Online Admissions Application

Workshop for Graduate Administrators

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Rory McKeown, Admissions Assistant
Sofia Kirschner, Student and Administrative Systems Support Representative
Ed Baluyut, Graduate Recruitment and Liaison Coordinator
Overview

• Who can do what?
  • School of Graduate Studies
  • Graduate Administrators
  • Applicants

• Definitions

• Setting up the application
  • Deadlines and exceptions
  • Documents and references

• What applicants see
• What referees see
• Evaluation (Ed Baluyut)
Who can do what?
School of Graduate Studies

- Populates current POSt data into OAA
- Opens overall system
- Edit applicant information after payment
- Can log in as
  - Administrator
  - Applicant
  - Referee
- Reassign applicant account to new e-mail
Graduate Administrators

• Set deadlines and exceptions, mark POSt application as active
• Create documents
• Change required documents
• Upload and delete applicant documents
• Edit referee contact information
  • Updates and corrections
  • Non-institutional addresses
• Activate evaluation
• Reports
Applicants

• Can update applicant information before payment is made
  • Difference between first application and later
  • Exception: legal status, change of name, deleting school from academic history (SGS)

• Upload required documents
  • Cannot remove or correct document (unit)

• Input referee contact information
  • Cannot edit or correct after payment (unit)

• Self-report and update English scores
Definitions
Applicant Statuses

- **Draft – Incomplete** (information incomplete)
- **Draft – Complete** (completed but no payment)
- **Payment** uploads candidacy to ROSI and moves application to documents pending. This is the only point at which information rolls over from OAA to ROSI. (Offline payments are no longer accepted)
- **Documents Pending** (paid but supporting documents outstanding)
- **Documents Received** (applicant view only)
- **Under Review**
- **Decision Made**
My Applications

The graduate programs for which you have recently applied are listed below. Use the links under "Actions" to manage or view your applications.

<table>
<thead>
<tr>
<th>Degree/Program</th>
<th>Session</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSc-Medical Science</td>
<td>Fall 2015</td>
<td>Documents Received (excl. official transcripts)</td>
<td>view details</td>
</tr>
</tbody>
</table>

Click the link below to create a new application for a program/session not already listed above.

Create a New Application

Profile Options

- Update Personal and Contact Information
- Update Academic Background
- Change Password
Live Demonstration!