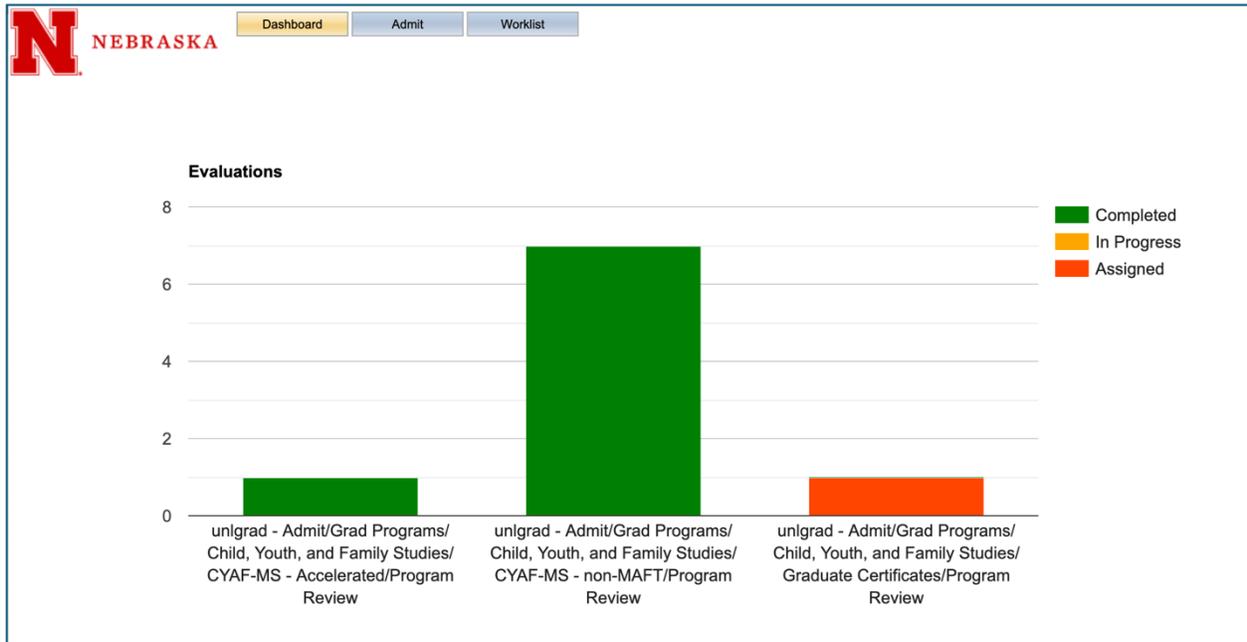


How to Access and Complete Graduate Application Review

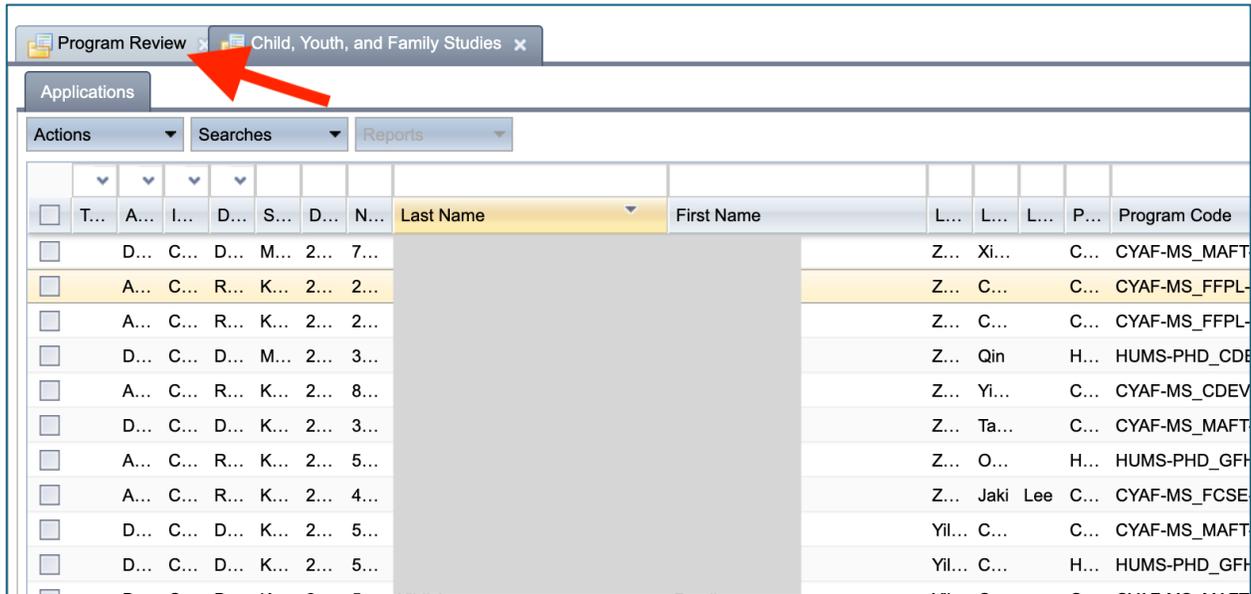
1. Go to go.unl.edu/grad-admit.
2. Log into the system using your TrueYou credentials (NUID and password).
