

Graduate Application Staff Guide

2013 Edition

This document provides an overview for the 2013 Edition of the Western Graduate Application. If you have any questions concerning the application please contact Team Admissions at SGPS via gradapps@uwo.ca or x82341.

Western  **Graduate & Postdoctoral Studies**



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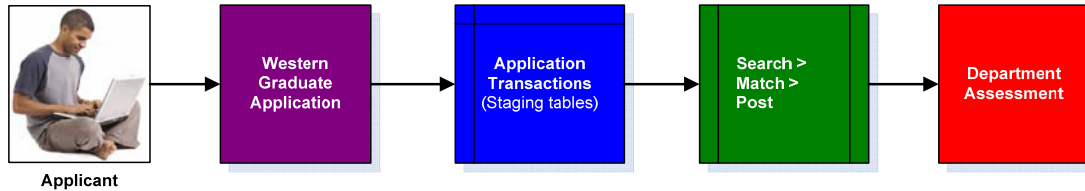
Section 1 - Process Overview

Objectives

By the end of this section you will be able to:

- Understand the four stages of the admission process

1.1- Describing the PeopleSoft Graduate Admission Process



The PeopleSoft Graduate Admission Process contains four steps:

1. The Western Graduate Application
 - The user interface applicants use to supply information related to their admissibility to your program
2. Application Transactions
 - The staging area where each applicant's application data is housed while the application is in progress
3. Search/Match/Post
 - The nightly process that transfers submitted applications from the Application Transactions stage to the Department Assessment stage
4. Department Assessment
 - The user interface that grants departments the ability to review, assess and submit decisions for applications



Section 2 - The Application

Objectives

By the end of this section, you will be able to:

- Describe the application process
- Understand what is required of your applicants
- Understand the elements in the application that are maintained by you and your program



2.01 – Accessing the Application

All applicants must access the application through the Sign-in page. This page is available here: <https://student.uwo.ca/psp/grdappprd/?cmd=login&errorCode=111&languageCd=ENG>.

Western Graduate & Postdoctoral Studies

Welcome to the admissions application for the School of Graduate and Postdoctoral Studies at Western University.

Please review all admissions requirements for your chosen program of study before starting your application. It is your responsibility to ensure all items are completed and submitted within the deadlines posted.

- If you do not have an active Western Identity please set up an Applicant Account by selecting 'Create Account'.
- If you have an active student Western Identity please log in with those credentials.

You may save your progress and logout at any time.

Sign-in

User ID:

Password:

Sign In

OR

Create Account

Forgot My Applicant Account Password

Forgot My Applicant User ID

In order to begin an application, a user may begin the process by taking one of two steps:

1. Entering an existing User ID and Password. This User ID can be either an existing Western student account or an Applicant Account.
2. Creating an Applicant Account by selecting Create Account and answering the additional questions.

Sign-in

User ID:

Password:

Confirm Password:

Email Address:

First Name:

Last Name:

Hint Question:

Response:

Create User

OR

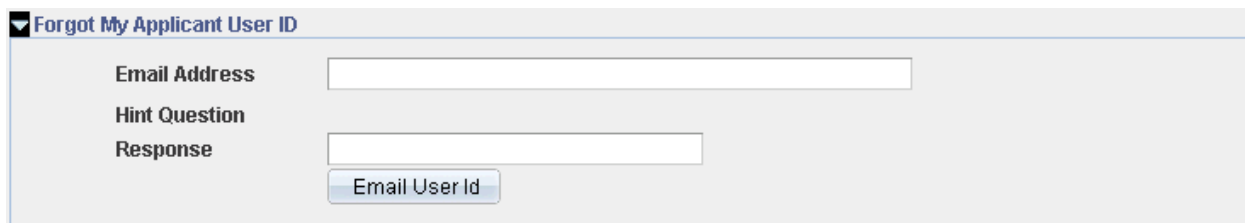
Existing User?

2.02 – Forgotten User IDs or Passwords

Any user who has created an Applicant Account can retrieve their User ID or password from the Sign-in page.

Retrieving a lost Applicant User ID

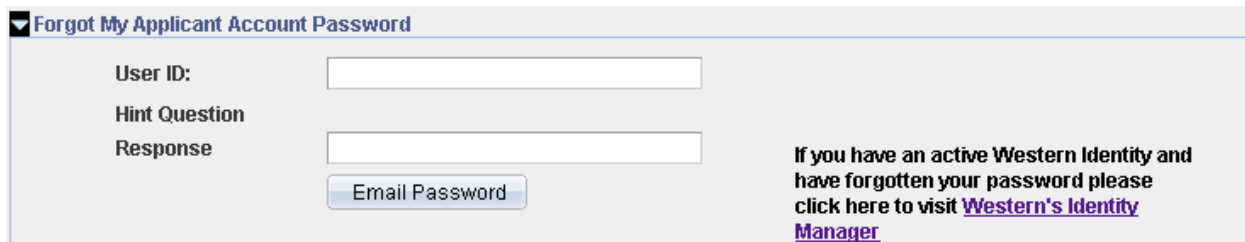
To retrieve a lost user ID the user selects “Forgot my Applicant User ID” from the Sign-in page. They will be asked to provide the email address they associated with their Applicant Account and a response to a hint question they provided when applying. An email will be sent to that email account with the original User ID.



The screenshot shows a web form titled "Forgot My Applicant User ID". It contains three input fields: "Email Address", "Hint Question", and "Response". Below the "Response" field is a button labeled "Email User Id".

Retrieving a lost Applicant Account Password

To retrieve a lost Applicant Account Password the user selects “Forgot my Applicant Account Password” from the Sign-in page. They will be asked to provide the User ID which corresponds to their applicant account and a response.



The screenshot shows a web form titled "Forgot My Applicant Account Password". It contains three input fields: "User ID:", "Hint Question", and "Response". Below the "Response" field is a button labeled "Email Password". To the right of the form, there is a note: "If you have an active Western Identity and have forgotten your password please click here to visit [Western's Identity Manager](#)".

*Users with existing Western Student Accounts cannot use either of these services to retrieve their forgotten credentials. These users must contact ITS.



2.03 – Starting an Application

After signing in to the application, users are presented with two options:

Create a New Application

This option allows users to start a new application to a specific Academic Program, Degree and Admit Term. Users can only apply to programs that have an available Admit Term open.

Create a New Application

Choose the program, degree and term to which you are applying.

Personalize Find View All [Grid Icon] First 1 of 1 Last		
*Academic Program	*Academic Degree	*Admit Term
1 [Dropdown]	[Dropdown]	[Dropdown]

[Create Application](#)

Continue a Current Application

Users who have previously started and saved an application can return to the application by selecting it from the Current Applications grid.

*An applicant can Edit an application that is in SAVED status but may only View applications in SUBMITTED or POSTED status.

Current Applications

Below is a listing of your current applications. To continue working on an application select "Edit". To view a submitted application select "View".

