

## ASU Personalized Graduate Admissions iPOS Features

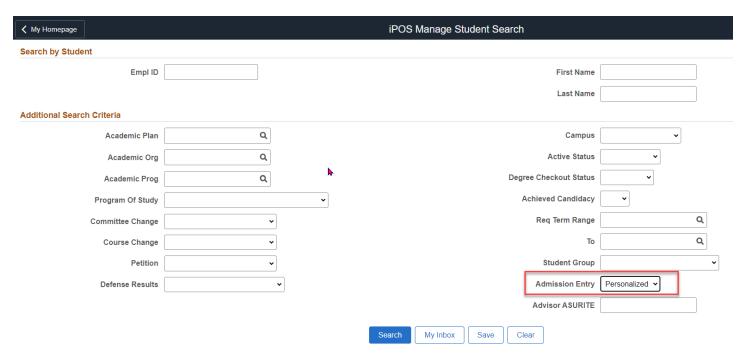
## ASU Personalized Graduate Admissions (ASU PGA)

The <u>ASU Personalized Graduate Admissions</u> 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. Once admitted, advisors may view students admitted through ASU PGA and assign additional requirements for the student to be successful in their graduate program.

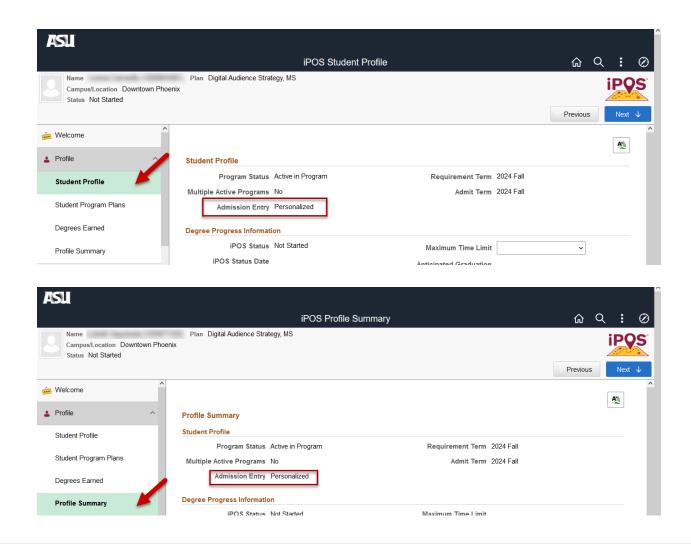
## **Locating PGA Students**

There are two ways to identify students admitted via the ASU Personalized Graduate Admissions process.

1. Use the **Manage Student Search** screen to filter groups of students. Choose the filter options for your program and then click on **Personalized** from the **Admission Entry** drop-down.

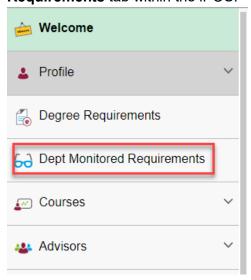


2. Within a student's iPOS, identify them as a **Personalized Admission Entry** on the **Profile** tab. The Admission Entry is on both the **Student Profile** and **Profile Summary** subtabs.



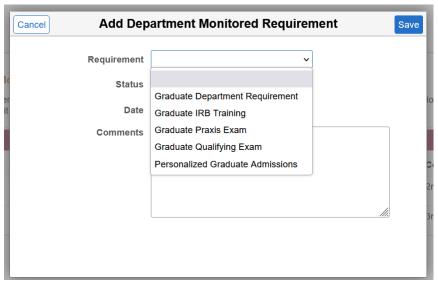
## Department Monitored Requirements

If a student admitted via the Personalized Graduate Admissions process has additional requirements to be successful in the program, the program can add these requirements to the **Department Monitored Requirements** tab within the iPOS.

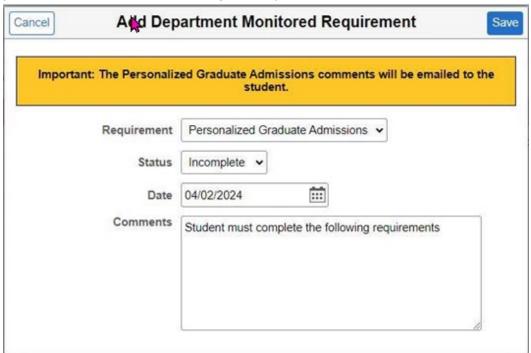


Only students admitted via the Personalized Graduate Admission process will have a **Personalized Graduate Admissions** item listed in their iPOS drop-down.

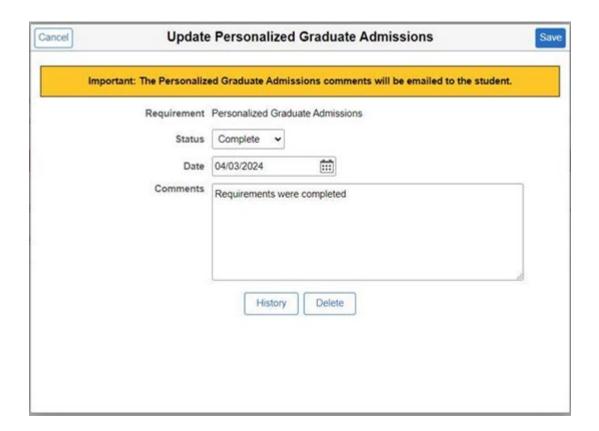
1. Choose Personalized Graduate Admissions



2. Input the **Status** as **Incomplete**, add the date and appropriate comments, and click **Save**. Note that a yellow banner will populate stating that any comments will be emailed to the student.



3. To update the status of the student completing the requirements, return to the page and follow the same process, but update the **Status** as **Complete**, along with the date and any comments.



Below is an example of the email that the student will receive.

