NextGen Admissions

Administrator Manual

Revised
11/3/2014

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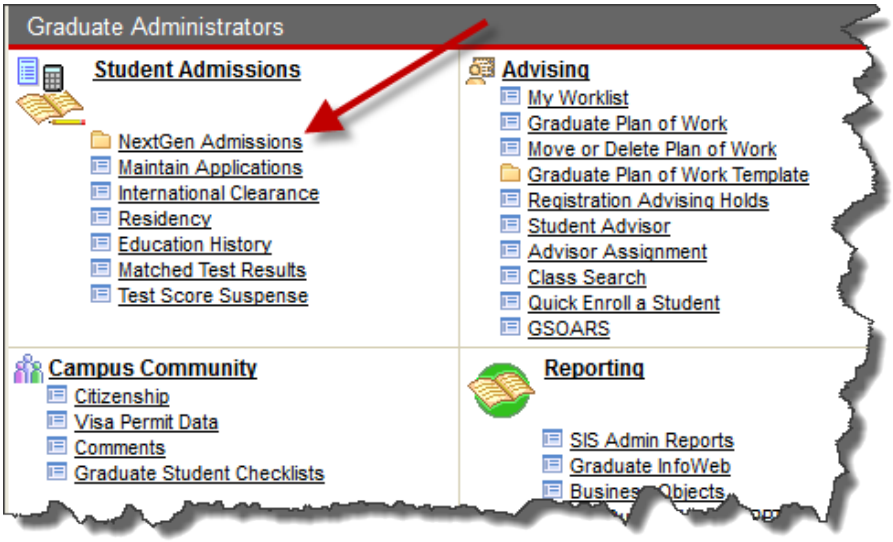
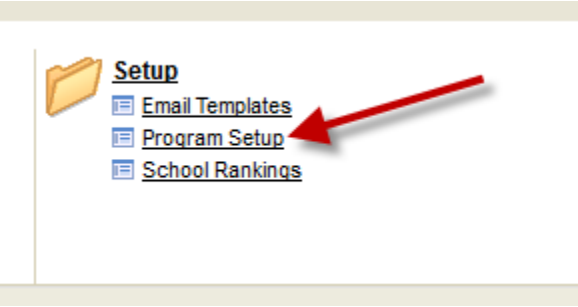
Access the NextGen Admissions folder from the Graduate Administrators pagelet:



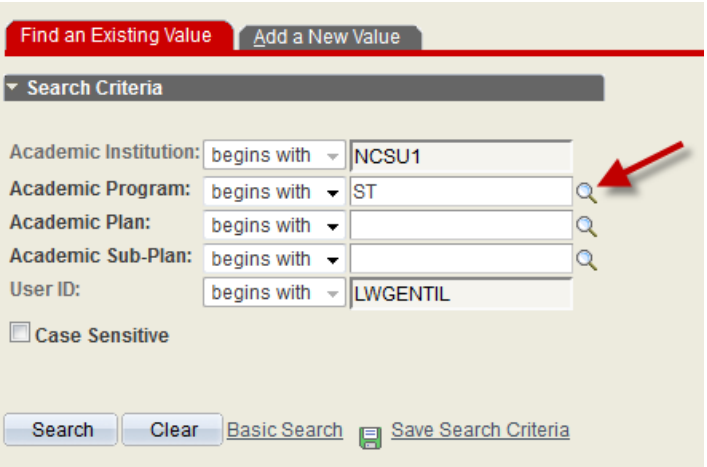
Initial Program Setup & Updates to Setup

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.

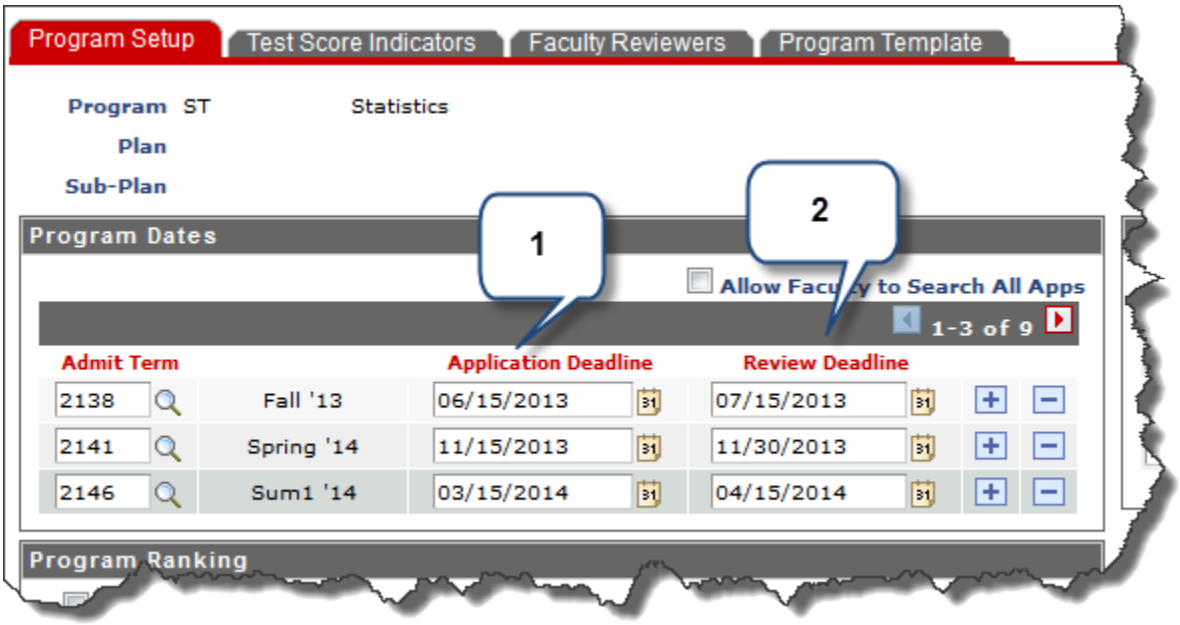
Under the Setup folder, click on Program Setup:



Enter or lookup your academic program and hit search:



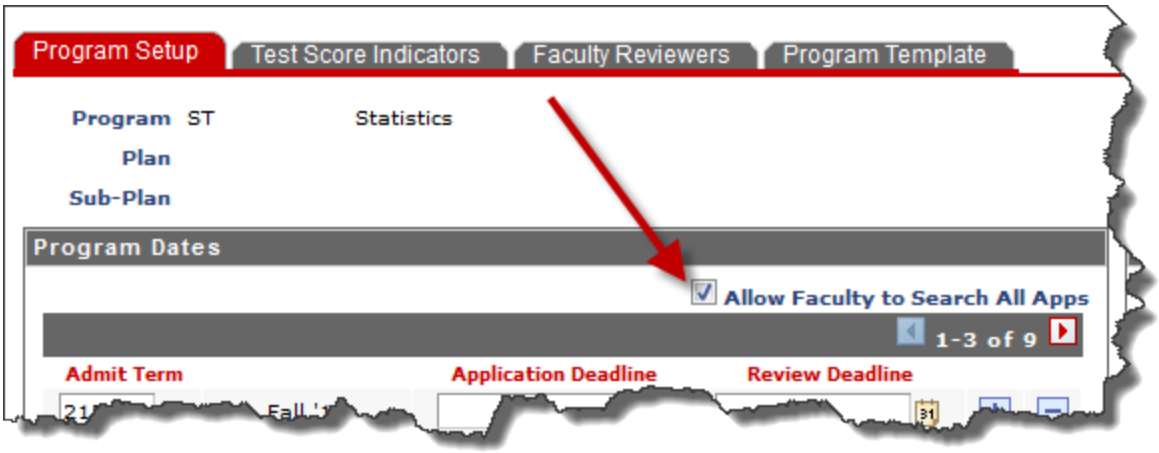
Program Dates:
Program review deadlines can be added for each admit term. This helps to inform reviewers of the deadline for when they should submit their admission decisions to the DGP.



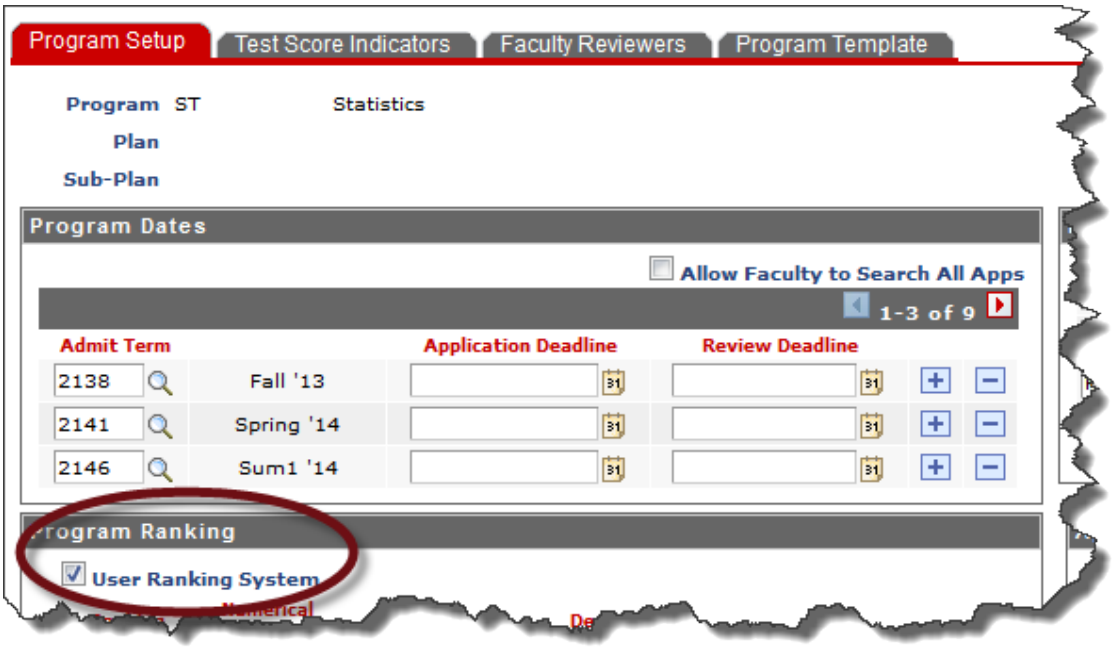
Enter the following deadline dates for each admit term, click the View All link to see all future terms, or scroll through the rows:

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

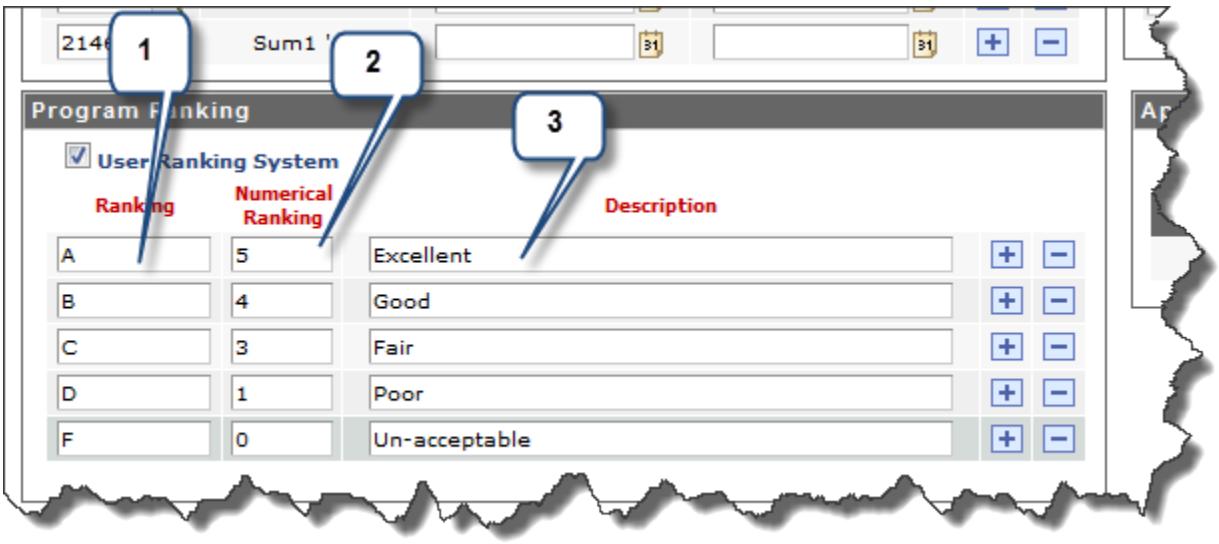
Faculty Application Search:
By default, faculty reviewers will only see applications that are assigned to them. The administrator can check the box to "Allow Faculty to Search All Apps" for the program.



<u>Program Ranking</u>:
By default, this is turned off. You can turn it on by checking the box "User Ranking System".

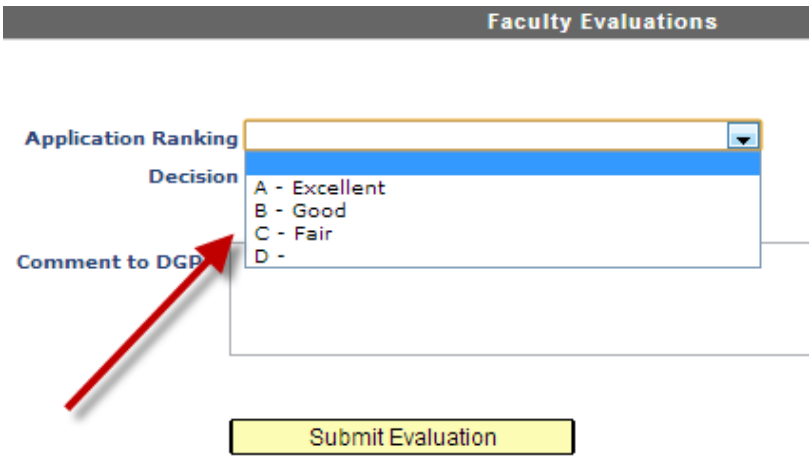


Programs can set up their own ranking system for reviewers to use. For example, a ranking of A, B, C, D, F could be assigned to applicants. An 'A' could be equal to 5 points, a 'B' equal to 4 points, etc. If multiple reviewers select a ranking, the DGP can see those rankings, in addition to an average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



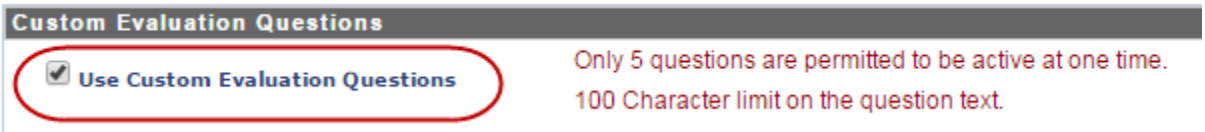
1. Decide how you want reviewers to rank/rate applicants. Ex: 1-5, A-F, etc. Enter as many rankings as you like, by clicking the '+' symbol on the right.
2. Assign a numerical value to each ranking. For example, if A is the highest ranking, its numerical value would be 5 on a 5-point scale, or 100 on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

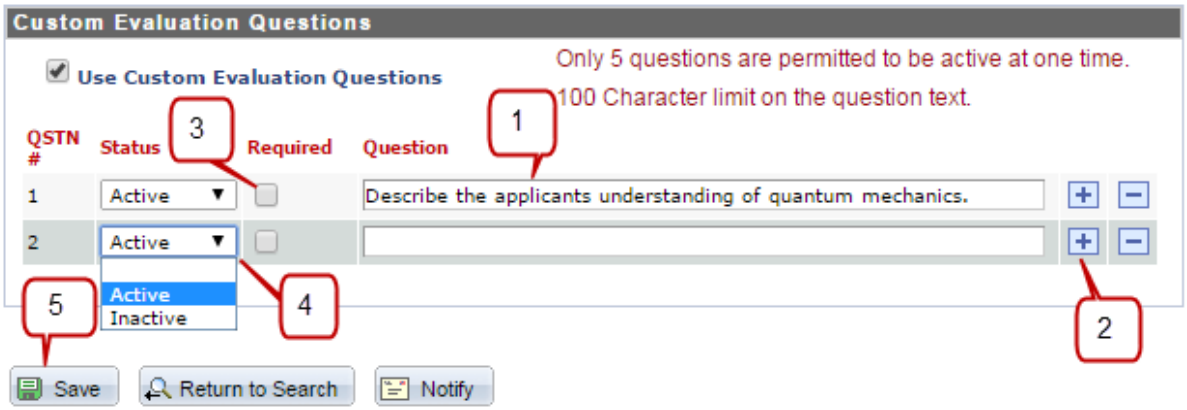
Below is an example of how the application rankings will appear to the reviewer when they are submitting an evaluation:



<u>Custom Evaluation Questions</u>:

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).

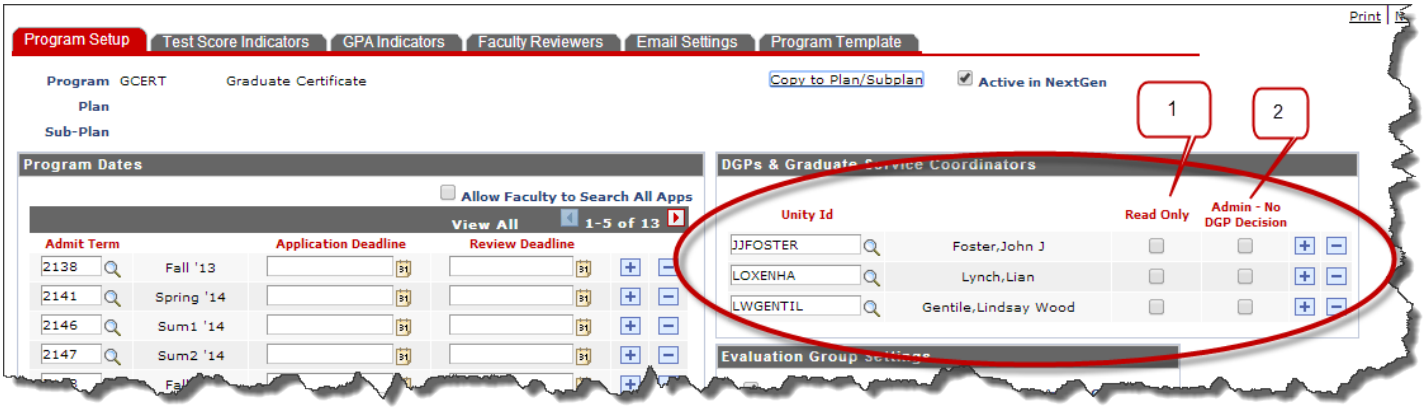




1. Enter the question for the evaluator to answer
2. Click the plus button to add more questions
3. If the question requires an answer, check this box
4. Questions default as active, but can be changed to inactive
5. Click Save

<u>Add Administrative Users</u>:

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)



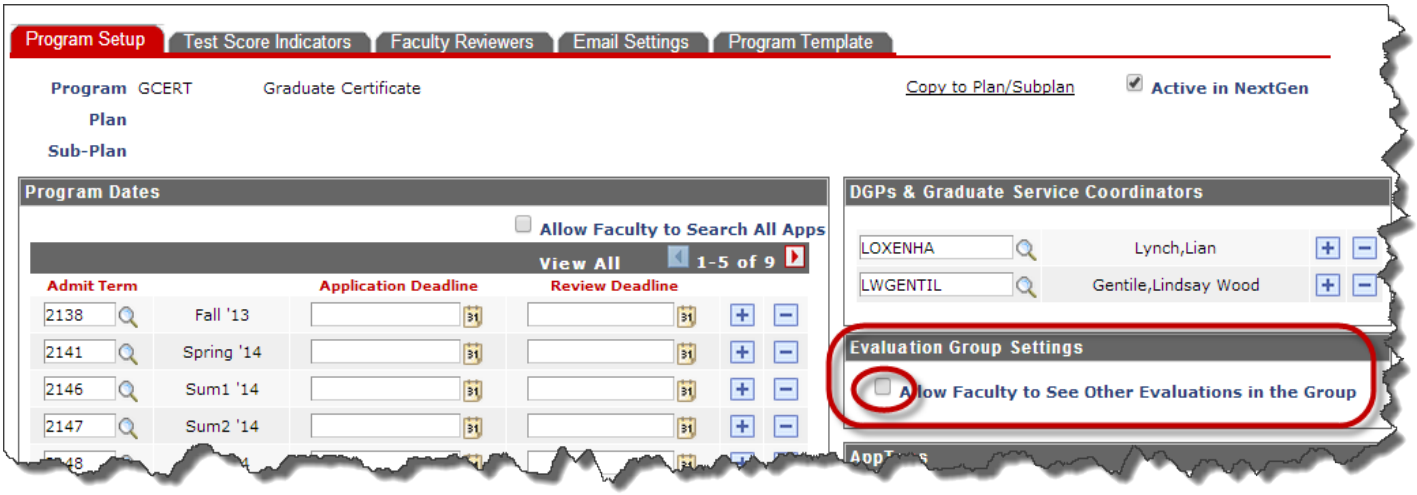
- Click the '+' symbol for a new row, then enter the unity ID of the NC State employee
- There are several levels of administrator access. By leaving the boxes above un-checked, the user will have access as a DGP and will be able to submit admission decisions. Click Save.

