

GRADUATE ADMISSION RECOMMENDATIONS

Graduate departments will be able to enter their Graduate Admission Recommendations directly into LOUIE. Why the change?

- Eliminates the maintenance of an external database, including security.
- All student information is in one location.
- Eliminates duplicate data entry, which minimizes errors.
- Allows for retention of admission decision data for future reporting needs. The information is tied to a specific application for a student and will remain in the system on the student's record for that application, even if the student applies multiple times to multiple programs.
- Information is up-to-date as of the moment when accessed in LOUIE.

**This process replaces the Grad Recommendation Form only. All other processing will remain the same.

Navigation: **Student Admissions > Application Evaluations > Grad Application Evaluations > Grad Application Evaluations**

The Graduate College will mark an applicant's file ready for department review and this will make the application available in LOUIE for decision information to be entered. For a list of students ready for review go to the Grad Application Evaluation page at the above navigation.

In the drop-down box select the Graduate department/program and click on the Go button. The following report will appear. Using the [Excel SpreadSheet](#) or [CSV Test File](#) links will produce a spreadsheet or just print the page. This report contains the information recorded on the 'yellow slip' by the Graduate College. You will still receive the copy of the transcripts with the yellow slip attached from the Graduate College.

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) (1 kb)

View All

First 1-3 of 3 Last

ID	Last Name	First Name	Descr	Acad Prog	Acad Plan	Status	Campus	Trx Recd	Institution	Sum Type	Conv GPA	Degree	Deg Status
1 2572999	Goslin	Erin	Fall 2008	SBSG	ANTMA	AP	FLGMT	Y	Oregon State University	UGPA	3.940	Bachelor of Arts	C
2 2585116	Grimes	Ashley	Fall 2008	SBSG	ANTSCMA	AP	FLGMT	Y	Centri Washington University	UGPA	3.550	Bachelor	C
3 2573000	Hull	Jeremiah	Fall 2008	SBSG	ANTAMA	AP	FLGMT	Y	Florida Atlantic University	UGPA	3.220	Bachelor	C

Complete a review of each applicant's file according to program requirements. Each area's review process and program requirements will remain the same.

Status= Application Status

- AP = Applicant
- AD = Admitted
- AC = Matriculated
- CN = Canceled (Cancel or Deny)

Sum Type:

- UGPA = Undergraduate GPA
- MGPA = Masters GPA
- DGIP = Degree in Progress

Trx Recd – Transcript Received

- Y= Yes
- N= No

Deg Status = Degree Status:

- C = Complete
- I = In progress or Incomplete

Entering the Graduate program/department recommendation information in to LOUIE.

Navigation: Student Admissions > Application Evaluation > Evaluate Application Materials > Application Evaluator Ratings

The following search page will appear. The example below is an applicant that has 2 applications for the same term, one in EDUCG and one in SBSG. Review the search results to select the appropriate application.

Application Evaluator Ratings

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

Find an Existing Value

ID:

Academic Career:

Student Career Nbr:

Application Nbr:

Application Program Nbr:

Evaluation Code:

Evaluation Nbr:

Committee:

NAU ID:

National ID:

Last Name:

First Name:

[Basic Search](#)

Search Results

View All First 1-2 of 2 Last

ID	Academic Career	Student Career Nbr	Application Nbr	Application Program Nbr	Evaluation Code	Evaluation Nbr	Academic Program	Admit Term	Committee	Name	Gender	Date of Birth	NAU ID	National ID	National ID Country	NID Short Description	Last Name	First Name
2559691	GRAD	0	00208061	0	GRDPT	1	EDUCG	1087	GRDPT	Brandt,Carri M	Female	06/10	000104731	*****8794	USA	SSN	BRANDT	CARRI
2559691	GRAD	0	00206523	0	GRDPT	1	SBSG	1087	GRDPT	Brandt,Carr M	Female	06/10	000104731	*****8794	USA	SSN	BRANDT	CARRI

Select the application to be reviewed by clicking on that row.

Scheme: GRAD DEPT Graduate Department Decision

Find | View All First 1 of 4 Last

Component: ADECS Admission Decisions

Type: INDV Individual

Rating Value: 10 Admit-Conditional

Comments:

The first Component is for the **Admission Decision**. Clicking on the lookup brings up the valid values to select or if known the Rating Value can be entered.

