



The GRADUATE SCHOOL

GRaduate Admission Decision System (GRADS) Updates Workshop

October 2013



The GRADUATE SCHOOL

What's New at The Graduate School?

- People
- LionPATH
- Web Site
- Application Updates
- Reference Portal Updates
- GRADS Updates



The GRADUATE SCHOOL

People

Lori Cottrill

lac102

Director of Network Operations and Data Systems

Lori joined The Graduate School in November 2012.

Gillian Kinney

gak139

Programmer/Analyst

Gillian joined The Graduate School in May 2013.

She and TJ Collins are responsible for the new updates and features in GRADS this year.



The GRADUATE SCHOOL

LionPATH

Keep Application and GRADS (interfaced)

Or

Integrate with LionPATH

?

LionPATH is the name given to the project to select and implement a new student system. Several members of The Graduate School spent a significant portion of this year working on the LionPATH project. We have wavered several times between thinking we will keep our application and GRADS or thinking we will move them into the new system. The fit-gap analysis to be completed during the first quarter of 2014 will help determine our path – integrate or interface. Regardless, as LionPATH's live date is slated to be a few years in the future, we will continue to work on our current application and GRADS during that time.



The GRADUATE SCHOOL

WebSite

- www.gradschool.psu.edu
- How to Apply
- Access an Existing Application
- Faculty & Staff > GRADS

In September 2013, The Graduate School launched a new web site. The following screens show the new How to Apply button for new applicants, as well as the link to Access an Existing Application for those who have started or submitted an application.

GRADS was moved to the Faculty & Staff page and is accessible from the left column or the middle link. If you have bookmarked GRADS and are being asked twice for your token input, this can be resolved by copying/pasting the following and saving it as your bookmark: <https://secure.gradsch.psu.edu/cosign/grads/>

[How to Apply](#)[Access an Existing
Application](#)[Why Penn State?](#)[Important Dates & Events](#)

NRC Rankings of Research Doctorate Programs

Penn State was one of the largest institutional participants from among 212 universities in the National Research Council Assessment of Research Doctorate Programs, with 69 Ph.D. programs participating (65 ranked) in 51 different primary and 3 emerging fields of study.

[1](#) [2](#) [3](#) [4](#)



[Home](#) » [Faculty and Staff](#)

[Student Forms](#)[Faculty and Staff Forms](#)[Faculty Awards](#)[Graduate School Funding
Program Administration](#)[Graduate Faculty List](#)[Documents and Forms](#)[Teaching Ethics](#)[Research Ethics](#)[Best Practices in Graduate
Education](#)[GRADS](#)

Faculty and Staff

General Information

- [Faculty Awards and Incentive Programs](#)
- [Graduate School Funding Program Administration](#)
- [Best Practices in Graduate Education](#)
- [Graduate Faculty List](#)
- [Research Ethics](#)
- [Teaching Ethics](#)
- [Mentoring Students](#)
- [Graduate School Faculty Workshop Series](#)
- [Graduate School Policies](#)
- [Internal Documents and Forms](#)
- [Office of Postdoctoral Affairs](#)
- [Overview of the Graduate Council Curricular Review Process](#)
- [GRADS \(Graduate Admissions Decision System\)](#)



The GRADUATE SCHOOL

Application Updates

- Request Help and FAQ
- Reference Updates from Status Page
- Email Address Change from Status Page
- State Regulations about Program Validity
 - <http://www.worldcampus.psu.edu/degrees-and-certificates/educational-leadership-masters/state-regulations/1379>
- Clery Act Compliance
- Payment Portal: Interim Page Added for Check/Money Order or Credit Card

*** Changes to application will be effective 10/14/13.*

Request Help

The screenshot shows the Penn State Graduate School Application for Admission website. A modal window titled "PSU Graduate School Admission Application Help Request" is open in the center. The modal contains a message: "Please provide your name, email address, problem/question, and Friends of Penn State (FPS ID) login account information below." It has four input fields: "Name" (with a placeholder "Customer's full name. (Ex. Jane Doe)"), "Email" (with a placeholder "Penn State email address (Ex. abc5000@psu.edu)"), "Summary*" (marked as required), and "Description". At the bottom of the modal are "Submit" and "Close" buttons. On the right side of the website, a vertical tab labeled "Request Help" is visible, with a yellow arrow pointing to it. The background website shows a sidebar with a navigation menu and a main content area with dropdowns for Campus, Major, Degree, Option, and Semester. A "Next" button is at the bottom of the page.