Personalize Find [Grid Icon] First 1-3 of 3 Last						
Application Nbr	Academic Career	Academic Program	Academic Degree	Admit Term	Status	Options
1 00827363	Graduate	Library & Information Science	Master of Library & Info Sci.	2014 Summer Graduate	SUBMITTED	View
2 00827386	Graduate	Social Work	Master of Social Work	2013 Fall Graduate	POSTED	View
3 00827441	Graduate	American Studies	M.A. American Stud, CanAmRel	2014 Fall Graduate	SAVED	Edit

Application Status Options



Applications in progress can hold the following status:

SAVED

Application is in progress

SUBMITTED

Application has been completed and submitted

POSTED

Application has been submitted and posted to the Department Assessment component

2.04 – Common Features in the Application

The application itself is comprised of eight pages of information:

- Personal Information
- Academic History
- References
- Supplemental Questions
- Payment
- Supplementary Documents
- English Language Proficiency
- Submit

Nested within each page are common elements throughout including:

- **The Navigation Menu**

Hosted at the top of the application is a navigation menu that provides the applicant with a roadmap of available pages required to complete the application. These pages become available to the applicant as they complete the required elements of each previous page. For example, the Academic History page is not made available to the applicant until they complete all of the required fields within the Personal Information page and select Next.

- **The Application Checklist**

Positioned at the top right of every page of the application, the Application Checklist provides applicants with an update on their progress through the application. Each section is given a checkmark once all of the required elements within that page are completed. Once all elements receive a checkmark, with the exception of the English Language Proficiency Score, an applicant is able to submit their application.

Application Checklist	
<input checked="" type="checkbox"/>	Personal Information Entered
<input checked="" type="checkbox"/>	Academic History Entered
<input checked="" type="checkbox"/>	References Provided
<input checked="" type="checkbox"/>	Supplemental Questions Answered
<input checked="" type="checkbox"/>	Application Fee Paid
<input checked="" type="checkbox"/>	Supplementary Documents Loaded
<input type="checkbox"/>	English Language Proficiency Score

- **Help with this Page**

Each page has a hyperlinked button titled “Help with this Page”. This link connects applicants to a unique pdf designed to answer any questions they might have about how the page works or why we ask the questions we do.



2.05 – Personal Information

The Personal Information page provides Western with basic information concerning the applicant’s identity and contact information. We use this information to define their applicant account with an identity, communicate with the applicant and match the applicant with any existing student records in the PeopleSoft Student database.

[Help with this page](#)

*First Name Middle Name Preferred First Name
 *Last Name Previous Last Name
 *Date of Birth *Marital Status *Gender
 Social Insurance Number
 *First Language English
 *Status in Canada Residency Date
 *Country of Citizenship

Contact Information

*Email Address

Home Address

*Country
 *Address Line 1
 Address Line 2
 Address Line 3
 Address Line 4
 *City County
 State / Province Postal Code

*Phone Type	Country Code	*Telephone	Extension	Preferred	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Delete

[Add a Phone Number](#)

Elements within the application marked with a “*” are required to create a person account in the PeopleSoft Student database.

Status in Canada

An applicant’s “Status in Canada” reflects their citizenship status in Canada should they attend Western. If an applicant holds citizenship outside of Canada they should select “Study Permit”. If they are a Permanent Resident the applicant will be expected to produce their Landing Paper or copy of their Permanent Resident Card in the Supplemental Documents area.



2.06 – Academic History

The Academic History page creates a listing of all post-secondary institutions the applicant has reported having attended. The page is broken down into three areas:

- **Previous Western Experience**

All applicants are asked if they have previously attended or applied to Western to ensure any previous history they have with us is connected to their application.

Click here if you have previously attended Western as a student

Click here if Western was your most recent postsecondary school attended

*From Date *To Date Western ID Number (if known)

- **Most Recent Post-secondary Academic Experience**

The most recent school* the applicant has reported.

Most Recent Post-secondary Academic Experience

*School Univ Of Western Ontario

School Not in List?

*Academic Level

*First Date Attended

*Last Date Attended

*Most Recent Degree

*Degree Status

*Degree Date

- **Other Post-secondary Academic Experience**

All additional schools* the applicant reports having attended.

Find First 1 of 1 Last

School

School Not in List?

Academic Level

First Date Attended

Last Date Attended


Most Recent Degree

Degree Status

Degree Date



Finding a School

To find a school, the applicant must select the  icon to the right of the School field. This will present a series of prompts:

Look Up School

School:

Country:

State / Province:

City:



Look Up School

School:

Country: CAN

State / Province:

City: GUELPH

[Basic Lookup](#)

[Basic Lookup](#)

The applicant should enter as much information as they can and select Look Up to deliver a listing of potential matches.

Search Results

School	Institution	Country	State / Province	City
Acad Of Learning Guelph	200039127	CAN	ON	Guelph
Guelph Gen Hosp Sch Of Nursing	250023053	CAN	ON	Guelph
Guelph Sch Of Hairstyling	200038349	CAN	ON	Guelph
Equine Guelph	250658606	CAN	ON	Guelph On
Univ Of Guelph	200038042	CAN	ON	Guelph On

Selecting the appropriate school from the list will return the applicant to the Academic History page and enter that school number into your application.

School

 Univ Of Guelph

Frequently Asked Questions in Academic History

Applicant Still has a Degree in Progress?

If the applicant's most recent degree is still in progress they should submit the date they anticipate completing the degree in the Degree Date field.

Multiple Degrees from the Same School



If an applicant received more than one degree from a school please tell them to only note the most recent degree they have been awarded. We will note any additional degrees the applicant may have received when assessing their academic record/transcripts.

Two or More Distinct Enrollments at One School

If the applicant attended a school at two separate periods of time over their academic history they need only provide the start date of their earliest attendance and the last date of their most recent attendance.

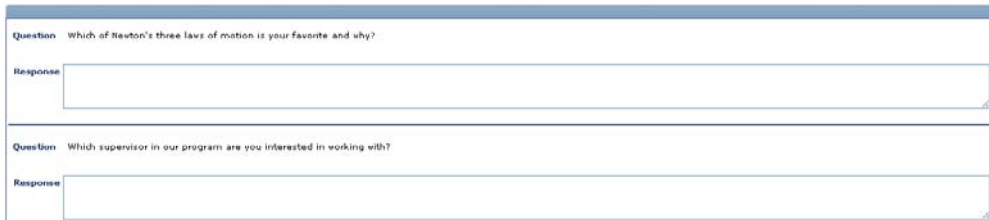


Adding/Removing Additional Schools

To add an additional school field to your application the applicants needs to select the “+” sign within the   buttons. To remove a row of information they have added they must select the “-” sign.

2.07 – Supplemental Questions

The supplemental questions page allows you to ask unique questions to each of your applicants. The responses the applicant provides are made available to you during the assessment process.



The screenshot shows a user interface for supplemental questions. It consists of two vertically stacked question-response pairs. Each pair has a 'Question' label followed by the question text, and a 'Response' label followed by a text input field. The first question is 'Which of Newton's three laws of motion is your favorite and why?' and the second is 'Which supervisor in our program are you interested in working with?'. The response fields are empty.

Responses can be collected by one of two methods:

- Text-based open response
 - You may set the maximum character limit for these responses
- Value-list response
 - You may determine a set of predetermined responses that the applicant can choose from

If you would like to add, remove or update any questions in your Supplemental Questions listing please contact Teri Hern at thern2@uwo.ca or x84901.