3. Then, you will see the Dashboard like this.



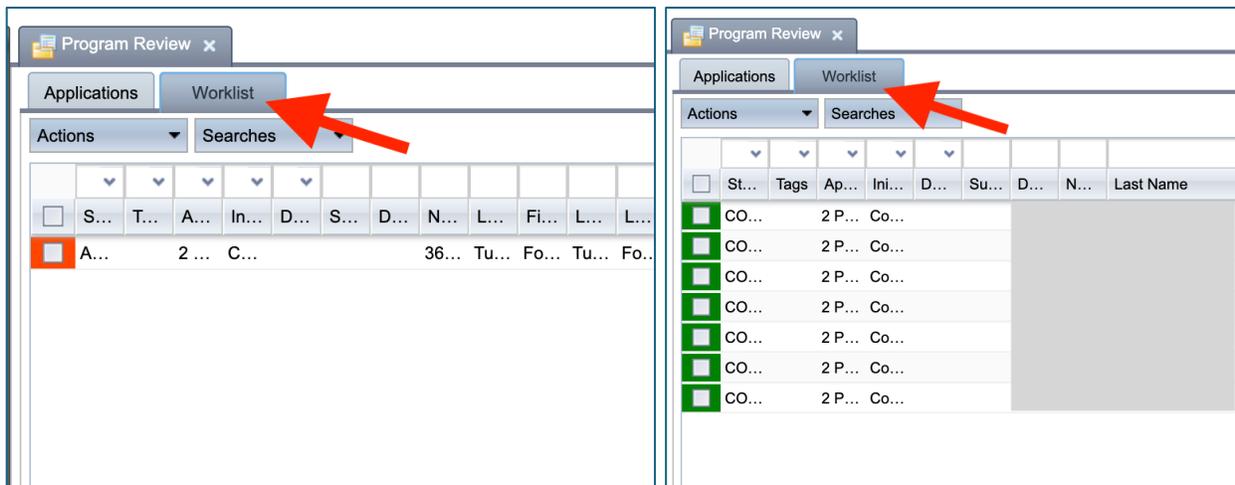
4. Double-click on the yellow (in progress) or the orange (assigned) bar to access the applications assigned to you for review. Once you double-click the bar, you will see the following.