PENNSTATE **The GRADUATE SCHOOL**
Application for Admission

Home
Admission Information
Frequently Asked Questions
Application Checklist
Application Features

Application Sections
✓ Select Application Type
✓ Campus, Major, Degree...
✓ Biographical Information
✓ Contact Information
✓ Citizenship
✓ Education
✓ GPA & Test Scores
✓ Coursework...
✓ Scholarships, Awards...
✓ References
✓ Work & U.S. Military...
✓ Additional Information

Review & Print Application
Submit Application
Log out
Related Forms
The Graduate School Home
List of Graduate Programs

Campus, Major, Degree & Semester

Choose your desired campus, major, degree and semester for graduate admissions consideration.

Campus* WORLD CAMPUS
Major*
Degree*
Option*
Semester*

Special Notes - U...
or other special...
undergraduate/g...
etc. If so, indica...

You can return and...
the page. Please n...
submitted.

An asterisk (*) indicates a required field.
A checkmark (✓) on the left-hand menu indicates a completed section.

Next

PSU Graduate School Admission Application Help Request

Please provide your name, email address, problem/question, and Friends of Penn State (FPS ID) login account information below.

Name
Customer's full name. (Ex. Jane Doe)

Email
Penn State email address (Ex. abc5000@psu.edu)

Summary*

Description

Submit Close

Request Help

- The Graduate School now uses JIRA for our help desk tracking. A Request Help tab was added to the application for any questions/problems.

[Calendar](#)
[How to Apply](#)

Search

[Go](#)

The GRADUATE SCHOOL

Print this Page

[Prospective Students](#)
 [Current & Returning Students](#)
 [Faculty & Staff](#)
 [Alumni & Friends](#)
 [Postdoctoral Scholars](#)
 [Graduate Council](#)

[Home](#)
 [Admissions](#)
 [Tuition & Funding](#)
 [Graduate Bulletin](#)
 [Research](#)
 [Policies](#)
 [Diversity](#)
 [Campus Safety & Compliance](#)
 [About Us](#)

[Home » Frequently Asked Questions](#)

Frequently Asked Questions

< 1 | 2 >

Here you will find answers to the common questions that prospective students ask.
If you don't find an answer to your question, please contact us by utilizing the "Request Help" tab on the right margin of this page.

Please select a category that relates to your specific question.

- [Application Fee](#)
- [Application Status](#)
- [Applying for Admission](#)
- [Certificate Program](#)
- [Changing Information to the Application after Submission](#)
- [Financial Aid](#)
- [Funding](#)
- [Housing](#)
- [Reference Questions](#)
- [Supplemental Materials](#)
- [Technical Problems](#)
- [Test Scores](#)
- [Transcripts/Records](#)

Application Fee

Q: How much is the application fee?

The degree and certificate application fee is \$65 U.S. The nondegree application is \$30 U.S.

Q: Can the application fee be waived?

The Graduate School does not waive application fees. Your application will not be processed in the Office of Graduate Enrollment Services without receipt of the application fee.

Q: Can the application fee be paid after my application is submitted?

Yes, you or another individual may pay the application fee by credit card via the [Graduate School Payment Portal](#), or by check/money order using the [Application Fee Form](#).

- Our new web site also brought a new Frequently Asked Questions (FAQ) page, complete with anchors to pertinent subject areas. This page is available from the application, as well as from the web site.

Status Page Updates

Reference Information

[References: What are my options?](#)



Active	Source	Received	Update Reference	Send Reminder
Yes	Heather Duty	Yes		Finalized
Yes	Judy Evoku	No	<input type="button" value="Update Reference"/>	Send Reminder

Test Scores

This section will show official scores once they arrive to the University.


To be certain that your test scores are acceptable for admission, view your [intended program of study](#), requirements and the [Graduate School's](#) requirements

GRE Scores

Date	Verbal	%	Quantative	%	Analytical Writing	%	Analytical	%
10/17/2011	158	79	152	61	4.5	72	0	0
06/08/2011	490	56	510	26	3.5	29	0	0

GRE Subject Test Scores

Date	Subject Test Name	Total Score	%	Subject 1	Subject 2	Subject 3
10/15/2011	Psychology	570	32	62	54	0

 To update your Email address click [here](#)

- Applicants are now able to remove and add references in addition to updating.
- Applicants also have the ability to provide a new email address.