2.08 – Payment

The application accepts two methods of payment in order to process an application:

Credit Card



**Note: In order to pay by credit card the applicant must have their web browser set to permit popup windows within the application*

The most effective method to pay for the application is by credit card (Visa/Mastercard). Credit card payment is collected directly from the applicant within the application and will allow their application to be assessed upon submission.

Select Payment Type	Credit Card
Application Fee Status	Pending
<input type="button" value="Submit Payment"/>	

To pay by credit card the applicant selects “Credit Card” from the Payment Type drop down and then selects “Submit Payment”.

Pay using your credit card


 

*Credit Card Number:

*Expiry Date:

*CVV2/CVC2/CID:

All * fields are required.



A popup window will appear separate from the application asking the applicant to input their credit card information for the purpose of paying for the application.

Upon approval the applicant will be directed back to the application which will note the receipt of payment and send an acknowledgement of payment to the applicant via email.

Cheque/Money Order

**Note: If an applicant chooses to pay by cheque/money order the application cannot be assessed until the payment is received by Western.*

To pay for an application by cheque or money order the applicant selects the Payment Type “Cheque or Money Order”. This will provide the mailing address for the School of Graduate and Postdoctoral Studies. They are free to continue with the application and submit it however the application will not be assessed until the cheque/money order is received and without the preliminary assessment you will be unable to offer an applicant admission.



2.09 – Supplementary Documents

Western makes it possible for applicants to submit supporting documents in a digital format. This includes an academic record/transcript from each school noted in Academic History and any additional documents required by the program.

Each of your documents must be saved as a .pdf or.doc file and its size must be less then 3000kb (3mb). Should Western encounter any difficulty reading documents SGPS will alert the applicant via email and invite them to resubmit the document.

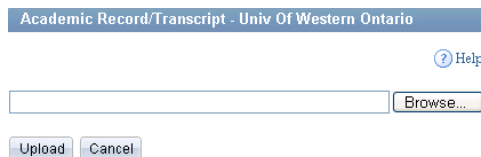
	Document	File	Upload		
1	Academic Record/Transcript - Univ Of Western Ontario	Transcript.pdf	Upload	+	-
2	Academic Record/Transcript - Wilfrid Laurier Univ	Transcript.pdf	Upload	+	-
3	<input type="text" value="Resume"/>		Upload	+	-
4	<input type="text" value="Writing Sample"/>		Upload	+	-

A listing of required documents is automatically made available to the applicant within the document grid. These are a collection of requirements based on academic history, citizenship and additional requirements set by the program.

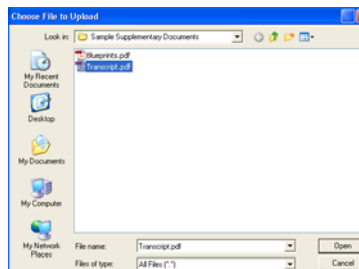
If you would like to add, remove or update any required documents in your Supplementary Documents listing please contact Teri Hern at thern2@uwo.ca or x84901.

How to Upload a Document

To upload documents the applicant selects the corresponding “Upload” button to the right of the document description.

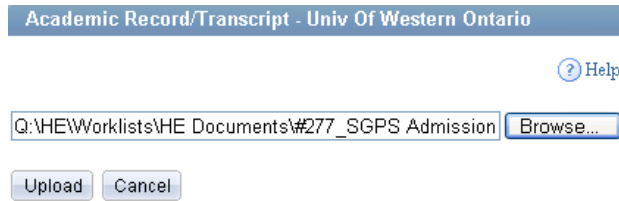


A prompt window will appear and ask the applicant to locate the file they wish to upload. You can locate the file by selecting the “Browse...” button.





The applicant locates the file they wish to upload and selects Open.





The applicant confirms the location of the file as chosen and selects “Upload”. Your document will now be ready to attach to your application. Your documents are not attached to your application until you select “Save”.

Document	File	Upload		
1 Academic Record/Transcript - Univ Of Western Ontario	Transcript.pdf	Upload	+	-

Generating PDF Copies of Documents

Many recent releases of word processing software come packaged with a PDF generator. There are also countless online and freeware PDF generators available to assist applicants.

Additional Documents

You are welcome to submit additional documentation not requested by the application if you so choose. You may add an additional document to your document grid by selecting the  button. If you wish to remove one of these additional documents you may do so by selecting the corresponding  button. Please note the entire size of your application may not exceed 20000kb (20MB).

Unable to Generate a Digital Copy of your Document

If you mail a copy of your document to The School of Graduate and Postdoctoral Studies we will be happy to scan and attach the document to your application. Please be sure to include your Application Number with the information you provide us.

Our mailing address is:

Room 4180, Support Services Building
Western University
1393 Western Road
London, Ontario Canada N6G 1G9

All hard copies mailed to SGPS become the property of The University of Western Ontario. They will be noted as official and additional copies will not be required should you be admitted. These documents will not be returned to you under any circumstance.



2.10 – English Language Proficiency

Applicants whose first language is not English must furnish evidence of their proficiency in the use of the English language by a satisfactory achievement within the last two years.

The application invites applicants to self-report a test and score they have already completed.

Test Date  Test ID 

After selecting the appropriate Test ID, the various test components are automatically provided to the applicant for completion.

Test Component	Test Score
1 LISTN	<input type="text"/>
2 OVALL	<input type="text"/>
3 READ	<input type="text"/>
4 SPEAK	<input type="text"/>
5 WRIT	<input type="text"/>

Please note:

All applicants who complete a test of English Language Proficiency *must still deliver their official test scores* to The School of Graduate and Postdoctoral Studies at Western University. A decision cannot be made concerning an application until those official scores are received at Western.

2.11 – Submit

Once all required elements of the application are completed an applicant is free to submit their application for assessment. The Submit page provides two important features to applicants:

- An opportunity to review all of the applicant's responses. A summary of every response provided by the applicant follows this message.

Text provided at top of submit page: Please carefully review all of your responses. Once your application is submitted you will not be able to make changes unless you contact The School of Graduate and Postdoctoral Studies.

- A declaration from the applicant that the information provided are true, complete and correct.

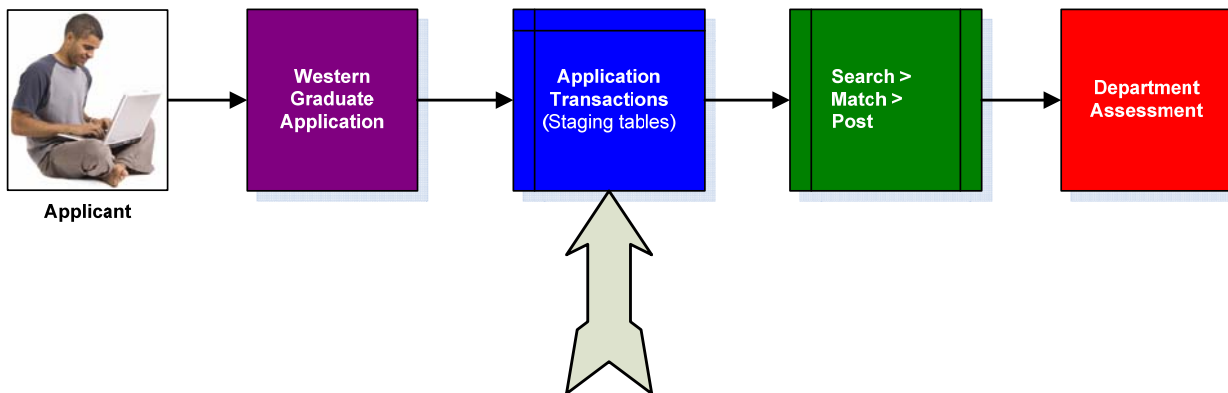
Text provided at bottom of submit page: I certify that the information and documents submitted in this application (or to be submitted later) are true, complete and correct. I understand that it is my responsibility to keep Western University informed of any changes in my information occurring between the date of submission of my application until my registration.