<u>Other Access Options</u>:

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

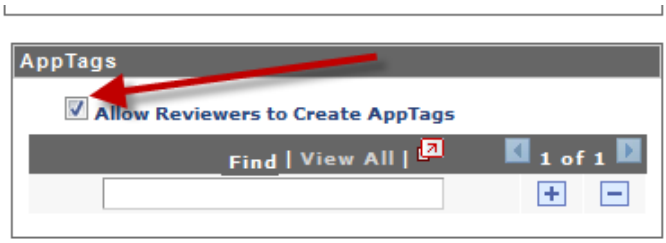
By default, when your faculty are reviewing applications, they are able to see the rankings, decisions, and comments of the other reviewers. You can turn this feature off, so they cannot see the other reviews, by un-checking the box in this section. Hit Save.



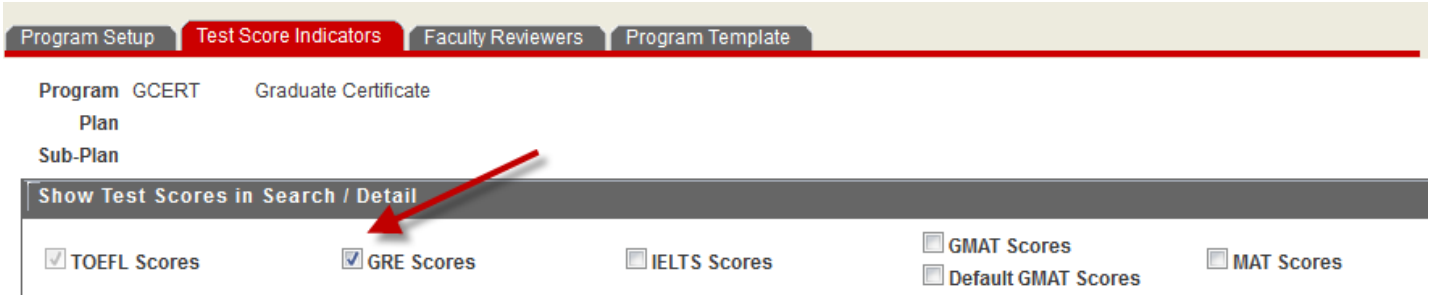
AppTags:

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:

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.*

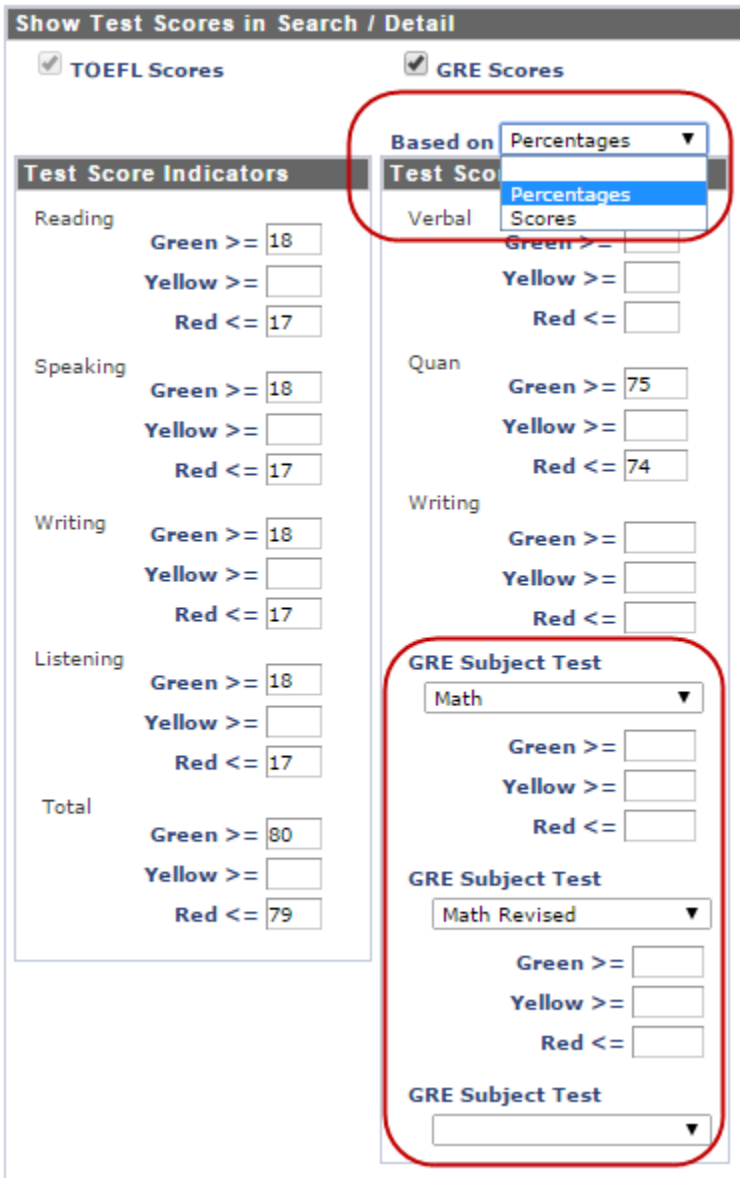


<u>Test Score Indicators tab</u>:
Test scores types available for display are TOEFL, GRE, GMAT, MAT, and IELTS. By default, TOEFL and IELTS scores will display on applications; you should check the box for other scores that you want to see.

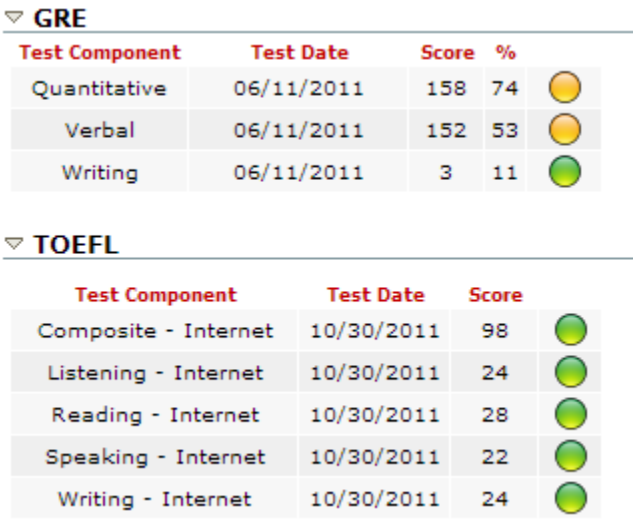


Also, you are able to setup minimum test score requirements. The TOEFL and IELTS minimums default as the Graduate School minimum requirements; you can make the minimum higher for program specific requirements, but you cannot lower them. Ex: if an applicant has a TOEFL total of 80 or higher, there will 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.



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:



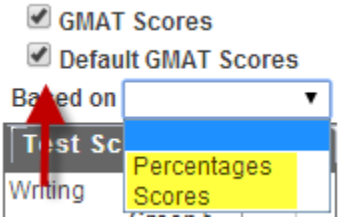
GRE

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

TOEFL

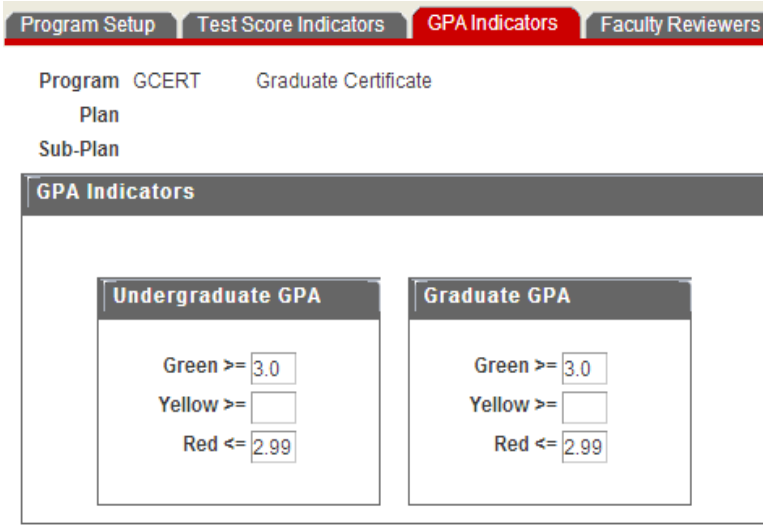
Test Component	Test Date	Score	
Composite - Internet	10/30/2011	98	
Listening - Internet	10/30/2011	24	
Reading - Internet	10/30/2011	28	
Speaking - Internet	10/30/2011	22	
Writing - Internet	10/30/2011	24	

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.



GPA Indicators tab:

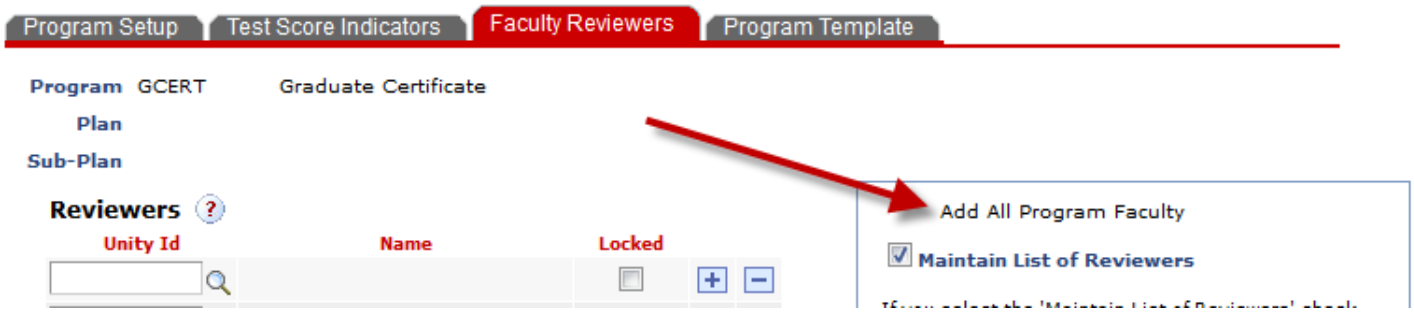
By default the Undergraduate and Graduate GPA indicators are set to show a green symbol for a GPA of 3.0 or higher and red for anything lower. You can update these, to show the color symbols for your program specific requirements.



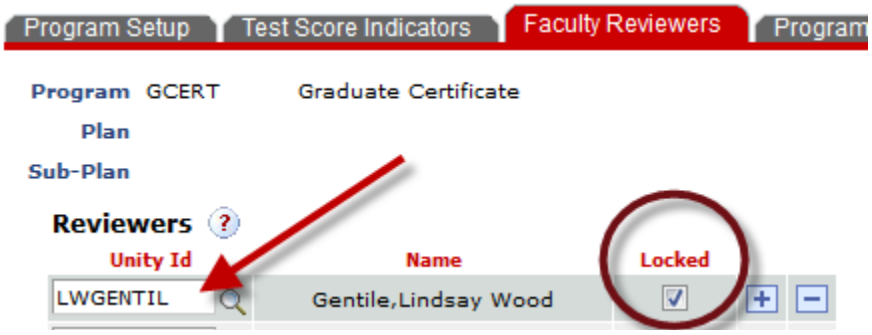
Faculty Reviewers tab:
You will need to add the faculty/reviewers for your program. These are people to whom you will assign applications for review.

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.

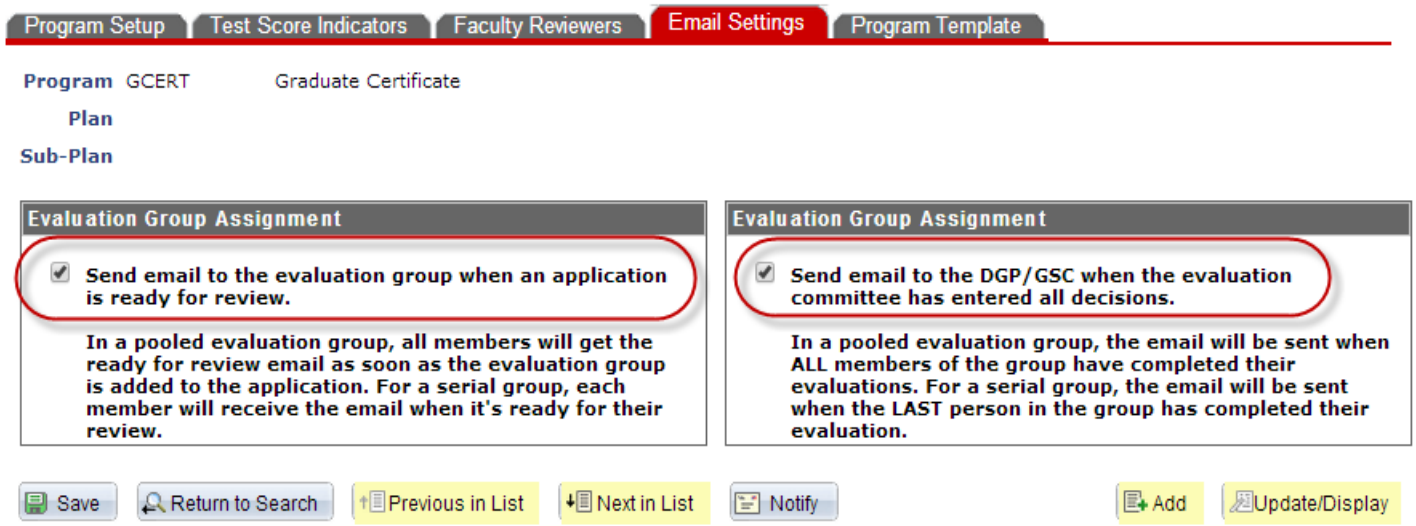
By default, the "Maintain List of Reviewers" will be checked. If you uncheck the box, then these faculty reviewers will not be removed, should their graduate faculty status change, nor will new faculty automatically be added to this list. It is recommended that you leave the box checked.



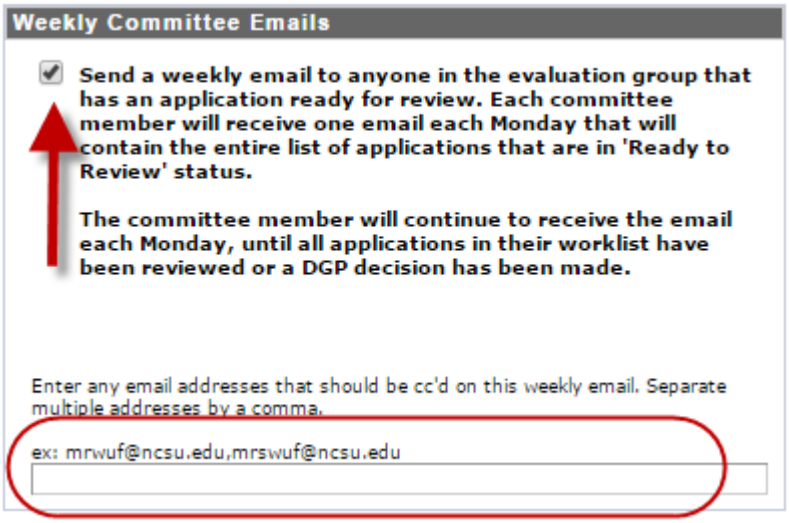
The second way to add reviewers is individually. This way will also allow you to add NC State employees who are not part of your program's graduate faculty. To use this method, hit the '+' button and enter that person's unity ID in the blank box. You will need to check the "Locked" box beside their name,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



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.

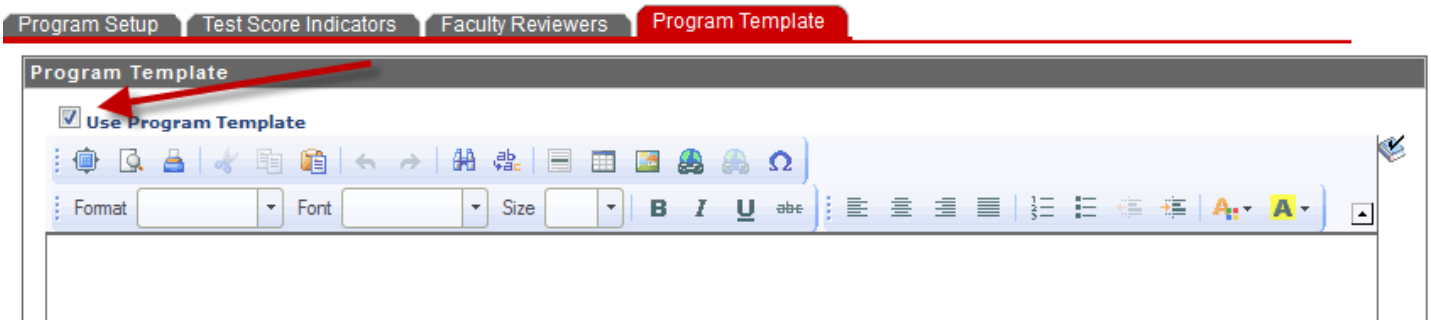


Weekly email reminders can also be sent to reviewers. This is used in addition to or instead of the email notification every time an application is assigned. Simply click the checkbox in the weekly committee emails box and reviewers will get an email every Monday with a list of applicants whom they are 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.



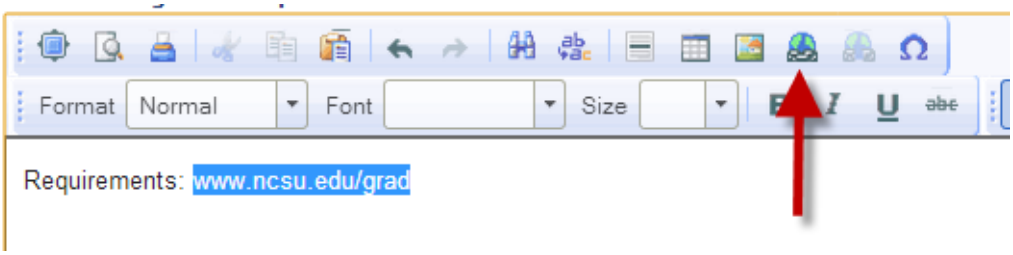
<u>Program Template tab</u>:

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.

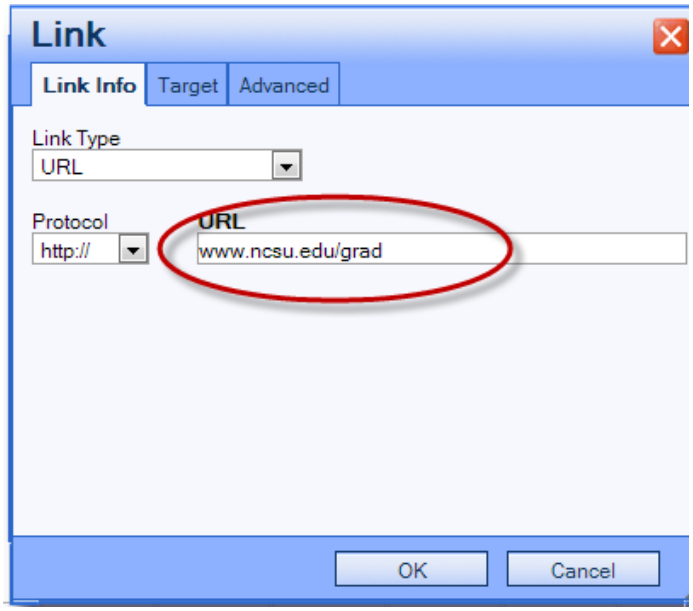


Inserting a URL link in the program template:

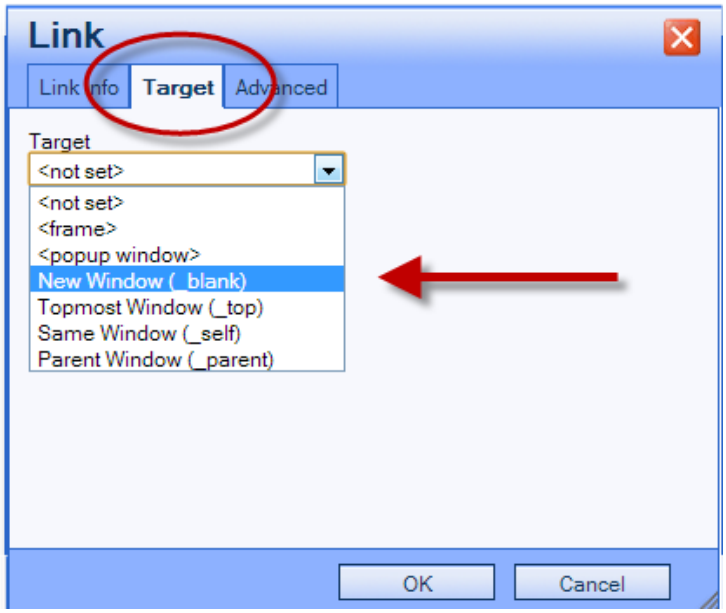
-Once you type or paste the link, you will need to highlight it and click the icon



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



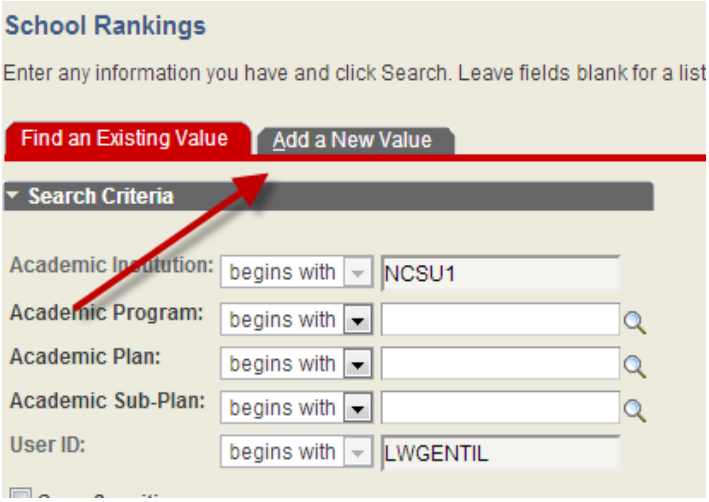
Select "New Window (_blank)" from the drop-down list and click the OK button.