State Regulations about Program Validity



Home	State Regulations Disclaimer
Admission Information	IMPORTANT NOTICE REGARDING ON-LINE DEGREE AND CERTIFICATION PROGRAMS
Frequently Asked Questions	Before you continue, you must acknowledge the following information:
Application Checklist	Certain states have regulations that restrict the use of on-line programs for recognition pertaining to the initial, additional, or renewal of certification or salary enhancement (rank change) for K-12 teachers. To determine if your state of residence or employment is one of these states and to review information regarding these restrictions, visit the World Campus State Regulations web page . Please note that the Graduate School of The Pennsylvania State University is not responsible for the content of this web page
Application Features	Questions regarding state regulations for programs delivered through World Campus should be directed to World Campus Admissions Services:
Log out	Website Address: http://www.worldcampus.psu.edu/admissions
Related Forms	E-mail Address: wdadmissions@outreach.psu.edu
The Graduate School Home	Phone Number: 1-800-252-3592
List of Graduate Programs	

I have read and understand the information provided above and on World Campus' website and wish to continue with my application to this program. <input type="button" value="CONTINUE"/>	I do not wish to continue with my application to this program and wish to return to the "Campus, Major and Degree" page of the application. <input type="button" value="BACK"/>
---	--

» Nondiscrimination Policy » Equal Opportunity Policy » Copyright » Privacy & Legal Statements » Site Index

- The above disclaimer was added to the application to provide information about World Campus programs that have certain restrictions in certain states. The World Campus maintains their page (accessed from the link above) to give applicants details about applicable programs. The following slide shows this page, as it appeared in October 2013.

Degrees and Certificates

REQUEST INFO

APPLY NOW

You are Here: Home » Degrees and Certificates » Master of Education in Educational Leadership - Teacher Leadership Option » State Regulations

OVERVIEW

COURSES

COSTS

FACULTY

HOW TO APPLY

CONTACT THE PROGRAM

STATE REGULATIONS

State Regulations



Alabama

State authorization to provide a program related to the preparation of teachers or other P-12 school/system personnel does not indicate eligibility for an Alabama certificate. Applicants for an Alabama certificate based on reciprocity must meet Alabama's test requirements and submit a valid, renewable professional educator certificate/license issued by another state at the degree level, grade level, and in the teaching field or area of instructional support for which an Alabama certificate is sought and/or which Alabama issues a certificate. Applicants for Alabama certification in an area of administration must also document at least three years of full-time employment as an administrator in a P-12 school system(s). www.alsde.edu

Kentucky

Not all of the online programs offered by our institution have been approved in Kentucky. Please [check the Council on Postsecondary Education website](#) to view its listing of approved programs. For more information, please contact the Council on Postsecondary Education, 1024 Capital Center Drive, Suite 320, Frankfort, Kentucky 40601.

Please be advised that our educator preparation programs are NOT accredited in Kentucky by the Education Professional Standards Board and our programs may not be recognized for initial, additional, or renewal of certification or salary enhancement (rank change) for K-12 teachers in Kentucky. For more information, please [visit the Education Professional Standards Board's website](#).

Those teacher preparatory programs not accredited in Kentucky are the master's in education in:

- Art Education
- Curriculum and Instruction — Children's Literature
- Earth Sciences
- Educational Leadership — Teacher Leadership
- Learning, Design, and Technology — Educational Technology

Clery Act Compliance



[Home](#)
[Admission Information](#)
[Frequently Asked Questions](#)
[Application Checklist](#)
[Application Features](#)
[Log out](#)
[Related Forms](#)
[The Graduate School Home](#)
[List of Graduate Programs](#)

Uniform Crime Reporting Act

Notice of Combined Annual Security Report and Annual Fire Safety Report Availability

Penn State is committed to assisting all members of our community in providing for their own safety and security. The annual security and fire safety compliance document is available on the University Police and Public Safety website at <http://www.police.psu.edu/cleryact/>. If you would like to receive a paper copy of the combined Annual Security and Fire Safety Report which contains this information, you can contact:

Gabriel Gates
Compliance Manager
University Police & Public Safety
30 Eisenhower Parking Deck
University Park, PA 16802
grg125@psu.edu

You may also request that a copy be mailed to you by calling (814) 863-7459.

The website and booklet contain information regarding campus security and personal safety including topics such as: crime prevention, fire safety, university police law enforcement authority, crime reporting policies, disciplinary procedures and other matters of importance related to security and safety on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Penn State; and on public property within, or immediately adjacent to and accessible from the campus.

This information is required by law and is provided by The Pennsylvania State University Police & Public Safety Department.

[Continue with Submission](#) [Exit without Submission](#)

[» Nondiscrimination Policy » Equal Opportunity Policy » Copyright » Privacy & Legal Statements » Site Index](#)

- The above page was added to the application to comply with the Clery Act and provide applicants crime statistics about the campus to which he/she is applying. These statistics are provided on the police pages linked above.



