

## 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.

**Gportal Search** | Results

Search criteria fields (highlighted in red):

- Name - Last, First
- Academic Plan
- Academic Org
- Admit Term
- Evaluation Status

Buttons: Search, Save Search, Clear Search

Select your preferences to search and find your graduate applicants. You may use any of the optimal field combinations below.

- Career & Name
- Career & Empl Id
- Career, Academic Org & Admit Term
- Career, Academic Org & Received Date From and To
- Career, Academic Org, Admit Term & Evaluation Status
- Career, Academic Org, Campus & Admit Term

Gportal Search | Results

# 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.).

Sort by clicking on a heading

Emplid	Application ID	Last Name	First Name	Plan	Specialization	Application Date	Admit Term	Session	Campus	Classroom Location	Evaluation Status	Evaluation Date	Hold End Date	Program Action	Details	Recommend	File Review
				EDCIPHD		11/25/2019	2207	Regular	TEMPE		Final	03/02/2020		Deny	Details		
				EDCIPHD		11/22/2019	2207	Regular	TEMPE		Final	03/02/2020		Deny	Details		
				EDCIPHD		11/25/2019	2207	Regular	TEMPE		Final	03/02/2020		Deny	Details		
				EDCIPHD		11/21/2019	2207	Regular	TEMPE		Final	03/03/2020		Matriculat	Details		
				EDCIPHD		11/22/2019	2207	Regular	TEMPE		Final	03/03/2020		Matriculat	Details		

## 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.

Emplid	Application ID	Last Name	First Name	Plan	Specialization	Application Date	Admit Term	Session	Campus	Classroom Location	Evaluation Status	Evaluation Date	Hold End Date	Program Action	Details	Recommend	File Review
				EDCIPHD		11/25/2019	2207	Regular	TEMPE		Final	03/02/2020		Deny	Details		
				EDCIPHD		11/22/2019	2207	Regular	TEMPE		Final	03/02/2020		Deny	Details		
				EDCIPHD		11/25/2019	2207	Regular	TEMPE		Final	03/02/2020		Deny	Details		
				EDCIPHD		11/21/2019	2207	Regular	TEMPE		Final	03/03/2020		Matriculat	Details		
				EDCIPHD		11/22/2019	2207	Regular	TEMPE		Final	03/03/2020		Matriculat	Details		

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.

- 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.

EmpId	Application ID	Last Name	First Name	Plan	Specialization	Application Date	Admit Term	Session	Campus	Classroom Location	Evaluation Status	Evaluation Date	Hold End Date	Program Action	Details	Recommend	File Review
				EDCIPHD		11/13/2019	2207	Regular	TEMPE		Committee	01/09/2020		Applicatn	Details	Recommend	File Review
				EDCIPHD		11/14/2019	2207	Regular	TEMPE		Final	03/03/2020		Matriculat	Details		
				EDCIPHD		10/30/2019	2207	Regular	TEMPE		In Progress	10/30/2019		Applicatn	Details		File Review
				EDCIPHD		11/14/2019	2207	Regular	TEMPE		Committee	11/21/2019		Applicatn	Details	Recommend	File Review
				EDCIPHD		11/18/2019	2207	Regular	TEMPE		Final	03/02/2020		Deny	Details		

- 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.

Recommendation Deficiencies/Provisions Submit

EmpID:  Submit

Career: Graduate Adm App Nbr:  Status: Committee Committee: GRTC

**Recommendations**

- Admit (100)
- Admit with Provisions (85)
- Admit with Deficiencies (82)
- Admit w/ Deficiencies & Provisions (80)
- Reconsider - Consideration in Alternate Plan (40)
- Delay Decision (90)
- Deny (1)  File Review Deny (5)

**Admit Justifications**

- Overall Meets Criteria
- Good Recommendations
- High Graduate Grades
- Good Writing Sample/Portfolio
- Excellent audition/interview
- Compatible Research Interests
- High Test Scores
- Professional Experience

**Acad Program** Find | View All First 1 of 1 Last

Program GRTE MaryLouFulton Teachers College  
 Effective 10/16/2019 1 Status Applicant  
 Action APPL Applicatn Reason

**Admit Term and Session**

Term 2207 2020 Fall Session Regular  
 Change  Change

**Plan / Campus** Find | View All First 1 of 1 Last

Plan EDCIPHD Learning, Literacies and Tech  
 Campus TEMPE ASU at Tempe

Change Plan   
 Change Campus

Last Update

Created By

**Denial Reasons**

- Low GPA's
- Low GRE/GMAT Scores
- Low English Proficiency Test
- Candidate Not Competitive
- Incompatible with Program
- Inadequate Academic Attainment
- Weak Recommendation Letter
- Weak Writing Sample/Portfolio
- Failed Interview/Audition
- Limited or No Work Experience
- Missed Application Deadline

**Reconsider Alternate Program/Plan**

- Reconsider w/Alt Program/Plan

- 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.

