



GRADUATE APPLICATION SYSTEM & TOOL MANUAL

2011-2012

The Online Application and supporting systems were introduced to provide a secure, FERPA compliant platform for applicants applying to graduate school programs. The paperless design and integration of the systems tools is intended to keep applicant information protected, and in the University's designated system of record.

The online admissions system is comprised of:

- 1. Security Access for Admission Related Systems and Tools**
- 2. The Online Application System**
- 3. ISIS**
- 4. Singularity**
- 5. Cognos Report**
- 6. Graduate Portal/Application Checklist**
- 7. Evaluation Tool**

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1) Security Access for Admission Related Systems and Tools

Before the staff or faculty committee members can make view admissions applications they need three security items completed:

- a) The security certificate to gain access to Singularity and the Online Evaluation Tool
- b) FERPA Training (Online)
- c) VPN access (if faculty are working off-campus)

In order for the staff or faculty to access the Online Application Evaluation tool and Singularity, the online document management tool, they will need to download the form:

[https://metamorphosis.cu.edu/resources/Shared%20Documents/Access%20Request%20\(6-15-10\).docx](https://metamorphosis.cu.edu/resources/Shared%20Documents/Access%20Request%20(6-15-10).docx)

and submit to Nancy Sonnenfeld: Nancy.Sonnenfeld@colorado.edu

. *In the “REQUIRED” field box, please write either:

- a. “GRADUATE PROCESSOR” – for Staff or,
- b. “GRADUATE FACULTY EVALUATOR” – for Faculty
- c. “Graduate Admissions Student Worker” for student staff

University of Colorado ISIS and Document Management Access

Note: Use this for ISIS/Document Management requests only. For all other access including DARS, Legacy SIS and CIW, request forms can be found at: <https://www.cusys.edu/ums/security/CUonly/AMPS/accessrequestforms.php>

Section 1: General User Information and Certification		
Employee (Name (full name including middle initial):		HR EmplID (required):
Email:	Phone Number:	CS EmplID(if available):
Department/Org/Name/Office:	Position/Title:	Student ID: (if you were EVER a student)
Supervisor Name:	Supervisor Email:	ISIS OperID (if available):
Employee Type: <input type="checkbox"/> Student <input type="checkbox"/> Staff <input type="checkbox"/> Faculty <input type="checkbox"/> Contractor	New/Modified/Terminate Access: <input type="checkbox"/> New User <input type="checkbox"/> Terminate Access <input type="checkbox"/> New/change Role(s) <input type="checkbox"/> Transfer (Provide To/From info in "Job Duties" section below)	
REQUIRED - Job Duties: (Access cannot be assigned unless this section is completed in detail)*		

*Field will expand to accommodate all typed text.

Once the staff or faculty member has completed the online access request form, they will receive an email within one to two weeks with their login information. It is strongly advised that they send this form far in advance of when they will need access.

Note: You will need to complete FERPA training before access to Singularity will be granted. The online FERPA training module is found on your MyCU portal under the training heading.

What is FERPA?

The University of Colorado is committed to protecting the confidentiality and privacy of all students' information and records. As an administrator or staff member you play a critical role in the confidentiality of our students' education records at the University of Colorado. This course is provided to enhance your understanding of the confidentiality protections that federal law affords the records and information that the university maintains about our students.

How do I access the above mentioned training?

Please call the Help Desk Line, 303-492-9999, if you have questions on any of the information below:

1. Log into the [MyCU portal](http://my.cu.edu) (my.cu.edu)
2. Use your identikey and password to access the portal.
3. Click the my.training tab. [Image](#)
4. Click the **Click here for SkillSoft – CU Learning Center....Online and Instructor Led Training (ILT)** link (This will open a separate window for SkillSoft. Note: this step can take a while.) [Image](#)
5. Once inside SkillSoft, click the Catalog link [Image](#)
6. Click University of Colorado - Courses [Image](#)
7. Click the ISIS folder [Image](#)
8. Click the course title and then click [Launch] [Image](#)

Once the FERPA module is completed online, security access will be granted.

VPN Access

If the staff or faculty are working off-campus, remotely, they will need VPN (Virtual Private Network).

A VPN (Virtual Private Network) provides a secure encrypted tunnel from your computer to CU's network whether you are on campus or off. If you are using the client from off campus, it appears that your computer traffic is originating from the CU network thus allowing access to resources that require on-campus connections.

