP makes a decision on the application before the reviewer submits their decision.

