

Assignments/Faculty Review Process in WebAdmit

Notification

- You will receive an email notification when one or more applications are assigned to you.

Wed 1/29/2020 12:09 AM
donotreply@webadmit.org
You have new Cal State Apply (2020 - 2021) Assignments

To Chris Songsittichok

i Follow up. Start by Wednesday, January 29, 2020. Due by Wednesday, January 29, 2020.
If there are problems with how this message is displayed, click here to view it in a web browser.

Dear Chris Songsittichok,

One or more Assignments were created for you today!
Please review and complete by the due date provided below.

Assignment	For Applicant	Due Date	Cal State Apply ID
Psychological Science Faculty Review	██████████ Robinson	February 29 2020	██████████ 879

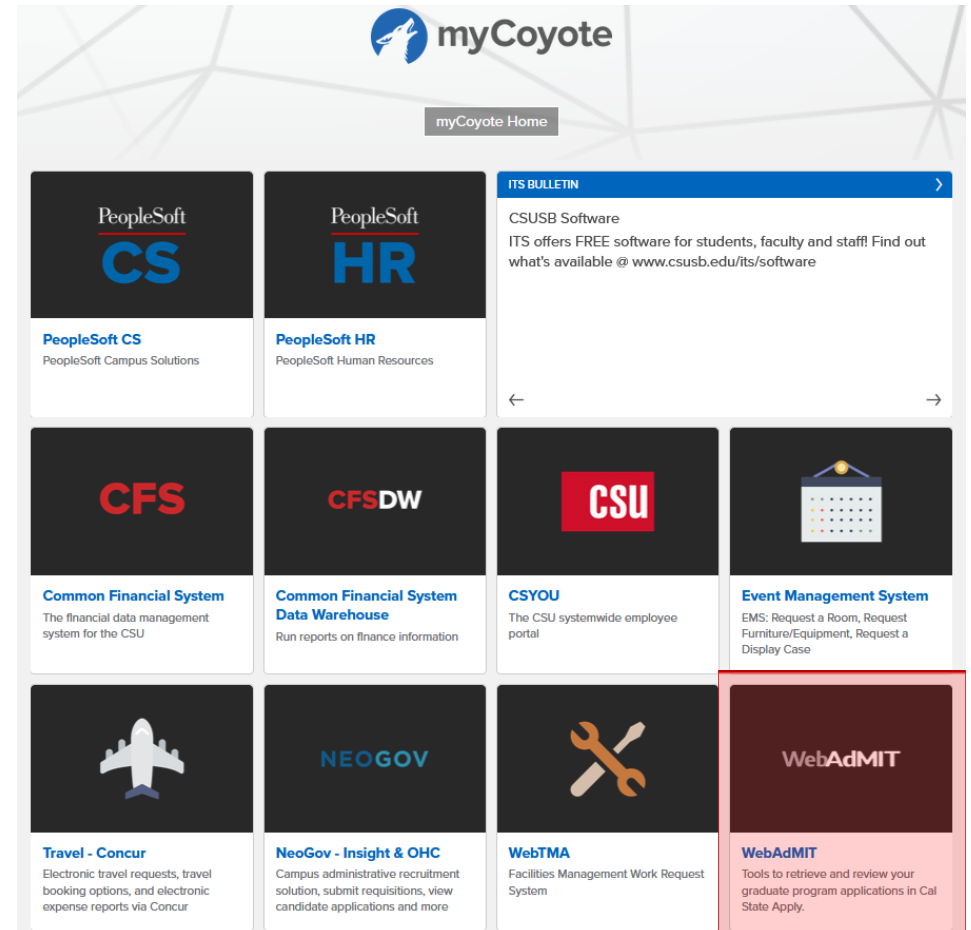
[Log in to WebAdMIT](#)

WebAdMIT
Powered by **LIAISON**

This email will only be sent if an assignment was created for you today. If you no longer wish to receive this daily notification, please log in to your WebAdMIT account and disable the "Daily Assignment Emails" setting in your edit profile screen to unsubscribe.

How to Access WebAdmit?


- The *WebAdmit* tile is available in **MyCoyote** under “*Administrative Systems.*” Log in to MyCoyote on your device to be able to navigate directly to WebAdmit.




Search for Your Assignments

- 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” (2020-2021). In the “Review Assignments” section, you will find a list of applications assigned to you. Please note that you can click the Cal State Apply logo to access the dashboard anytime.



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

Cal State Apply / San Bernardino Graduate (2020 - 2021) 

California State University | San Bernardino Graduate | 2020 - 2021 Cycle | Admissions

▼ Applicants

Search

Search Assignments

Search Interviews

Clipboard

In Progress Applicants

On Hold Applicants

Undelivered Applicants

▶ Applicant Lists

▶ Reports & Exports

▼ Review Assignments

Applicant	Designations	Assignment	Due Date
Robinson, [REDACTED]	Psychological Science (Fall)	Psychological Science Faculty Review	Feb 29 2020