To acquire a VPN, go to: <http://oit.colorado.edu/vpn/web-interface>

2) The Online Application System

https://soaprod.cusys.edu/degreeprog/applyDEGREEPROG_CUBLD/login.action

a) Executive Dashboard

Use Application Search to view data for a single applicant.

b) Manual Entry

Enter information from a hard copy of the admissions application. Used by GPA's when an applicant can't use the online application.

c) Reporting Menu

Search for a list of applicants and export search results to Excel, CSV, or email. Can be used to email groups of applicants.

Executive Dashboard

University of Colorado at Boulder CU: Home | Search | A to Z | Map

Admission Application

Home
Admin
Manual Entry
Executive Dashboard
reportingMenu
Logout

Apply to University of Colorado Boulder

Application Search

Search Type Search by username Search Search

Applications Summary

Career Graduate Search

	STARTED	COMPLETED	SUBMITTED	CANCELLED	Total
▶ Graduate	7802	188	11281	15	19096
GRAD	0	0	0	0	0

Use the Application Search function to locate a single applicant. Search by...

- EmplID (also referred to as Student ID or "ID" in ISIS)
- Username(OPER ID)
- Last name

Manual Entry

Manual Entry **always** begins with performing a **Search/Match**. Maintaining the integrity of IDs and their associated data is important for maximizing system features and functionality. The Search/Match process helps you to prevent the entry of duplicate or multiple records by determining whether a person already exists in ISIS before creating (or recreating) the record. **Warning: All entries are auditable. You are responsible for duplicates created by you and determined to have not gone through the Search/Match process.**

Search/Match

Use the Search/Match page in ISIS to enter the criteria to search for duplicate or multiple records or to find an Applicant (Student) ID. To navigate to the Search/Match search page:

1. Click the **Campus Community** link in the Main Menu.
2. Click the **Personal Information** link.
3. Click the **Search/Match** link in the middle pane of your screen or under **Participation Data** from the main menu.

The screenshot shows the 'Search/Match' interface. On the left is a 'Menu' sidebar with a search box and a list of navigation items. The 'Personal Information' section is expanded, showing 'Search/Match' as the selected option. The main area has a heading 'Search/Match' and a sub-heading 'Find an Existing Value'. Below this is a form with several fields: 'Use Saved Search' (a dropdown menu), 'Search Type' (a dropdown menu set to '='), 'Search Parameter' (a dropdown menu set to 'begins with' and a text input field with a search icon), 'Ad Hoc Search' (a checkbox), and 'Description' (a dropdown menu set to 'begins with' and a text input field). At the bottom of the form are 'Search' and 'Clear' buttons, and three links: 'Basic Search', 'Save Search Criteria', and 'Delete Saved Search'.

On the Search/Match search page:

1. The Search Type dictates what type of search you will be performing. To find applicants, use Person
2. The Search Parameter is a list of criteria that will be used to help find the individual. For CU, you will generally use the CS Person Traditional parameter although your office may build additional custom search parameters.
3. Fill in as many of the search criteria fields as possible. The more information provided the more precise your results will be.

4. You may then search using one of the selective search descriptions by clicking the Selective Search button for that search. Or, you can click the Search button at the top of the page to search using all of the entered criteria.
5. Click the Save Search Criteria link to save your search criteria and eliminate the need to enter your Search Type and Search Parameter every time you perform Search/Match. You will be prompted to enter a name for your Saved Search. You may pick any name that makes sense to you.

Search/Match

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Use Saved Search:

Search Type:

Search Parameter:

Ad Hoc Search

Description:

[Basic Search](#)

[Delete Saved Search](#)

If you find a match to the person you want to enter into ISIS, copy or write down the Student ID number. If the person you are searching for exists with multiple Student ID numbers, document the ID numbers and contact your liaison to resolve the duplicate.

[Home](#)
[Admin](#)
[Manual Entry](#)
[Executive Dashboard](#)
[Logout](#)