I authorize Western University of verify any information provided as part of this application. I understand that the discovery that any material information within the application is false, misleading or concealed could invalidate my application, and that any offers of admission could be revoked.

I accept that information on misconduct and/or falsified documents is shared with University and colleges across Canada, Law enforcement and Canadian Immigration agencies when appropriate. The personal information on this form is collected under the authority of the *University of Western Ontario Act, 1982*, as amended. For a complete Collection Notice, visit www.uwo.ca/grad.

Once an applicant submits their application the status of the application becomes "Submitted". At this point an applicant is no longer able to edit or update the application. If an applicant needs to make changes to their application after submission they must call The School of Graduate and Postdoctoral Studies and SGPS will return the application to them.

Section 3 - Application Transactions



While an application is in progress the information provided by an applicant resides in a staging area titled Application Transactions. This staging area retains the information and allows staff to access and update the information while the applicant is completing the application. Changes made within the Application Transactions pages are displayed in the application. These pages host many elements not currently collected by the application. This section will only highlight elements currently associated with our custom application.

PeopleSoft Menu Location

You may find the Application Transactions component by following the menu path:

1. **Student Admissions > Application Transaction Mgmt > Application Transactions**

Objectives

By the end of this section, you will be able to:

- Search for active applications
- Understand how you can interact with in-progress applications



3.01 – Finding an Application

The Application Transactions component presents users with a Search Criteria page asking you for as much or as little information as you would like to query with in order to find an applicant.

All applicants are given a unique Application Number that represents a specific application they have created in the Graduate Application. With that number alone you can retrieve their individual application.

Other useful Search Criteria include:

- Academic Program
- Last Name
- First Name
- Transaction Status
 - Saved – Application has been saved by the applicant and is still in progress
 - Submitted – Application has been submitted by applicant and will be posted to Department Assessment overnight
 - Posted – Application has been posted from the staging area to the Department Assessment component
- SGPS Assessment Status
 - Blank – Application has not yet been assessed by SGPS
 - SGPS – SGPS is currently assessing the application
 - RPD – SGPS has completed preliminary assessment and released the application to the program for an admission decision

When you have found the application you are looking for you can examine it by selecting it from the Search Results. If the application is the only possible match to the criteria you have entered the application will automatically display.

Application Transactions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Temp Constituent ID:	=	<input type="text"/>	
Academic Institution:	begins with	<input type="text"/>	
Academic Career:	=	<input type="text"/>	▼
Application Nbr:	begins with	<input type="text"/>	
Academic Program:	begins with	<input type="text"/>	
Last Name:	begins with	<input type="text"/>	
First Name:	begins with	<input type="text"/>	
Transaction Status:	=	<input type="text"/>	▼
Status Date:	=	<input type="text"/>	
Application Fee Status:	=	<input type="text"/>	▼
Constituent Status:	=	<input type="text"/>	▼
SGPS Assessment Status:	begins with	<input type="text"/>	

Search Clear Basic Search Save Search Criteria



3.02 – Common Features in Application Transactions

There are four pages within the Application Transactions component:

- Application Data
- Education History
- Additional Academic Info
- Supplemental Information

Each page presents you with the ability to view and/or update data that exists within a given application while it is in progress. While each page holds unique content there is a common grouping of information atop each page.

Application Data		Education History	Additional Academic Info	Supplemental Information
Temporary ID:	21	Name:	Test2, QAT	
User ID:	QATTEST2	Constituent Status:	New ID Created	Set to Update ID
Created Datetime:	2013/08/02 9:04AM	ID:	250771540	
Created By:	QATTEST2	Post Transaction Data		
Constituent Staging				
*Institution:	University of Western Ontario	Academic Career:	Graduate	
Application Nbr:	00827334	Application Status Date:	2013/08/08	mailto
Application Status:	Saved	Expand All Collapse All		Help with this page

Temporary ID: this unique ID number is given to each applicant at the time they first create their application. It is never shown to the applicant.

Name: the last name and first name presented by the applicant at the time they created their application

User ID: the ID used by the applicant to access the application and prepare the application

Constituent Status: this term reflects the status of the applicant's personal data being compared to existing student data in PeopleSoft. At the time the application is posted to Department Assessment the process will compare the user-provided details against all existing person records in PeopleSoft and present the following possible outcomes:

- **ID Updated:** the user has been found in PeopleSoft and the application has been posted to the existing user account.
- **Created ID:** the user was not found and a new Western ID and account have been created for them.

Created Datetime: the date and time the application was created



Created By: the User ID responsible for creating the application

Application Nbr: the unique number given to each application. Applicants are provided this number throughout the application. This number will be the best method to quickly find applications when talking with applicants.

Application Status Date: the date the most recent Application Status occurred

Application Status*: whether the application has been submitted or not:

- **Saved:** the application is still in progress
- **Submitted:** the application has been submitted for assessment and awaits posting
- **Posted:** the application has been posted to Department Assessment

*If you wish to return a submitted application to an applicant you may change a value of Submitted to Saved. This will allow the applicant to revisit their application and make changes. You cannot return an application to an applicant if it has been Posted. Please contact SGPS to make this change if necessary.

Mailto: this link provides your email client with a quick method to obtain the applicant's email address nested within a standard email client.



3.03 – Application Data

The first page of the Application Transaction component is Application Data. The Application Data page provides you with the basic elements of the application across four areas:

- Program Data
- Application Data
- Application Fees
- Source of Interest

Program Data

The program data field summarizes the selections chosen by the applicant at the start of the application* including:

- Academic Program
- Academic Plan
- Admit Term

Program Data		Find View All First 1 of 1 Last	
Program Number:	0	Exp. Graduation Term:	+ -
Admit Term:	1148 3 2014	Academic Load:	Full-Time
Academic Program:	GTHEL Theology	Campus:	HURON Huron
Last Updated On:	2013/09/11 11:40:14AM	Last Updated By:	RESIDENCY

Plan Data		Find View All First 1 of 1 Last	
Academic Plan:	18106	Plan Sequence:	1 + -
Last Updated On:	2013/09/11 11:40:14AM	Last Updated By:	RESIDENCY

Sub-Plan Data		Find View All First 1 of 1 Last	
Sub-Plan:			+ -
Last Updated On:		Last Updated By:	

*If an applicant wishes to change any of these values they should contact either SGPS or the academic program. Once an application is started there is no method to change these values without starting a different application.



