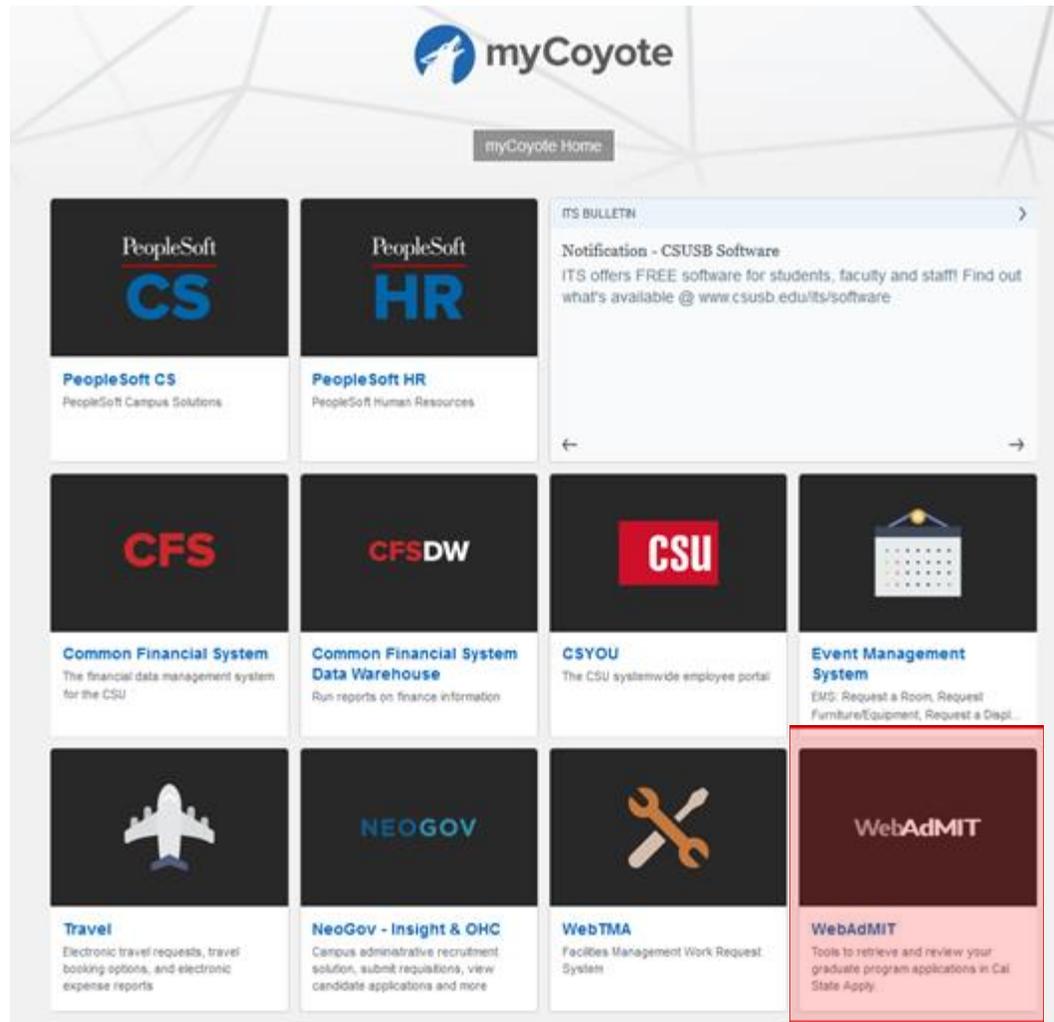


Application Review Process in WebAdmit

Graduate Coordinator - Reviewing the Application

- The *WebAdmit* tile is available in **MyCoyote** under “*Administrative Systems.*” If you are logged in to MyCoyote on your device, you will be able to navigate directly to WebAdmit.



- In the WebAdmit dashboard, at the top-right drop down box, please make sure that you are in the right "Organization" (*Graduate, Credential, or Extension*) and "Cycle" (*2019-2020*). Here, you will find the number of applications by "Local Status." Please note that you can click the Cal State Apply logo to go back to the dashboard anytime.



