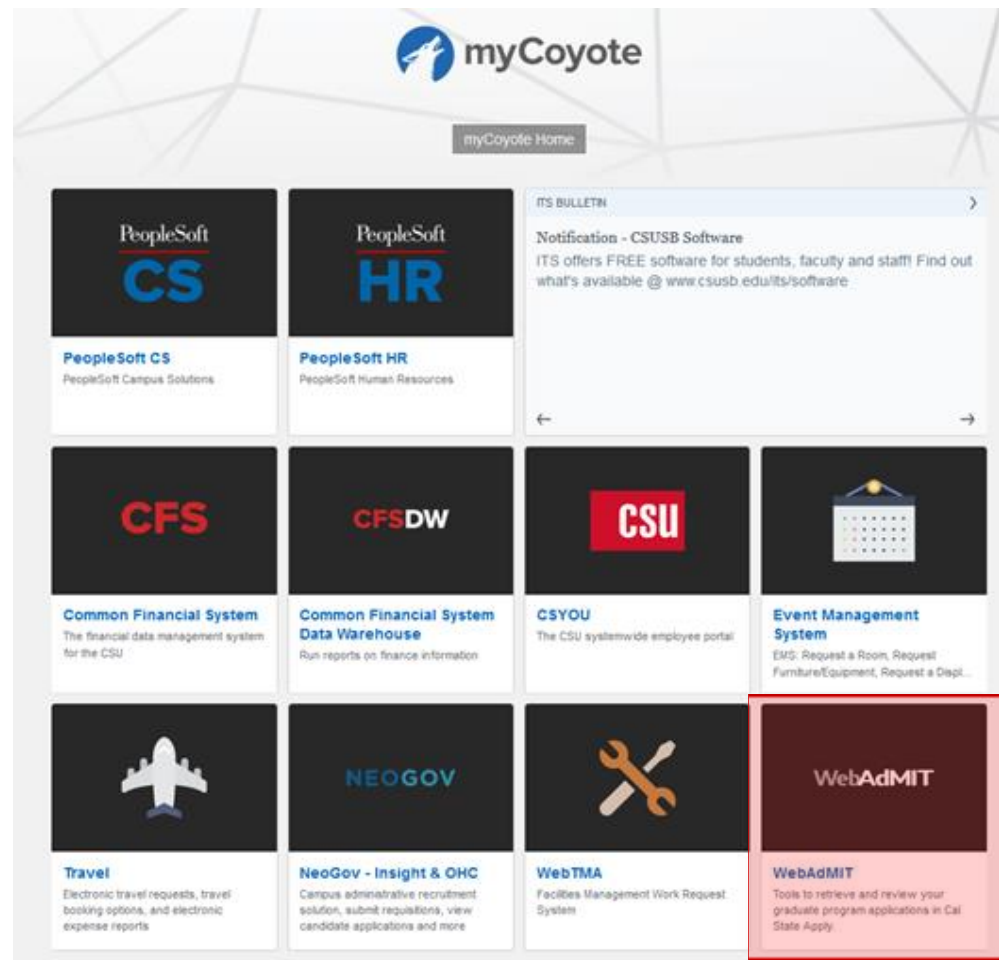


Application Review Process in WebAdmit

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 a list of your applications by “Local Status” (i.e. the current application status). Please note that you can click the Cal State Apply logo to go back to the dashboard anytime.

The screenshot shows the top navigation area of the WebAdmit dashboard. On the left is a red 'CAL STATE APPLY' logo with a red arrow pointing to it. On the right is a user profile for 'Chaiyaporn Songsittichok' with links for 'Dashboard', 'Account', 'Old User Interface', and 'Logout'. Below the profile is a dropdown menu currently set to 'Cal State Apply / San Bernardino Graduate (2019 - 2020)', with a red arrow pointing to it. The main content area is titled 'California State University | San Bernardino Graduate | 2019 - 2020 Cycle | Admissions' and contains a sidebar with 'Applicants' and a main panel with 'Designations by Local Status'.

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Application Withdrawn	3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

- To search for individual applicants, click “Applicants,” then click “Search.” You can search for your students by Local Status, which will be “Ready for Department Review.”