Favorites ▾
Main Menu ▾
> ASU Customizations ▾
> ASU Admissions ▾
> Gportal Search

All ▾ Search

Recommendation
Deficiencies/Provisions

EmplID:

Career: Graduate      Adm App Nbr:

Status: Committee      Committee: GRTC

Submit

**Recommendations**

- Admit (100)
- Admit with Provisions (85)
- Admit with Deficiencies (82)
- Admit w/ Deficiencies & Provisions (80)
- Reconsider - Consideration in Alternate Plan (40)
- Delay Decision (90)
- Deny (1)       File Review Deny (5)

**Admit Justifications**

- Overall Meets Criteria
- Good Recommendations
- High Graduate Grades
- Good Writing Sample/Portfolio
- Excellent audition/interview
- Compatible Research Interests
- High Test Scores
- Professional Experience

**Acad Program**      Find | View All      First 1 of 1 Last

Program GRTE MaryLouFulton Teachers College

Effective 10/16/2019 1      Status Applicant

Action APPL Applicatn      Reason

**Admit Term and Session**

Term 2207 2020 Fall      Session Regular

Change  🔍      Change

**Plan / Campus**      Find | View All      First 1 of 1 Last

Plan EDCIPHD Learning, Literacies and Tech

Campus TEMPE ASU at Tempe

Change Plan

Change Campus

**Denial Reasons**

- Low GPA's
- Low GRE/GMAT Scores
- Low English Proficiency Test
- Candidate Not Competitive
- Incompatible with Program
- Inadequate Academic Attainment
- Weak Recommendation Letter
- Weak Writing Sample/Portfolio
- Failed Interview/Audition
- Limited or No Work Experience
- Missed Application Deadline

Last Update

Created By


Submit



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.

Favorites ▾ Main Menu ▾ > ASU Customizations ▾ > ASU Admissions ▾ > Gportal Search



---

Recommendation Deficiencies/Provisions Submit

EmplID:

Career: Graduate Adm App Nbr:  Status: Committee Committee: GRTC

**Deficiencies** First

**Deficiency Type**

Student must take the following course(s) and achieve a required grade or GPA.

Student must complete the following course(s), no grade or GPA specified.

Determined in Conference with Student

Required Grade

OR

Required Cum GPA

**Courses** First 1 of 1 Last

Subject	Catalog Nbr	*Course Title	*Complete by
1 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Provisions** First

**Provision Type**

Student must complete graduate hours with a GPA within time period specified.

Student must achieve minimum cumulative GPA of 3.0 on all graduate and undergraduate hours within time period specified.

Required Cum GPA

Required Course Hours

Complete By

Provisional time period to include summer  Yes  No

**Basis of Admission**

TSE or Speak Required Score

Official GRE Score

Official GMAT Score

Official Miller Analogy Test

**Early Financial Aid**

25-49% Research Assistantship

50% Research Assistantship

25-49% Teaching Assistantship

50% Teaching Assistantship

Fellowship



# 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.

- 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.

Records Listed: 301

Emplid	Application ID	Last Name	First Name	Plan	Specialization	Application Date	Admit Term	Session	Campus	Classroom Location	Evaluation Status	Evaluation Date	Hold End Date	Program Action	Details	Recommend	File Review
				EDCIPHD		11/13/2019	2207	Regular	TEMPE		Committee	01/09/2020		Applicatn	Details	Recommend	File Review
				EDCIPHD		11/14/2019	2207	Regular	TEMPE		Final	03/03/2020		Matriculat	Details		
				EDCIPHD		10/30/2019	2207	Regular	TEMPE		In Progress	10/30/2019		Applicatn	Details		File Review
				EDCIPHD		11/14/2019	2207	Regular	TEMPE		Committee	11/21/2019		Applicatn	Details	Recommend	File Review
				EDCIPHD		11/18/2019	2207	Regular	TEMPE		Final	03/02/2020		Deny	Details		

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.

Records Listed: 301

Emplid	Application ID	Last Name	First Name	Plan	Specialization	Application Date	Admit Term	Session	Campus	Classroom Location	Evaluation Status	Evaluation Date	Hold End Date	Program Action	Details	Recommend	File Review
				EDCIPHD		11/28/2019	2207	Regular	TEMPE		Final	03/03/2020		Matriculat	Details		
				EDCIPHD		11/30/2019	2207	Regular	TEMPE		Final	03/03/2020		Matriculat	Details		
				EDCIPHD		11/27/2019	2207	Regular	TEMPE		PendingLOR	12/09/2019		Applicatn	Details		File Review
				EDCIPHD		11/25/2019	2207	Regular	TEMPE		Final	03/02/2020		Deny	Details		



