

# Instructors' Quick Guide to Recording Graduate Admission Decisions at the Evaluation page



1. Log into PeopleSoft at <http://my.csufresno.edu/>
  - Go to **Faculty Self Service**
  - Click on **Applicant Search**
2. You will be taken to a Search Page
  - Enter in the **Admit Term**
  - Click the **Search** button
3. You will be taken to the **Applicant Search** Page
  - Once the Applicant Search page is brought up click on the [Evaluation](#) link for the student that needs a decision. (You will only be able to click on this link if the applicant is ready for review). [Application Status](#) will be 'Action Required by Grad Prog'.
4. You will be taken to the **Evaluation** Page  
**Choose one of the following [Evaluation Status](#):**
  - In Progress (Use when the program decision is pending)
    - i. In the **Evaluation Status** field select "InProgress".
    - ii. Click the **Ok** button.
    - iii. You will be taken back to the applicant search page.
  - Classified Admission (New applicant with NO conditions)
    - i. In the **Evaluation Status** field select "Class Adm".
    - ii. Click the **Ok** button.
    - iii. You will be taken back to the applicant search page.
  - Conditionally Classified Admission (New applicant with Conditions)
    - i. In the **Evaluation Status** field select "Cond Adm".
    - ii. Delete the default text and enter in conditions in the Comments box. Conditions will appear in Notice of Admission letter and email to applicant sent by the Graduate Admission office. If you do not add conditions the applicant will not be admitted and you will receive repeated email reminders to add the conditions.
    - iii. Click the **Ok** Button.
    - iv. You will be taken back to the applicant search page.
  - Admit (Only used for applicants in the Advanced Certificate programs)
    - i. In the Evaluation Status field select "Admit".
    - ii. Click the **Ok** button.
    - iii. You will be taken back to the applicant search page.
  - Denied Admission
    - i. In the Evaluation Status field select "Denied Adm".
    - ii. Delete the default text and enter in reason(s) in the Comments box.
    - iii. Click the **Ok** button.
    - iv. You will be taken back to the applicant search page.
  - Withdrew (Applicant notifies the department he is not coming)
    - i. In the Evaluation Status field select "Withdrew".
    - ii. Click the **Ok** button.
    - iii. You will be taken back to the applicant search page.