— CAL STATE —
APPLY

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
- Undelivered Applicants
- Search Correspondence
- Applicant Lists

Search Applicants

Active Filters: None
345 applicants

Last Name	<input type="text"/>	Local Status	<input type="text"/>
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"/>	Designation	<input type="text"/>
Email Address	<input type="text"/>	Application Last Changed On	<input type="text"/>
Application Status	<input type="text"/>	Reviewer	<input type="text"/>
		Preferred Phone Number	<input type="text"/>

[Hide Filters](#) [Sort Results](#)


[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.

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

▼ Designations by Local Status

3216	None
243	 Application Withdrawn
53	 Incomplete Application
0	 Queue-Eligible for Consideration
8	 Department Review-Hardcopy
0	 Department Review-E-DF
81	 Ready for Department Review 
0	 Ready for Department Review (Appeal)
0	 Pending Program Materials
0	 Reviewed-Pending Decision
0	 Reviewed-Decision Available
1	 Accept-Classified
0	 Accept-Conditionally Classified
0	 Denied
43	 Student Declined
715	 Admitted in PeopleSoft (for Grad Studies Use Only)
206	 Denied in PeopleSoft (for Grad Studies Use Only)
264	 IA-Incomplete Application
14	 IA-Eligible for Consideration
6	 IA-Denied Not Eligible
2	 IA-Accept-Classified
0	 IA-Accept-Conditionally Classified
10	 IA-Accept-Deferred to ELP
13	 IA-Denied
69	 IA-Admitted in PS
8	 IA-Denied in PS
4952	Total

- Click the student's name to access 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, as well as any unofficial transcripts and other supporting documents that have been uploaded by the student. Our office will use the “*Admissions Uploaded Documents*” tab to upload additional documents as needed. You can 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	

- **Graduate Applicant GPA Summary Worksheet** will be available in the “**Admissions Uploaded Documents**” tab in the “**Documents**” section, which will include the student’s degree information and applicable undergraduate/post-bac GPAs.

▼ **Documents**

Applications (1)	Applicant Uploaded Documents Application Level (1)	Applicant Uploaded Documents Program Level (4)	Admissions Uploaded Documents (2)
Attached Document Name		Upload Date	Uploaded By
GPA Summary Worksheet ✘ 		Oct 11 2019	Cecilia Farmer
Transcripts ✘		Oct 11 2019	Mark Anderson

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

Description: No file selected.

Graduate Applicant GPA Summary Worksheet

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

		2202
Student Name		Term
MSIST - Cyber Security		
Master's		Credential
BS	08/08/81	<input type="checkbox"/>
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

Cecilia Farmer <input type="text" value="Cecilia Farmer"/>	<input type="text" value="10/11/19"/>	
Evaluator	Date	International Evaluator

- 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 previous email communication sent through WebAdmit. You can send email communication directly from WebAdmit to students by clicking the “New Email” icon. Replies from students will go to your CSUSB email.

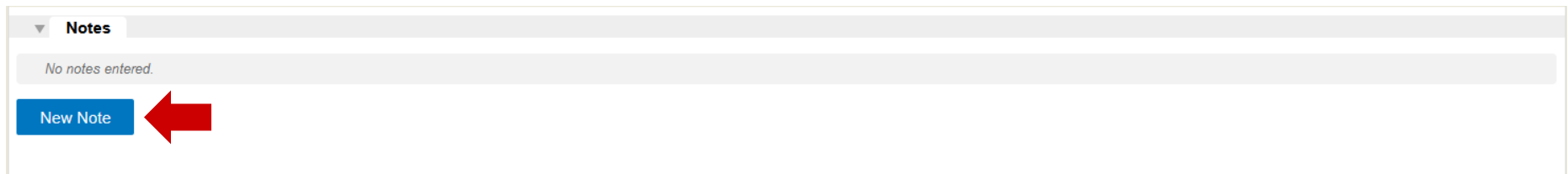
Emails	
▶ DO NOT SUBMIT A GENERAL RECOMMENDATION LETTER	Dec 3 2018 from Andrew Copeland
▶ Letter of Reference Form	Nov 5 2018 from Andrew Copeland
▶ Download & Upload documents in Program Materials>Documents	Oct 26 2018 from Andrew Copeland
▶ Test	Oct 10 2018 from Cecilia Farmer
New Email	