Apply to University of Colorado Denver

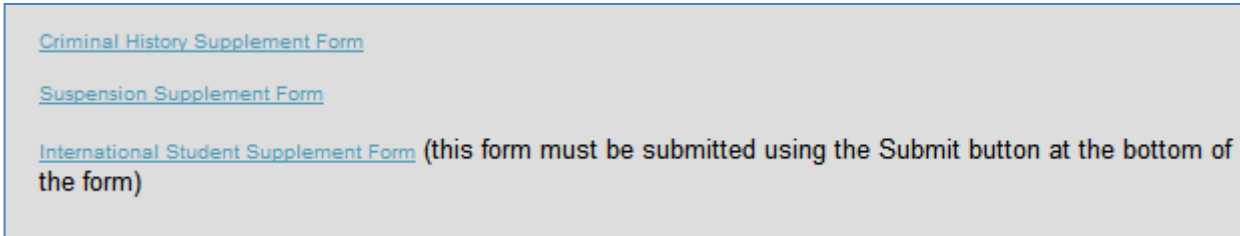
Application Search

Search by username

Applications Summary

- Did you find that the applicant already has an EMPLID when you performed a Search/Match? If you did, enter the ID in the EMPLID field. If not, type NEW into the EMPLID field.
- Select a Career from the drop-down menu
- Select a Campus from the drop-down menu
- Select a Field of Study from the drop-down menu
- Select a subplan (if applicable)
- Select an Admit Term from the drop-down menu. Note: You will only be able to select terms for which the application is open and accepting applications.
- Select the appropriate level of the applicant from the "I am a:" drop-down menu

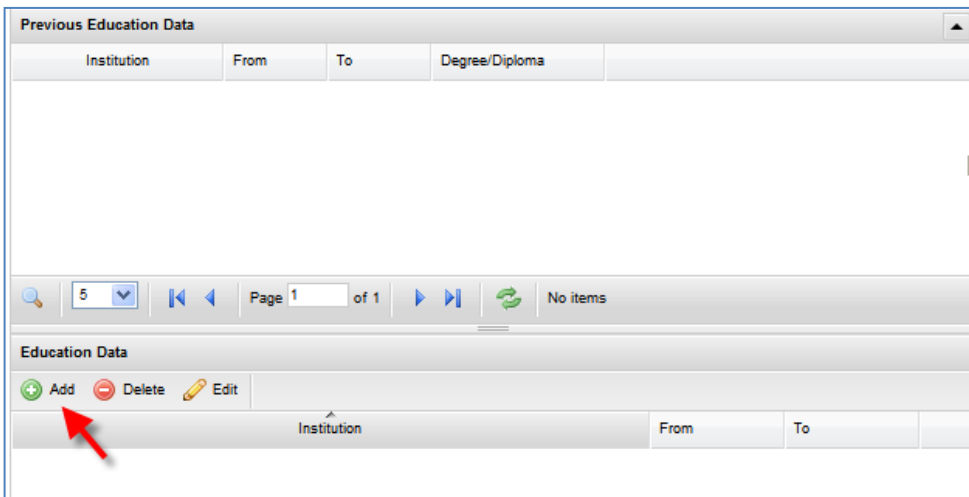
- Click the Apply for this program button to begin entry of a new application
- a. Application Information - Fill out as much information as you have available to you and be as complete as possible. Fields marked with an * are required in addition to those with the following notation:
 -  All answers are required.
- i** You will see clickable links such as the ones shown in the screen shot below that access on-line forms. The forms links are used for when applicants are completing their own applications so you may ignore these.



Click the Save and Continue button to continue through the remaining sections of the application.


NOTE: If an applicant already has information in the system it will show in the top box of the employment, education, and test scores section. Please do not enter the data again if it already there.

- b. Employment History –If you have information about an applicant’s employment history, you may enter it in this section.
 - i. Click the + sign next to Add to enter the information to the application. Once you have completed entry, click the Save button.
 - ii. Click the Next button to continue to the next section of the application.
- c. Post-Secondary Information – To add Academic History, click the + sign to the left of add ass shown below:



- i. Click on Country to select the country where the school is located (default = United States)
- ii. Click on State to select the state where the school is located
- iii. Click on City and select the city where the school is located
- iv. Choose the School from the drop-down list.
 - i** If the school does not appear in the drop-down list, click on the link titled, “My school is not listed”.

Before choosing this option, be sure your search was correct. For example, make sure you searched within the correct city and/or state. Choosing “My school is not listed”, will cause a delay in processing the application.

- v. Enter the dates of attendance in both the From and To sections (required).
- 1. If GPA information is provided, click the + sign next to Academic Summary and enter the GPA information.
- 2. If degree information is available, click the + sign to next to Degree(s) Diploma(s) to enter degree information
- 3. Click the Save button to add the school to the application
- 4. Repeat if you need to enter additional Schools.
 -  For Home School, GED, or Non-US Institution click on the link and choose the appropriate value
- 5. Click the Save button
- 6. Click the Next button to continue to the next section of the application.
- d. Standardized Tests – If you have information about an applicant’s test scores, you may enter it in this section.
 - i. Click the + sign next to Add to enter the information to the application. Once you have completed entry, click the Save button.
 - ii. Click the Next button to continue to the next section of the application.
- e. Academic Honors – If you have information about an applicant’s honors and awards, you may enter it in this section.
 - i. Click the + sign next to Add to enter the information to the application. Once you have completed entry, click the Save button.
 - ii. Click the Next button to continue to the next section of the application.
- f. Affiliations – If you have information about an applicant’s affiliations, you may enter it in this section.
 - i. Click the + sign next to Add to enter the information to the application. Once you have completed entry, click the Save button.
 - ii. Click the Next button to continue to the next section of the application.
- g. Supplemental Questions – Supplemental Questions vary by program. Some questions may be required in order to submit the application
- h. Upload Documents – if the applicant included a personal statement, or any supplemental documents, they may be uploaded in this section. NOTE: Since the personal statement is required for all applicants you must upload something here. If you do not have a personal statement from the applicant upload a “dummy” doc.
- i. Submit Application – Click the button for “Pay your application fee by Check or Money Order” to continue to application submission.
- j. Click button to complete submission of the Application for Admission