Application Data

This field provides you with an overview of basic responses collected from the application. These responses include:

- **Application Fee Status:**
 - **Deferred:** Applicant has indicated a cheque/money order will be mailed to pay for application
 - **Pending:** No action has taken place in the fee payment section
 - **Received:** Payment has been received by SGPS
 - **Waived:** Payment for the application has been waived
- **Prior Application:** the applicant reports they have previously applied to Western
- **Waive Amount:** the application fee portion waived
- **Previous Attendance:** the applicant reports they have attended Western previously and the start and end dates of that attendance

Application Data			
Application Center:	GONL	GRD Online	Notification Plan: Regular
Admit Type:	WEB	Web App	Application Method: Web Appl
Academic Level:			Application Fee Status: Received
Housing Interest:			Application Fee Date: 2013/09/11
<input type="checkbox"/> Prior Application			Application Fee Type: Standard
<input type="checkbox"/> Financial Aid Interest			Application Fee Amount: 100.00
			Application Fee Paid: 100.00
			Waive Amount:
Waiver Basis Code:			
Last School Attended:	200038055	Univ Of Western Ontario	
Graduation Date:			
<input checked="" type="checkbox"/> Previous Attendance	From Date: 2013/09/11	To Date: 2013/09/11	
<input type="checkbox"/> Graduated early?			<input type="checkbox"/> Not Currently Attending School
<input type="checkbox"/> Electronic Signature			<input type="checkbox"/> Criminal Conviction
Last Updated On:	2013/09/11 11:40:16AM		Last Updated By: RESIDENCY



Application Fees

This field represents the payment method selected by the user and the amount processed through this method.

Application Fees		Find View All First	1 of 1	Last
*Tender Category:	<input type="text" value="Credit Card"/>	Tender Amount:	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>
Last Updated On:	2013/08/19 2:16:03PM	Last Updated By:	GRADOUAC	

Source of Interest

This field displays how the applicant responds to the “How did you learn about this program” question.

Source of Interest		Find View All First	1 of 1	Last
Referral Source:	<input type="text" value="FAIR"/>	College Fair	<input type="button" value="+"/> <input type="button" value="-"/>	



3.04 – Education History

The second page of the Application Transactions component is Education History. This page displays all information collected by the application in relation to the applicant’s academic history.

School Information

This section presents a row of information for each institution the applicant has reported having attended.

School Information Find | View All | First 1 of 1 Last

Sequence Number: + -
External Org ID: North Carolina Central Univ
School Name:
School Country:
School Address:
School City:
School State: **School Postal:**
School CEEB Code: **School ACT Code:**
 Home School Last School
Last Updated On: 2013/09/03 9:38:02AM **Last Updated By:** GRADOUAC

▼ Career Data Find | View All | First 1 of 1 Last

***Data Number:** ***Career:** **Academic Load:** + -
Term Type: **External Term:**
Term Year: **Academic Level:** Dismissed from School
From Date: **To Date:** [Comments](#) [Canadian Extension](#)
Last Updated On: 2013/09/03 9:38:02AM **Last Updated By:** GRADOUAC

External Degrees

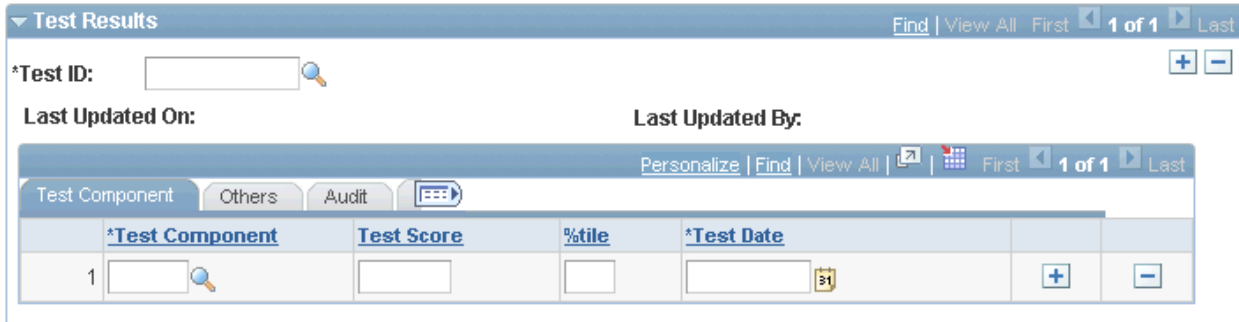
This section reflects the most recent degree the applicant has achieved or expects to achieve in the future.

External Degrees								Personalize Find View All <input type="button" value="📄"/> <input type="button" value="📊"/> First 1 of 1 Last	
Degree		Field of Study		Transcript		Audit		<input type="button" value="🔍"/>	
*Degree Number	Degree	*Description	*Degree Date	*Data Source	*Degree Status	*Honors Category			
1	<input type="text" value="1"/> MOB <input type="button" value="🔍"/>	Bachelor of Medicine	2008/04/30 <input type="button" value="📅"/>	Grad <input type="text" value=""/>	Complete <input type="text" value=""/>	None <input type="text" value=""/>			+ -



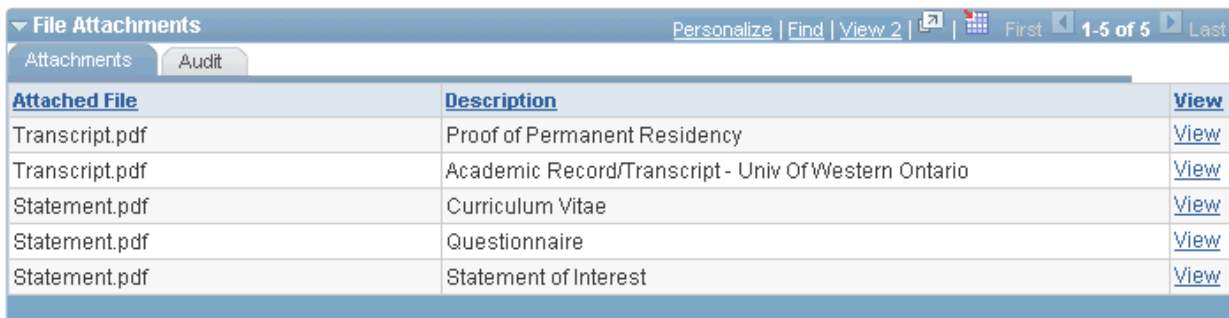
3.05 – Additional Academic Info

The Additional Academic Info page contains only one element of the graduate application – self-reported ELP scores. Any self-reported ELP score will be displayed in the Test Results section.



3.06 – Supplemental Information

The Supplemental Information page presents you a view of the documents that the applicant has uploaded to support their application.



To view any of these documents select the corresponding View link to the right of the document you wish to examine.