• 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*

The screenshot shows a web application interface with a sidebar on the left and a main content area. The sidebar contains sections for 'Designations', 'Scoring', 'Assignments', 'Interviews', 'Documents', and 'Evaluations'. The main content area displays a table with columns: Designation, Local Status, Decision Code, Application Status, Submitted Date, Completed, Last Exported, and Details. A dropdown menu is open for the 'Local Status' column of the first row, which is 'Public Administration (Winter)'. The dropdown menu lists various status options, with 'Accept-Classified' highlighted in blue. A red arrow points to this highlighted option. Below the dropdown menu, there are tabs for 'Applications (1)' and 'Admissions Uploaded Documents (1)'. The 'Applications (1)' tab is active, showing a table with columns 'Document' and 'Received'. The 'Full Application PDF' document is listed with a 'Received' date of 'Sep 29 2019'.

- If you conditionally admit or deny a student, please provide the condition(s) or reason(s) in the “**Notes**” section. Click “New Note,” then provide the details and save. 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*



Notes

No notes entered.

New Note

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

Your admission review process is done at this point.

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

How to Send a Batch Email in the WebAdmit

- Use **“Search applicants”** to search for your **“In Progress”** applicants. These applicants have not yet been finalized in Cal State Apply. They will not be processed and downloaded to PeopleSoft until the application fee is paid. The application will be **“In Progress”** in WebAdmit, and you will not have full access to all of the student’s information until it is finalized.

- ▼ Applicants
- Search
- Search Assignments
- Search Interviews
- Clipboard
- In Progress Applicants
- On Hold Applicants
- Undelivered Applicants
- Search Correspondence
- ▶ Applicant Lists
- ▶ Reports & Exports
- ▶ Management
- ▼ Help
- Help Center
- Training Resources
- Getting Started
- Custom Export Field Layout Pages
- New Features and Enhancements

Search Applicants

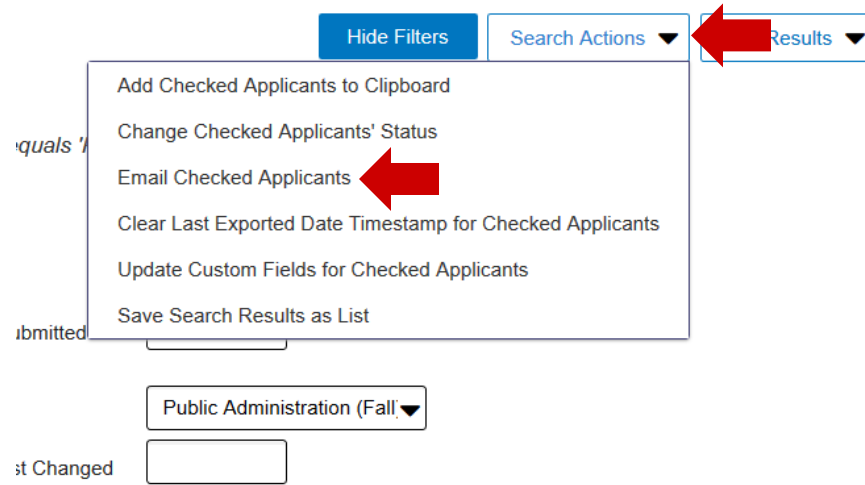
Hide Filters
Search Actions ▼
Sort Results ▼

Active Filters: Application Status equals 'In Progress' and Designation equals 'Public Administration (Fall)'
48 applicants

Search
Reset Criteria

	Name & Cal State Apply ID	Email	Designation	Appl. Status	Local Status	Decision
<input checked="" type="checkbox"/>	Adams, Shenell L 4441991914	adamsshenell@yahoo.com	Public Administration (Fall)	In Progress	None	None
<input checked="" type="checkbox"/>	Altuwaym, Abdulrahman 2755528277	altuwaym9@gmail.com	Public Administration (Fall)	In Progress	None	None
<input checked="" type="checkbox"/>	Anderson, Jonathan 2290209339	jffa@yahoo.com	Public Administration (Fall)	In Progress	None	None
<input checked="" type="checkbox"/>	Armijo, Michelle 6574612716	shellers97@yahoo.com	Public Administration (Fall)	In Progress	None	None

- Click “Search Actions” and select “Email Checked Applicants” to compose an email.



- Select “CSUSB Template” and compose the email in the text field below.