View All First 1-8 of 8 Last

Rating Value	Description
4	Admit-Regular
10	Admit-Conditional
500	Deny-Proq Requirements Not Met
510	Deny-Not Competitive
520	Deny-Program Full
900	Cancel-Student Request
910	Cancel-Student Declined Offer
920	Cancel-No Student Response

Use the comment field on Admission Decisions component for entering any information that needs to be provided to the Graduate College, such as the student is changing their emphasis.

If the applicant is a **Regular Admit**, select **Admit-Regular**, save the changes, and the applicant's processing is complete.

If an applicant is **Denied** or **Canceled**, select the appropriate value from the list, save the changes, and the applicant's processing is complete.

If the applicant is a **Conditional Admit**, select **Admit-Conditional** and continue to the next page to enter the conditions of admission.

The next 3 components are Condition of Admission 1, Condition of Admission 2, and Condition of Admission 3. This allows for up to 3 Conditions of Admission to be entered for an applicant. Only enter an admissions condition once and leaving any remaining conditions blank. If an applicant is a regular admit do not enter Conditions of Admission.

If the Admission Decisions is Admit-Conditional, enter the conditions of admission as needed in the remaining 3 components.

Scheme: GRAD DEPT Graduate Department Decision

Find | View All First 2 of 4 Last

Component: COND1 Condition of Admission 1

Type: INDV Individual

Rating Value:

Comments:

This is the list of valid values for conditions of admission when using the lookup. Cond1, Cond2, and Cond3 all have the same values. Applicants may have 1, 2, or 3 conditions of admission. **Enter each condition only once and leave any unused conditions blank.**

View All First 1-8 of 8 Last

Rating Value	Description
30	Official UG Transcript Needed
31	Official GR Transcript Needed
32	9 Hours Grad Course A or B
33	15 Hours of Forestry Courses
34	Common Body of Knowledge
35	PIE Completion
36	Submission Apprvd Prog Study
37	Other Requirement

The comments field is used with the Condition of Admission for “Other Requirement.” If the student is required to take a specific course enter that information in this field, see example below. The information entered here will be provide to the Graduate College in their report so that the course information can be included on the applicant’s admission letter.

Component: COND1 Condition of Admission 1

Type: INDV Individual

Rating Value: 37 Other Requirement

Comments: take BIO 347

This is the full view of all four components when using [View All](#) for a student that is admitted conditionally with one condition of admission entered. The decision component has a value and Cond1 has a value and Cond2 and Cond3 are left blank.

Academic Career:	Graduate	Application Nbr:	00198699
Prog Nbr:	0	Academic Program:	Education-Grad
Evaluation Code:	GrDptDecsn	Evaluation Nbr:	1
Committee:	Graduate Department Decision		

Evaluator ID: 2576637		Find View All	First	1 of 1	Last
Scheme: GRAD DEPT Graduate Department Decision		Find View All	First	1-4 of 4	Last
Component:	ADECS	Admission Decision			
Type:	INDV	Individual			
Rating Value:	10	Admit - Conditional			
Comments:	<input type="text"/>				
Component:	COND1	Condition of Admission 1			
Type:	INDV	Individual			
Rating Value:	37	Other Requirement			
Comments:	take BIO 347				
Component:	COND2	Condition of Admission 2			
Type:	INDV	Individual			
Rating Value:	30	Official UG Transcript Needed			
Comments:	<input type="text"/>				
Component:	COND3	Condition of Admission 3			
Type:	INDV	Individual			
Rating Value:					
Comments:	<input type="text"/>				

- **Admit-Regular** - Admission Decision. There are no conditions of admission. Leave the three Conditions of Admission blank.
- **Admit-Conditional** – Admission Decision
 - **One condition** - If there is one condition enter it in **Cond1-Condition of Admission 1** by selecting or entering the valid value for the condition on the applicant. Leave Cond2 and Cond3 blank.
 - **Two conditions** - If there are two conditions use **Cond1-Condition of Admission 1** and **Cond2-Condition of Admission 2** by selecting or entering a valid value for the two conditions on the applicant. Leave Cond3 blank.
 - **Three conditions** - If there are three conditions of admission enter a valid value for each condition; **Cond1-Condition of Admission 1**, **Cond2-Condition of Admission 2**, and **Cond3-Condition of Admission 3** by selecting or entering the valid value for the condition on the applicant.
- **Deny** – Choose appropriate reason for decision.
 - **Program requirements not met**

Be sure to SAVE your changes when finished entering the decision information.