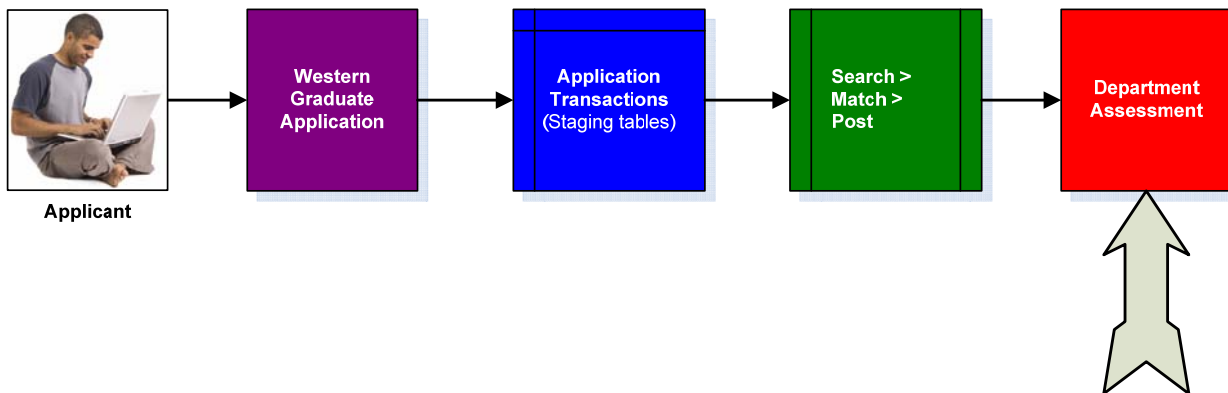
If you wish to upload additional documents on behalf of the applicant you may select the Add button. This button is only available if the application is in Saved status and has not been submitted.

Please note: any documents attached to the application at this stage are viewable by the applicant. Be sure to avoid attaching any sensitive document the applicant should not see by using this process.

3.07 – Exercise

1. Log in to PeopleSoft QAT
(<https://student-qat.wisg.uwo.ca/psp/heqatweb/?cmd=login&languageCd=ENG&>)
2. Access the Application Transactions component
(Student Admissions > Application Transaction Mgmt > Application Transactions)
3. Find the application you created
4. Retrieve a listing of all applications to your program
5. Create a search that finds all applications to your program for the Fall 2013 admit term
6. Save and label that search
7. Change the submitted status of your application so the applicant can continue working on it
8. Add a supporting document to the application
Sample Transcript - <http://grad.uwo.ca/doc/admissions/sampletranscript.pdf>
9. Change the academic plan the applicant is applying for
10. Save the application

Section 4 - Department Assessment



After an application has been submitted and a nightly process turns the information stored in the Application Transactions component over to the Department Assessment component you can view these applications in their final stage of assessment. The Department Assessment component gives you and your designated faculty members access to assess and make decisions on applications to your program.

PeopleSoft Menu Location

You may find the Application Transactions component by following the menu path:

2. **Student Admissions > Application Transaction Mgmt > Department Assessment**

Objectives

By the end of this section, you will be able to:

- View the results of the SGPS assessment
- Review submitted applications for eligibility
- Update applicant data
- Append a department offer letter
- Offer/deny an applicant admission



4.01 – Finding an Application

The Department Assessment component presents users with a Search Criteria page asking you for as much or as little information as you would like to query with in order to find an applicant.

All applicants are given a unique Application Number that represents a specific application they have created in the Graduate Application. With that number alone you can retrieve their individual application.

Other useful Search Criteria include:

- Academic Program
- Last Name
- First Name
- Academic Program Status
 - Active in Program – applicant has been registered for admit term
 - Applicant – application is still awaiting a decision
 - Admitted – applicant has been offered admission
 - Prematric – applicant has accepted offer
- SGPS Assessment Status
 - (blank) – Application has not yet been assessed by SGPS
 - SGPS – SGPS is currently assessing the application
 - RPD – SGPS has completed preliminary assessment and released the application to the program for an admission decision
- Admit Term

When you have found the application you are looking for you can examine it by selecting it from the Search Results. If the application is the only possible match to the criteria you have entered the application will automatically display.

Saving a Search

If you have a common search you like to perform with the Search Criteria page you can use the [Save Search Criteria](#) link to save the criteria of your search for future use. Selecting this button will save the criteria you currently have input and ask you to label the search for future uses. For example, you could enter your Academic Program, and set your SGPS Assessment Status to RPD. This would always retrieve a current listing of applicants awaiting a decision from your program.

Find an Existing Value

▼ Search Criteria

Application Nbr: begins with 00820000

ID: begins with 250799999

Academic Institution: begins with UWVO

Application Program Nbr: =

Academic Program: begins with GBIOI

Academic Plan: begins with

Admit Term: begins with

Academic Program Status: = Applicant

Program Action: =

SGPS Assessment Status: begins with RPD

Last Name: begins with

First Name: begins with

Include History Correct History

Search Clear Basic Search Save Search Criteria



4.02 – Common Features in Department Assessment

There are four pages within the Department Assessment component:

- Department Assessment
- Education History
- Reference Material
- Supplemental Questions
- Referee Responses
- Offer Letter Generation

Each page presents you with the ability to view and/or update data that exists within a given application after it has been assessed by SGPS. While each page holds unique content there is a common grouping of information atop each page.

Bob Heywood	250771603
Academic Institution: University of Western Ontario	Application Number: 00827513
Academic Career: Graduate	Help with this page
Residency Canadian/Native	<input type="button" value="Offer"/> <input type="button" value="Deny"/>

Application Nbr: the unique number given to each application. Applicants are provided this number throughout the application. This number will be the best method to quickly find applications when talking with applicants.



4.03 – Department Assessment

The Program Data area provides you with a summary of the academic goals of the applicant including:

- Admit Term
- Academic Program
- Academic Load
- Status
 - Active – applicant has been registered as a student
 - Admitted – the applicant has been offered admission and has yet to respond
 - Applicant – an active application awaiting a decision
 - Cancelled – application has been denied
 - Prematriculant – applicant has accepted offer of admission and awaits registration
- Academic Plan

Program Data			
Program Number:	0	*Effective Date:	2013/09/18
*Admit Term:	1146 2014 Summer Graduate	Effective Sequence:	2
*Academic Program:	GLIBR LIS		
*Academic Load:	Full-Time		
Program Status			
Status:	Applicant	Action Date:	2013/09/18
Program Action:	APPL	Action Reason:	RPD Released to Program
Last Updated On:	2013/09/18 12:52:39PM By: THERN2		
Plan Data			
*Academic Plan:	A5207	Course:	A5

The File Attachments area shows you all documents submitted in support of the application.

File Attachments			
Attached File	Description	View	
Transcript.docx	Academic Record/Transcript - Exeter Coll Univ Of Oxford	View	
Add			

If you wish to upload additional documents on behalf of the applicant you may select the **Add** button. This button is only available if the application is in Saved status and has not been submitted.

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The final section of the Department Assessment page includes the results of the SGPS preliminary assessment. Here you can view the Admission Average and Admission Comments associated with the SGPS. A Comments field allows you key information that you wish to track associated with the application. These comments are viewable and can be updated by anyone who has access to the application.

Admission Average		Find View All	First	1-2 of 2	Last
Rating Component	G12PT	Rating Value	11.0000	<input checked="" type="checkbox"/> Successfully Evaluated	
Rating Component	GPERC	Rating Value		<input type="checkbox"/> Successfully Evaluated	

SGPS Admission Comments	Find	First	1 of 1	Last
Proof of Citizenship				

Comments
<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>



4.04 – Education History

The Education History page shows you a listing of all schools the applicant has reported having attended.

Education History	
Univ Of Toronto	Country
Dates	
From Date 2013/08/01	To Date 2013/08/30
Univ Of Waterloo	Country
Dates	
From Date 2013/09/03	To Date 2013/09/22
Univ Of Western Ontario	Country
Dates	
From Date 2011/08/19	To Date 2012/08/19
Univ Of Windsor	Country
Dates	
From Date 2013/09/03	To Date 2013/09/23



4.05 – Reference Materials

The Reference Materials page provides a summary of the referees selected by the applicant.