| | T... | A... | I... | D... | S... | D... | N... | Last Name | First Name | L... | L... | L... | P... | Program Code |
|--------------------------|------|------|------|------|------|------|------|-----------|------------|--------|----------|------|------|---------------|
| <input type="checkbox"/> | | D... | C... | D... | M... | 2... | 7... | | | Z... | Xi... | | C... | CYAF-MS_MAF |
| <input type="checkbox"/> | | A... | C... | R... | K... | 2... | 2... | | | Z... | C... | | C... | CYAF-MS_FFPL- |
| <input type="checkbox"/> | | A... | C... | R... | K... | 2... | 2... | | | Z... | C... | | C... | CYAF-MS_FFPL- |
| <input type="checkbox"/> | | D... | C... | D... | M... | 2... | 3... | | | Z... | Qin | | H... | HUMS-PHD_CDE |
| <input type="checkbox"/> | | A... | C... | R... | K... | 2... | 8... | | | Z... | Yi... | | C... | CYAF-MS_CDEV |
| <input type="checkbox"/> | | D... | C... | D... | K... | 2... | 3... | | | Z... | Ta... | | C... | CYAF-MS_MAF |
| <input type="checkbox"/> | | A... | C... | R... | K... | 2... | 5... | | | Z... | O... | | H... | HUMS-PHD_GFH |
| <input type="checkbox"/> | | A... | C... | R... | K... | 2... | 4... | | | Z... | Jaki Lee | | C... | CYAF-MS_FCSE |
| <input type="checkbox"/> | | D... | C... | D... | K... | 2... | 5... | | | Yil... | C... | | C... | CYAF-MS_MAF |
| <input type="checkbox"/> | | D... | C... | D... | K... | 2... | 5... | | | Yil... | C... | | H... | HUMS-PHD_GFH |

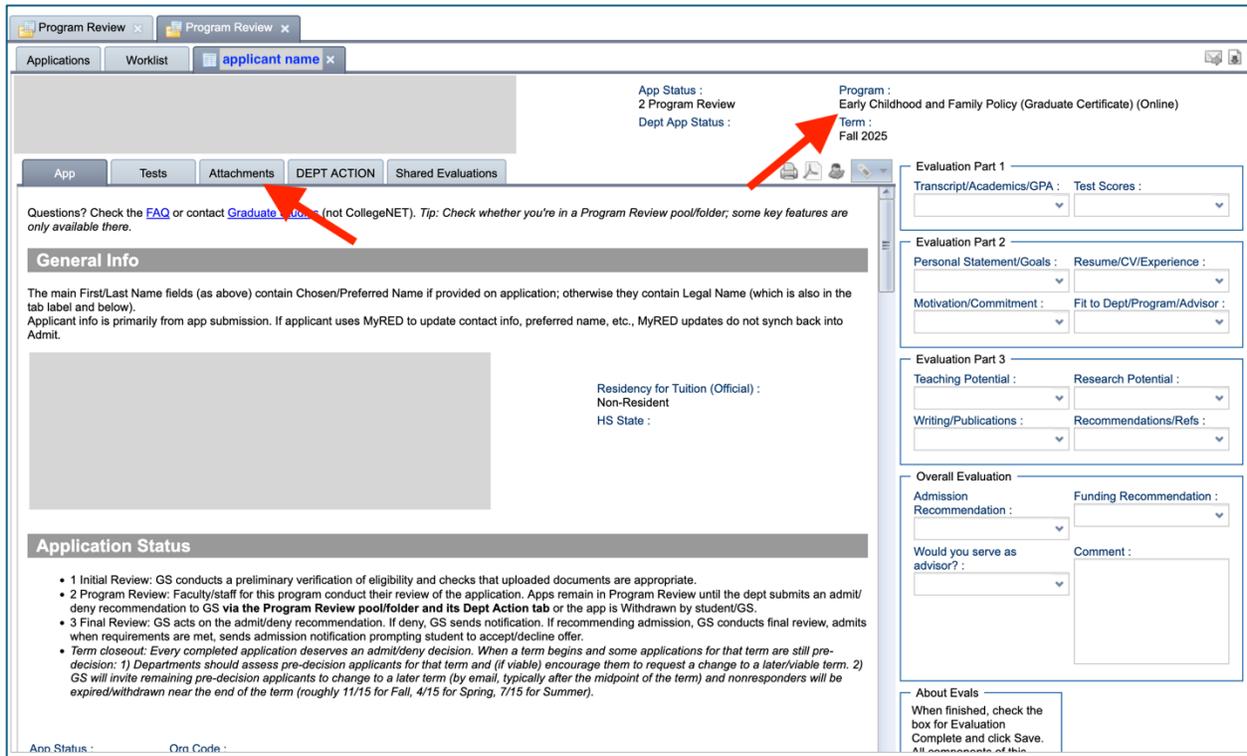
- Click on the 'Program Review' tab, and you will see all applications submitted to your programs.