Chaiyaporn Songsittichok | [Dashboard](#) [Account](#) [Old User Interface](#) [Logout](#)

Cal State Apply / San Bernardino Graduate (2019 - 2020)

California State University | San Bernardino Graduate | 2019 - 2020 Cycle | Admissions

- ▼ Applicants
- Search
- Search Assignments
- Search Interviews
- Clipboard
- In Progress Applicants
- On Hold Applicants

- ▶ Transfer Settings from Previous Setup
- ▶ Notes from Cal State Apply
- ▶ Recently Submitted Designations
- ▶ Recently Updated Applicants
- ▶ Recent Status Changes

▼ Designations by Local Status	
1897	None
3	Application Withdrawn
0	Transcript Pending
1	English Proficiency Pending
0	Proof of Degree Pending
2	Incomplete Application (for CISP)
0	Queue - Eligible for Consideration (CISP)
0	Conditional Admission (IEP)
1	App Complete/Under Review (CISP)
7	Incomplete Application
5	Queue - Eligible for Consideration
94	Ready for Department Review
0	Accept - Classified
0	Accept - Conditionally Classified
0	Matriculated - Classified
4	Matriculated - Conditionally Classified
0	Denied
1	Denied in PS
0	Student Declined
2015	Total

- Click "Applicants," then click "Search." You can search for your students by Local Status, which will be "Ready for Department Review."

— CAL STATE —
APPLY

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Cal State Apply / San Bernardino Graduate (2019 - 2020)

California State University | San Bernardino Graduate | 2019 - 2020 Cycle | Admissions

Applicants ←
Search ←
Search Assignments
Search Interviews
Clipboard
In Progress Applicants
On Hold Applicants
Undelivered Applicants
Search Correspondence
▶ Applicant Lists

Search Applicants

Active Filters: None
345 applicants

Hide Filters Sort Results ▾

Last Name	<input type="text"/>	Local Status	<input type="text" value="Ready for Department Review"/>
First Name	<input type="text"/>	Decision Code	<input type="text"/>
Cal State Apply ID	<input type="text"/>	Designation Submitted Date	<input type="text"/>
State/Province	<input type="text" value="CA"/>	Designation	<input type="text" value="Graduate"/>
Email Address	<input type="text"/>	Application Last Changed On	<input type="text"/>
Application Status	<input type="text" value="Submitted"/>	Reviewer	<input type="text"/>
		Preferred Phone Number	<input type="text"/>

Search

About Searching Applicants

The Search feature allows you to search by applicant First Name, Last Name, CAS ID, State/Province, Email Address, Application Status, Academic Update Status, Local Status, Decision Code, Designation Submitted Date, Designation, Application Last Changed and by Reviewer. Once you have entered or selected your search criteria, click on Search.

Once your search is complete, you can take your data crunching even further. You can now sort your results by

- Alternatively, you can click “**Ready for Department Review**” on the right-hand side menu. You will get a list of applications designated to your program(s) that are ready for you to review.

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Cal State Apply / San Bernardino Graduate (2019 - 2020) 

California State University | San Bernardino Graduate | 2019 - 2020 Cycle | Admissions

Designations by Local Status

2093	None
6	Application Withdrawn
59	Incomplete Application
5	Queue - Eligible for Consideration
208	Ready for Department Review 
0	Accept - Classified
3	Accept - Conditionally Classified
25	Matriculated - Classified
14	Matriculated - Conditionally Classified
0	Denied
16	Denied in PS
0	Student Declined
17	IA-Incomplete Application
4	IA-Eligible for Consideration
0	IA-Denied Not Eligible
2	IA-Accept - Classified
0	IA-Accept - Conditionally Classified
0	IA-Denied
0	IA-Admitted in PS
0	IA-Denied in PS
2452	Total

- Click student’s name to access to the application.

← Prev 1 2 3 4 Next →

<input checked="" type="checkbox"/>	Name & Cal State Apply ID	Email	Designation	Appl. Status	Local Status	Decision
<input checked="" type="checkbox"/>	Abidi, Sabika		Social Work (Fall)	● Complete	Ready for Department Review	Defer Decision

- In the “**Documents**” section, there are four tabs where you can find the full application and any unofficial transcripts, personal statement, resume’, or documents that have been uploaded to the application by the student. Our office will use the “*Admissions Uploaded Documents*” tab to upload additional documents as needed. Click “Full Application PDF” to download the application.

Documents

Documents			
Applications (1)	Applicant Uploaded Documents Application Level (0)	Applicant Uploaded Documents Program Level (1)	Admissions Uploaded Documents (1)
Document	Designation	Received	
Full Application PDF	Criminal Justice (Fall)	Oct 01 2018	

- In the “**Evaluations**” section, you can find completed letter(s) of recommendation and *Evaluator Details* if you would like to follow up on any pending letters.