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Reference Portal Update

- File upload or text box entry separated
- User can view uploaded file for confirmation
- Buttons, text, and links rearranged
- Emphasis on hitting Submit button

*** Changes to application will be effective 10/14/13.*

Over 75,000 references are provided for applicants each year. This year's updates provided further clarification and cleaner instructions for these users, including reminders to submit the materials.

File upload or text box entry separated

We would appreciate any other comments you feel may be relevant to the applicant's suitability for graduate study, with attention to both strengths and weaknesses. If the applicant's native language is not English, please comment on his/her English proficiency.

Do you want to upload a PDF/txt file with your additional comments or fill in a text box?

(without adding additional comments)

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Request Help

- Previously, the option to upload a file or fill in a text box were given on the same page, potentially causing some confusion. Buttons now provide a clear choice.

User can view uploaded file for confirmation

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Reference Submission Portal

We would appreciate any other comments you feel may be relevant to the applicant's suitability for graduate study, with attention to both strengths and weaknesses. If the applicant's native language is not English, please comment on his/her English proficiency.

IMPORTANT NOTICE: Do NOT upload any document that contains sensitive information, such as Social Security Number, Credit Card Number or Drivers License Number. Please selectively delete such sensitive information from ALL documents BEFORE uploading.

Please upload a file with your reference for this candidate
(file types permitted are PDF and TXT, file size must be 2MB or less).

You successfully uploaded a file.
Please complete the process by clicking the Submit button below.

[View current file](#) (new window)

[Clear Current File](#)

[Submit](#) Please complete the process by clicking this Submit button. Thank you!

Other Options
[Logout](#) (please return later, the process will not be completed until you return and submit your recommendation)
Instead of uploading a PDF or txt file, I'd rather [Fill in a Text Box](#) (*current file will be lost*)

[Nondiscrimination Policy](#) [Equal Opportunity Policy](#) [Copyright](#) [Privacy & Legal Statements](#)

Request Help

- Users can now confirm that the correct file has been uploaded before submitting.
- User is reminded to click the Submit button.

Text box alternative

We would appreciate any other comments you feel may be relevant to the applicant's suitability for graduate study, with attention to both strengths and weaknesses. If the applicant's native language is not English, please comment on his/her English proficiency.

IMPORTANT NOTICE: Do NOT enter any comments that contain sensitive information, such as Social Security Number, Credit Card Number or Drivers License Number. Please selectively delete such sensitive information from your comments.

Enter your comments below. You may copy/paste from other documents. When you finish entering your comments, **please complete the process by clicking the Submit button below.**



Request Help

- Users also have the option of filling in a text box instead of uploading a file.



