

WebAdMIT

Assignments / Faculty Review Process

California State University, San Bernardino
Graduate Admissions – Faculty Reviewer Guide

Revision Date: July 2026

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Welcome

This guide walks faculty reviewers through the WebAdMIT **Assignments / Faculty Review** process at CSUSB – from receiving an assignment notification, to locating your assigned applications, reviewing application materials, and submitting your results.

Before You Begin

You must have an active myCoyote account with WebAdMIT faculty reviewer access. Contact **Chris Songsittichok** (chris.songsittichok@csusb.edu) if you cannot log in after clicking the **WebAdMIT** tile.

1. Notification

You will receive an email notification whenever one or more applications are assigned to you for faculty review.



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.

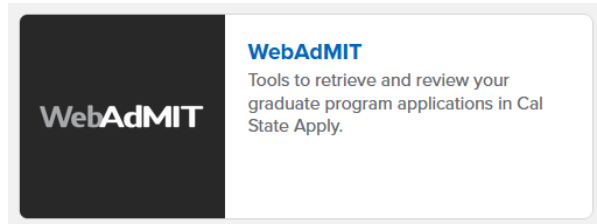
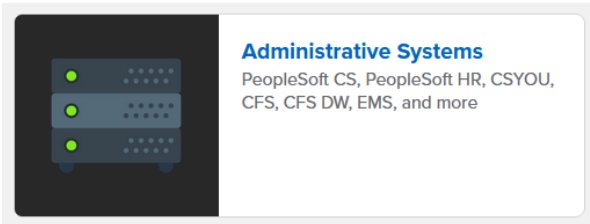
Assignment	For Applicant	Due Date	Cal State Apply ID
Psychological Science Faculty Review	Robinson	February 29 2020	879
Log in to WebAdMIT			

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.

2. How to Access WebAdMIT

- The **WebAdMIT** tile is available in **MyCoyote** under *Administrative Systems*. Log in to MyCoyote on your device to navigate directly to WebAdMIT.



3. Search for Your Assignments

- In the WebAdMIT Dashboard (*at the top-right drop-down box*), make sure you are in the right **Organization** (*Graduate, Credential, or Extension*) and **Cycle** (*2026-2027*). In the **Review Assignments** section, you will find a list of applications assigned to you. You can click the Cal State Apply logo to access the dashboard at any time.

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

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.

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Search Assignments

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

Last Name: [input field] Date Assigned: [input field]
First Name: [input field] Due Date: [input field]
Cal State Apply ID: [input field] Remark: [input field]
Complete: [input field] Score: [input field]
Assignment Type: [input field] Local Status: [input field]
Reviewer: Songsittichok, Chaiyaporn Preferred Phone Number: [input field]

Search Reset Criteria

Name & Cal State Apply ID	Complete	Reviewer	Assignment Type	Due Date
Robinson, [redacted]		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

4. Review the Application

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.

4.1 Documents

- In the first **Applications** tab, click **Full Application PDF** to download the complete application.

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

4.2 GPA Summary Worksheet

- In the last **Admissions Uploaded Documents** tab, you will find additional documents and the **GPA Summary Worksheet**, which includes 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)
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: Browse... No file selected. Upload File		



CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO
Office of Graduate Studies

Graduate Applicant GPA Summary Worksheet

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

Student Name

MSIST - Cyber Security

Master's

BS

Degree(s) earned

Coyote ID

Credential

08/08/81

Degree date(s)

Degree Pending ☐

2202

Term

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	167.5	2.66
Postbaccalaureate		24	24	64.65	2.69

English Proficiency Requirement

Appeal Information

Cecilia Farmer

Evaluator

10/11/19

Date

International Evaluator

Date

Sample of the GPA Summary Worksheet

4.3 Notes

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

▼ **Notes**

No notes entered.

5. Submit Your Results

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

Update assignment

	Score	Comments
Academic Record (GPA, Major, Specific Coursework: Score 1-7):		
Notable Strengths and/or Weaknesses:	-	
Status of Prerequisite Coursework:	-	
Letters of Recommendation (Score 1-7):		
Statement of Purpose (e.g., quality, relevant employment or volunteer experience, compensatory factors: Score 1-7):		
Should We Admit? (Yes, No, or Maybe):	-	
Total Score:		
Complete assignment Save without Completing		

▼ **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

Complete

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