Evaluations						
Document	Designation	Letter Type	Evaluation Status	Received Date	Evaluator	Evaluator Details
Evaluation	Criminal Justice		● Completed	Oct 07 2018	Kent Rogers	Evaluator Details
Evaluation	Criminal Justice		● Completed	Oct 07 2018	Douglas Weiss	Evaluator Details
(Pending) Evaluation	Criminal Justice		● Requested		Carol Damgen	Evaluator Details

- In the “**Emails**” section, you can track all previous email communication. You can send email communication from WebAdmit to students by clicking the “New Email” icon. Replies from students will go to your CSUSB email.

Emails	
▶ DO NOT SUBMIT A GENERAL RECOMMENDATION LETTER	Dec 3 2018 from Andrew Copeland
▶ Letter of Reference Form	Nov 5 2018 from Andrew Copeland
▶ Download & Upload documents in Program Materials>Documents	Oct 26 2018 from Andrew Copeland
▶ Test	Oct 10 2018 from Cecilia Farmer
New Email	

- Graduate Decision Forms** will be available in the “**Admissions Uploaded Documents**” tab in the “**Documents**” section.

Documents		
Applications (1)	Applicant Uploaded Documents Application Level (0)	Applicant Uploaded Documents Program Level (5)
		Admissions Uploaded Documents (1)
Attached Document Name	Upload Date	Uploaded By
Graduate Decision Form	Mar 08 2019	Chaiyaporn Songsittichok
Limit of 15mb per file, 8 files per Applicant. Allowed file types are: .pdf, .doc, .docx, .txt		
Description: <input type="text"/>	<input type="button" value="Browse..."/>	No file selected.
<input type="button" value="Upload File"/>		

- Graduate Coordinators will save the attached decision form in WebAdmit to their desktop (or other location), complete, and sign the form. Additional fields will automatically generate for those admitted Conditional Classified, on Appeal, or who have been denied. If admitted on Appeal, the form will also generate a signature block for the Director of Graduate Studies' approval. Graduate Coordinators will upload the form to the **“Admissions Uploaded Documents”** tab. A PDF copy of the decision form will be saved in each student's OnBase record for future reference.



Graduate Decision Form

Office of Graduate Studies

Student Name		Coyote ID	Term
Major		Credential	
		Credential Status: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Cumulative GPA	Last 90 Units GPA	Credential Class No: <input style="width: 50px;" type="text"/>	
English Proficiency Requirement <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Notes <input style="width: 100%;" type="text"/>	
<input type="checkbox"/> COPA		<input type="checkbox"/> ADD CRED	
<input type="checkbox"/> ADD MASTER'S PROGRAM			
Degree <input type="text"/> Type <input type="text"/>		Awarded Date/ Institution <input style="width: 100%;" type="text"/>	
Decision		<input type="checkbox"/> Accept <input type="checkbox"/> Deny <input checked="" type="checkbox"/> Appeal	
Reason for Deny or Appeal <input style="width: 100%; height: 40px;" type="text"/>			
Categories of Admissions		<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Conditionally Classified	
<small>Classified - Student has met all University and department requirements as outlined in the current catalog. Conditionally Classified - Student must complete various University and department requirements for classified status.</small>			
Condition <input style="width: 100%; height: 40px;" type="text"/>			
		03/27/2019 03:12 pm	
Program Coordinator Name		Employee ID	
Faculty Director of Graduate Studies		<input type="checkbox"/> Approve <input type="checkbox"/> Deny	

Please return this form by uploading it to the *Admissions Uploaded Documents* tab in WebAdmit.

- If you conditionally admit or deny a student, please provide the condition(s) or reason(s) on the Graduate Decision Form. Also, if you are admitting a student who applied to both a master's and credential program, please provide the following credential information:
 - *Credential Status number*
 - *Credential Class number*
 - *Single Subject Matter Area number*

- Once you have made a decision, please change the local status. You can select from the following statuses:
 - *Accept – Classified*
 - *Accept – Conditionally Classified*
 - *Denied*
 - *Student Declined*

Designations Applicant Eligibility ADT [Redirect Applicant](#)

Designation	Local Status	Decision Code	Application Status	Submitted Date	Completed	Last Exported	Details
Social Work (Fall)	Ready for Department Review	Defer Decision	Complete	Oct 09 2018	Oct 09 2018		Details

Scoring

Assignments

Interviews

Documents

Applications (1) Ap

Document

[Full Application PDF](#)

Evaluations

Evaluations

Document

[Evaluation](#)

Designation	Received
Social Work (Fall)	Oct 09 2018

Evaluation Status	Received Date	Evaluator	Evaluator Details
Completed	Oct 13 2018	Ale Raza	Evaluator Details

***** Please do not admit students who are not in “Ready for Department Review” status.**

Your review process is done for this student.

Our evaluators will update PeopleSoft as soon as possible after your decision has been entered. ***