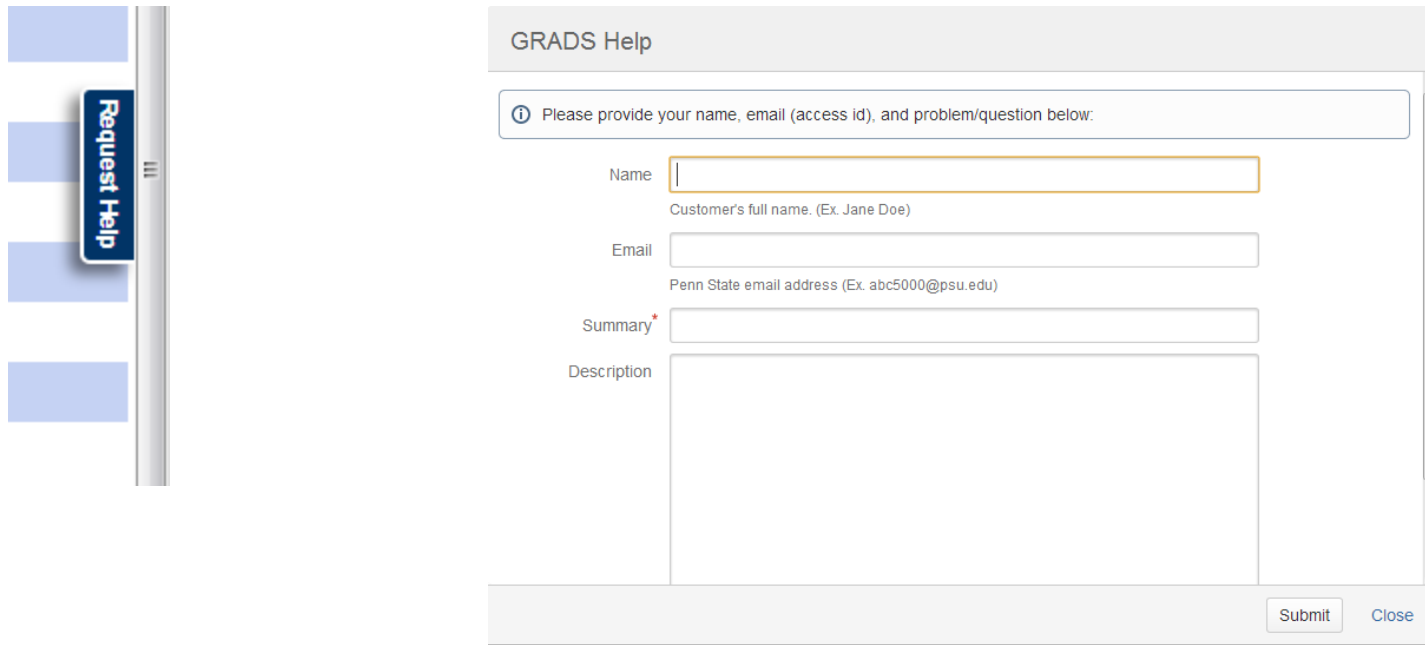
The GRADUATE SCHOOL

GRADS Updates

- Cannot see detail for unpaid applicants
 - Unpaid applicants can still be seen on the list, however, detail is not available until the applicant's fee is paid.
- Request Help
- Front page
- Applicant list
- Program Specific Settings
 - Applicant list caching
 - Level 2 users can designate Level 3 users able to update program labels
- Applicant notification preferences
- Can email students about his/her status on demand (from detail)
- Mass payment for checks (similar to waivers)
- Excel download: filtered and sorted

*** *Changes to GRADS will be effective 11/4/13.*

Request Help Button



The image shows a sidebar on the left with a blue button labeled "Request Help". To the right is a "GRADS Help" window. The window has a title bar "GRADS Help" and a message box that says "Please provide your name, email (access id), and problem/question below:". Below this are four input fields: "Name" (with a placeholder "Customer's full name. (Ex. Jane Doe)"), "Email" (with a placeholder "Penn State email address (Ex. abc5000@psu.edu)"), "Summary*" (with a red asterisk), and "Description" (a larger text area). At the bottom right of the window are "Submit" and "Close" buttons.

- A new Request Help button is located on the right edge of each screen in GRADS.
- Clicking on this tab will open a GRADS Help window that you can use to request help or offer suggestions about changes to the GRADS system.

GRADS Front Page Changes

PENNSTATE *The GRADUATE SCHOOL* lac102 (1) Logout
GRAduate Admissions Decision System

» Home » Documentation » Features

View Applicants

Degree Certificate Preferences



Degree Applicant List

Program Code

Campus


Semester

Type

 View Applicant List  Sort/Filter Applicant List

Single Degree Applicant

PSU ID

 View Applicant

» Nondiscrimination Policy » Equal Opportunity Policy » Copyright » Privacy & Legal Statements » Site Index

- GRADS users now have the choice of selecting Degree or Certificate applicants by clicking on the appropriate button.
- Several radio button choices were replaced with drop down options.
- From here, there are updates, as well, from within the View Applicant List and Sort/Filter Applicant List options.

Changes to View Applicant List

[Back](#)

Applicants - All - H P A / **UP** / **Fall of 2014**

Hold Shift to sort and filter on multiple columns. Click a column to toggle ascending and descending order. Shift-click a column to remove sorting.
Changes to labels and application status are saved instantly, but they will not be sortable or filterable until the entire list is reloaded.

Program Label	PSU ID	Applicant Name	Degree	Status	Status Date	Completed	Your Label
	*936030062	NNXNLOE, INGA	PH D	(GRFOF) Grad foreign offer	8/1/2013	<input type="checkbox"/>	
Building Blocks	*936030043	NNXUMOI, JOVITA	M H A	(GRINC) Graduate School Incomplete	6/14/2013	<input type="checkbox"/>	
Dr. Gold	*936030046	ANKIMOJ, MOHAMMED	M H A	(GRINC) Graduate School Incomplete	4/24/2013	<input type="checkbox"/>	
Dr. Yellow	*936030060	MNXELOD, KAYLA	M H A	(GRINC) Graduate School Incomplete	6/3/2013	<input type="checkbox"/>	
Program Label 1	*936030040	SNXRMOI, KRISTEN	M H A	(GRINC) Graduate School Incomplete	9/10/2013	<input type="checkbox"/>	
Program Label 2	*936030045	CNXEMOI, MELISSA	M H A	(GRINC) Graduate School Incomplete	8/10/2013	<input type="checkbox"/>	
Program Label 3	*936030042	INXAMOJ, IROABUCHI	M H A	(GRINC) Graduate School Incomplete	8/25/2013	<input type="checkbox"/>	