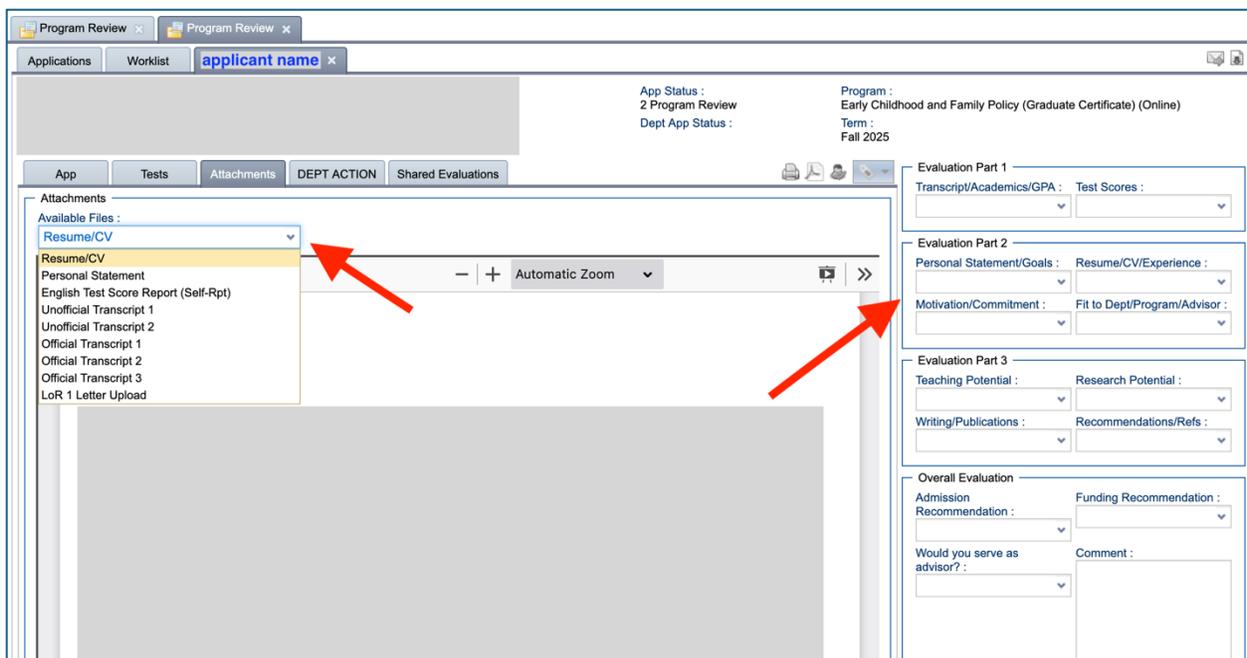
- Click on the 'Worklist' tab, and you will see the applications assigned to you. Complete your review on the ones marked in yellow or orange and ignore everything else. You can open the application by double-clicking the row. You will also see ones marked in green—those are what you have already completed your review on.



- Click on the 'Attachments' tab to review all the required components of the application including CV, statement, recommendation letters, transcripts, etc. Please check what program the application is for before starting your review.



- Review each of the documents carefully while noting your ratings and qualitative comments in the right column.



