How to Use the Graduate and SCPS Admission Evaluation System in SIS for Evaluators

Table of Contents

1. Access the Admission Evaluation System
2. Locate Applicants
   a. Search for Applicants
   b. Find Your Assigned Applicants
3. View Applicants in the Grid
   a. Display Additional Tabs
   b. Show all Columns and Export to Excel
4. Review Application Materials and Evaluate the Applicant
5. Troubleshooting and Business Process Tips

1. Access the Admission Evaluation System
   a. Go to www.virginia.edu and click on SIS in the bottom footer list, 3rd column over.
      a. At the SIS Portal, click the Enhanced SIS Login button.
c. Next, log into NetBadge. Then log into Enhanced NetBadge.

To log into Enhanced NetBadge, you must have completed your identity verification process, which includes setting up your personal security questions. For instructions on completing the identity verification process, please go to:

http://its.virginia.edu/identity/question.html#id.
d. Click on the Admission Evaluation System link.

![Enterprise Menu]

2. Locate Applicants
   a. **Search for Applicants:** Check with your school or departmental administrator to determine whether you should search for applicants or if you will be assigned applicants.

   To Search for Applicants, you must complete the required fields * at a minimum (Career, Admit Term, and Program - if you only have access to one career, program, or department, the values for these fields will default).

   Once a Program is selected, choices related to the Program become available in the Department and Plan fields.

   You will only be able to search using the criteria options that have been selected by your school.

   In the example below, we used the following search criteria:

   Career = Graduate
   Admit Term = 2014 Fall
   Include Future Terms = No
   Program = Arts & Sciences Graduate
   Department = English
   My Decisions to Include = None/Blank

   **Note:** To narrow down the search, this example shows searching by the last name letter of ‘S’.
i. Once you click **Save Search**, name the search at the top of the page and **Save**.
ii. Click **Delete Saved Search** when it’s no longer needed.

**Evaluator Field Descriptions**

- **Admit Term** - The term for which the applicant has applied for admission. Click on **Include Future Terms** to include applicants applying for terms after the selected Admit Term.
- **Application Date** - The date the application was loaded into SIS.
- **Application Status** - Complete indicates that all of the application materials have been received and the application is ready to read.
- **Campus** - Usually MAIN, Campus is used primarily to distinguish SCPS.
- **Career** - The highest level of the academic structure, the Academic Career indicates the level of study in the SIS – such as Graduate or Undergraduate. If you only evaluate for one Career, this value will default.
- **Citizenship Status** - Select ‘Not a US Citizen’ to view all applicants with a US Citizenship Status of Alien Temporary. Select ‘US Citizen’ to view all other applicants.
- **Department** - Returns all applicants that have applied to the selected department.
- **Faculty Interest Name Contains** – Returns applicants who indicated interest in faculty members whose name contains entered characters. Select **Only Search in Interest 1** to only return applicants that selected the faculty member as their first choice.
- **First Name Begins With** – Returns all applicants whose first name starts with the entered character.
- **Include Future Terms** - Include applicants applying for terms after the selected Admit Term.
- **Last Name Begins With** – Returns all applicants whose last name starts with the entered character.
- **My Decisions to Include** - Use to return applications by the decisions you made.
- **My Portfolios to Include** - Use to return applications by the Portfolio ratings you made.
- **My Ratings to Include** - Use to return applications by the ratings you made.
- **Plan 1 & Plan 2** - Returns applicants that have applied to the selected Academic Plan(s).
- **Program** - An academic program is the program to which a student applies.
- **Requested Financial Aid** - View the applicants that requested financial aid.
- **Research Focus** - By default the search will look for this value in any of the Research Focus values selected by the applicants. If you want to search in the first Research Focus value, you must select the ‘Only Search in Research Focus 1’ box.
- **Residency** - Shows whether the applicant is Virginian or Non-Virginian. Virginian (Pending Approval) will return any applicants that have stated that they are a Virginian but have not yet been approved by the Virginia Status Office.
- **Saved Search** – Create, use, and delete a particular set of search criteria.
- **Sub-Plan 1** - Returns applicants that have applied to the selected Sub-Plan value.
Test Scores (Official) – Returns applicants whose official test scores have been loaded into SIS and are greater than the entered value. Choices include GRE (Quantitative, Verbal, Analytic), GRE Subject (Math, Physics, Chemistry), GMAT Total, and TOEFL Composite.

Test Scores (Self-Reported) – Returns applicants who entered self-reported scores on their application that are greater than the entered value. Choices include GRE (Quantitative, Verbal, Analytic) and TOEFL Composite.

Undergraduate GPA - Self reported GPA from the most recent school where the applicant received a Bachelor’s Degree.

Will Attend Without Aid - An applicant states if they will attend with or without aid awarded.

b. Find Your Assigned Applicants (not all schools use this feature)

If you have any assigned applicants that are not complete, the Lookup Applications page will default to the Your Assigned Applicants tab. You will see the list of applicants to evaluate.
3. View Applicants in the Grid

a. Display Additional Tabs

b. Show all Columns and Export to Excel
4. Review Application Materials and Evaluate the Applicant

To view information and evaluate the applicant, click on the applicant’s name to open the form. **Note:** All sections can be expanded by clicking on the arrow next to the section name.

**If you enter any data, please remember to click Save!**

**Evaluation Form Section Descriptions**

a. **Your Recommendation:** Enter your decision, rating, and comments.

b. **Personal Information:** Displays the applicant’s personal information.

c. **Academic Information:** Displays academic information captured by your school. **Note:** some schools capture GPAs in this section, other schools show GPAs in the transcript section, and some schools do not require GPAs on the application.

d. **Test Scores Required:** Displays the required test scores for the applicant.

e. **Official Test Scores:** Displays the highest official test score and the most recent test date associated with that score that have been posted to the applicant’s record in the SIS.
Note: Unofficial test scores will not appear in this section, but may be present in the Grid as well as the Application PDF.

f. Application Documents: View the documents that have been received to date. Note: The “GM All Application Docs” merges all application materials into one PDF if your school has requested it to be created.

g. Recommender Information: Displays recommenders the applicant has submitted and date the recommendation was received.

h. Transcript Information: Displays the applicant’s educational history.

i. Other Evaluator Recommendations: Displays the decisions and comments submitted by evaluators. Note: This section will not be visible for departments with blind reading.

j. Departmental Decision: Shows the decision entered by the department. Note: Not all schools and departments enter department decisions.

k. School Decision: Shows the decision entered by the School Administrator.

l. Current SIS Decision: Displays the max decision that has been loaded into SIS.

5. Troubleshooting and Business Process Tips

While using the Evaluation System, if you encounter a spinning circle in the top right of your screen indicating that the system is processing, and the circle spins for an extended period of time, the issue may be the browser that you are using. If you are using Internet Explorer, click on the Compatibility Mode icon to see if this resolves the issue.

If you click on a document name and nothing happens, make sure you have the Pop-up Blocker disabled.

For a list of supported browsers, go to http://www.virginia.edu/integratesystem/gettingStarted/desktop.html

Contact your department or school administrator for recommended searches for your program.

If you have questions about the business process for evaluating admission applications in your school, please contact your department or school administrator.