Grad Application Review 101

Review, Evaluate, Decide
Where do I start?
Or add a link to your “My Western” for easy access

URL: https://admit.applyweb.com/admit/shibboleth/wwu
Log in with your Universal ID and password
Welcome to Admit

When you first arrive in Admit, you will see a dashboard that defaults to a graphical view of evaluations assigned and completed. This view can be customized with widgets like those above.
Where the applications are

Along the top of the screen you should see three buttons: Dashboard, Admit, and Admit Reader. Click the **Admit** button to enter the application review system.
Pools and Sub-Pools

Once you are in Admit, you will see two panes.

On the left is the pool structure, organizing applications according to program selection and application status.

Please note-

All submitted applications for a program will appear in the top pool that is labeled with the program name.

Only applications that are complete enough to be evaluated will show in the “Ready for Review” pool.
Notes on User Roles, Permissions

Graduate program support staff will generally be provided with access to view and download applications and attached documents. Additional permissions can be added as necessary to meet the needs of the individual’s role in the departmental review process.

All faculty who participate in the Graduate Admissions review process will be provided evaluation permissions, which enables them to view the pool of applications, self-assign evaluations, complete evaluations, add tags to applications, and download a PDF of the file.

Only one person from each graduate program (generally the Program Adviser) is provided additional permissions which enables him or her to view others’ evaluations, view evaluation statistics and enter the program recommendation for each application.
The Applications in those Pools

Click on a pool or sub-pool to view a listing of applications within it.

This list view gives you basic information about applications in the pool, and is customizable. Double click on an application to open it and view data and the attached documents. The application will open within a new tab.
Application data and documents are organized into a series of tabs. If you have evaluation permissions within the pool you are viewing, you will see an Evaluation pane at the right side of the screen. Arrows just to the left of the Evaluation pane allow you to see additional tabs. **Note - You must be viewing an application out the “Ready for Review” pool to see the Evaluation Pane.**
Viewing Attached Documents

While you can view attached documents out of the tabs that they related to, the easiest way to browse through them is the Attachments tab.
The Attachments Tab

Use the handy dropdown selection to see what all documents are attached to this application. When you select one, it displays in the pane below.
Zoom, Rotate, Search

The utility bar above the viewing pane on the Attachments tab allows you to zoom in, rotate documents, search within a document and print.
Viewing PDF version of Whole File

You can also generate a PDF of the whole file, including the application form by clicking the Adobe Icon next to the tab menu.
Print, or Download PDF

(Make sure you do not have pop-ups blocked if you want to do this)
Completing an Evaluation

Use rating dropdown and/or comment box to provide your input on the applicants strengths and weaknesses.
Save vs. Complete

You can start an evaluation, Save, and come back to it later.

But once you click the “Completed” box and Save, the evaluation is submitted.
Viewing Evaluations in Admit

If you are a Graduate Program Adviser, you will be able to view all evaluations submitted for applications in your program(s).

Within an application, you can view them on the Shared Evaluations tab.
Viewing an Evaluation Report

You can also view evaluations in the form of a report.

When you run a report, it opens in a new window, and can be downloaded as a .csv file using the button in the upper right corner of that window. Please note— you must have evaluation viewing permissions in order to access this functionality.
Entering a Program Recommendation

Graduate Program Advisers have access to enter a Program Recommendation in the “Decision” tab of each application.
Prerequisites, Thesis Adviser Info, Provisional Justification

Please use the comment box to the right of the Program Recommendation dropdown menu to provide information concerning:

• Any prerequisite coursework that should be included in an offer letter.
• Justification for a Provisional Admit (for candidates with GPA < 3.0).
• Thesis Adviser assignment to be included in offer letter.
• Student withdrawing from consideration.
• Reason for Denial of admission.

Please make sure that you click the “Save” button at the bottom right after you have entered a decision and any comments.
Once Recommendation is Entered

The application status will change from “Ready to Review” to “Dept. Review Complete”

The Graduate School will receive an automated email indicating that the recommendation has been returned.

The Graduate School will enter the final admission decision in Admit and Banner, and notify the applicant.

Currently admit and deny letters are still being delivered via email and Cc’d to advisers and program staff.

We expect to be making decision letters and the admission confirmation process available to students through the ApplyWeb system by early January.