

## **PROCESSING GRADUATE ADMISSIONS**

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### 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

**- OR -**

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