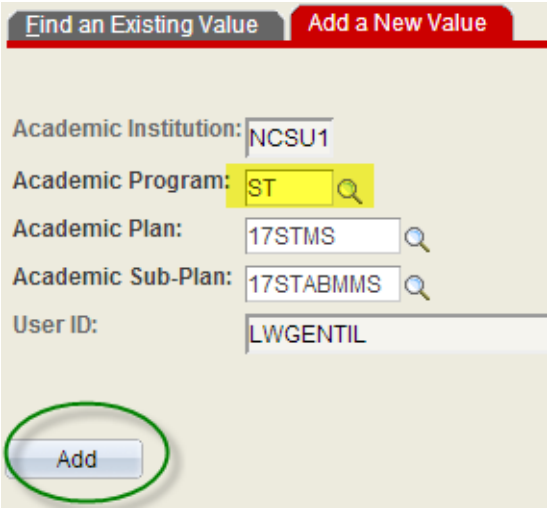
School Rankings

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.

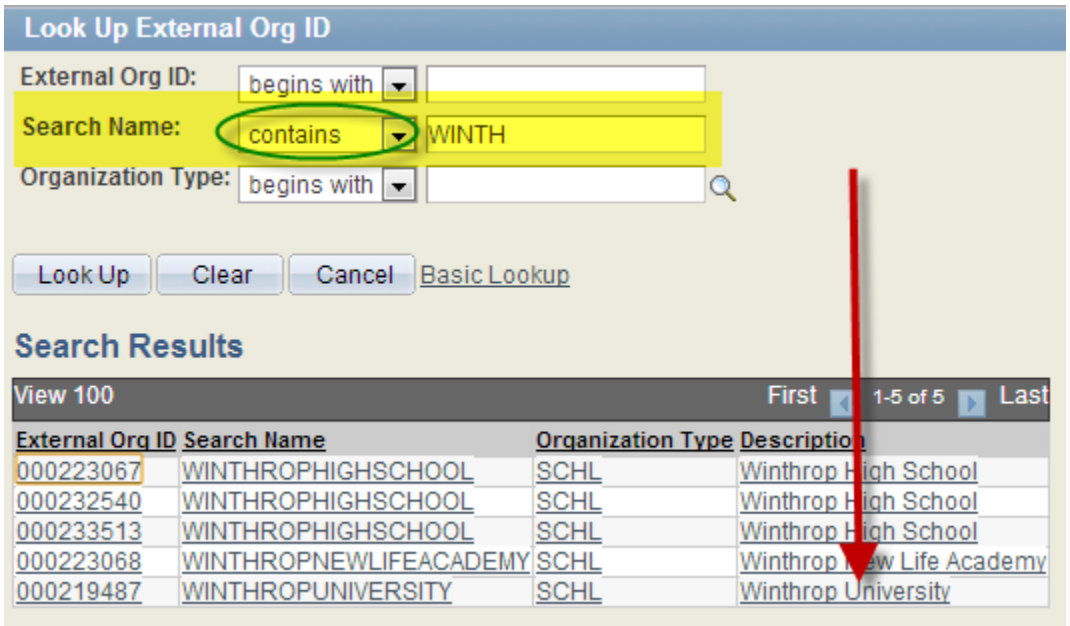
1. Under the NextGen Setup folder, click School Rankings.
2. Click the "Add a New Value" tab



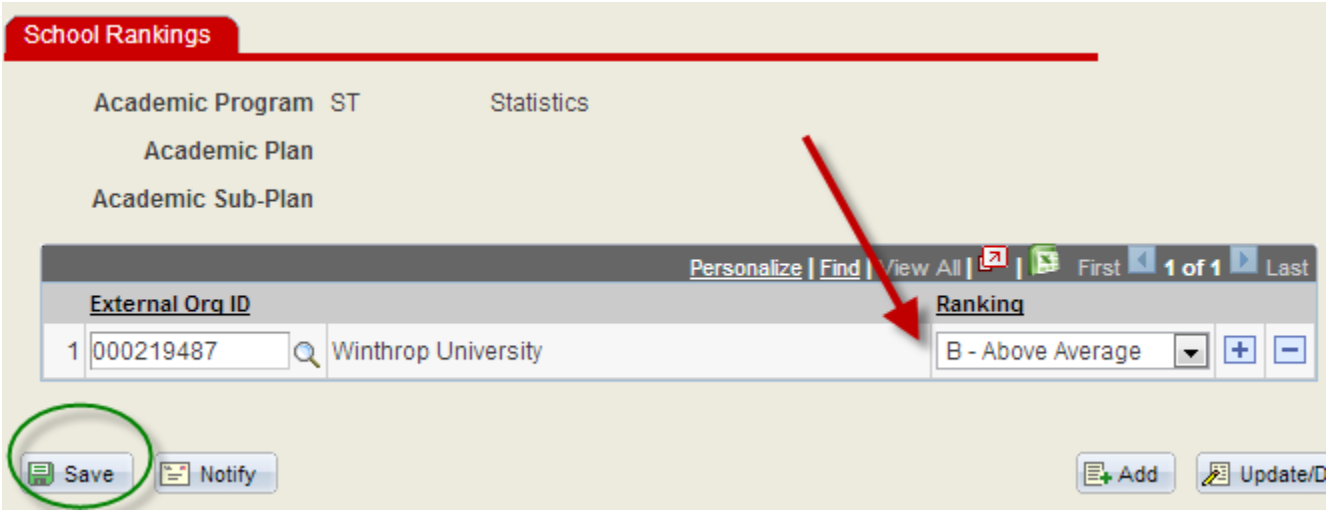
3. Enter or lookup your academic program, and plan and sub-plan if needed. The institution and your user ID will default. Click the Add button.



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.



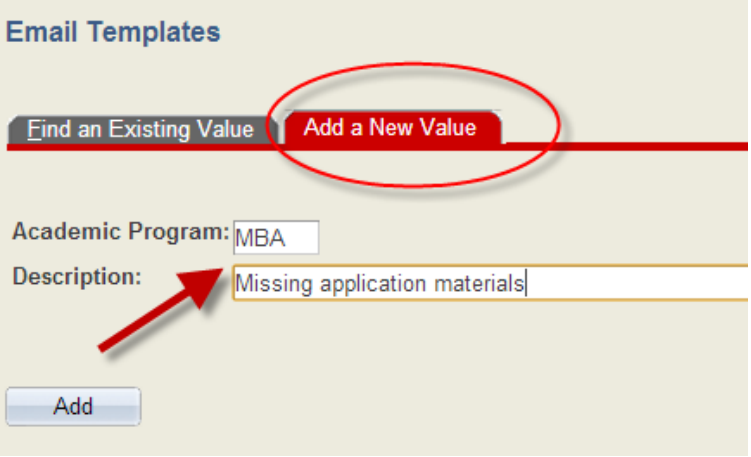
6. Select the ranking from the drop-down box that matches what you want to assign to this school and then hit Save.

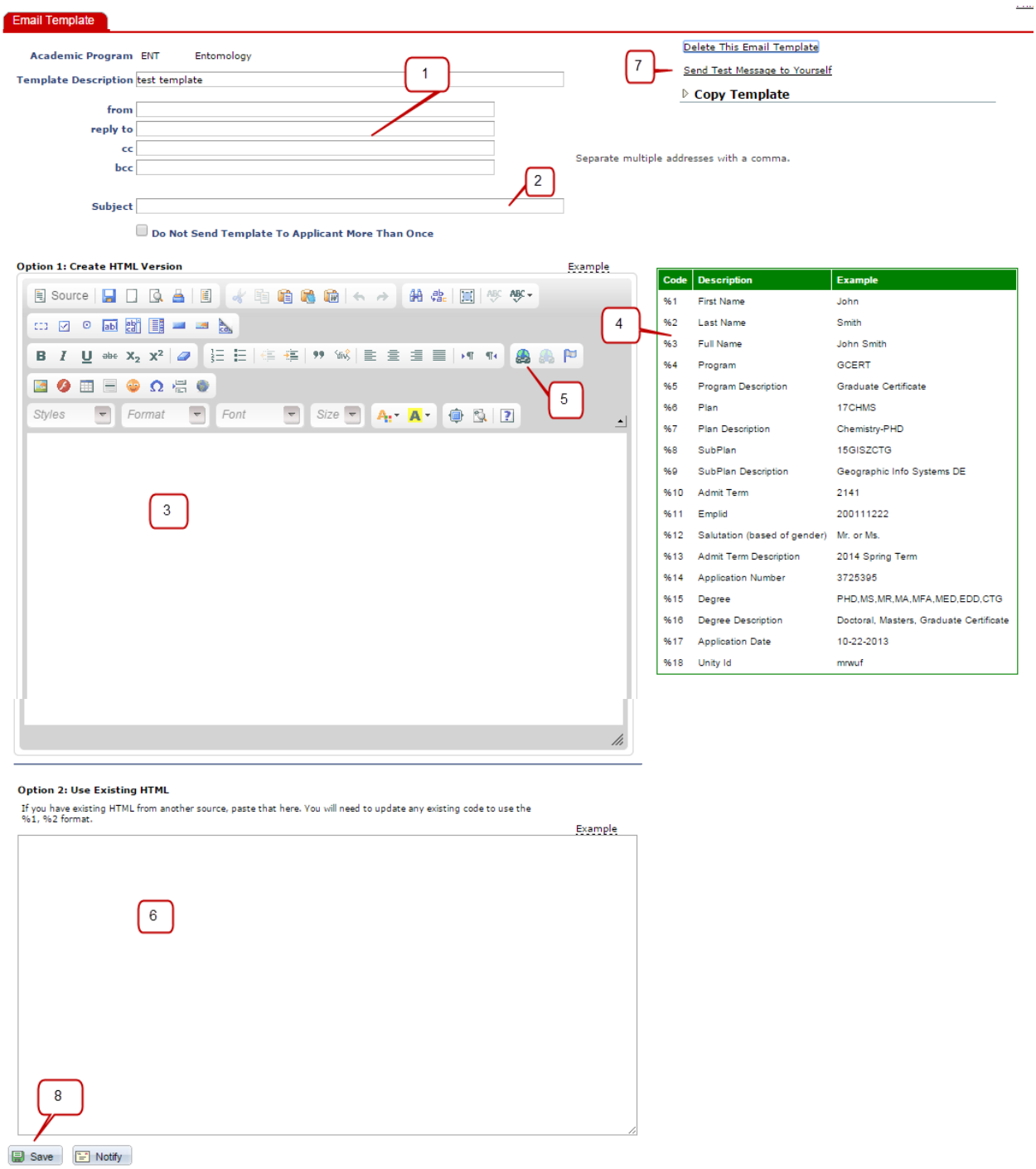


After entering school rankings, your reviewers will see those rankings next to the school information if the applicant attended one of those schools (see below):

Email Templates

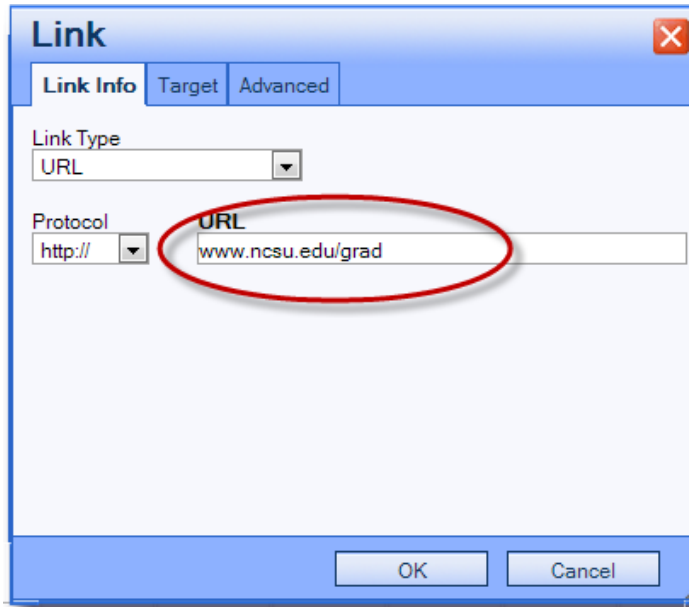
From the Setup folder, select "Email Templates". If you are creating a new email template, click the Add a New Value tab from the search screen. Enter your program and the description for the new email template (this is what you will see when you are later selecting the email template from a list). Click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

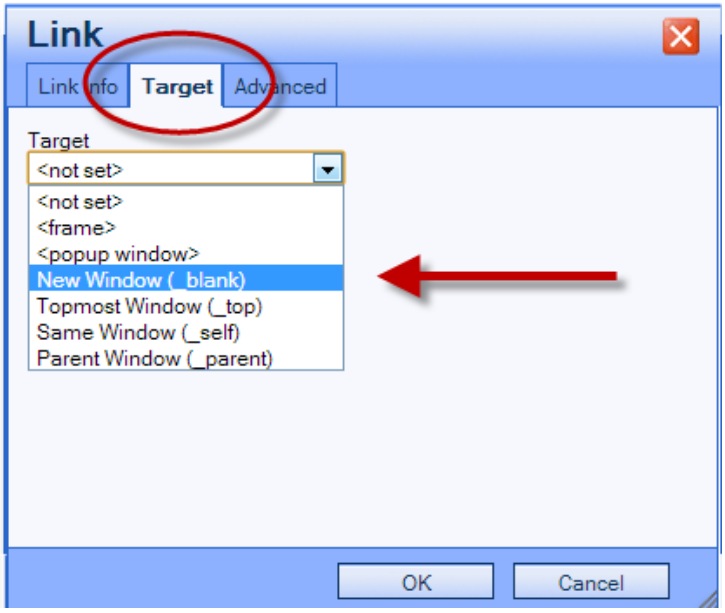




1. If you want to include a cc or bcc email address who will always receive a copy of the email when it is sent, include it here on the template.
2. Enter the subject line for the applicant to see in their email inbox.
   Just under the subject line is a check box that you can check if you do not want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

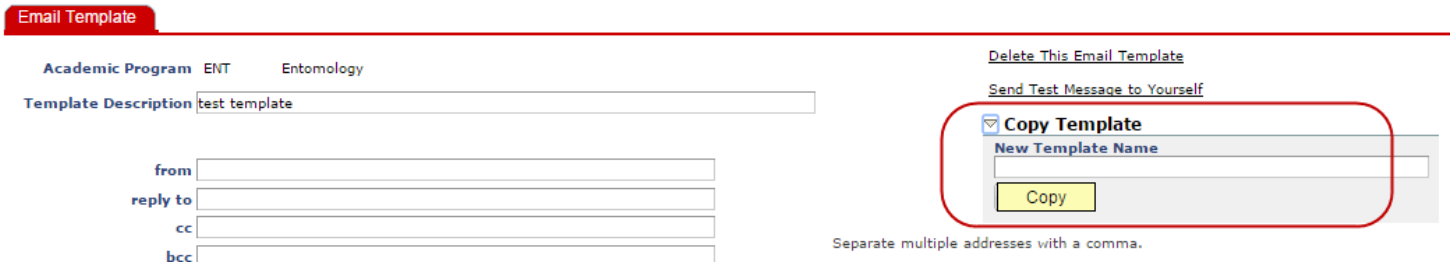




6. If you have email templates already saved, you can use the “Existing HTML” box to copy and paste them here. NOTE: You will need to replace any other system references in the html coding, with the % code described in step 4 above.
7. Once you get the email template formatted, you can send a copy to 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.

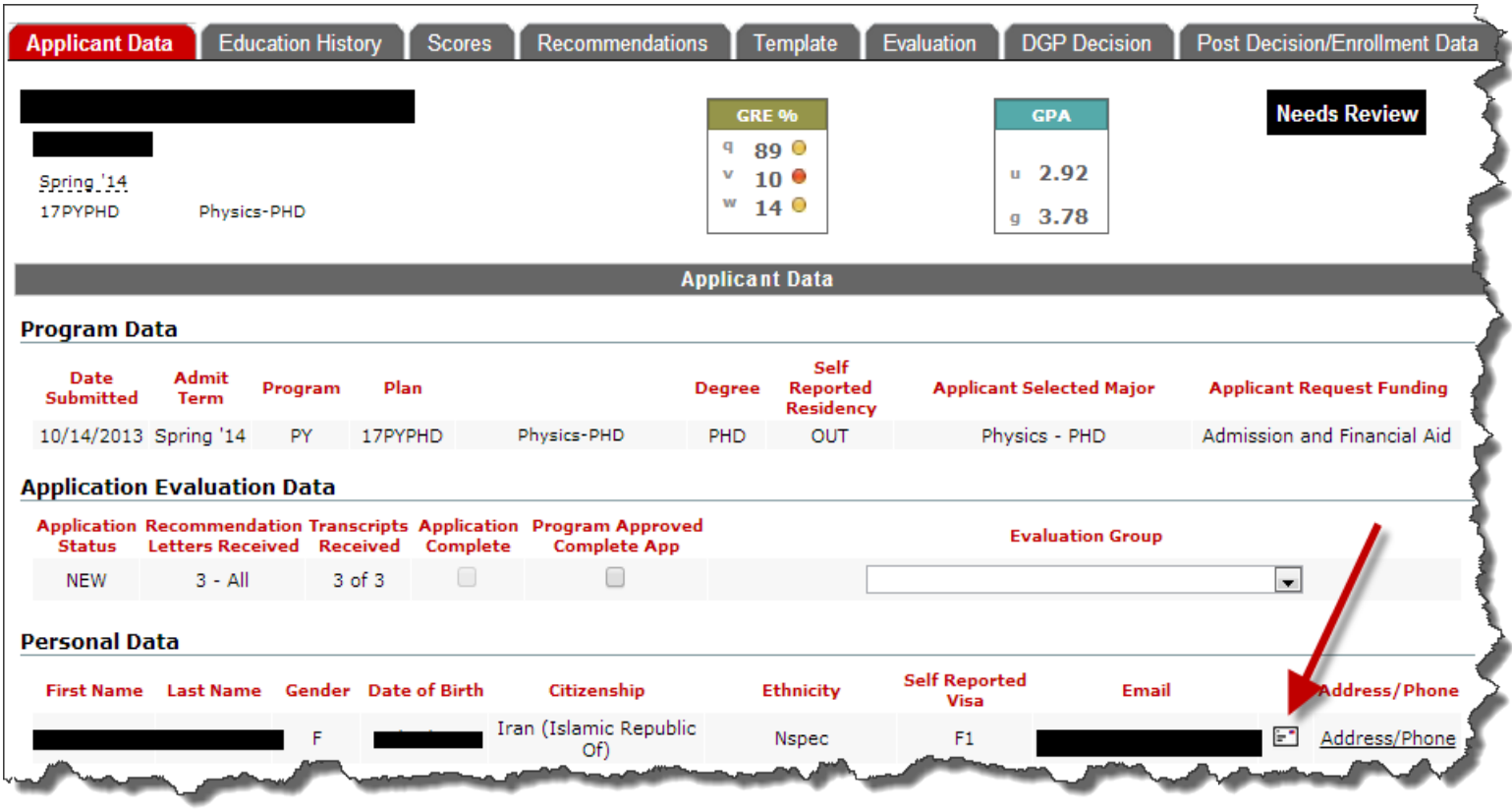
Email templates can be deleted by clicking the delete link in the top right corner of the template.