TOTAL:7 GRFOF:1 GRINC:6

Customize List

Program Management

- ☒ Program Label
- ☒ PSU ID
- ☒ Applicant Name
- ☒ Degree
- ☐ Campus
- ☒ Status
- ☒ Status Date
- ☐ Admission Type
- ☒ Completed
- ☒ Your Label

- [Set Program-Specific Application Features](#)
- [Update Graduate Program Management System \(GPMS\)](#)
- [Initiate Mass Payment Process](#)

[Redisplay Applicant List](#)


- Customize List and Program Management were moved to the bottom in order to maximize the space on the screen to view the applicant data without the need to scroll.
- In this screenshot, both Customize List and Program Management are expanded, but they can be minimized by clicking on the blue triangle in the box.
- Fields to be displayed on your screen can be added/removed by indicating a check mark next to the field in the Customize List field choices. For example, if you always deal with only one campus, you can uncheck it to gain more space for other data fields.
- The sort and filter were changed on this screen. You can sort using the up/down arrows next to the field name and filter using the drop down box option for each field.

Program Specific Settings

Program Management

[Set Program-Specific Application Features](#)

- Choosing “Set Program-Specific Application Features” from the View Applicant List (above) will open the options below. There are several new features that you can access from here. These include new features in “Set program specific settings” and a new feature “Set applicant notification preferences”.

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GRAduate Admissions Decision System

lac102 (1) Logout

» Home » Documentation » Features

Program Name: H P A Campus: UP

[Back](#)

➤ [Set program specific settings](#)

[Set program specific questions/documents](#)

➤ [Set applicant notification preferences](#)

[Set application completed options](#)

[Set reference option](#) * Programs that fail to select an option will default to collecting their own reference information.

[Set document/reference upload e-mail options](#)

[Set semesters of admission preference](#)

[Set program's application preferences](#)

[Set ratings for use in faculty/program evaluation of applicant](#)

[Set options and user managed group name for use in faculty/program evaluation of applicant](#)

[Set waiver codes](#)

[Update Graduate Program Management System \(GPMS\)](#)

Applicant list caching

[Back](#)

Set program specific settings

Program Name: H P A Campus: UP

☒ Enable local data retention capability Duration (Hours)

If you opt to use this feature, mainframe list data is retrieved and stored locally for the time period specified above. All "Applicant Detail" screens are not affected by enabling this option.

- Applicant list caching enables a user to download the list of applicants once and store it in local memory for a period of several hours, eliminating the need for GRADS to download the list again and improving system speed and performance. We believe this will be particularly helpful to programs that have several hundred applicants. You can take advantage of this feature by checking the box within "Set program specific settings" and entering a number in the Duration field. We recommend this duration be set to 4 or 8 hours (half-day or day), as the new applicant data is uploaded to the mainframe once per day.
- When individual applicant detail is selected from the applicant list, the most updated information is retrieved each time for the individual.
- This feature is optional. If you choose not to use it, verify that the box is not checked.

Level 3 designation

To authorize "Level 3" faculty to update Program Labels, please enter the faculty User ID(s) in the box below, separating each ID with a semi-colon (;):

☒ Display program labels

Save

Also from within “Set program specific settings”, there is now an option for Level 2 users to designate Level 3 faculty to be able to update Program Labels. The access ID of each faculty member should be entered in this box, each separated by a semi-colon.

Applicant notification preferences

[Home](#) » [Documentation](#) » [Features](#)

Program Name: H P A Campus: UP

[Back](#)

[Display Only](#) [Enabled](#)

This page allows you to set status page notifications and email options for your program to communicate with your applicants about their status and missing application documents, questions or test scores. You will create the status wording and email template for the notifications on this page and then select to use this feature while you are reviewing individual applications.

[Add an applicant notification](#)

