

WebAdMIT Application Review Process Manual

Accessing WebAdMIT

- **Log In to myCoyote:**

- Navigate to [myCoyote](#) and log in.
- Go to **“Administrative Systems”** and select the **“WebAdMIT”** tile.



- **Navigating the Dashboard:**

- Ensure you are in the correct **“Organization”** (*Graduate, Credential, or Extension*) and **“Cycle”** using the top-right drop-down box.
- View applications by **“Local Status”** on the dashboard. Click the Cal State Apply logo to return to the dashboard at any time.

The screenshot shows the WebAdMIT dashboard interface. At the top left, there is a 'CAL STATE APPLY' logo with a red arrow pointing to it. At the top right, there is a user profile icon, a 'Dashboard' link, an 'Account' link, and a 'Logout' link. Below these links is a drop-down menu showing 'Cal State Apply / San Bernardino Graduate (2024 - 2025)' with a red arrow pointing to it. The main header area displays 'California State University | San Bernardino Graduate | 2024 - 2025 Cycle | Admissions'. The dashboard is divided into three main sections: a left sidebar, a central content area, and a right sidebar. The left sidebar contains a list of navigation links: 'Applicants', 'Search', 'Search Assignments', 'Search Interviews', 'Clipboard', 'In Progress Applicants', 'On Hold Applicants', 'Undelivered Applicants', 'Search Correspondence', 'Add Direct Applicant', 'Applicant Lists', 'Reports & Exports', 'Management', and 'Help'. The central content area is titled 'Dashboard' and contains three main sections: 'Transfer Settings from Previous Setup', 'Recently Submitted Designations', and 'Recently Updated Applicants'. The 'Recently Submitted Designations' section includes a table with columns: 'Name', 'Cal State Apply ID', 'Designation', and 'Date Submitted'. The table lists five entries: Carrillo, Je; Otero, Flor; AKTER, R; Gurbanov; and Coleman, I. The 'Recently Updated Applicants' section is currently empty. The right sidebar is titled 'Designations by Local Status' and displays a list of status categories with their respective counts. The categories are: 'None' (3296), 'Incomplete - Missing Transcripts' (22), 'Incomplete - Work in Progress' (5), 'Incomplete - Domestic Students' (7), 'Queue - Eligible for Consideration' (9), 'Queue - Transcripts Prescreened' (0), 'Pre-Processing Decision (Grad Studies Use Only)' (2), 'Pre-Processing Decision Ready (Grad Studies Use Only)' (0), 'Request for Appeal' (9), 'Early Summer Start' (0), 'Ready for Department Review' (159), 'Ready for Department Review (DEFERRED)' (0), 'Pending Program Materials' (111), 'Pending Faculty Review' (3), 'Ready for Faculty Review' (53), 'Ready for Committee Review' (1), 'Ready for Interview' (0), 'Reviewed - On Hold' (21), 'Reviewed - Admitted' (10), 'Accept - Classified' (0), 'Accept - Conditionally Classified' (0), 'Denied' (1), 'Denied - Contact for Program Change' (0), 'Student Declined' (3), 'Application Withdrawn' (2), 'Admitted in PS (Grad Studies Use Only)' (553), 'Admitted in PS (DEFERRED)' (0), 'Denied in PS (Grad Studies Use Only)' (364), 'Student Declined in PS (Grad Studies Use Only)' (67), and 'Application Withdrawn in PS (Grad Studies Use Only)' (14).

Name	Cal State Apply ID	Designation	Date Submitted
Carrillo, Je		General Second Bachelor's Degree (Fall)	May 21, 2024
Otero, Flor		RN to BSN Concurrent Enrollment Pathway (PostBac) (Fall)	May 21, 2024
AKTER, R		Business Administration - Management (Fall)	May 21, 2024
Gurbanov,		Information Systems and Technology - Cyber Security (Fall)	May 21, 2024
Coleman, I		RN to BSN Concurrent Enrollment Pathway (PostBac) (Fall)	May 21, 2024

Finding Applicants/Reviewing Applications

- Search for Applicants:
 - Click “**Applicants**” then “**Search.**”
 - Search by Local Status, such as “**Ready for Department Review.**”

— CAL STATE —
APPLY

Dashboard Account Logout
Cal State Apply / San Bernardino Graduate (2024 - 2025)

California State University | San Bernardino Graduate | 2024 - 2025 Cycle | Admissions

▼ Applicants

Search

Search Assignments

Search Interviews

Clipboard

In Progress Applicants

On Hold Applicants

Undelivered Applicants

Search Correspondence

Add Direct Applicant

Search Applicants

Active Filters: None

Last Name

First Name

Cal State Apply ID

State/Province

Email Address

Applicant Type

Applicant Specific Deadline

Start Term

Application Status

Local Status

Decision Code

Designation Submitted Date

Designation

Application Last Changed On

Reviewer

Preferred Phone Number

Search

Reset Criteria

Hide Filters

Sort Results

About Searching Applicants

WebAdMIT offers several search pages for you to quickly search and filter applicants. The Search page is where you can conduct a general search.