New Email


To: "Jaqueline Vega" <jaqueline.vega@calbaptist.edu>
 "JANI N. URBANO" <jani.urbano7@gmail.com>
 "Abdulrahman Altuwaym" <altuwaym9@gmail.com>
[and 45 more...](#)
Applicants will not be visible to each other.

Cc: Myself Chaiyaporn Songsittichok <004176873@csusb.edu>
 GradAdmissions CSUSB Graduate Admissions <gradadmissions@csusb.edu>
 Mark Mark <mark.anderson2@csusb.edu>

Bcc: Myself Chaiyaporn Songsittichok <004176873@csusb.edu>
 GradAdmissions CSUSB Graduate Admissions <gradadmissions@csusb.edu>
 Mark Mark <mark.anderson2@csusb.edu>

Reply-To: Myself Chaiyaporn Songsittichok <004176873@csusb.edu>
 GradAdmissions CSUSB Graduate Admissions <gradadmissions@csusb.edu>
 Mark Mark <mark.anderson2@csusb.edu>

Template: CSUSB Template 



Subject: CSUSB Template 

Priority: Normal

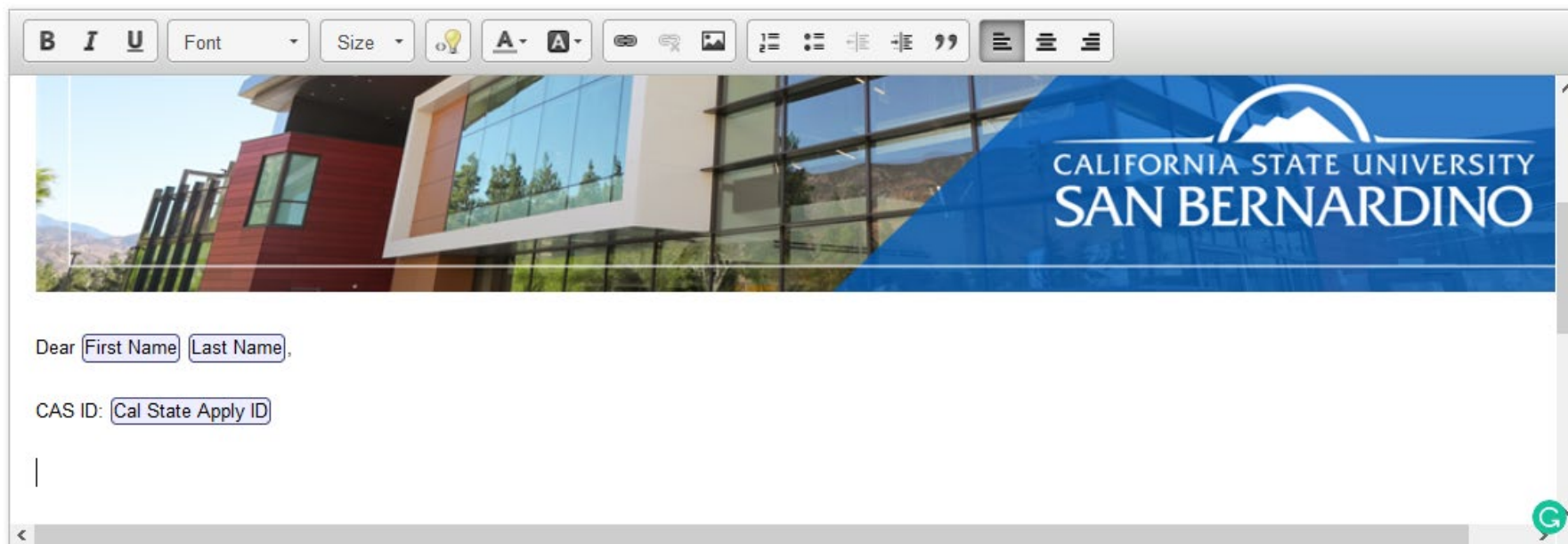
Attachments: Add Attachment

Send Save Draft Send preview... Return to Search Results

B **I** **U** Font - Size -

- The system will generate the student's first name, last name, and CAS ID for you. Do not forget to provide the "Subject" field for this email. When ready, you click "Send."



- Once students respond to this email, it will go directly to your CSUSB email. If needed, you can find all email communication in the student application >> "Emails" section.