Applicant Notifications				
Notification	Status	Order	Last Updated	Edit
Missing GREs	Enabled	1	10/1/2013	Edit
Your application is almost complete. We are currently only missing your official GRE scores. If you've taken the GREs and requested they be sent to The Pennsylvania State University (2660), then it's only a matter of time until we receive them. Please be patient, and continue to check you status on the status page. We will contact you if there is anything else we need from you. H P A Program				
Email: Enabled Subject: H P A application status - Missing GREs				
Dear Applicant, Your application is almost complete. We are currently only missing your official GRE scores. If you've taken the GREs and requested they be sent to The Pennsylvania State University (2660), then it's only a matter of time until we receive them. Please be patient, and continue to check you status on The Graduate School's status page (https://secure-test.gradsch.psu.edu/cosign/gradapp/). We will contact you if there is anything else we need from you. Best regards, H P A Program				
Missing Official Transcripts	Enabled	2	10/1/2013	Edit
Your application is almost complete. We are currently only missing your official transcripts. If you've requested your official transcripts be sent to: The Graduate School 114 Kern Building University Park, PA 16802 It's only a matter of time until we receive them. Please be patient, we will contact you if anything else is required from you.				
Email: Enabled Subject: H P A application status - Missing Transcript				
Dear Applicant, Your application is almost complete. We are currently only missing your official transcripts. If you've requested your official transcripts be sent to: The Graduate School 114 Kern Building University Park, PA 16802 It's only a matter of time until we receive them. Please be patient, and continue to check you status on The Graduate School's status page (https://secure-test.gradsch.psu.edu/cosign/gradapp/). We will contact you if there is anything else we need from you. Best regards, H P A Program				
All Done	Enabled	3	10/1/2013	Edit
We've received all of your requested information and documentation. We will contact you once a decision has been made.				
Email: Enabled Subject: H P A application status - Complete				

- Choosing “Set applicant notification preferences” enables to user to set up template messages that will populate the applicants’ status page and be available to send on-demand emails to applicants.
- The above example shows templates for Missing GREs, Missing Official Transcripts, and All Done. These notification choices will then appear, in the order assigned, within the detail of the applicant’s data (shown on an upcoming slide).
- Each program has the ability to set up its own template choices.
- If you wish to provide a message for more than one missing item (for example, missing GREs and official transcript), a notification template will need to be created for this combination and any other combination required.

Notification Edit

Program Name: H P A Campus: UP

[Back](#)

Description	Missing GREs
Enable	Enabled ▾
Sort Order	1
Text Displayed to Applicant	Your application is almost complete. We are currently only missing your official GRE scores. If you've taken the GREs and requested they be sent to The Pennsylvania State University (2660), then it's only a matter of time until we receive them.
Enable Email	Enabled ▾
Email From	tjc5@psu.edu
Email Subject	H P A application status - Missing GREs
Email Text to Applicant	Dear %firstname%, Your application is almost complete. We are currently only missing your official GRE scores. If you've taken the GREs and requested they be sent to The Pennsylvania State University (2660), then it's only a matter of

[Save](#)

- When a user chooses to create/edit a template, options are available, as shown above.
- The status page message and email can each be changed independently from Enabled to Disabled in the future if no longer used.
- Sort order defines the order this notification will appear in the drop down within the applicant detail.
- Users can define the text to appear in the status page, as well as the text, header, and sender for the email.
- Note that %firstname% and/or %lastname% can be used to personalize the email message.

Notification within the applicant detail



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lac102 (1) Logout

» Home » Documentation » Features

Building Blocks ▼

Applicant Detail Doc Upload/View Entire Portfolio Close Tab

☐ Completed

Notification	Missing GREs ▼ Email																					
Name:	NNXUMOI, JOVITA OLUCHI				ID:	936030043																
Former Name:																						
Gender:	F				Birth Date:	11/24/1989																
Ethnicity:	<table><tr><td colspan="2">1</td><td colspan="5">2</td></tr><tr><td>Hispanic</td><td>No Response</td><td>White</td><td>Black or African American</td><td>Asian</td><td>American Indian or Alaskan Native</td><td>Native Hawaiian or Pacific Islander</td><td>No Response</td></tr></table>							1		2					Hispanic	No Response	White	Black or African American	Asian	American Indian or Alaskan Native	Native Hawaiian or Pacific Islander	No Response
1		2																				
Hispanic	No Response	White	Black or African American	Asian	American Indian or Alaskan Native	Native Hawaiian or Pacific Islander	No Response															

- Within the applicant detail, there now appears a Notification drop down, to be selected, as appropriate.
- Choosing a notification will cause the message to appear on the applicant's status page, enabling the applicant to see this when checking his/her status.
- There is also an Email link to the right of the Notification drop down that will open the email information that can be sent to the applicant. Clicking on the Email link allows the user to view and edit, if necessary, before sending the email to the applicant, as seen in the next slide.

The Graduate School

From:	tjc5@psu.edu
To:	tjc5@psu.edu
CC:	
Bcc:	
Subject	H P A application status - Complete
Message:	<div><p>Dear MOHAMMED ANXIMOI,</p><p>We've received all of your requested information and documentation.</p><p>We will contact you once a decision has been made.</p><p>Please be patient, and continue to check you status on The Graduate School's status page (https://secure-test.gradsch.psu.edu/cosign/gradapp/).</p><p>We will contact you if there is anything else we need from you.</p><p>Best regards, H P A Program</p></div>

Mass payment for checks

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» Home » Documentation » Features

Back

Mass Payment for HEALTH POLICY & ADMINISTRATION , Semester: Fall of 2014

Please check the "Pay by Check" box then Submit to retrieve an applicant list.