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.

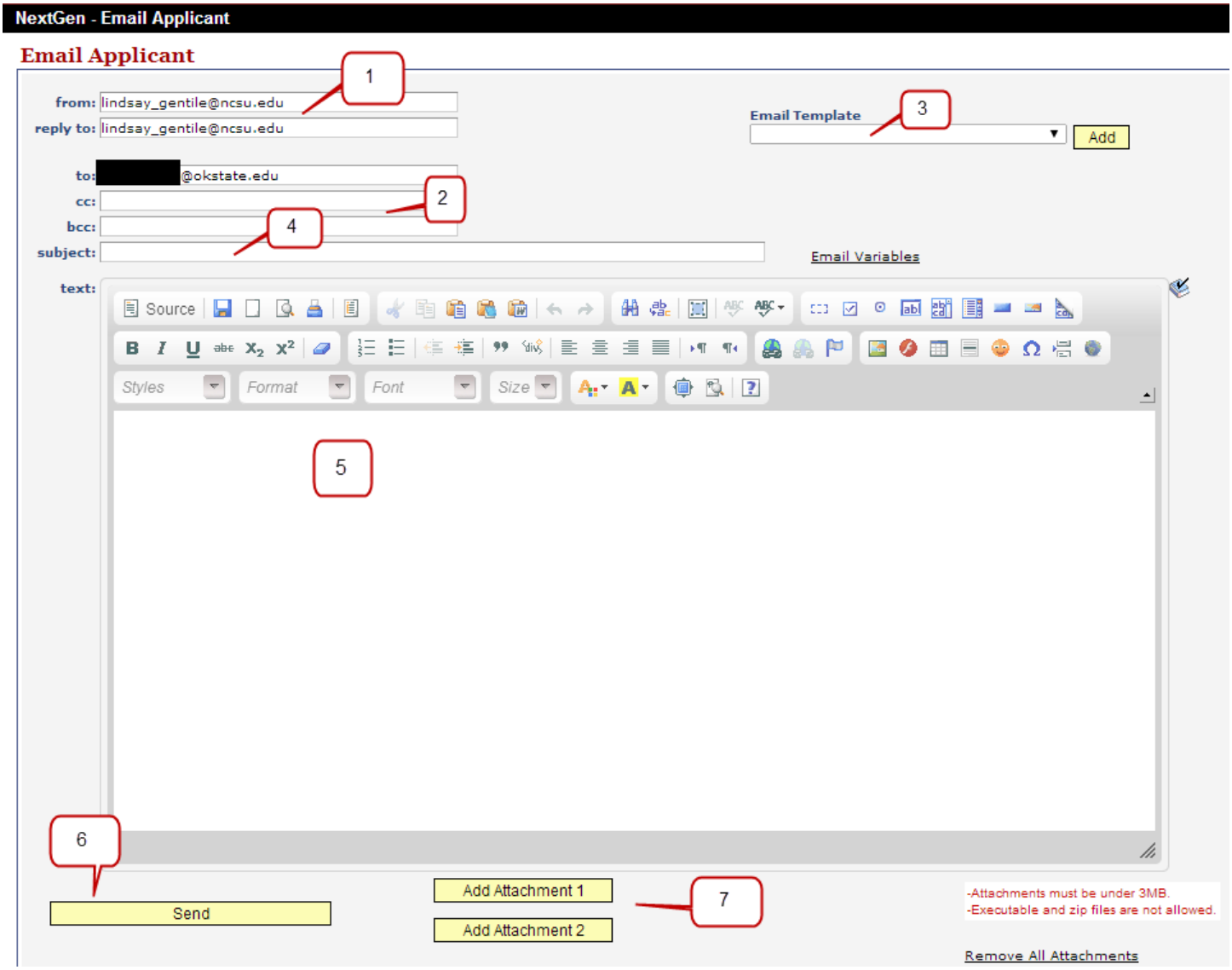


Sending Individual Emails

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



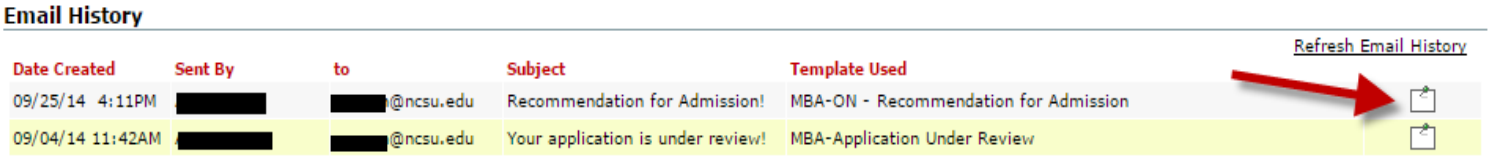
The email screen will open and you can either select an email template or type a new email



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.

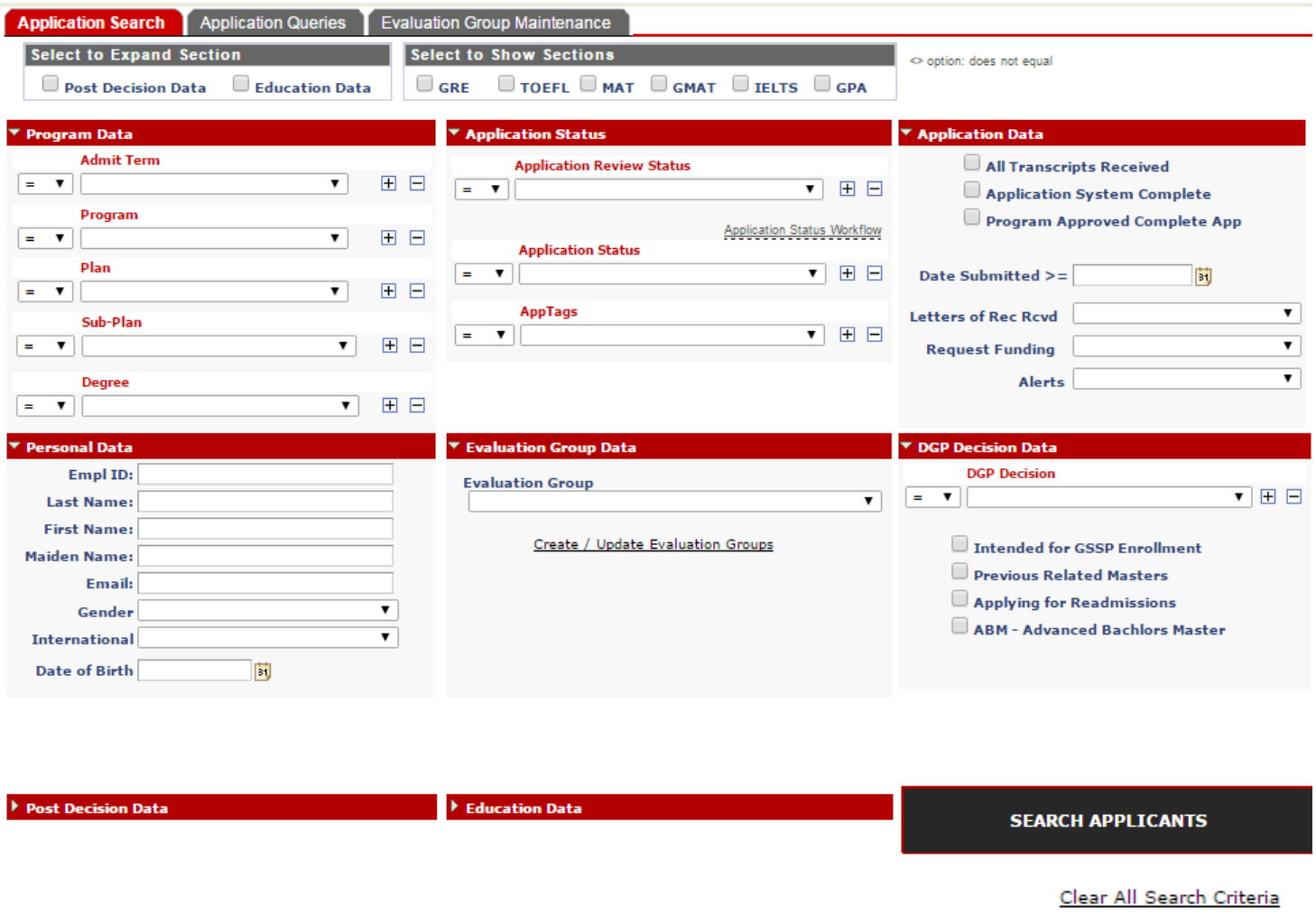


Application Search

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.

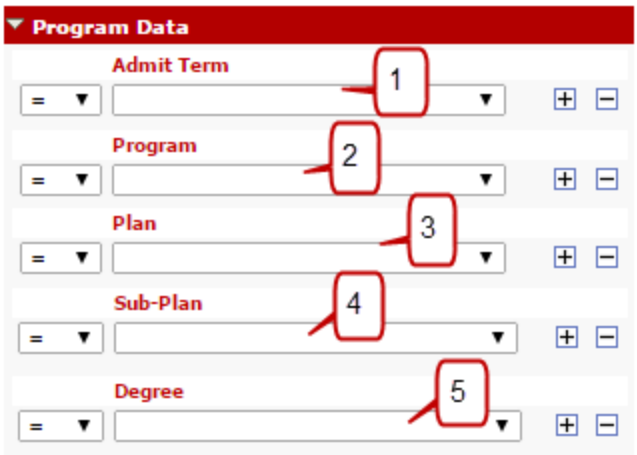
From the NextGen Admission folder, click on "Application Search"

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.



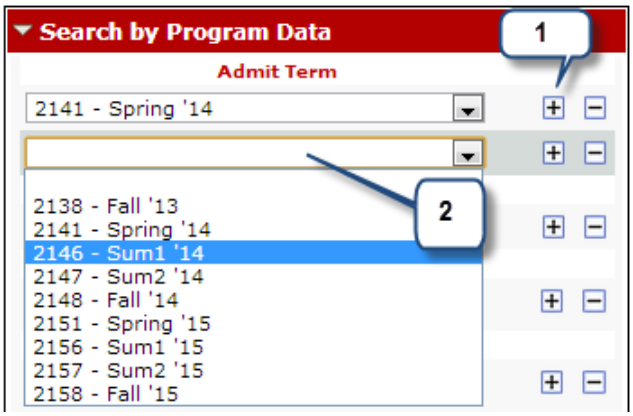
NOTE: You can use the drop-down box in front of each search option to keep the default of '=', or you can change it to '<>', if you want to run a search for "not equal to" the search value you select.

Program Data search:



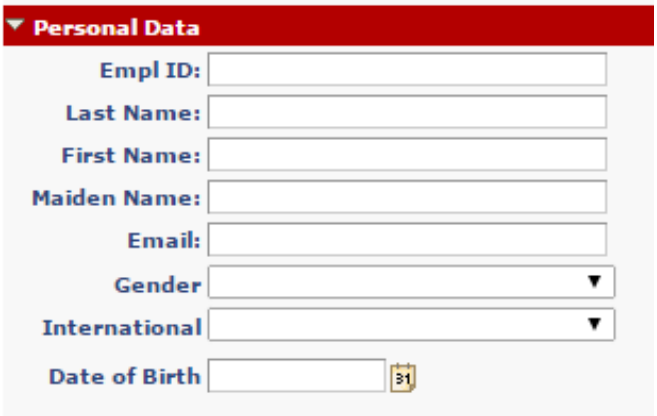
1. Search by admit term
2. Search by active academic programs to which you have access in SIS
3. Search by active academic plans to which you have access in SIS
4. Search by active academic sub-plans to which you have access in SIS
5. Search by degree type (Masters, Doctoral, Graduate Certificate)

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.



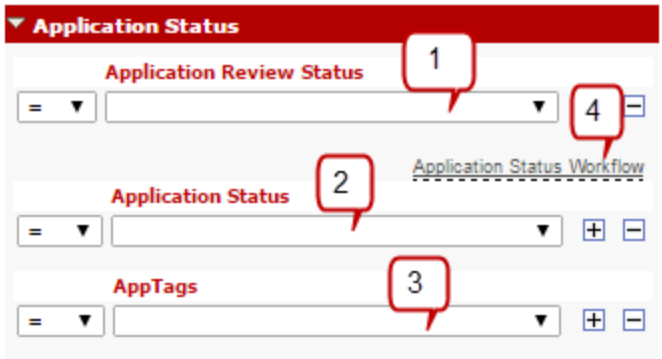
1. Click the '+' button
2. Choose the criteria from the new drop-down menu. Repeat as necessary.

Personal Data search:



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

<u>Application Status search</u>:



1. You may search for applications based on their application review status. The status choices include the following in the order that they occur:
    - <u>Needs Review</u> (All new applications that have not been assigned or reviewed)
    - <u>Under Review</u> (Applications that have been assigned and the review has begun)
    - <u>Awaiting DGP Review</u> (All reviews are complete, the DGP now needs to submit the official recommendation)
    - <u>Waitlist</u> (If the DGP submits a decision of Waitlist, the status will update and remain Waitlist until updated by the DGP at a later date)
    - <u>DGP Decision Processing</u> (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)
    - <u>Evaluation Complete</u> (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)

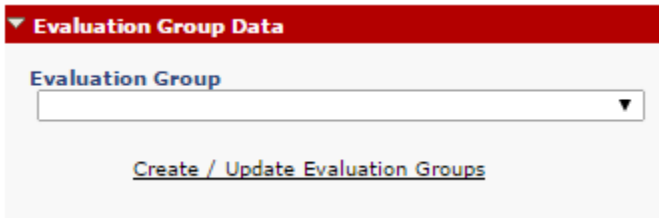
2. You may search on the Application Status (this is the official decision status in the admission system; if a decision letter is associated with this status, the decision is available for the applicant to view). Choices include:
    - <u>Admitted Applicant Declined</u>

- 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

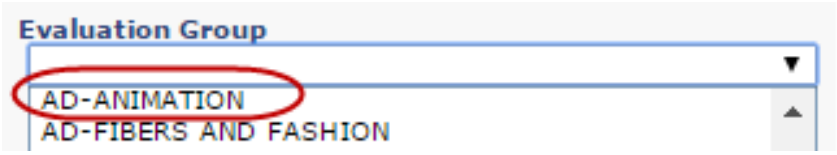
3. If you created AppTags under your program setup page, you can search by the tags that have been applied to applications. If you are responsible for more than one graduate program, the tags are sorted by program first and then alphabetical order.

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

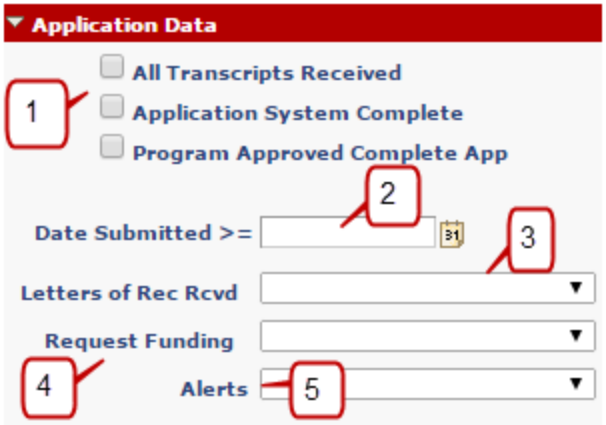


See instructions for creating Evaluation Groups. Once you have created evaluation groups and started assigning applications to the evaluation group, you can search by those groups.



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.

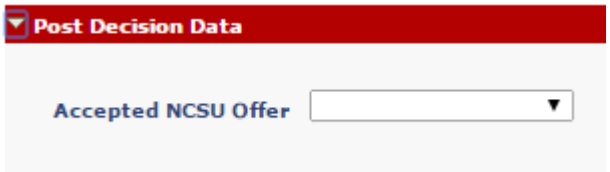
Options to expand your search capabilities

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.

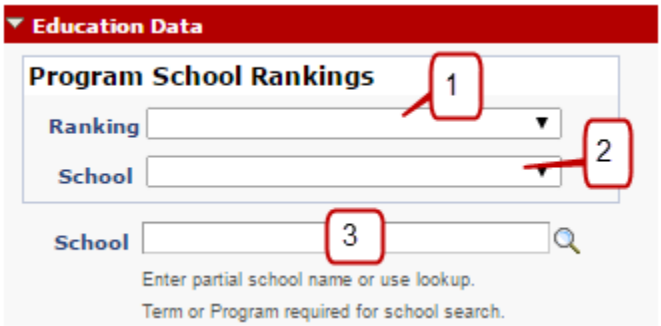
The test score and GPA search options are hidden. Check off the boxes for the searches you want to run, and the section will appear at the bottom of your search page.

Post Decision Data Search

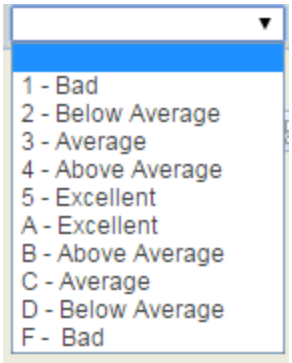
Search on 'yes' to find applicants who have accepted the offer of admission, 'no' for those who have declined, and 'no response' to find those who have not submitted their enrollment decision.



Education Data Search



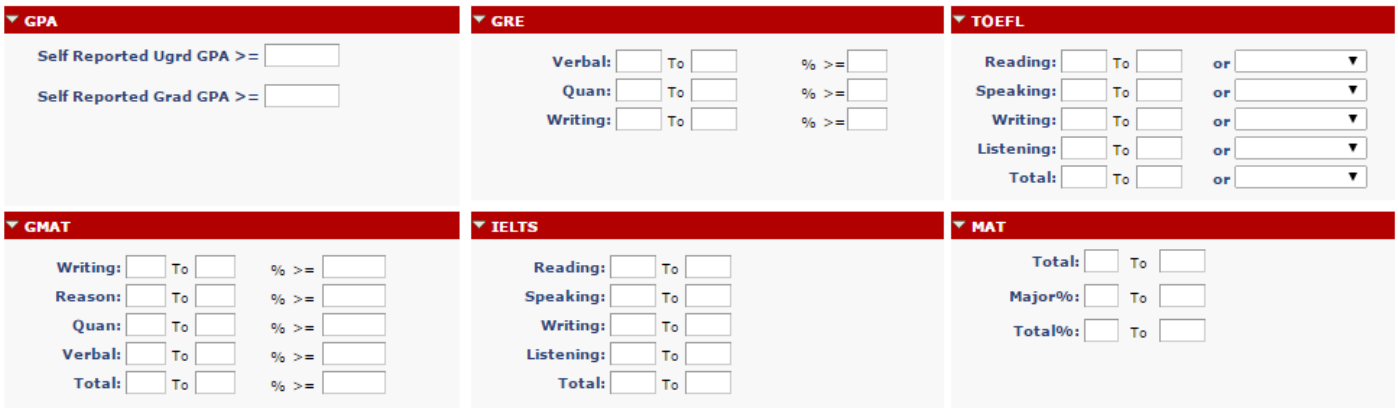
1. See the section on Program Setup – School Rankings. If you have assigned rankings to the schools your applicants have attended, you can use this drop-down to search for applicants from a school with a particular ranking you have assigned. For example, if you assigned a school with "5 – Excellent",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

<u>Test Scores search</u>:



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.

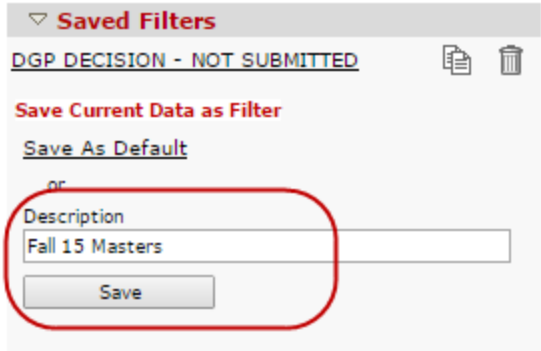
<u>GPA search</u>:

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.