Review the [Searching for Applicants](#) documentation in the [WebAdMIT Help Center](#) for more information on how to work with this feature.

- Alternatively, click “**Ready for Department Review**” on the right-hand side menu for a list of applications ready for review.

Dashboard Account Logout
Cal State Apply / San Bernardino Graduate (2024 - 2025)

California State University | San Bernardino Graduate | 2024 - 2025 Cycle | Admissions

Designations by Local Status

3293 None

23	Incomplete - Missing Transcripts
5	Incomplete - Work in Progress
7	Incomplete - Domestic Students
10	Queue - Eligible for Consideration
0	Queue - Transcripts Prescreened
2	Pre-Processing Decision (Grad Studies Use Only)
0	Pre-Processing Decision Ready (Grad Studies Use Only)
9	Request for Appeal
0	Early Summer Start
159	Ready for Department Review
0	Ready for Department Review (DEFERRED)
111	Pending Program Materials
3	Pending Faculty Review
53	Ready for Faculty Review
1	Ready for Committee Review
0	Ready for Interview
21	Reviewed - On Hold
10	Reviewed - Admitted
0	Accept - Classified
0	Accept - Conditionally Classified
1	Denied
0	Denied - Contact for Program Change
3	Student Declined
2	Application Withdrawn

- **Accessing Applications:**

- Click the student's name to open their application.

← Prev 1 2 3 4 5 **6** Next →

<input checked="" type="checkbox"/>	Name & Cal State Apply ID	Email	Designation	Appl. Status	Local Status	Decision
<input checked="" type="checkbox"/>	Vang, Victoria		Biology (Fall)	Complete	Ready for Department Review	None

Application Sections

- **Documents:**

- There are several tabs that include the full application PDF, unofficial transcripts, program materials, and other supporting documents.
- Download the application using the **“Full Application PDF”** link.

Documents			
Applications (1)	Transcripts (1)	Applicant Uploaded Documents	Application Level (0)
		Applicant Uploaded Documents	Program Level (2)
		Admissions Uploaded Documents	(2)
Document	Designation	Received	Last Printed Date
Full Application PDF	Biology (Fall)	May 15 2024	-

- **GPA Summary:**

- The **“Graduate Applicant GPA Summary Worksheet”** is available in the **“Admissions Uploaded Documents”** tab.
- Additional documents uploaded by the office will be under **“Admissions Uploaded Documents.”**

Documents		
Applications (1)	Transcripts (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 ✖	May 15 2024	Cecilia Farmer
Evaluation Transcripts ✖	May 15 2024	Kimberly De Leon

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

Description: No file selected.



**CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO**
Office of Graduate Studies

[Clear Form](#)

Graduate Applicant GPA Summary Worksheet

Adding Alternate Program ☐
Adding Master's to Current Plan ☐
International Student ☐
Nursing Pre-Admit ☐

Vang, Victoria
Student Name

Biology
Master's

Degrees/Dates earned

CSUSB
Degree Pending

2248
Student ID

Term

Credential

NOTES

College Institutions Attended	Dates	GPA Units	Units Earned	Grade Points	GPA
UNDERGRADUATE					
CSUSB	20-24	112	119	400.6	3.58
CUMULATIVE GPA		112	119	400.6	3.58
POST BACCALAUREATE					
CUMULATIVE GPA		0	0	0	

Last 60 Semester Units GPA		GPA Units	Units Earned	Grade Points	GPA
Undergraduate					
Post Baccalaureate					

Cecilia Farmer
Evaluator

05/15/24
Date

International Admissions Evaluator

Date

- Evaluations:**

- Completed recommendation letters and evaluator details are in the “**Evaluations**” Section.

Evaluations									
Document	Designation	Letter Type	Evaluation Status	Received Date	Evaluator	Evaluator Details	Overall Recommendation	Evaluation Details	Last Printed Date
Evaluation	Biology	-	Completed	May 15 2024	David Rhoads	Evaluator Details	Highest	Evaluation Details	-
Evaluation	Biology	-	Completed	Apr 25 2024	Angela Horner	Evaluator Details	Highest	Evaluation Details	-
Evaluation	Biology	-	Completed	Apr 24 2024	David Smith	Evaluator Details	Highest	Evaluation Details	-

- Emails:**

- Track previous email communications and send new emails directly from WebAdMIT.
- Replies will go to your CSUSB email.

Emails	
► Your Application Deadline is Coming Up	May 8 2024 from Bianca Perez Ortiz
► Your Application Deadline is Coming Up	Apr 30 2024 from Graduate Recruitment
New Email	

Making a Decision

- **Pending Program Materials:**

- In the “**Designations**” section, update the local status to **Pending Program Materials** if required documents are still missing from the applicant. These materials must be received before an admission decision can be made.

