The ASU Personalized Graduate Admissions process automates ASU graduate admissions offers to eligible ASU undergraduate students in their graduating semester. Students receive an email with their offers and must choose and accept from the available program options for the student to become fully admitted. Advisors can view the offers their students receive via a Peoplesoft screen.

PeopleSoft Security Role

The Personalized GR Admission View Only Peoplesoft security role allows advising staff to search for and view eligible students for Personalized Graduate Admissions. To request the role:

1. Log in to your MyASU and click on Staff View.

2. Click on Service.

3. Click on Access Requests.
4. Click on **Peoplesoft Security**.

5. Click on **PeopleSoft – Submit a Role Request**.

**Note:** To check the status of your access request, click on **PeopleSoft – Status of Role Request**.
8. Enter your ASUrite ID (End-User’s UserID) and click on **Continue**.

![ASU PeopleSoft Security Request](image)

9. Enter the Purpose for the Access Request. The purpose should briefly explain why you need the access you are requesting (ex: As a graduate advisor, I need to be able to view the personalized graduate admission offers going to graduate students). Enter your supervisor’s ASUrite ID (UserID) and click on **Continue**.

![ASU PeopleSoft Security Request](image)

10. Click on **Add Roles**.

![Add Role(s)](image)

11. Search for the role(s) you need and check the box to the left of the role. It is listed under the heading **Student and Administration (SA) – Graduate Academic Advising (AA)**

![Student and Administration (SA) - Graduate Academic Advising (AA)](image)

12. Scroll to the bottom of the screen and click on **Save and Return**. Once the access request has been submitted, please allow a few days for processing, as it requires several levels of approval.

**Accessing Personalized Grad Admissions**

1. Once the email notification is received stating that the PS role has been approved, click on the **My Homepage** dropdown to choose **Personalized Grad Admissions** from the home page. If you do not see it, you may need to clear your cache.
2. Click on **Personalized Grad Adm Search**

3. Search for a student by entering the Empl ID or all eligible students by the Undergraduate Academic Plan Code. Click **Search**.
4. Below is an example when searching by plan code.

5. Click on Select to view the first screen the student sees for the admission offer.

ASU Personalized Graduate Admissions

Congratulations!

We are pleased to offer you admission to an ASU master’s degree program. We reviewed the academic achievements of outstanding ASU undergraduate students like you, and we are excited to extend this ASU Personalized Graduate Admissions offer to you for select master’s degrees.

Click the button below to view your admission offer. Your admission offer will be available until 11:59 PM June 1, 2024 Arizona time.

We have also prepared some frequently asked questions and a short video to assist you with this important decision.

If you have questions about your ASU Personalized Graduate Admissions offer or are having technical issues with this site, please email us at ASUPGA@asu.edu.

Continue to view program options
6. Click on **Continue to view program options** to view all program options for which the student is being offered admission. Below is an example.

7. Click **Select** next to the Graduate Program row of interest to view the start semester and open seats/capacity the student sees. To return to the previous screen, click on **Return to Program Selection**.
8. To view the screen where the student chooses to accept an offer, click Select again. Please note that staff cannot accept an offer on behalf of a student.

<table>
<thead>
<tr>
<th>Name</th>
<th>Graduation Semester</th>
<th>Undergraduate Degree</th>
<th>Undergraduate Campus / Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2024 Spring</td>
<td>English</td>
<td>West Valley</td>
</tr>
</tbody>
</table>

Summary: Accept ASU Personalized Graduate Admissions Offer

Please review and confirm your graduate program selection.
Click on the "Change Selection" button to edit your selection.
Click on the "Accept Offer" button to complete the admission process. Once you accept your offer, you cannot make changes to your selection.

You will not be billed tuition until you are enrolled in classes. Refer to the cost of attendance and funding FAQs for more information about tuition and financial support.

The view only security role cannot accept an offer.

Selected Program

<table>
<thead>
<tr>
<th>Program</th>
<th>College</th>
<th>Campus / Location</th>
<th>Admission Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aging MS</td>
<td>Edson College of Nursing and Health Innovation</td>
<td>Online</td>
<td>2024 Fall (August)</td>
</tr>
</tbody>
</table>

9. If the student has already accepted an offer of admission, the staff will view the screen as shown below. Note that students can only accept one program.

Summary - Accepted
Share your feedback! Complete this quick survey for a chance to win a gift card. [Take survey]

Your graduate program selection has been recorded. You will receive your official admission letter and next steps by email soon.

ASU Personalized Graduate Admissions may have additional requirements to be successful in your graduate program. These requirements will be assigned by your program.

Refer to the frequently asked questions for more information or email ASUPGA@asu.edu with questions. If you have questions about your selected graduate degree, click on the program name below.

Accepted Program

<table>
<thead>
<tr>
<th>Program</th>
<th>College</th>
<th>Campus / Location</th>
<th>Admission Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biostatistics MS</td>
<td>College of Health Solutions</td>
<td>Downtown Phoenix</td>
<td>2024 Fall (August)</td>
</tr>
</tbody>
</table>
If they decline the personalized graduate admissions offers, they will see this screen. Note that if they decline the admissions offer, it is permanent and applies to all of the offers.