

PROCESSING GRADUATE ADMISSIONS

Entering Admissions Decisions for Graduate School Applicants

In this lesson you will learn the prípól

To search for Application Number for example, enter the applicant's ID in the ID field, then click on the magnifying glass icon (🔍) located to the right of the Application Nbr field. The Lookup Application Nbr page appears:



Press the **Lookup** button (because the EmplID is populated, it is unnecessary to fill in any of the other fields). A list of Application Numbers for this applicant appears. Click on the application number you wish to select.

You will be returned to the Action/Reason Entry page and the Application Nbr field will be populated with the value you selected.

Once you have populated the necessary fields (see above), press the  button.

Note: You will receive an error if you try to admit a student on the same day that the application was entered into SES.

Checking Your Work

After you enter your decisions, you may want to check your work. To do so, you will need to navigate to the Applicant Progression page *or* the NW Department App List page.

1. From **Menu**, Navigate to: **Student Admissions> Applicant Summaries> Applicant Progression**. The Applicant Progression/Find an Existing Value page appears.
2. **Enter the Applicant's ID in the ID field and press the Search button.** The Applicant Progression page appears. The Admit Term, Program Action and Action Reason

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1. From **Menu**, Navigate to: **NU Admissions> NU Applicant Information> NU TGS**