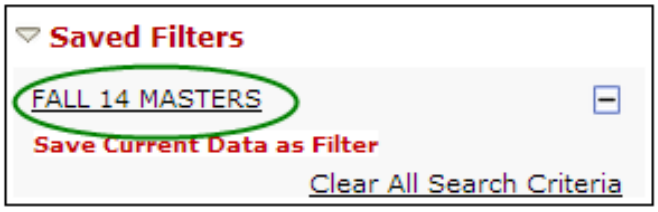
Saved Search Filters:
If there is a search that you will perform frequently, you can save the search criteria as a saved filter. This box is in the top right corner of the search screen.

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

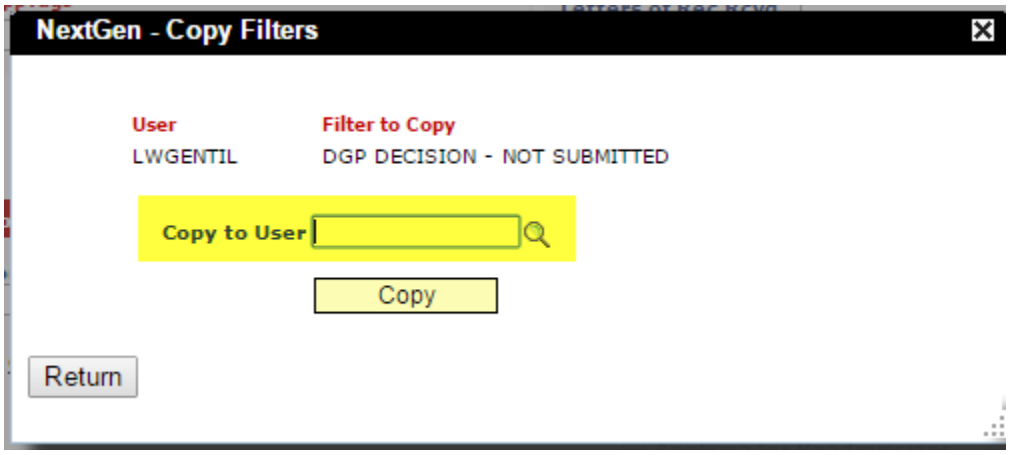
3. Type your description for the saved filter, ex: Fall 14 Masters (or you can set it as default)
4. Click Save



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.

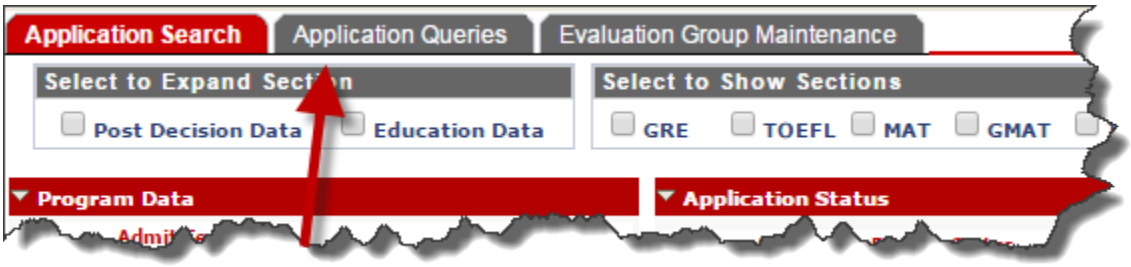


6. Saved Filters can be copied to other NextGen users and they can be deleted. To delete click the icon. To copy the filter to another user, click on the icon. The following box will open. Enter the unity ID of the user, or use the look-up button to find their unity ID. Then hit the Copy button.

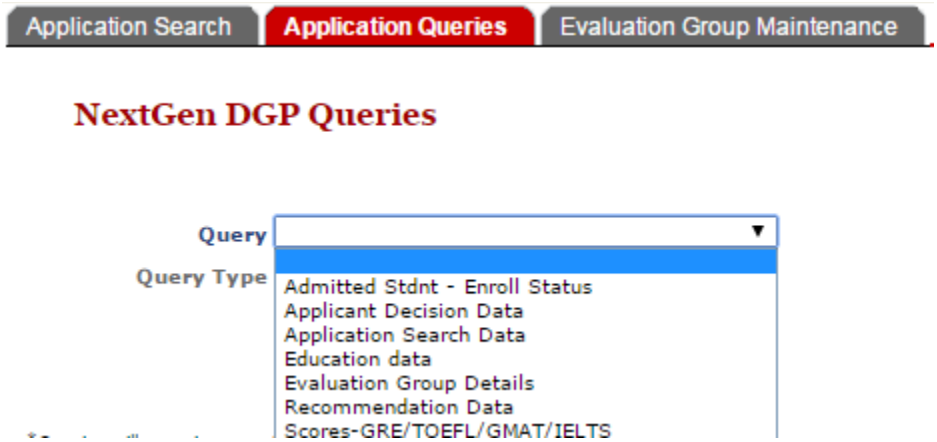


Application Queries

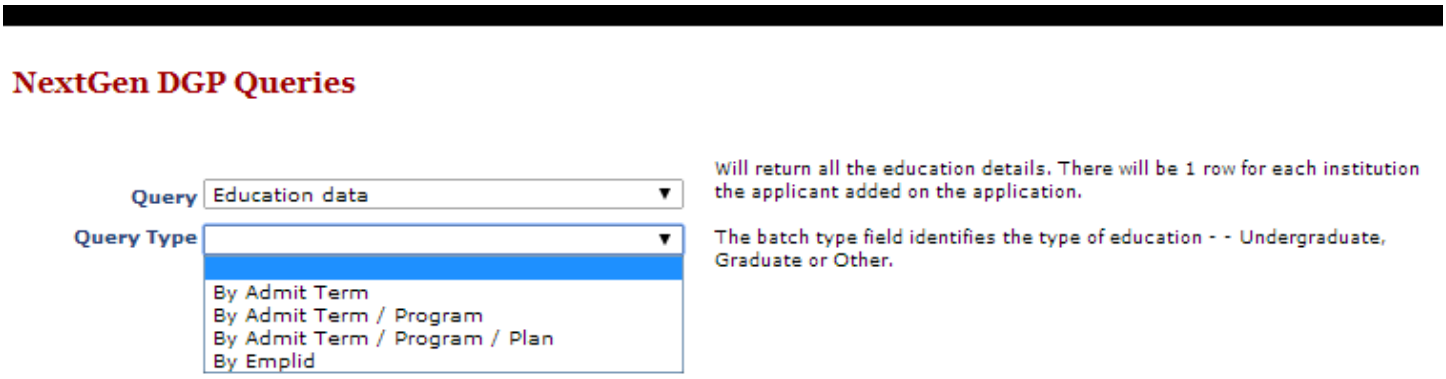
Helpful admissions queries are available as a resource to provide data necessary for your application and admission process. This tab is found at the top of the search page.



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

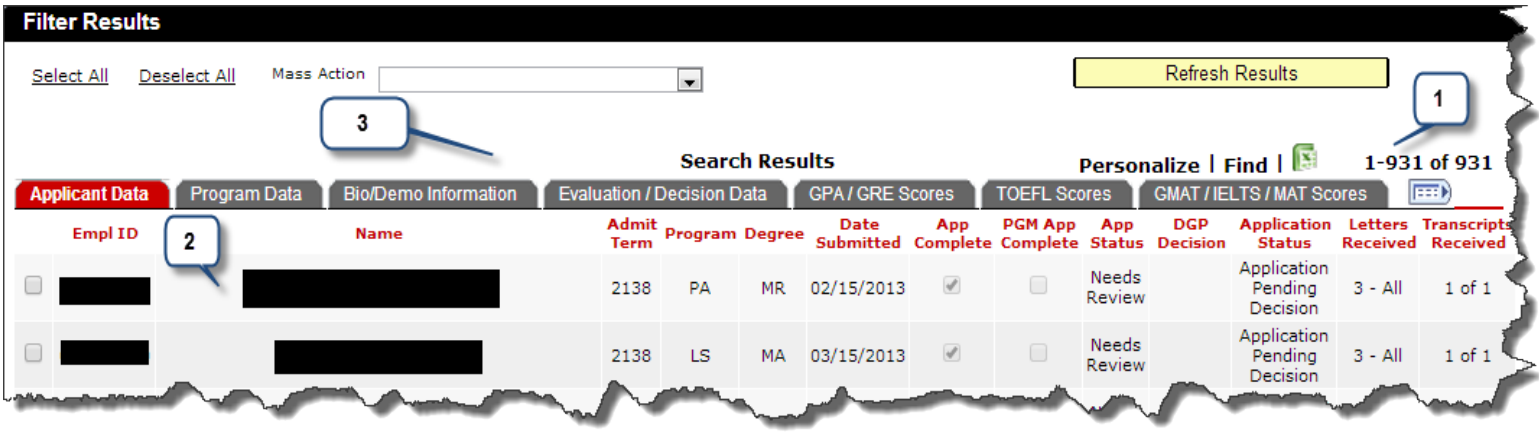


A description of the query will appear to the right. Then select the Query Type from the drop-down list and hit the Run Query button:



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.



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

3. 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
[redacted]	[redacted]	MBA	Business Administration	20MBAMR	Business Administration-MR	20MBAMRZ	Business Administration - Dist	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 8

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
[redacted]	[redacted]	M	Asian	TWN	IN	PR	919/[redacted]		[redacted]@ncsu.edu
[redacted]	[redacted]	M	Asian	IND	OUT	HIB	704/[redacted]		[redacted]ncsu.edu
[redacted]	[redacted]	M	Amind	USA	IN		919/[redacted]		[redacted]@unity.ncsu.edu
[redacted]	[redacted]	F	White	USA	IN		252/[redacted]	Hendricks	[redacted]@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.

Search Results

Personalize | Find | View 100 | 1-50 of 149

Applicant Data | Program Data | Bio/Demo Information | Evaluation / Decision Data | GPA / GRE Scores | TOEFL Scores | GMAT / IELTS / MAT Scores

Empl ID	Name	Evaluation Group	Tags	User - Status - Decision	Avg Rank	DGP Decision	View Eval
[redacted]	[redacted]	ONE DAY TO MBA	One Day to MBA - [redacted]	[redacted] - Done - Deny - Done - - Done - Deny - Done -		Deny Admission	
[redacted]	[redacted]	ONE DAY TO MBA	GMAT/GRE Waived - [redacted]	[redacted] - Done - - Done - - Done - - Done -		Full Admission	

GPA / GRE Scores tab

This tab will show you the self-reported undergraduate and graduate GPA (if provided on the application), as well as the GRE scores and percentages.

Search Results

Personalize | Find | 1-21 of 21

Applicant Data | Program Data | Bio/Demo Information | Evaluation / Decision Data | GPA / GRE Scores | TOEFL Scores | GMAT / IELTS / MAT Scores

Empl ID	Name	Self Reported Ugrd GPA	Self Reported Grad GPA	Writing	Writing %	Quan	Quan %	Verbal	Verbal %
[redacted]	[redacted]	3.470	3.790	4	54	163	87	160	84

TOEFL Scores tab

The TOEFL scores tab shows the TOEFL sections and total scores, if they have been received. You can click on the column headings to sort the order from highest to lowest and vice versa.

Search Results

Personalize | Find | 1-11 of 11

Applicant Data | Program Data | Bio/Demo Information | Evaluation / Decision Data | GPA / GRE Scores | TOEFL Scores | GMAT / IELTS / MAT Scores

Empl ID	Name	Listening	Reading	Speaking	Writing	TOEFL Total
[redacted]	[redacted]	26	22	22	24	94

GMAT / IELTS / MAT Scores tab

This tab will show all other scores, if they have been received, such as GMAT, IELTS, and MAT.

Search Results

Personalize | Find | 1-11 of 11

Applicant Data | Program Data | Bio/Demo Information | Evaluation / Decision Data | GPA / GRE Scores | TOEFL Scores | GMAT / IELTS / MAT Scores

Empl ID	Name	GMAT Writing %	GMAT Reasoning %	GMAT Quan %	GMAT Verbal %	GMAT Total %	IELTS Listening	IELTS Reading	IELTS Writing	IELTS Speaking	IELTS Overall	MAT Raw Score	MAT % Major	MAT % Total Group
[redacted]	[redacted]	6	52	61	4	22								

Exporting Application Data to Excel

You can export the search results data to Excel by clicking the "show all columns" button, . Then, scroll to the right of the search results and click on the "export to excel" button, .

Search Results

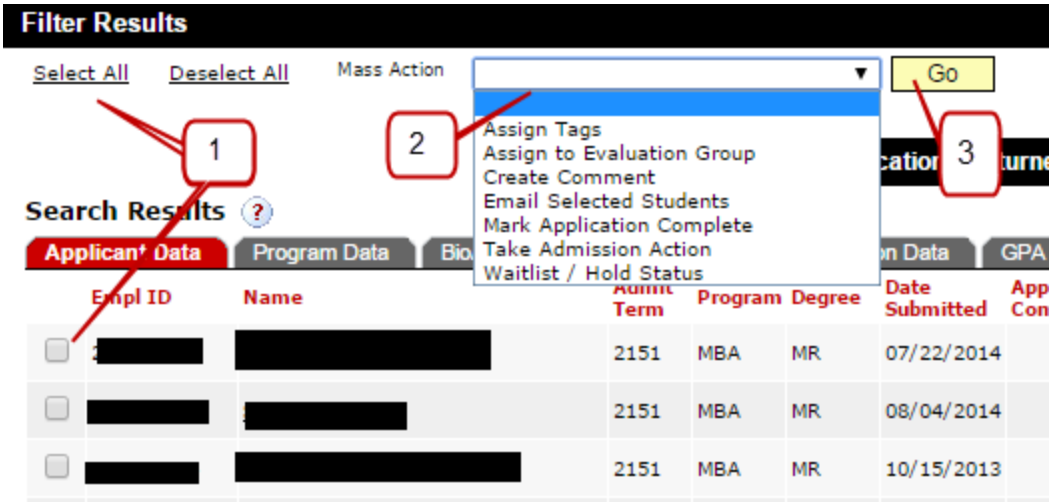
Personalize | Find | 1-7 of 7

Applicant Data | Program Data | Bio/Demo Information | Evaluation / Decision Data | GPA / GRE Scores | TOEFL Scores | GMAT / IELTS / MAT Scores

Empl ID	Name	Admit Term	Program	Degree	Date Submitted	App Complete	PGM App Complete	App Status	DGP Decision	Application Status	Letters Received	Transcripts Received
[redacted]	[redacted]	2141	MSE	PHD	08/10/2013	✓		DGP Decision Processing	DENY	Application Pending Decision	3 - All	1 of 1

Mass Actions

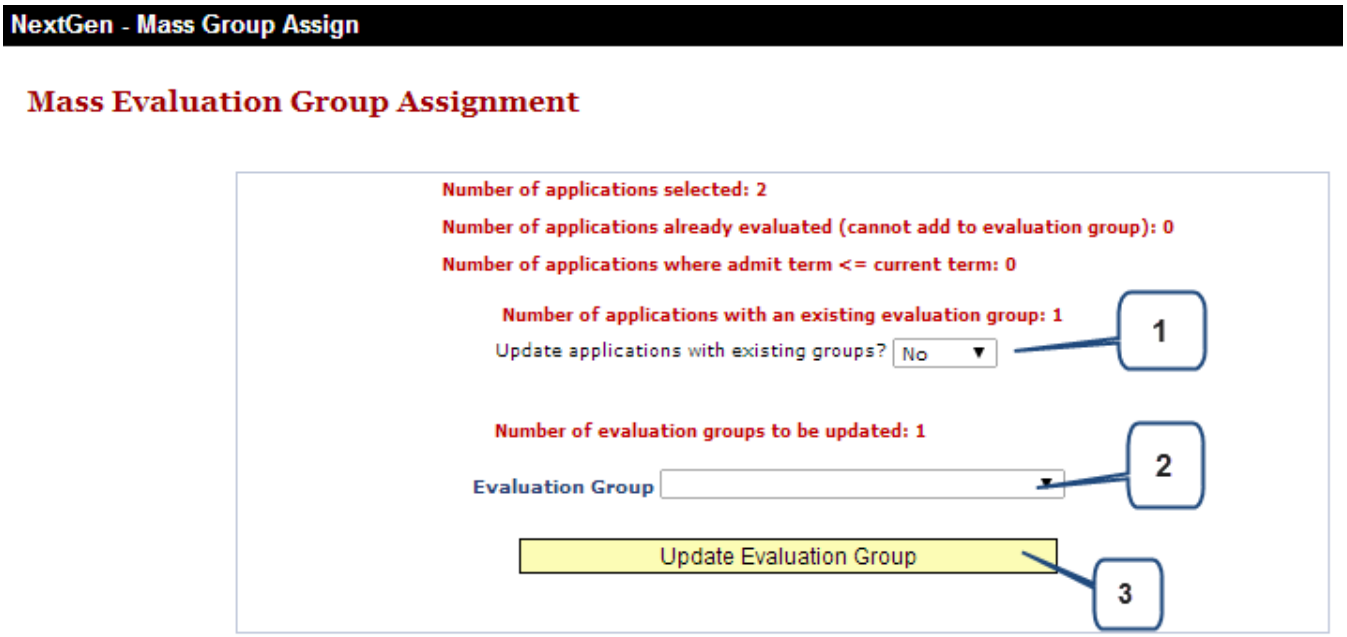
From the search results screen, you can take mass actions on multiple applications. Mass action choices include Assign Tags, Assign to Evaluation Group, Create Comment, Email, Mark Application Complete, Take Admission Action (Deny), and Add to Waitlist.



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.

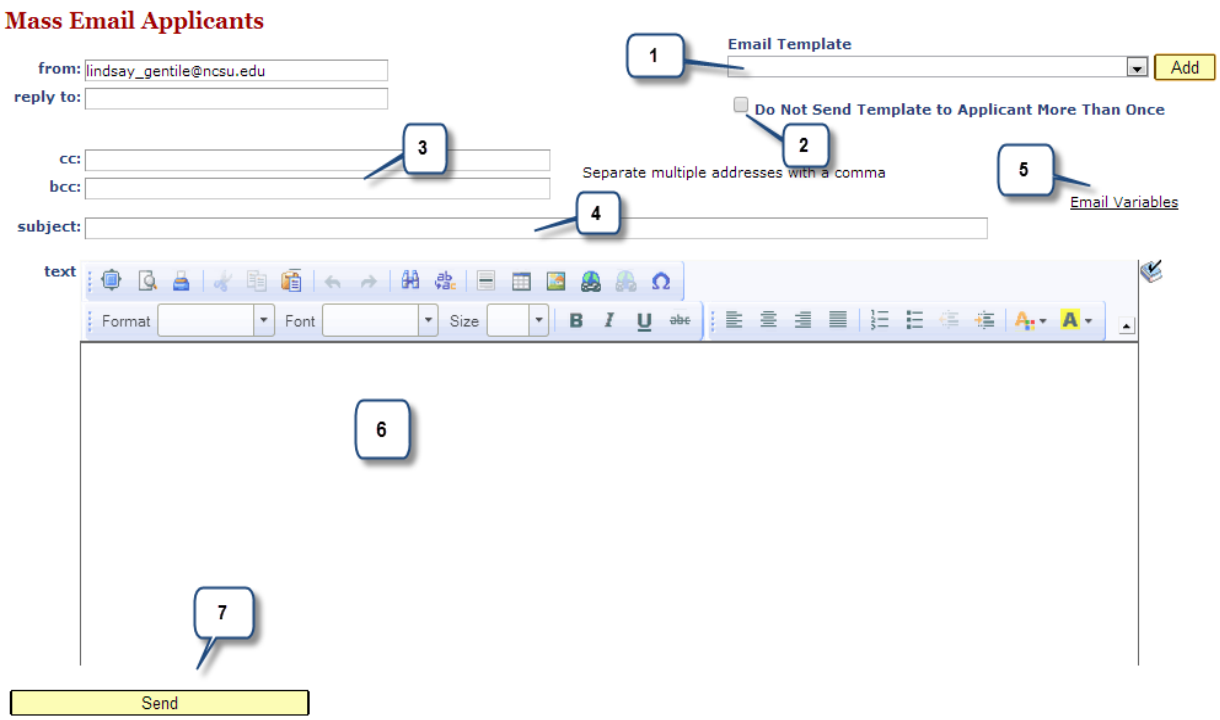


1. Review the application numbers, then decide 'yes' or 'no' if you want to update any applications that currently have an existing evaluation group.

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.