9. When you are finished reviewing an application, complete the ‘Overall Evaluation’ section, check the box ‘evaluation complete,’ and ‘save’ your evaluation. Please ensure that you respond to the question, “Would you serve as advisor?” Your answer is not binding but will facilitate further discussion.

The screenshot shows a web form titled 'Overall Evaluation'. It contains several sections:

- Overall Evaluation**: This section includes:
 - Admission Recommendation :** A dropdown menu.
 - Funding Recommendation :** A dropdown menu.
 - Would you serve as advisor? :** A dropdown menu.
 - Comment :** A text input area.
- About Evals**: A text box containing instructions:

When finished, check the box for Evaluation Complete and click Save. All components of this Evaluation are part of the record for FERPA purposes.

If fields above are greyed-out (not editable), that means this app's eval has not been assigned to you and you do not have permission to self-assign.
- Buttons**: At the bottom, there is a checkbox labeled 'Evaluation Complete', and two buttons labeled 'Save' and 'Close'.

Two red arrows are overlaid on the image: one points to the 'Admission Recommendation' dropdown, and the other points to the 'Evaluation Complete' checkbox.

10. Close the tab and go back to the ‘Worklist’ tab to review other applications assigned to you.

The screenshot shows the 'Program Review' application interface. At the top, there are two browser tabs labeled 'Program Review'. Below the tabs, there are three main tabs: 'Applications', 'Worklist', and 'applicant name'. A red arrow points to the 'applicant name' tab. The main content area is divided into several sections:

- Header**: Shows 'App Status : 2 Program Review', 'Dept App Status :', 'Program : Early Childhood and Family Policy (Graduate Certificate) (Online)', and 'Term : Fall 2025'.
- Navigation**: A row of buttons for 'App', 'Tests', 'Attachments', 'DEPT ACTION', and 'Shared Evaluations'.
- General Info**: A section with a title bar and a text area containing instructions about name fields and FERPA.
- Application Status**: A section with a title bar and a list of review steps:
 - 1 Initial Review: GS conducts a preliminary verification of eligibility and checks that uploaded documents are appropriate.
 - 2 Program Review: Faculty/staff for this program conduct their review of the application. Apps remain in Program Review until the dept submits an admit/deny recommendation to GS via the Program Review pool/folder and its Dept Action tab or the app is Withdrawn by student/GS.
 - 3 Final Review: GS acts on the admit/deny recommendation. If deny, GS sends notification. If recommending admission, GS conducts final review, admits when requirements are met, sends admission notification prompting student to accept/decline offer.
 - Term closeout: Every completed application deserves an admit/deny decision. When a term begins and some applications for that term are still pre-decision: 1) Departments should assess pre-decision applicants for that term and (if viable) encourage them to request a change to a later/viable term. 2) GS will invite remaining pre-decision applicants to change to a later term (by email, typically after the midpoint of the term) and nonresponders will be expired/withdrawn near the end of the term (roughly 11/15 for Fall, 4/15 for Spring, 7/15 for Summer).
- Evaluation Part 1**: Includes 'Transcript/Academics/GPA' and 'Test Scores' dropdowns.
- Evaluation Part 2**: Includes 'Personal Statement/Goals', 'Resume/CV/Experience', 'Motivation/Commitment', and 'Fit to Dept/Program/Advisor' dropdowns.
- Evaluation Part 3**: Includes 'Teaching Potential', 'Research Potential', 'Writing/Publications', and 'Recommendations/Refs' dropdowns.
- Overall Evaluation**: A section identical to the one shown in the previous screenshot, with 'Admission Recommendation', 'Funding Recommendation', 'Would you serve as advisor?', and 'Comment' fields.
- About Evals**: A section with instructions: 'When finished, check the box for Evaluation Complete and click Save. All components of this Evaluation are part of the record for FERPA purposes.'

At the bottom left, there are fields for 'App Status :', 'Orn Code :', and 'Ann Status :'. A red arrow points to the 'applicant name' tab.