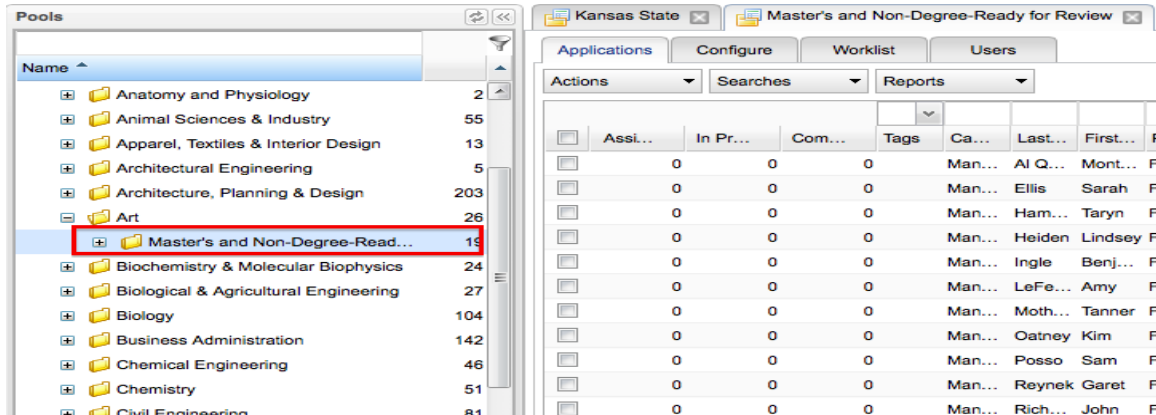


How to make the final recommendation on an application in CollegeNET

1. Start in the proper ready for review folder (Master's, PhD, Non-degree, Certificate).



2. Double click on the application you would like to make a decision on.

3. Use the arrows to scroll to the right until you see the decision tab.

Decision Checklist Shared Evaluations Logs

Middle Name : Last Name : Suffix :
Ann Heiden

Alternate Last Name 1 : Alternate First Name 2 : Alternate Last Name 2 :

Country of Birth : Birth City : Birth State :
United States St. Charles Illinois

KSTATEG-INT_STUDENT_YN : Live full-time in Kansas? : If yes, how long? :
No No

Gender : Marital Status :
F Single

Contact Information
Email Address : lindseyahaide@gmail.com
Phone : 406-438-1217

Race : Active military dependent or spouse? : Current or past active military service? : Dates of Service - From :
White No No

4. Click the decision tab and choose from the drop down menu.

Test Scores Attachments Upload Materials Decision Checklist Shared Evaluations Logs

Program Recommendation : User Posting Decision : Date Decision Posted :

Grad School Decision : User Posting Decision : Date Decision Posted :

Provide Graduate Assistantship funding for the first full year :

Public Notes

Date	User	Note
2015-01-23 17:32	Camila Haselwood	Department requested that term be changed to Fall 2015 from Fall 2016.

- Recommend Full Admission:** All requirements have been met.
- Recommend Provisional Admission:** Needing final official transcript, deficiency courses or any other requirements that need to be met.
- Recommend Probationary Admission:** 3.0 GPA requirements not met.
- Recommend with funding:** You are recommending this student and would like to fund them.
- Deny Admission:** You deny them based on not meeting the requirements or having an incomplete application.
- Applicant Withdrawal:** Student withdrew from K-State before a recommendation could be made.

5. Provide Graduate Assistantship funding amount for the first full year. If funding is offered for an international student please see the international checklist to submit the proper additional requirements.

ate Decision Information Fields Helpful Tips Workflows Shared Evaluations

Grad School Decision : User Posting Decision : Date Decision Posted :

Provide Graduate Assistantship funding for the first full year :

Public Notes

Date	User	Note
------	------	------

5. Assign an advisor and click save.

Program Recommendation : User Posting Decision : Date Decision Posted :

Initial Advisor :

Private Notes

Date	User	Note	Priv...
2015-01-23 17:32	Camila Haselwood	Department requested that term be changed to Fall 2015 from Fall 2016.	

Public Notes

Date	User	Note
2015-01-23 17:32	Camila Haselwood	Department requested that term be changed to Fall 2015 from Fall 2016.

Do you recommend this applicant for admission? :

Comments Remarks :

Completed **Save** Close

6. To know for sure that the application has been sent to the Graduate School, refresh your page by clicking the refresh button in the upper right corner. The application should have moved out of the “ready for review” folder and into the “awaiting admission” folder.

Kansas State Master's and Non-Degree-Ready for Review

Refresh

Applications Configure Worklist Users

Actions Searches Reports

Assi...	In Pr...	Com...	Tags	Ca...	Last...	First...	Prog...	Sub...	Pro...	Dat...	Ter...	Ter...	Coll...	# of ...	Are...	Appl...	Attr...	Cou...	Acad...
	0	0	0	Man...	Al Q...	Mont...	Fine ...		MARTF 2014...	2155	Fall 2...	5949...	2		Com...	75.00	KWT	ASGDG	
	0	0	0	Man...	Ellis	Sarah	Fine ...		MARTF 2014...	2155	Fall 2...	6156...	2		Com...	50.00	USA	ASGDG	
	0	0	0	Man...	Ham...	Taryn	Fine ...		MARTF 2015...	2155	Fall 2...	6185...	2		Com...	50.00	USA	ASGDG	
	0	0	0	Man...	Heiden	Lindsey	Fine ...		MARTF 2015...	2155	Fall 2...	6220...	2		Com...	50.00	USA	ASGDG	
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	0	0	0	Man...	Reyne...	Garet	Fine ...		MARTF 2015...	2155	Fall 2...	6189...	2		Com...	50.00	USA	ASGDG	
	0	0	0	Man...	Rich...	John	Fine ...		MARTF 2014...	2155	Fall 2...	6123...	2		Com...	50.00	USA	ASGDG	
	0	0	0	Man...	Scha...	John	Fine ...		MARTF 2015...	2155	Fall 2...	6204...	2		Com...	50.00	USA	ASGDG	
	0	0	0	Man...	Shelton	Alan	Fine ...		MARTF 2014...	2155	Fall 2...	5887...	2		Com...	50.00	USA	ASGDG	
	0	0	0	Man...	smart	cory	Fine ...		MARTF 2015...	2155	Fall 2...	6176...	2		Com...	50.00	USA	ASGDG	
	0	0	0	Man...	Sun	Ying...	Fine ...		MARTF 2014...	2155	Fall 2...	6164...	2		Com...	75.00	CHN	ASGDG	
	0	0	0	Man...	Th...	Holly	Fine ...		MARTF 2015...	2155	Fall 2...	6206...	2		Com...	50.00	USA	ASGDG	

Folder the application will move too