▶ Recently Submitted Designations

▶ Recently Updated Applicants

▶ Recent Status Changes

▼ Designations by Local Status

- 57 None
- 0 Application Withdrawn
- 0 Incomplete Application
- 0 Queue-Eligible for Consideration
- 3 Ready for Department Review
- 0 Ready for Department Review (Appeal)
- 0 Pending Program Materials
- 0 Ready for Graduate Coordinator to Review
- 0 Accept-Classified
- 0 Accept-Conditionally Classified
- 0 Denied
- 0 Student Declined
- 0 Admitted in PeopleSoft (for Grad Studies Use Only)
- 0 Denied in PeopleSoft (for Grad Studies Use Only)
- 0 IA-Incomplete Application
- 0 IA-Eligible for Consideration
- 0 IA-Eligible for Consideration (Domestic Student)
- 0 IA-Denied Not Eligible
- 0 IA-Accept-Classified
- 0 IA-Accept-Conditionally Classified
- 0 IA-Accept-Deferred to ELP
- 0 IA-Denied
- 0 IA-Admitted in PS
- 0 IA-Denied in PS
- 60 Total

- Alternatively, you can search for your assignments by selecting “**Applicants**,” then “**Search Assignments.**” You can also search for your assigned applications by “**Reviewer**” (your name).
- Click the student’s name to access the application.

— CAL STATE —

APPLY

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

Cal State Apply / San Bernardino Graduate (2020 - 2021) ▼

California State University | San Bernardino Graduate | 2020 - 2021 Cycle | Admissions

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▶ Reports & Exports

▼ Help

Search Assignments

Active Filters: Reviewer equals 'Songsittichok, Chaiyaporn'
1 applicant

Hide Filters
Search Actions ▼
Sort Results ▼

Last Name

First Name

Cal State Apply ID

Complete

Assignment Type

Reviewer

Date Assigned

Due Date

Remark

Score

Local Status

Mobile Phone Number

Search
Reset Criteria

	Name & Cal State Apply ID	Complete	Reviewer	Assignment Type	Due Date
<input checked="" type="checkbox"/>	Robinson, [REDACTED]	Complete	Songsittichok, Chaiyaporn	Psychological Science Faculty Review	Feb 29 2020

About Search Assignments

From this page you can search your assignments.


Click [here](#) to see a video about using Assignments and Interviews in WebAdMIT.

Note: If you are a program administrator you will be able to view all assignments that belong to your program.



The Search Assignments feature allows you to search by applicant Last Name, CAS ID, Complete Assignments (or not), Assignment Type, Reviewer, Due Date, Remark or Score. Once you have

Review Applications

- Once you are in a student's application, in the **"Documents"** section, there are four tabs where you can find the full application, unofficial transcripts, and other supporting documents that have been uploaded by the student. In the first **"Applications"** tab, you can click **"Full Application PDF"** to download the complete application.

Documents			
Applications (1)	Applicant Uploaded Documents Application Level (0)	Applicant Uploaded Documents Program Level (2)	Admissions Uploaded Documents (2)
Document	Designation	Received	
 Full Application PDF	Psychological Science (Fall)	Jan 06 2020	

- In the last **"Admissions Uploaded Documents"** tab, you will find additional documents and the *GPA Summary Worksheet*, which will include the student's degree information and applicable undergraduate/post-bac GPAs.

Documents			
Applications (1)	Applicant Uploaded Documents Application Level (0)	Applicant Uploaded Documents Program Level (2)	Admissions Uploaded Documents (2)
Attached Document Name	Upload Date	Uploaded By	
GPA Summary Worksheet 	Jan 07 2020	Cecilia Farmer	
Transcripts 	Jan 07 2020	Mark Anderson	

Limit of 15mb per file, 8 files per Applicant. Allowed file types are: .pdf, .doc, .docx, .txt

Description: No file selected.

- In the **"Notes"** section, you may find notes made to this application (by the staff or faculty).

Notes
No notes entered.

Sample of the GPA Summary Worksheet



Reset Form

Graduate Applicant GPA Summary Worksheet

Appeal
 COPA (Change of Program)
 Adding Master's
 International Student

 Student Name Coyote ID Term

 MSIST - Cyber Security Credential

 Degree(s) earned Degree date(s) Degree Pending

Notes

College Institutions Attended	Dates	Units Attempted	Unit Earned	Grade Points	GPA
UNDERGRADUATE					
Cumulative GPA		0	0	0	
POSTBACCALAUREATE					
UCS	84-85	18	18	48.15	2.68
Biola Univ	00-00	6	6	16.5	2.75
Cumulative GPA		24	24	64.65	2.69
Last 90 Units (if required)					
Undergraduate		70.5	70.5	187.5	2.66
Postbaccalaureate		24	24	64.65	2.69

English Proficiency Requirement

Appeal Information

 Evaluator Date International Evaluator Date

Submit Your Results

- In the “Assignments” section, select “Submit Results” and complete your assignment on the pop-up form.

Assignments

Complete	Remark	Score	Comments	Assignment Type	Assigned To	Date Assigned	Due Date	
▶	Submit Results			Psychological Science Faculty Review	Songsittichok, Chris	Jan 28 2020	Feb 29 2020	

New Assignment

Update assignment

	Score	Comments
Academic Record (GPA, Major, Specific Coursework: Score 1-7):	<input type="text"/>	-
Notable Strengths and/or Weaknesses:	-	<input type="text"/>
Status of Prerequisite Coursework:	-	<input type="text"/>
Letters of Recommendation (Score 1-7):	<input type="text"/>	<input type="text"/>
Statement of Purpose (e.g., quality, relevant employment or volunteer experience, compensatory factors: Score 1-7):	<input type="text"/>	<input type="text"/>
Should We Admit? (Yes, No, or Maybe):	-	<input type="text"/>
Total Score:		

Complete assignment **Save without Completing**

***** At this point, the Assignments/Faculty Review process for this application is done. *****