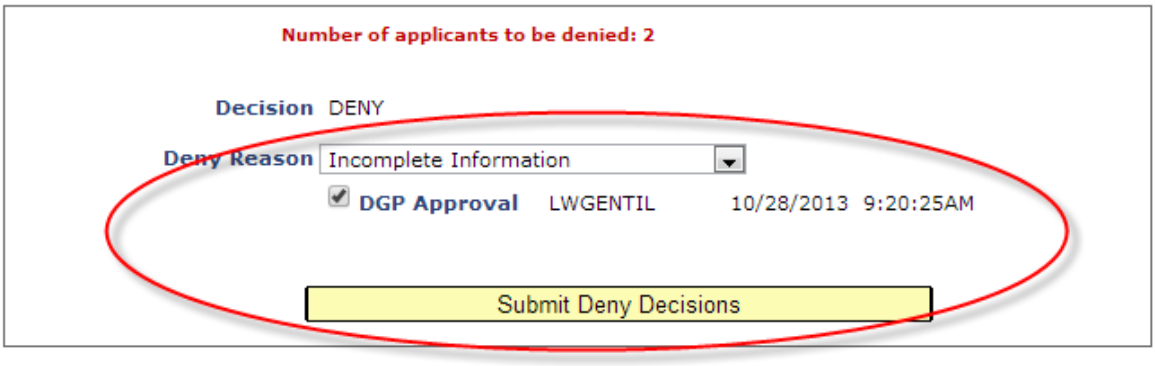


1. If you have created email templates, you can select a previously created one from the drop-down list, and then click the Add button. Skip steps 3-6.
2. If you use an email template, and do not want applicants to receive this email multiple times, check this box.
3. If you do not have an email template, 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

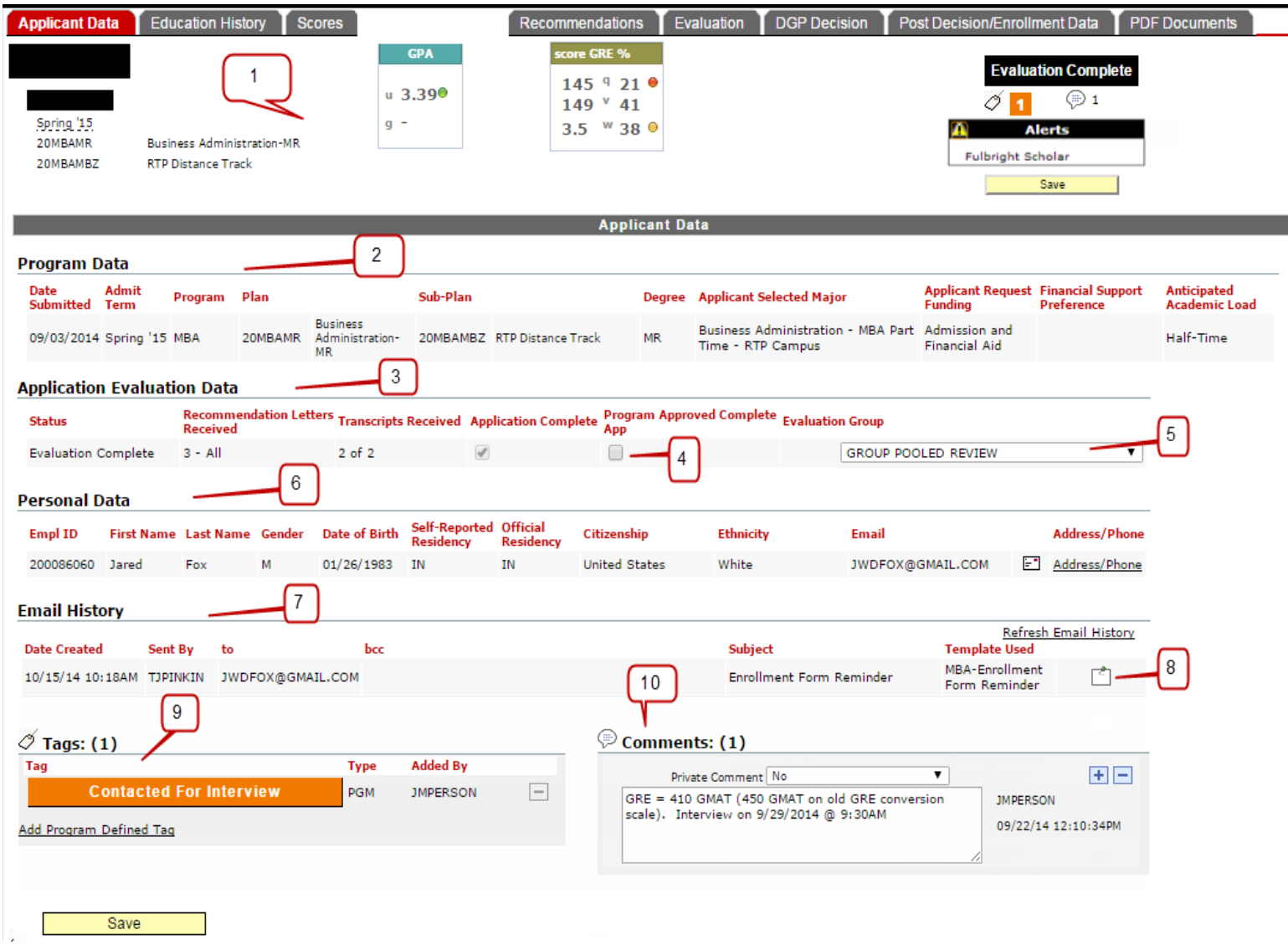
If you choose the mass admission action, you may only deny applications. You will have to select the reason for the denial (it needs to be the same for all applicants in the mass action). Then check the "DGP Approval" box, and hit the "Submit Deny Decisions" button.

Admission Action - Mass Deny



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).

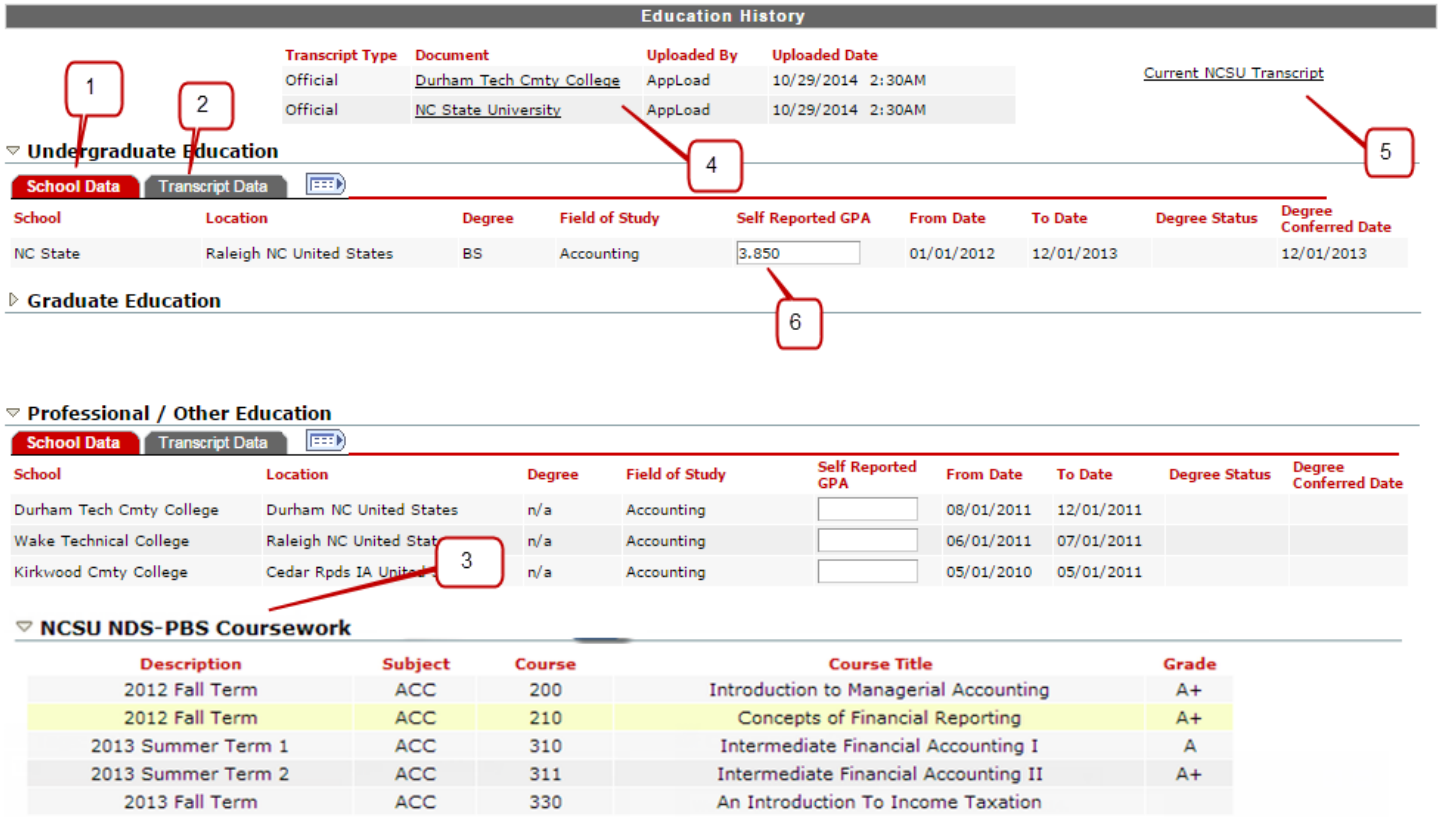


1. Across the top you will always see the applicant name, ID, term they have applied for, plan, and sub-plan (if it exists), as well as any test scores that have been received, and self-reported undergrad and graduate GPA data. The application status will be at the top right, and any alerts may appear 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.

6. 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.
7. The email history will be displayed, if any emails were sent to the application, through NextGen.
8. Click this icon to see a copy of the sent email.
9. 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.
10. 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.

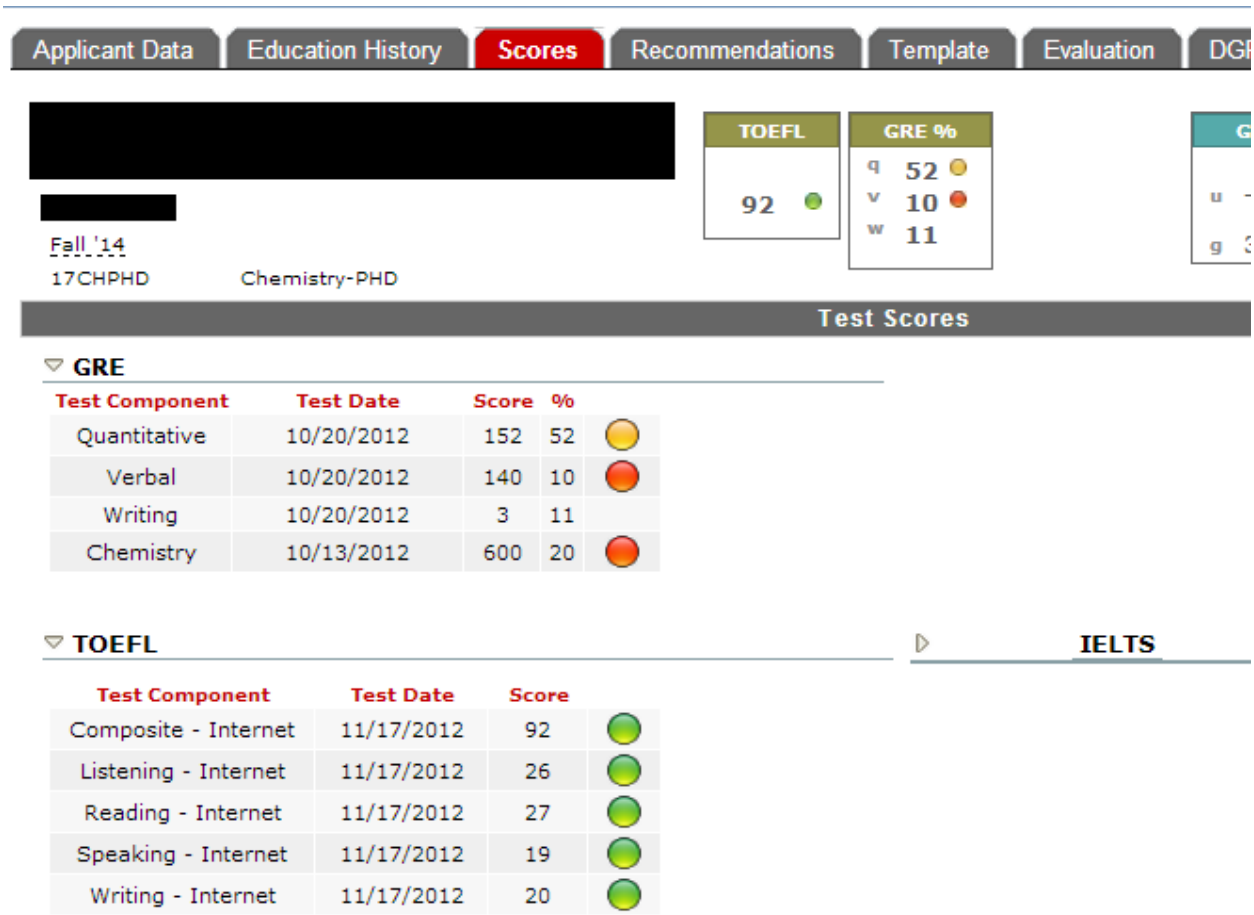


1. For undergraduate, graduate, and professional/other education, you can view the school and location, degree program and field of study, and their self-reported GPA. You can also view their dates of attendance, degree status and date the degree was conferred (past or future).
2. By clicking on the Transcript Data tab, you can see the status of the transcript and the date it was uploaded or received.
3. 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.
4. 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.

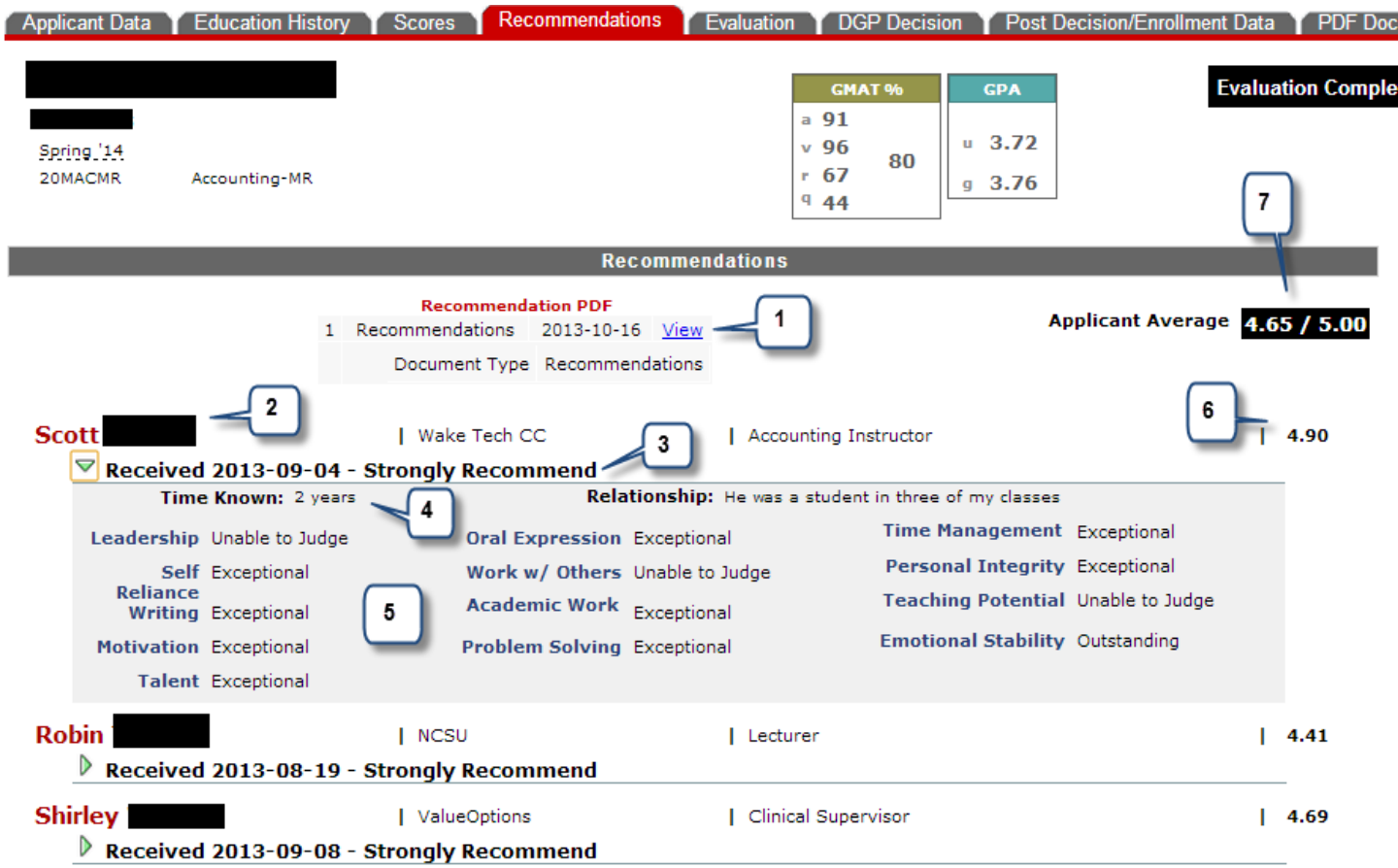
Scores

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.



Recommendations

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



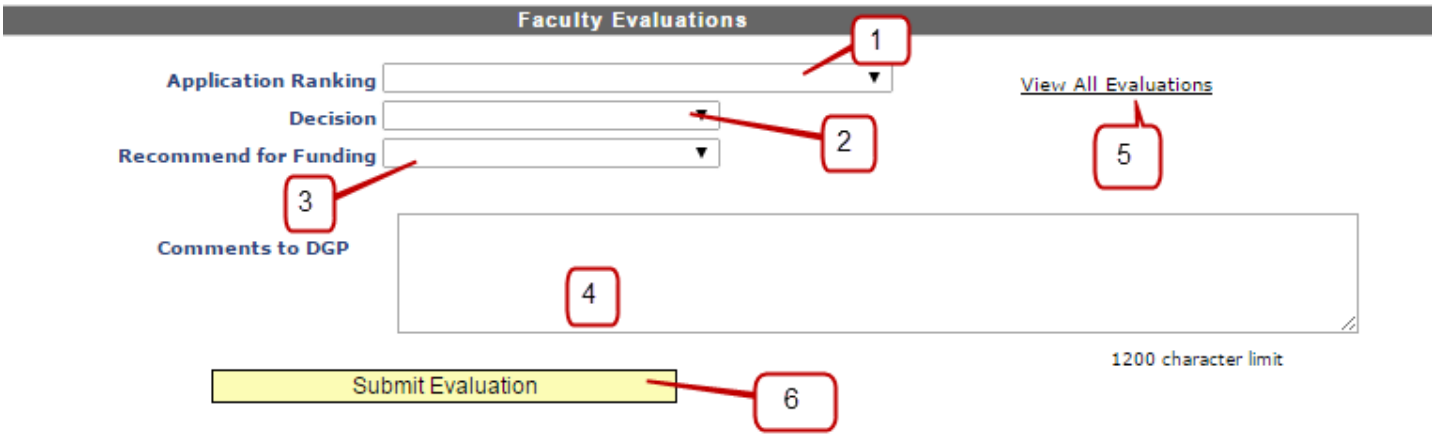
1. Click here to view the evaluation form and/or letter of recommendation (if uploaded).
2. The recommender name, their employer, and title (as entered by the applicant) can be found here.
3. The status of the recommendation, date received, and overall summary evaluation are located here. You can click 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

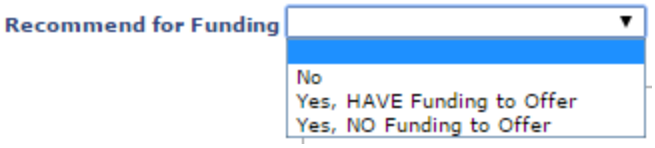
This tab is only available if the program added it on their program setup page. It may be used for various reasons as defined by the program administrators.

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.