- **Entering the Admissions Status:**

- In the “**Designations**” section, update the local status to one of the following:
 - **Accept – Classified**
 - **Accept – Conditionally Classified**
 - **Denied**
 - **Student Declined** - The applicant has declined the admission offer.
 - **Application Withdrawn** - The applicant has requested that their application no longer be considered.

Designation	Local Status	Decision Code	Application Status	Submitted Date	Completed	Last Exported	Details
Biology (Fall)	Ready for Department Review		Complete	May 15 2024	May 15 2024	-	Details

- **Providing Conditions or Reasons:**

- For **conditional admissions** or **denials**, add details in the “**Notes**” section.
- If admitting a student who applied to both a master’s and credential program, provide:
 - *Credential Status number*
 - *Credential Class number*
 - *Single Subject Matter Area number*

No notes entered.

New Note

*** **Note:** Do not admit students who are not in “**Ready for Department Review**” status. ***

Post-Review Process

- After entering your decision, graduate admissions evaluators will update PeopleSoft accordingly.
- Students will receive an official email regarding the admissions decision the following day.
- If students wish to appeal the initial admission decision, they must follow the [appeal instructions](#) and submit the [Graduate Admission Appeal Form](#) within 15 days of receiving the denial notification.

Sending Batch Emails

This feature will facilitate communication with in-process applications when programs seek to engage in recruitment efforts or provide information sessions.

- **Search Applicants:**
 - Use “**Search applicants**” to find “**In Progress**” applicants. These applications are not yet finalized in Cal State Apply and will not be processed until the application fee is paid.

The screenshot shows the 'Search Applicants' interface. On the left is a sidebar menu with 'Applicants' highlighted. Below it are links for Search, Search Assignments, Search Interviews, Clipboard, In Progress Applicants, On Hold Applicants, Undelivered Applicants, and Search Correspondence. The main area is titled 'Search Applicants' and shows 'Active Filters: None'. It contains a grid of search criteria: Last Name, First Name, Cal State Apply ID, State/Province, Email Address, Applicant Type, Applicant Specific Deadline, Start Term, Application Status, Local Status, Decision Code, Designation Submitted Date, Designation, Application Last Changed On, Reviewer, and Preferred Phone Number. Each criterion has an input field or dropdown. At the bottom are 'Search' and 'Reset Criteria' buttons. Red arrows point to the 'Applicants' menu item, the 'Search' button, and the 'Application Status' dropdown.

- **Compose and Send Email:**
 - Click “**Search Actions**” and select “**Email Checked Applicants.**”

This screenshot shows the 'Search Applicants' interface with the 'Search Actions' dropdown menu open. The main area shows 'Active Filters: Application Status equals 'In Progress'' and '3266 applicants'. The search criteria grid is partially visible. The 'Search Actions' dropdown menu lists several options: Add Checked Applicants to Clipboard, Assign Checked Applicants, Interview Checked Applicants, Change Checked Applicants' Status, Clear Last Printed Date for ALL Docs for Checked Applicants, Email Checked Applicants (highlighted with a red arrow), Clear Last Exported Date Timestamp for Checked Applicants, Update Custom Fields for Checked Applicants, and Save Search Results as List. Red arrows also point to the 'Search Actions' button and the 'Sort Results' dropdown in the top right corner.

- Select “**CSUSB Template**” and compose the email. Ensure to fill in the “**Subject**” field.


New Email


To: "Theophilus Mensah" <[redacted]>
 "Conner R. Crosby" <[redacted]>
 "Motahare Mirzaee" <[redacted]>
 and 9 more...
Applicants will not be visible to each other.

Cc: ☐ Myself <[redacted]>
☐ CSUSB Graduate Admissions CSUSB Graduate Admissions <gradadmissions@csusb.edu>
☐ CSUSB Graduate Recruitment CSUSB Graduate Recruitment <gradrecruitment@csusb.edu>
☐ CSUSB International Admissions CSUSB International Admissions <international@csusb.edu>
☐ [redacted]

Bcc: ☐ Myself <[redacted]>

Reply-To: ☒ Myself <[redacted]>
☐ CSUSB Graduate Admissions CSUSB Graduate Admissions <gradadmissions@csusb.edu>
☐ CSUSB Graduate Recruitment CSUSB Graduate Recruitment <gradrecruitment@csusb.edu>
☐ CSUSB International Admissions CSUSB International Admissions <international@csusb.edu>
☐ No-Reply No-Reply <No-Reply@no-reply.csusbgraduatestudies.edu>

Template: CSUSB Template 













Subject: Your Application 


Priority: Normal

Attachments: [Add Attachment](#)

[Send](#) [Save Draft](#) [Send preview...](#) [Return to Search Results](#)

- The system will generate the student’s first name, last name, CAS ID, and Coyote ID for you.
- Click “**Send**.” Student responses will go to your CSUSB email.

B I U | Font | 16 |  |  |  |  |  |  |  |  |  |  |  | 



Dear .

CAS ID:

Coyote ID:

- Your content here -

*** **Note:** Find all email communications in the student application’s “**Emails**” section. ***