☒ Process unpaid "Pay by Check" applicants.

Submit

Display Previous Payments

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- Similar to the function that enables programs to do a mass waiver payment, a mass check payment can now be performed, by checking the box. This option is found from Program Management from the View Applicant List and selecting Initiate Mass Payment Process.


Sort/Filter Applicant List

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» Home » Documentation » Features

[Back](#)

Applicants - H P A / **UP** / **Fall of 2014** 

Customize List

Save and Share Lists

Hold Shift to sort and filter on multiple columns. Click a column to toggle ascending and descending order. Shift-click a column to remove sorting.

Please note that all test scores displayed here are reported by the applicant and are unofficial. You must verify all test scores within the Applicant Detail page.

Applicant Detail	PSU ID	FPS ID	First Name	Last Name	Middle Name	Degree	Major Option	GPA	Citizenship Country	Email	Gender
View	*936030040	kjs5769	KRISTEN	SNXRMOI	JANEL	M H A	N/A	3.38	USA	tjc5@psu.edu	F
View	*936030042	ljj5005	IROABUCHI	INXAMOI	AUGUSTINE	M H A	N/A	N/A	NGA	tjc5@psu.edu	M
View	*936030043	jzn5179	JOVITA	NNXUMOI	OLUCHI	M H A	N/A	3.40	USA	tjc5@psu.edu	F
View	*936030045	mmc5610	MELISSA	CNXEMOI	ANNE	M H A	N/A	4.00	USA	tjc5@psu.edu	F
View	*936030046	mja5422	MOHAMMED	ANXIMOI	ABDULRHMAN	M H A	N/A	2.18	SAU	tjc5@psu.edu	M
View	*936030060	kzm5495	KAYLA	MNXELOD	R	M H A	N/A	3.93	USA	tjc5@psu.edu	F

[Back](#)

» Nondiscrimination Policy » Equal Opportunity Policy » Copyright » Privacy & Legal Statements » Site Index

Request Help

- Sort/Filter Applicant List now has a new look, as well, with changes similar to View Applicant List.
- After the applicant list has been sorted/filtered, choosing the download to excel icon will produce an excel file reflecting the same list that appears on the screen. Previously, all applicant information was downloaded, but this updated feature allows for better refinement of the list.

Customize List

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lac102 (1) Logout

» Home » Documentation » Features

[Back](#)

Applicants - H P A / **UP** / **Fall of 2014** 

Customize List 

Add selected fields to the applicant list with the right arrow, or remove them with the left arrow. Reorder fields with the up and down arrows. To move a whole group of fields up or down, select all of the options in that group.

Available Fields

Position

GMAT

%

Integrated Reasoning

Integrated Reasoning %

Quantitative

Quantitative %

Score

Verbal

Writing

Writing %

GRE

Advanced

Advanced %

Advanced Code

Advanced Subject 1

Advanced Subject 2

Advanced Subject 3

Analytical

Analytical %

→

←

Displayed Fields

PSU ID

FPS ID

First Name

Last Name

Middle Name

Degree

Major Option

GPA

Citizenship Country

Email

Gender

GMAT

Verbal %

↑

↓

 Redisplay Applicant List

- Many additional fields are available from the Customize List option within the Sort/Filter view. Users can choose fields individually to be added to the column layout. Use the arrows to select and order fields, as desired.

Save and Share Lists

Applicants - H P A / UP / Fall of 2014 

Customize List 

Save and Share Lists 

Save lists for future reference and to share with other GRADS users. Set a list as default to automatically load it on subsequent visits.

Saved List

New List 

 Save

New List

Hold Shift to sort and filter on multiple columns. Click a column to toggle ascending and descending order. Shift+click a column to remove sorting.

Please note that all test scores displayed here are reported by the applicant and are unofficial. You must verify all test scores within the Applicant Detail page.

- After using Customize List to choose the fields desired and column layout, this list can be saved and then shared with others. For example, if a particular faculty group would like to see certain data items, this can be saved and shared.



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What's Next?

- Additional application questions
 - A few new questions will be added to the application, for use by The Graduate School. These questions include collecting the applicant's high school and programs in which the applicant may have participated as an undergraduate.
- Updated documentation
- Updated instructions for obtaining GRADS access
- Your suggestions
 - The Graduate School always welcomes your suggestions about problems you have using GRADS or your ideas to make GRADS better. Please use the Request Help tab from within GRADS to send us your suggestions.



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Thank you!