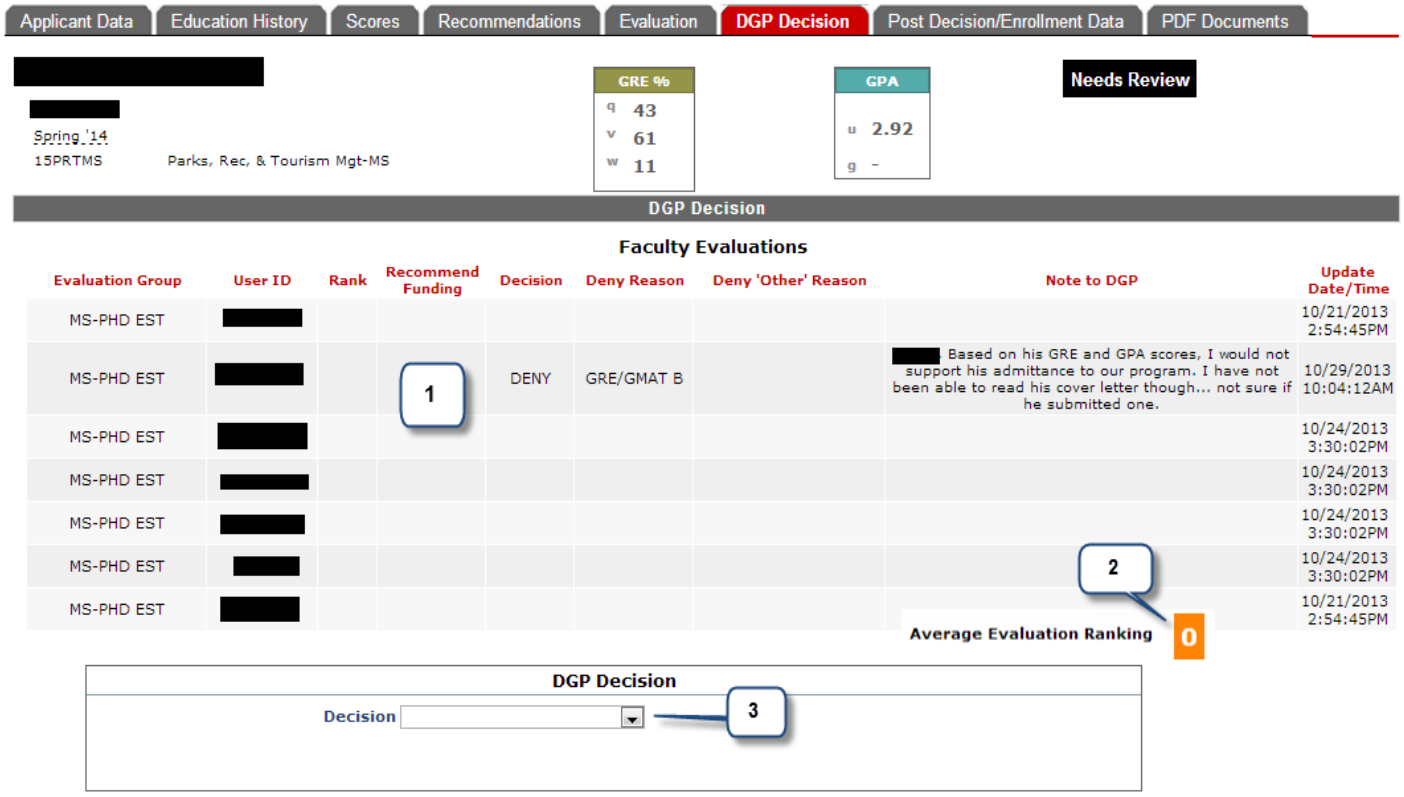
1. If the program office has setup rankings, the reviewer is able to select from the drop-down list of choices.
2. The reviewer can select their decision from this drop-down; options include Deny, Full Admission, Provisional Admission, Waitlist.
3. Reviewers have a few options in the drop-down box "Recommend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



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.

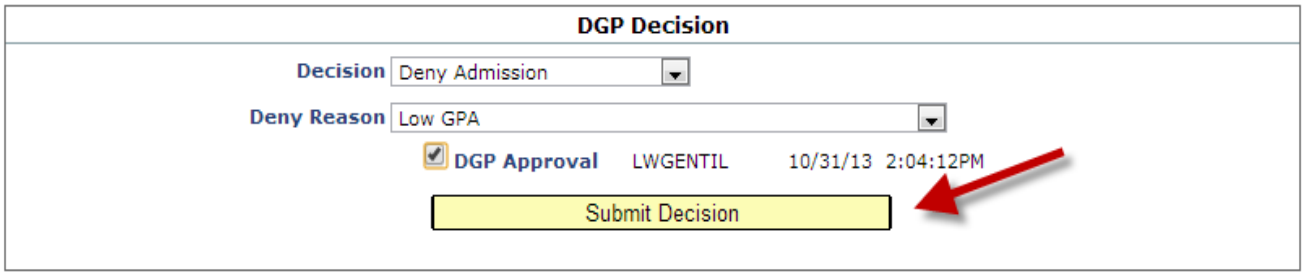
DGP Decision

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.



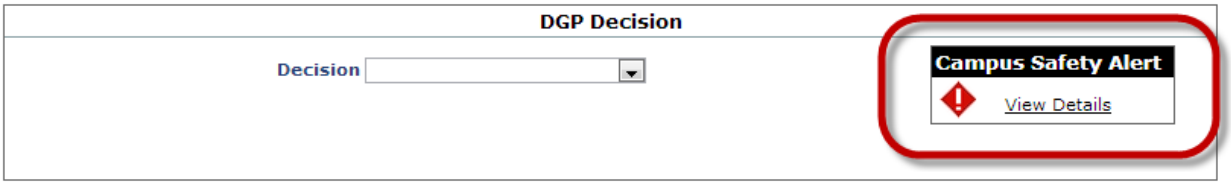
1. There will be a line for each member of the evaluation group, and you will be able to see their ranking, decision, and notes to the DGP, as well as the date they submitted it.
2. If your program provided a numeric ranking scale on the program setup page, the average calculation of all submitted reviews will be provided.
3. The final decision should be selected from the drop-down box, and then this section will expand for you to provide additional details.

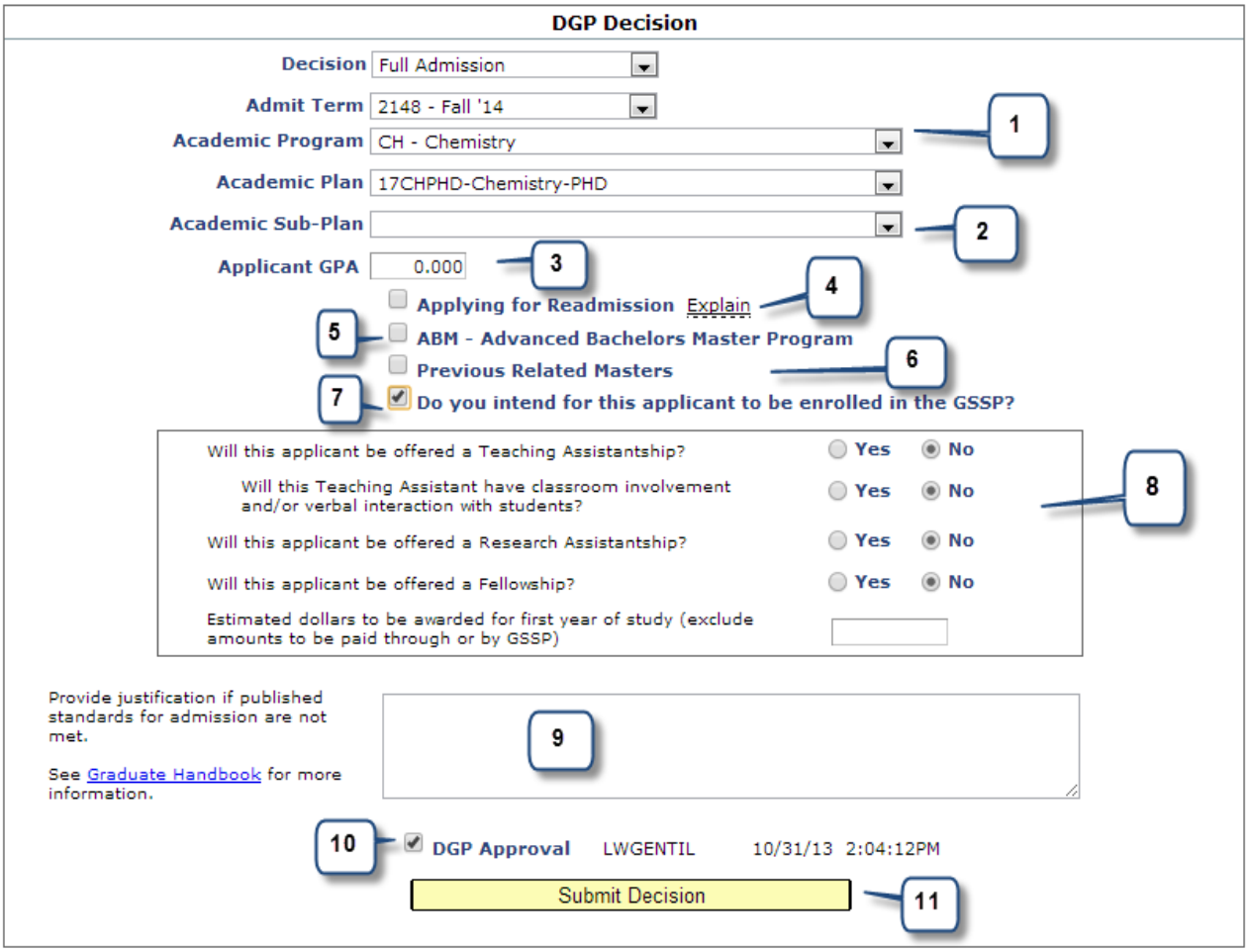
   If the decision is to deny, you then need to select the denial reason and click the approval box and hit the submit decision button.



If the decision is to admit, either as full or provisional, there will be some more data to enter, as seen in the below picture.

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.





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

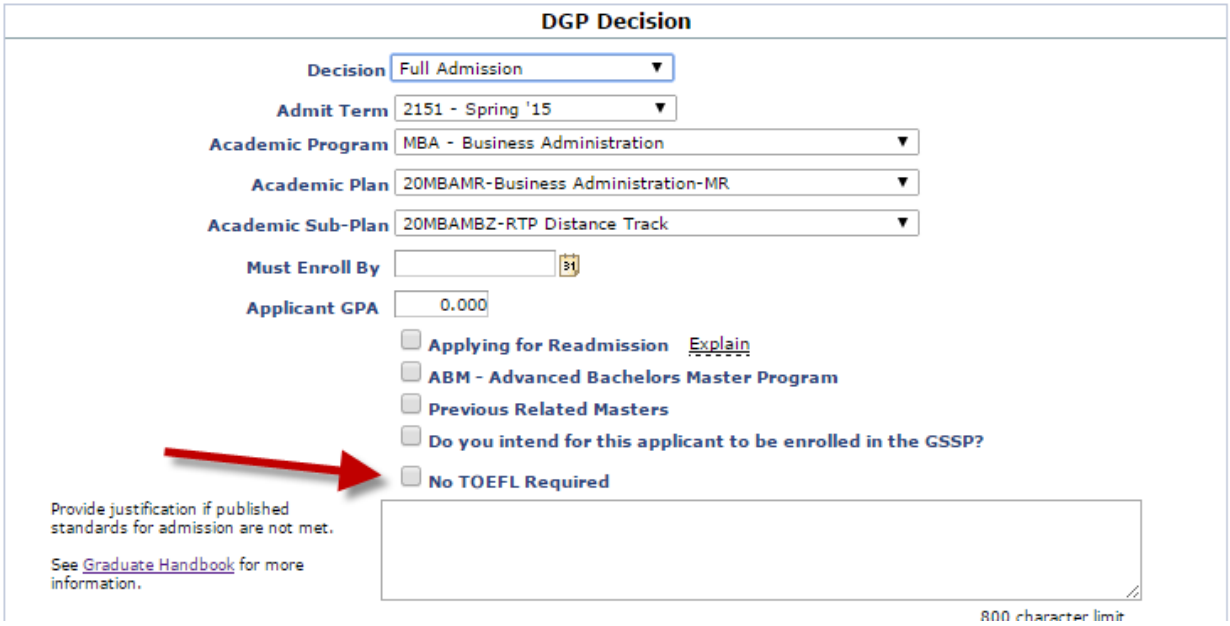
The following warning message will appear at the bottom of the DGP decision form, if an international applicant does not have the required TOEFL/IELTS exam.

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.

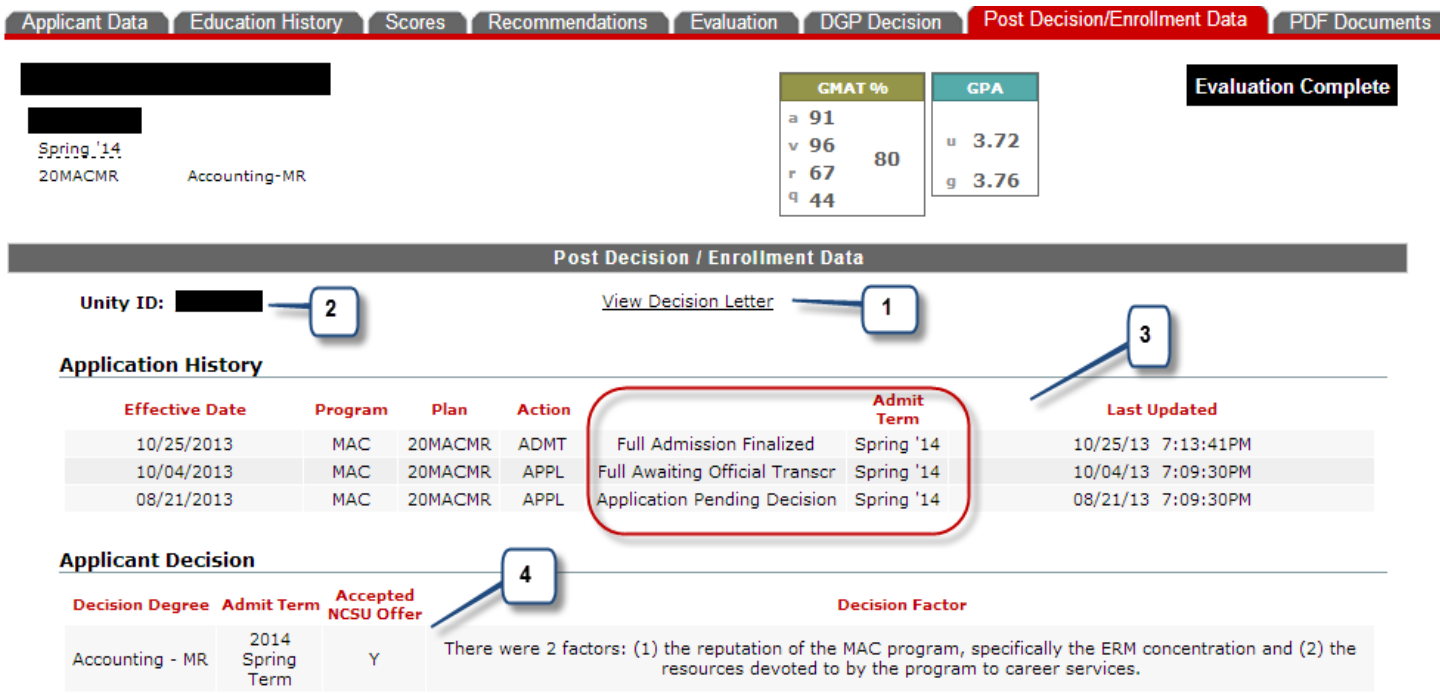
For more information, see the Graduate Handbook.

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.



Post Decision / Enrollment Data

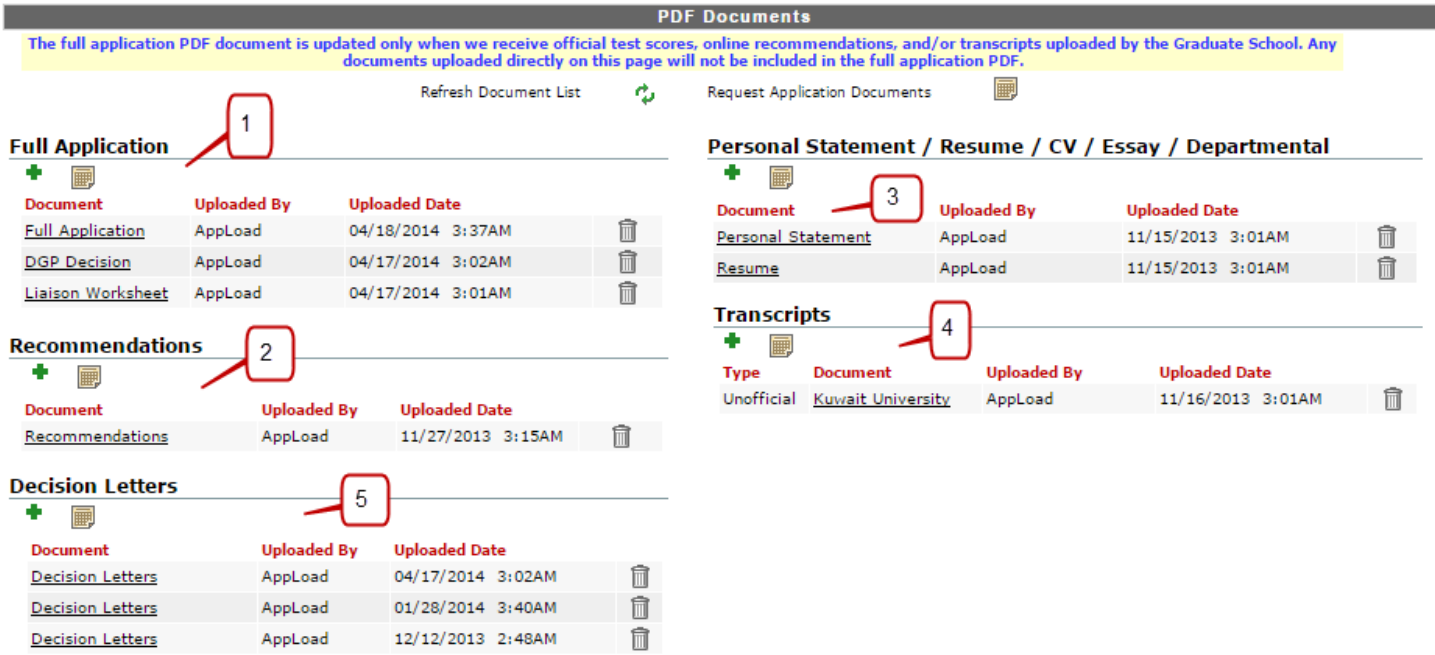
This is the default tab once the DGP decision has been submitted.



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

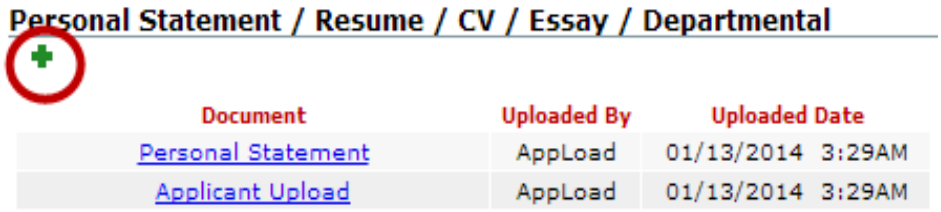
All PDF documents, including the full combined application can be found on this tab. You can also upload documents here. NOTE: documents uploaded to this page are not included in the full application.