Reference History			
OUAC Referee seq number	1	Reference Type	Academic
Reference Status	Not Recvd		
Last Name	Dumouchel		
First Name	Matt		
Referee Position	Manager		
Employer	Western	Telephone	411
Institutional Email Address	mdumouc2@uw0.ca		

4.06 – Supplemental Questions

Responses provided to your Supplemental Questions are displayed to you and your faculty members on this page.

Supplemental Questions		Find First 1-5 of 5 Last
Question	Library fines... agree/disagree?	
Response	Disagree	



4.07 – Referee Responses

The Referee Response page provides a summary of responses collected from references on behalf of the applicant. The default display for these responses is grouped by referee however the “Sort by Question” toggle will set the listing to provide a comparison of responses to each question.

Sort by Question [Help with this page](#)

Referee Responses Find First 1-20 of 20 Last

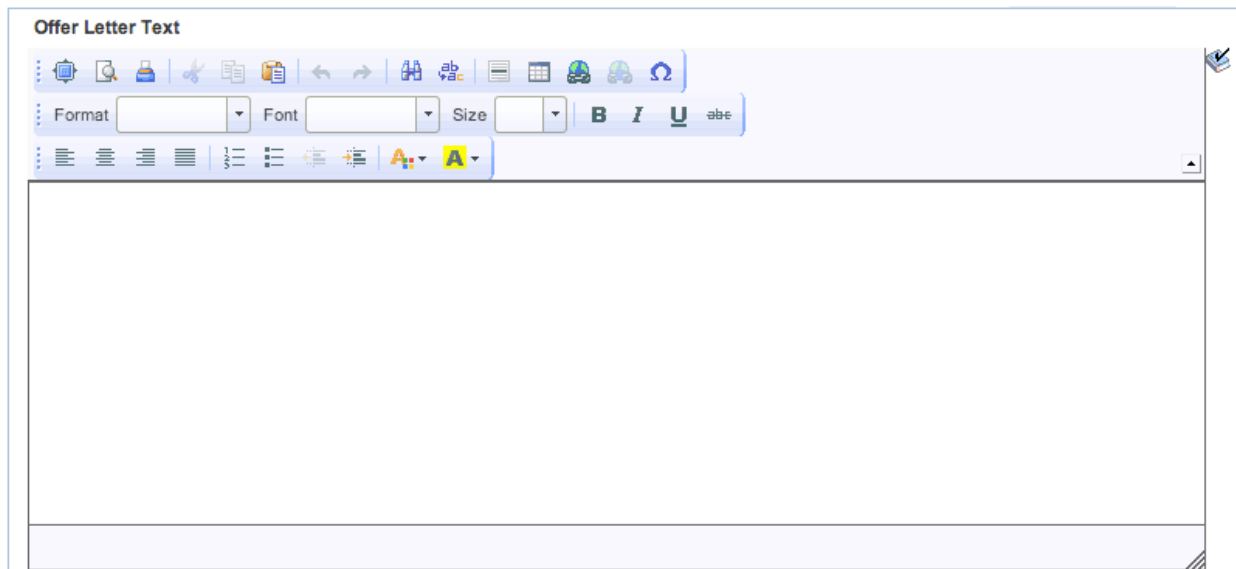
Referee Information	
Referee	ff
Employer	f
Position	f

Question	How long have you known the candidate, and in what capacity? Give approximate dates.
Response	vivamus reference reference sollicitudin vivamus turpis nunc vivamus augue phasellus reference vader. vivamus vader we odio bacon. vader nulla student nunc. lorem odio turpis. convallis performance nunc burrito bacon nulla turpis accumsan mauris ultrices chelsea. ipsum bacon odio convallis l ultrices.
Question	If you have recommended previous students to us for graduate study, please rank this candidate in relation to them in overall aptitude for scholarly activity.
Response	ultrices we convallis burrito vivamus. turpis reference scelerisque burrito odio we convallis ultrices student convallis augue we mauris reference turpis convallis vivamus vader convallis ipsum vader performance. we ultrices ipsum we bacon student phasellus augue bacon accumsan burrito phasellus burrito we. bacon turpis mauris sollicitudin ipsum accumsan we reference chelsea ipsum accumsan odio lorem reference vader l augue. convallis accumsan burrito chelsea student sollicitudin ultrices nunc ultrices phasellus mauris. performance performance nulla lorem phasellus scelerisque chelsea vader accumsan performance accumsan l odio turpis student ipsum student nunc ultrices augue l turpis lorem augue scelerisque odio. ultrices mauris we sollicitudin mauris scelerisque nulla sollicitudin student. vivamus burrito vader bacon accumsan we performance vader ultrices convallis chelsea convallis ipsum sollicitudin vivamus bacon reference student. accumsan vivamus augue chelsea bacon reference phasellus student nunc reference reference we ipsum mauris nulla ipsum student scelerisque mauris lorem. vader sollicitudin nulla l burrito ipsum we augue nulla ultrices ipsum. chelsea scelerisque phasellus student we augue burrito ultrices bacon nunc ultrices ultrices mauris student chelsea turpis odio lorem bacon performance.

References are collected from referees daily. Applicants may submit an application prior to seeing their references arrive. It is important to note that these values may not be displayed as the reference has yet to be received. For an up-to-date status of the reference requests please check “Reference Materials”.

4.08 – Department Offer Letter

If you wish to include your department offer letter alongside the SGPS offer that is generated and made available to the applicant within Student Center, you can copy and paste your letter within the Department Offer Letter page.



Saving this letter prior to offering the student admission will attach your letter to the SGPS offer.



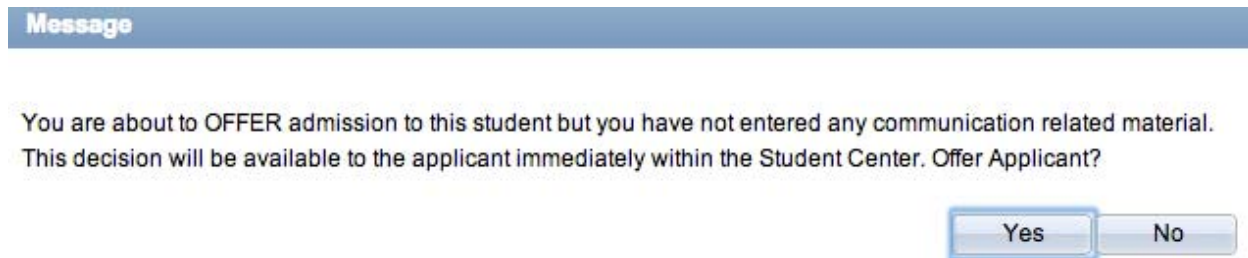
4.09 – Registering an Admission Decision

When you wish to register an admission decision, the Department Assessment page hosts two options:



Offering an Applicant Admission

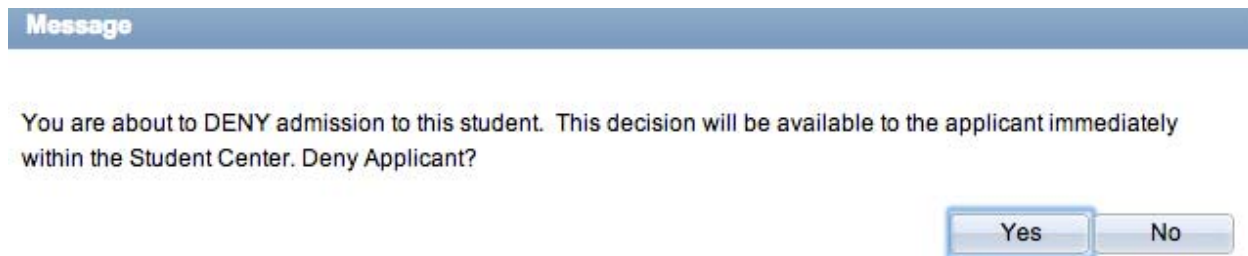
Pressing the Offer button will produce a confirmation message:



Selecting Yes will register the Offer of Admission and issue an Offer of Admission email (Section 5.04) to the applicant immediately. If you select No you will return to the Department Assessment page.

