Gportal Admission Recommendation Basics

Gportal is the PeopleSoft system used to manage all applicant information. All Admit and Deny recommendations must be entered through this system. When entering Admit/Deny recommendations, ensure that all recommendations have been verified prior to submission. Once a recommendation has been submitted, it **cannot** be changed.

Once students have been admitted to ASU, their record is managed through the Manage Student Search option.

To access Gportal Search in PeopleSoft, go to Main Menu→ASU Customizations→ASU Admissions→Gportal Search

Locating Applicants

- To locate all applicants to a specific Academic Org, search by Academic Org and Admit Term.
- If smaller search results are desired, search can be narrowed to include applicants to a particular Academic Plan or Evaluation Status.
- To locate a single applicant, search by individual applicant name and Admit Term.

Viewing Search Results

The results page displays all current applications to a particular semester. Search results can be sorted by the various headings by clicking on the heading title (i.e. Emplid, Application Date, Evaluation Status, etc.).

Evaluation Status Information:

When viewing the search results, a column titled Evaluation Results is displayed. Below is a list of the possible results to be displayed and what each result means.

- **In Progress:** Application pending required documents.
- **Man Eval:** International transcripts have been received and are being evaluated by Graduate Admissions.
- **Committee:** Applicant's file has been released to the program for a recommendation.
- **College Review:** Student has been flagged for a low TOEF score between 70-79. The program can make a request to the Admission Office to release the file for recommendation, if desired.
- **Dean's Review:** Applicant with low GPA, reviewed for exception.
- **Submitted:** A recommendation has been entered by the program.
- **Final:** A final decision of admitted or denied has been made for the student.

Viewing Individual Applicants

1. Click on the Details link for an individual student located on the Gportal search results page to view student application information.

2. The student detail page for your selected applicant will be displayed. This page provides all basic application data (applicant data, application data, application materials such as transcripts and test scores, supplemental application data, etc.) on one page.

Making an Admit Recommendation

In order to make an admit recommendation, applicants must be in the Evaluation Status of **Committee**. In order for applicants to appear in Committee status, their application must be released to the program for recommendation by Graduate Admissions.

The following screen shots and information will serve as a guide to making and entering an Admit decision.

1. To begin the process of making an admit decision, click on Details or Recommend link. If selecting the Details link, click on the **Make Rec** option on the details page to access the recommendation page.

2. Enter the admit recommendations by choosing the appropriate option for the student (Admit, Admit with Provisions, Admit with Deficiencies). Choose at least one Admit Justification to support the Admit decision.

3. Review the Admit Term and Session information on the recommendation page. This field will display the term/session that the student applied to. You as the department have **one** opportunity to make a term change prior to admittance. If a change to the admit term and session is necessary, click on the magnifying glass to view options available.

4. Review the plan/campus information on the recommendations page. The information appearing in this area is based on what students selected in their application. If your program has multiple campus locations or plans, verify that the student selected the correct options. Also, if verify that the program being applied to is being offered during the term the applicant is seeking admission. You as the department have **one** opportunity to make a plan/campus change prior to admittance. If a change to the plan/campus is necessary, click on the dropdown arrows to view options available.

5. If the department determines that a student does not meet the requirements for regular admission, the department can make an admit decision and add either provisions or deficiencies. Provisions and deficiencies are defined as follows:

- **Provisions**: A provision is a stipulation that a student must complete a required number of hours/receive a specified GPA by either the first semester or the first year. The academic unit is responsible for monitoring the student's coursework and progress towards meeting their provision. If these provisions are not met, the student will be dismissed from the program by the Graduate College. The information entered into the provisions section will appear on the official admission letter.
- **Deficiencies**: A deficiency is a requirement that a student must complete a foundation course(s) that is necessary to succeed in the program. Courses used to meet deficiencies cannot be included on a student's iPOS and by themselves do not count towards meeting the continuous enrollment requirement. These courses are monitored by the academic unit, not the Graduate College.

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6. Click Submit to complete Admit recommendation.

Making a Deny Recommendation

Unlike an Admit recommendation, an application does not have to be in Committee status to enter a deny recommendation. If a department wishes to Deny an application not in "committee" status, the department can use Quick Deny located in File Review. Note: The Quick Deny option will only be available after the application has been active for 31 days.

The following screen shots and information will serve as a guide to making and entering Deny recommendations.

1. To begin the process of making a Deny decision, click on Details or Recommend link (see note below for submitting Quick Deny recommendations). If selecting the Details link, click on the Make Rec option on the details page to access the recommendation page.

Note: For applicants that have not reached committee status, but have been active for at least 31 days, select File Review to begin the deny process.

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2. To enter the Deny Decision, select Deny located in the Recommendations area, choose one ore more Denial Reasons, and click submit.