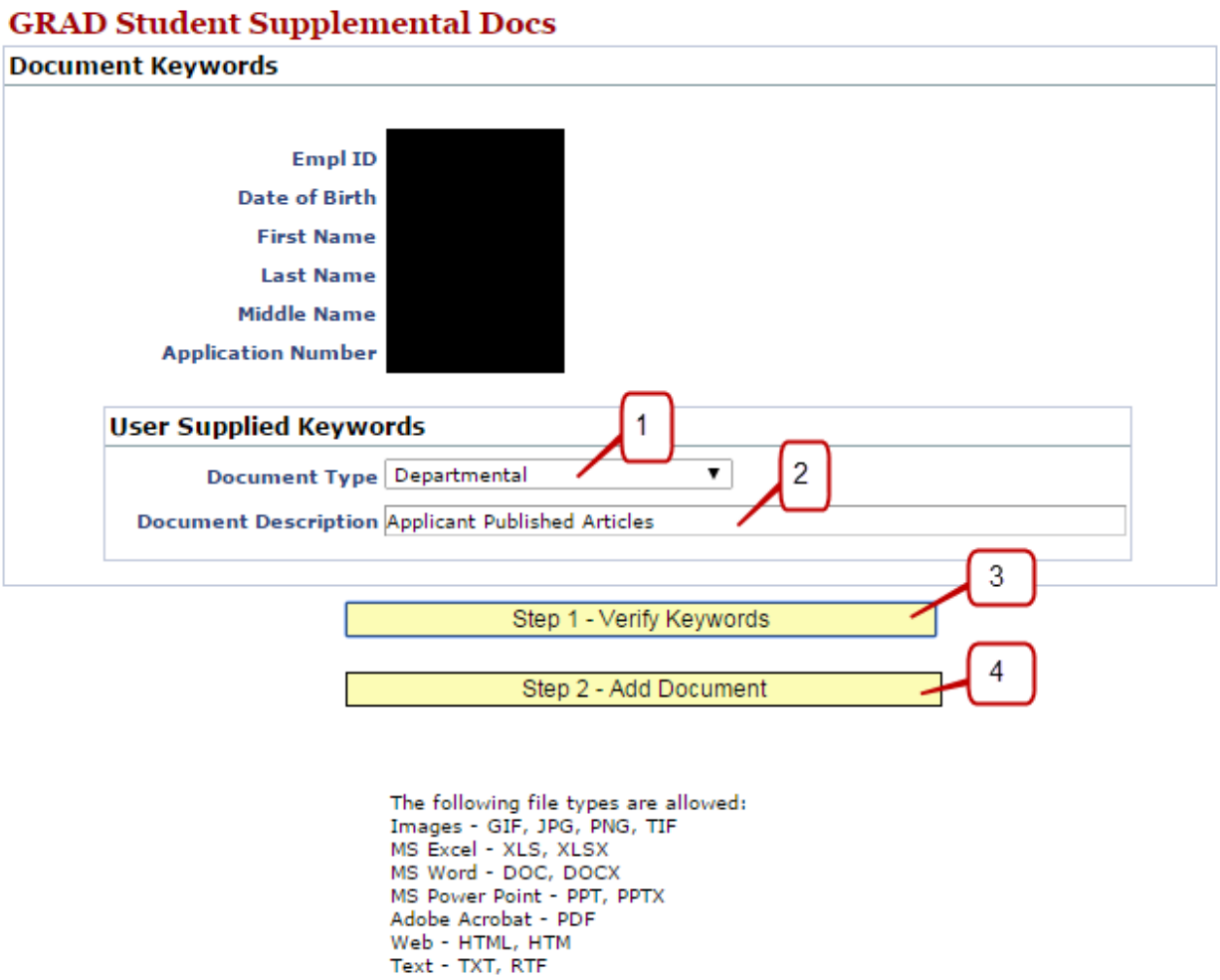
1. The full combined PDF application is found here. Upon admission, the liaison and DGP worksheets will also be present.
2. The combined recommendation evaluations and letters can be found here.
3. In this section, you will find personal statements, resumes, and other documents, as well as department 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

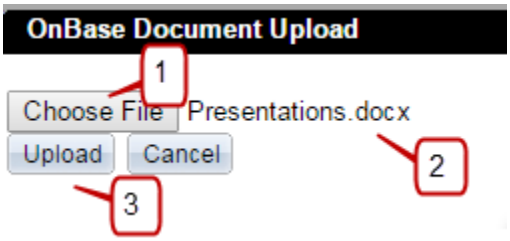
Department administrators can upload documents in this section, by clicking on the green ✚ symbol. You can only upload in sections with the green plus, some sections and document types are restricted, for example, you cannot upload Official transcripts.



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



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

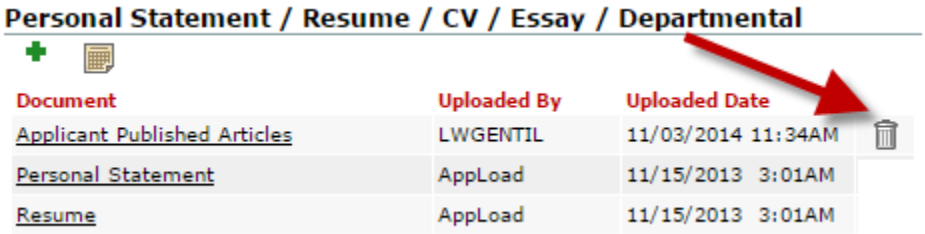


1. Click the “Choose File” button and browse your computer to where you have saved the document that you want to upload.
2. Once you select the file, the name will appear.
3. Click the “Upload” button. You will get a message if the document was successfully uploaded. Close the document upload box.

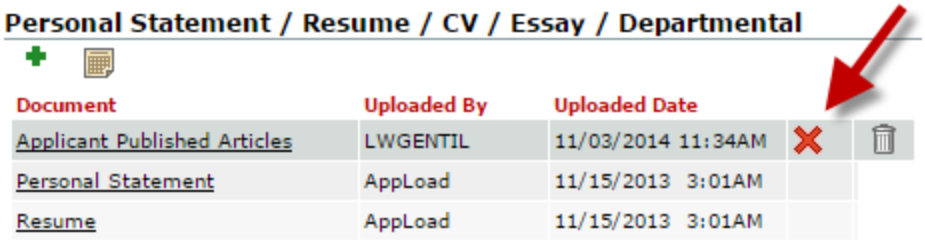
Hit the Refresh Document List icon and you will see the document appear, with your unity ID in the 'uploaded by' column.

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.

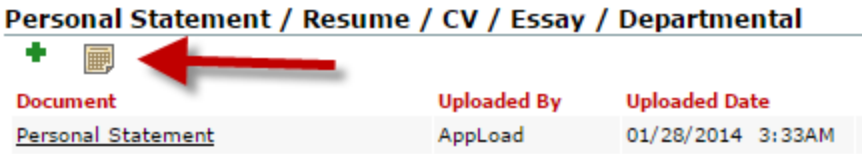


Then, you will see a red X indicating the document has been marked for deletion.

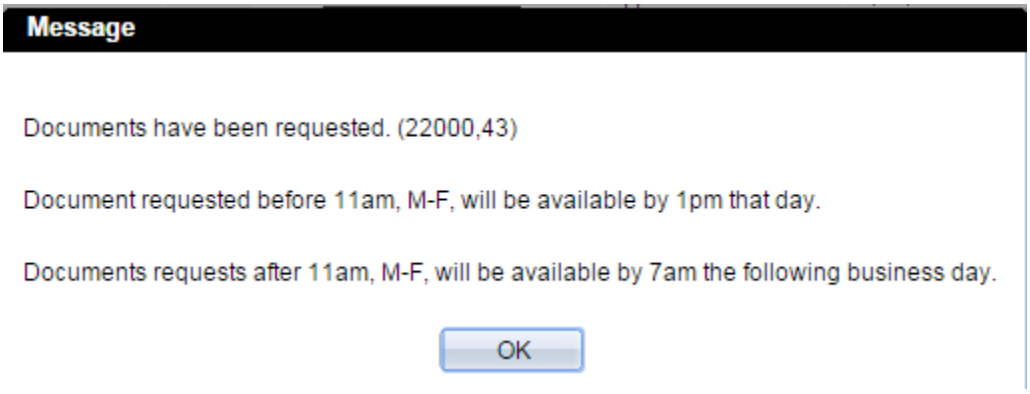


Request Documents

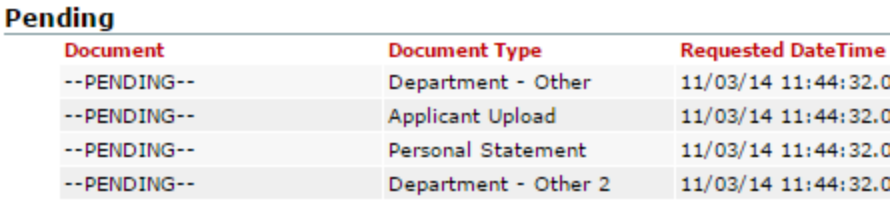
In cases where a document has been uploaded or updated in the Graduate School application system, but you are not seeing it in NextGen, you can click the request document button in the appropriate PDF section.



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.

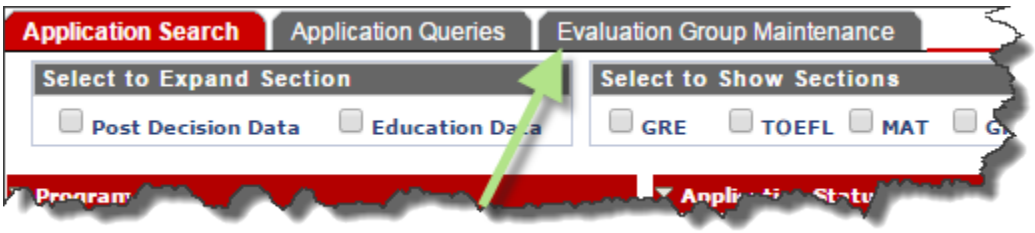


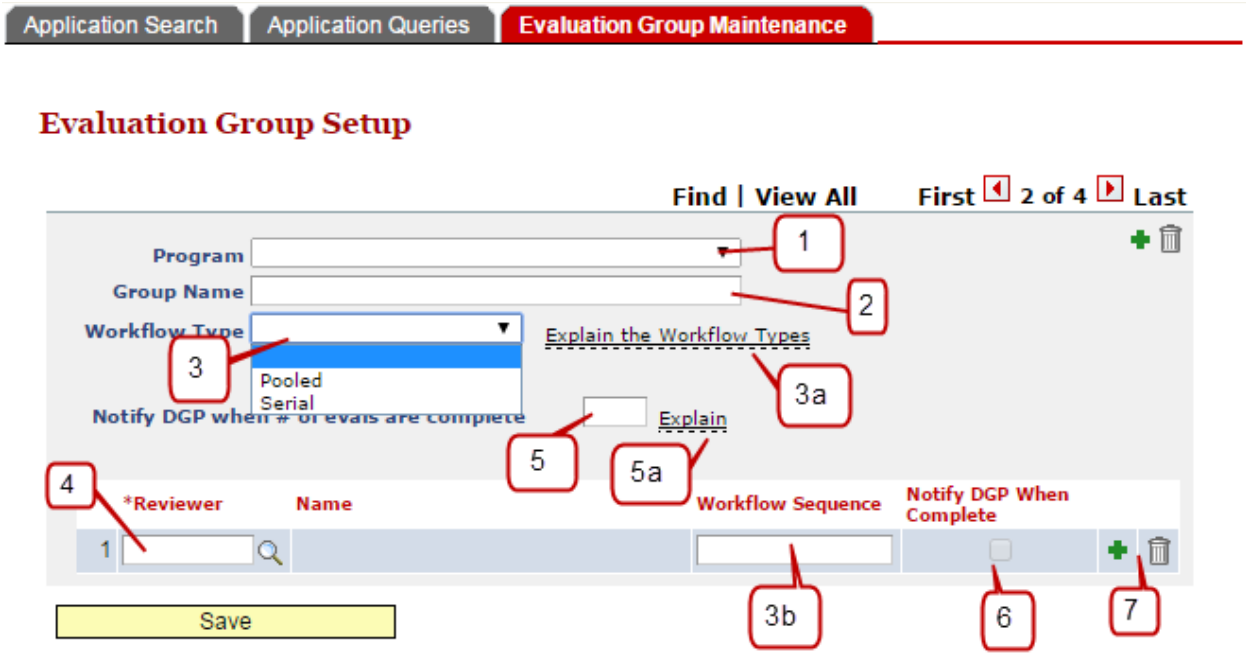
Pending

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.

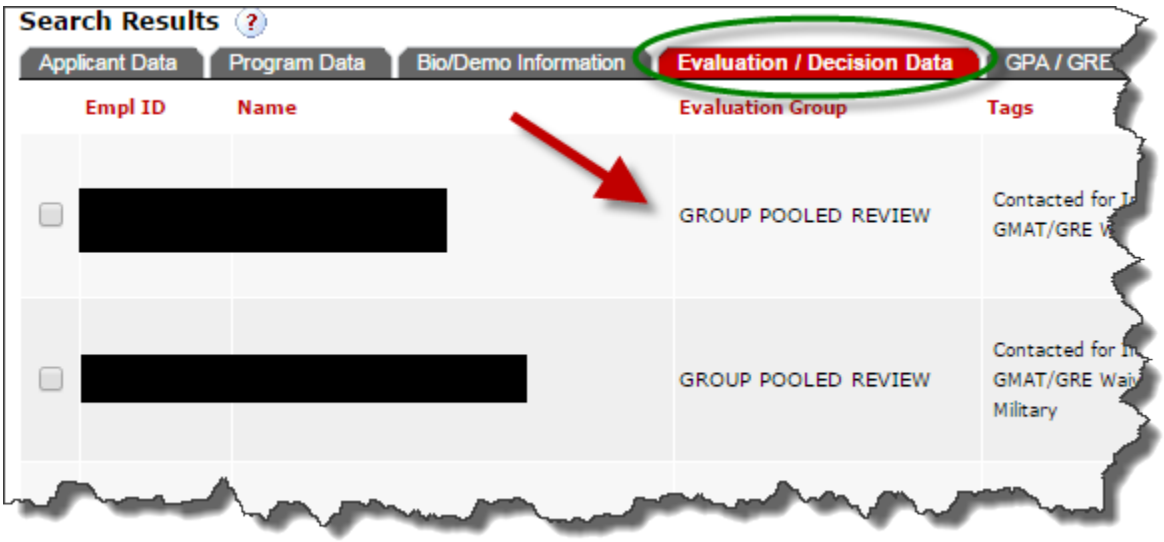




1. Select your program from the drop-down box
2. Type a group name, such as 'PHD Committee' or the name of a concentration area
3. Choose the workflow type:
   -Pooled: If your faculty reviewers all need access to review the application at the same time, and in no particular order, it is a pooled review.
   -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

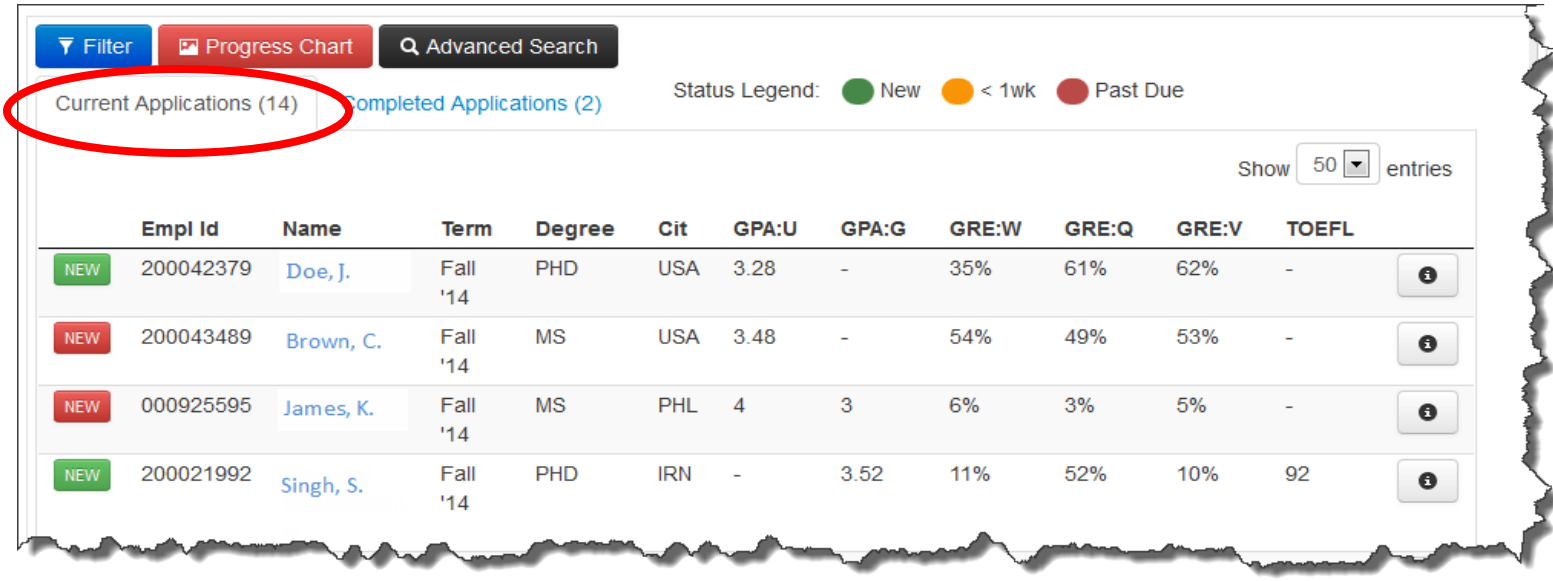
You must have created evaluation groups from the previous section on this manual, before you can do this step. Evaluation groups can be assigned as a mass action from the application search results, or individually within each application, from the applicant data tab. Once an evaluation group is assigned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



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.

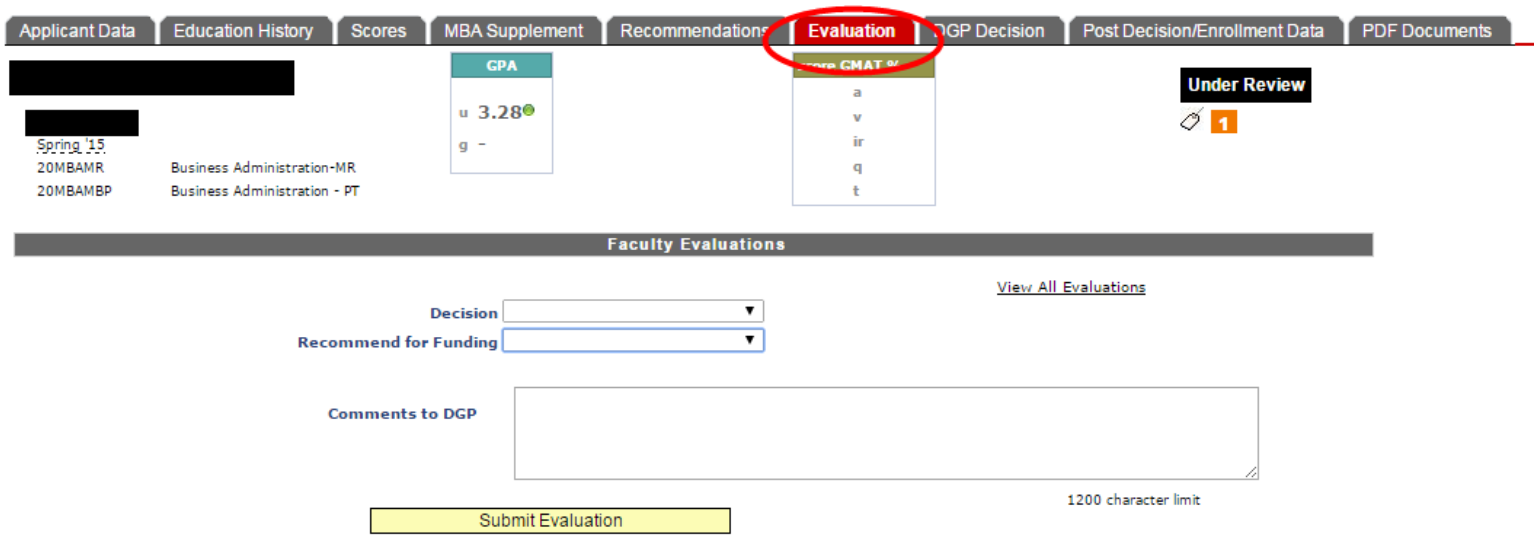


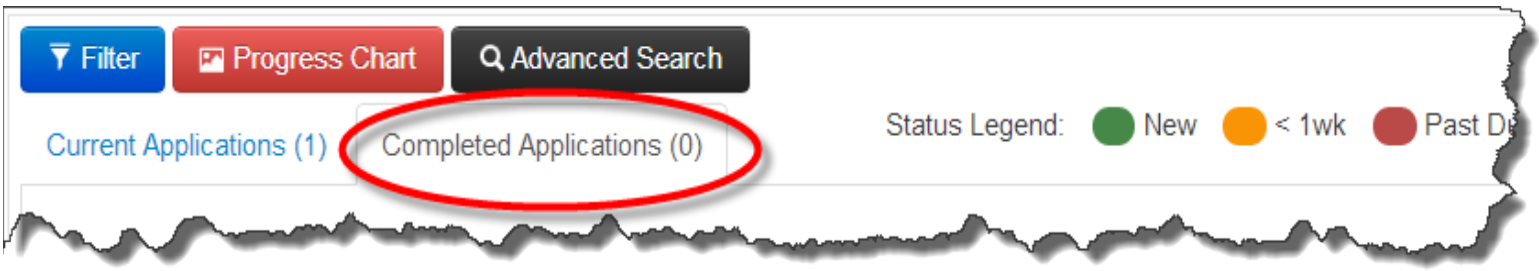
They can click the button to view additional applicant data, such as the undergrad institution and application review deadline; or click the applicant name from the list to review the application and submit an evaluation/decision.

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.



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.