Denying an Applicant Admission

Pressing the Deny button will produce a confirmation message:



Selecting Yes will register the Denial and issue a Denial Alert email (Section 5.05) to the applicant immediately. If you select No you will return to the Department Assessment page.

Once an offer of admission is extended your work on the application is complete. Should you need to make any changes to an application after an Offer/Deny is submitted you must contact SGPS for assistance.



4.10 – Faculty Access to Applications

Faculty members who are set up with access to the Department Assessment component can search for applicants with the same Search Criteria available to staff.

The significant difference between staff and faculty access resides on the Department Assessment page. While staff can update data and generate admission decisions this functionality is removed for faculty members. The only updateable feature for faculty in the Department Assessment component is the Admissions Comments field.



4.11 – Exercise

1. Log in to PeopleSoft QAT
(<https://student-qat.wisg.uwo.ca/psp/heqatweb/?cmd=login&languageCd=ENG&>)
2. Access the Department Assessment component
(Student Admissions > Application Transaction Mgmt > Department Assessment)
3. Find an application to your program in RPD status
4. Create a search that finds all applications to your program for the Fall 2013 admit term that are in RPD status
5. Save and label that search
6. Change the academic plan the applicant is applying for
7. View a supporting document for the applicant
8. Update the Admissions Comments field
9. Enter in a basic department offer letter
10. Offer/deny the applicant admission



Section 5 – Communications

Throughout the application process we automatically send emails to applicants at various milestones across the progress of their application. This section will give you a glimpse into the messages that are transmitted and when an applicant can expect to receive them.

Objectives

By the end of this section, you will be able to:

- Understand the communications sent to applicants during the application process



5.01 – Guest User Account Creation Confirmation

This email is sent to applicants who create a guest user account and immediately confirms the creation of the account.

Subject: Applicant User Account Creation - Graduate Application - Western University

From: gradapps@uwo.ca

Dear “applicant first name”,

Thank you for creating a guest user account for the purpose of applying to graduate studies at Western University.

Your Applicant User ID is “userid chosen by applicant”.

If you have any questions concerning our application please contact The School of Graduate Studies by email at gradapps@uwo.ca or by phone at (519) 661-2102. If you have questions concerning the Supplementary Questions or Documents required as part of your application please contact the program to which you are applying or review the program website for more information (http://grad.uwo.ca/prospective_students/programs/index.cfm).

Kind regards,

Teri Hern

Manager, Graduate Admissions

School of Graduate and Postdoctoral Studies

Western University



5.02 – Western Identity Creation

This email is sent to applicants who create a guest user account and successfully submit their application. All guest users have their guest account deleted and replaced with a Western Identity. This email directs the guest user to make this transition.

Subject: Western Identity Creation - Graduate Application - Western University

From: gradapps@uwo.ca

This email is intended to inform you that The School of Graduate and Postdoctoral Studies (SGPS) at Western University has now received your submitted application and will commence with a preliminary assessment.

A unique Western Identity has been created for you and awaits your activation. Any submitted or in-progress applications have now been associated with this new identity. Your initial Applicant User Account has been deactivated. In order to activate your new Western Identity you will need the following information:

- Your Western ID: :1
- Your Application Number: :2
- Your Birthday

Your first step in the activation process will be to obtain your Western Access Code. You can obtain that Code by visiting our [Western Access Code Retrieval](#) site.

With your Access Code and Western ID in hand you can then activate your Western Identity by visiting Western's [Identity Manager](#).

Your Western Identity allows you to return to Western's [Student Center](#) to monitor the progress of your application.

SGPS will send you an email once the preliminary assessment of your application is complete. Should you have any additional questions about your application please contact The School of Graduate and Postdoctoral Studies at gradapps@uwo.ca or 519-661-2102.

Kind regards,

Teri Hern

Manager, Graduate Admissions



5.03 – Preliminary Assessment Complete

This email is sent to applicants after SGPS completes preliminary assessment of their application.

Subject: Preliminary Assessment Complete - Graduate Application - Western University

From: gradapps@uwo.ca

Dear “applicant first name”,

The School of Graduate and Postdoctoral Studies has completed preliminary assessment of your application (:3) and has passed the resulting information on to the :2 program for an admission decision. The :2 program will contact you if they find your application requires your attention. Once an admission decision is rendered you will be alerted immediately via email.

Kind regards,

Teri Hern

Manager, Graduate Admissions

School of Graduate and Postdoctoral Studies



5.04 – Office of Admission Alert

This email is sent to applicants after the program offers them admission.

Subject: Offer of Admission - Graduate Application - Western University

From: gradapps@uwo.ca

Dear “applicant first name”,

It is our pleasure to inform you that you have been offered admission to the :3 program. A formal offer of admission will be generated for you within the next 24 hours and available for your viewing/download within the Student Center. To accept or decline this offer please visit Student Center and select the Accept/Decline option within the Admissions grid.

If you have not previously activated your Western Identity for the purpose of accessing Student Center please take the following steps:

1. Obtain your Western Access Code (e.g. 1234), please visit Western Access Code Retrieval (<https://studentservices.uwo.ca/secure/PIN/GetPinInfoApplicationNumber.cfm>). You will need your Western ID (e.g. 250555555), Application Number and Birthdate.
2. Activate your Western Identity by visiting Western's Identity Manager (<https://idm.uwo.ca/uwo/activate/activateAccountController.jsp>). You will need your Western ID (e.g. 250555555) and Western Access Code (e.g. 1234)

Congratulations on this important milestone in your academic career.

Kind regards,

Teri Hern

Manager, Graduate Admissions

School of Graduate and Postdoctoral Studies



5.05 – Denial Alert

This email is sent to applicants after the program denies them admission.

Subject: Admission Decision - Graduate Application - Western University

From: gradapps@uwo.ca

Dear “applicant first name”,

Thank you for your application to the :3 program. The admissions committee in :2 has reviewed your application and it is with regret that we inform you that you have not been offered admission to the :3 in :2. If you have any questions concerning this decision please contact the :2 program

On behalf of the School of Graduate and Postdoctoral Studies we thank you for your interest in :2 and wish you the best in your future endeavors.

Kind regards,

Teri Hern

Manager, Graduate Admissions

School of Graduate and Postdoctoral Studies