Reporting Menu

The reporting menu is a new feature of the cedar application tool. When you log into the cedar application, the link will appear on the navigation menu located on the left hand corner of the page. Through the reporting menu you can pull out a list of applicants using various criteria.

- Please note that there are no cascading filters in this menu; therefore, selecting the College of Engineering program will *not* result in only Engineering plans appearing in the plan menu. Therefore, you may find it most efficient to simply utilize the plan criteria. Another thing to note is that when selecting your career, choosing “Graduate (default)” will display applicants for the 2011 terms, while “Graduate (graduate 2012)” will show you applicants for the 2012 terms.¹
- Once you have selected the criteria for the pool of applicants you are looking for, click the search button. A list of applicants matching your selected criteria will appear in the grid at the bottom of the page. You may choose to export this list using the Export to Excel, or Export to CSV function, OR you may bulk email this pool of applicants using the email function.

Career	Program	Plan	Sub Plan	Campus	Admit Type	Admit Term	Applicant	Username	Home
Graduate(Gra	School of Ed	Educ. Curricul	K-12 Humanit	Boulder Main	Masters	Spring 2012 U	Cirelli, H	CIRE0000	3158
Graduate(Gra	Coll Engr & A	Electrical Eng	Dynamics &	Boulder Main	Masters	Spring 2012 U	Aeby, E	AEBY0000	9045
Graduate(Gra	School of Ed	Soc, Mult & E	K-12 Bilingual	Boulder Main	Masters	Spring 2012 U	Ebens, M	EBEN0000	3039
Graduate(Gra	College Arts	Atmospheric	Chemical-Phy	Boulder Main	Masters	Spring 2012 U	Johnson	JOHN0023	3039
Graduate(Gra	School of Ed	Educ-Curricul	No subplan	Boulder Main	Masters	Spring 2012 U	Lopez, A	LOPE0000	3039

When utilizing the email function please be very careful that you are sending the correct message to the correct pool of applicants!

¹ The exception being those departments with early spring 2012 deadlines (August or September 1) – these were configured under the default option.

classification will load as “nonresidents.” Those who indicate they are applying for residency will load as “under review” and will be evaluated by the Admissions Office.



If there is a “yes” listed next to applicant groups on the summary page, you can click on the “Student Groups” link to view applicant groups assigned to the applicant.

- Each student group requires the appropriate security to be able to view it. If you notice that there is a yes next to student groups, but you cannot see any when you click on the link, you probably do not have security to view that student group. Example: International applicants are assigned a applicant group. If you do not have the proper security, you will not see the group.



There are a variety of service indicators and service indicator impacts in ISIS. The application Summary Page allows you to see if there is a service indicator for the application you are working on. If you see the red circle with a bar through it next to the applicant’s ID number you know that a negative service indicator exists. Click on the red circle to see the indicator.

- Similar to applicant groups, certain service indicators have security in place that only allows users with proper security to view them.
- There are several service indicators that will prevent admission. You should check service indicators before making an admission decision. You should not admit any applicant who has a service indicator that prevents admission before it is released. For example, applicants who answer “yes” to the Criminal History will have a negative service indicator assigned that will need to be released before the applicant can be admitted (see “Criminal History” procedures below).

Academic Information Tab

The “Academic Information” tab displays the Calculated Test Score information on the most recent test administration, the highest component combination, and the highest test administration.

Test ID	Find View All	First 1 of 1 Last
Calc Test ID	GRE	Run Date 10/03/2010
Rule ID	Find View All	First 1 of 1 Last
Rule ID	Most Recent Test Administration	
Test Component	Test Score	
1 AW	4.00	
2 BC		
3 BY		
4 CH		
5 CS		
6 EC		
7 ED		
8 EG		
9 EL		
10 GE		
11 HS		
12 MA		
13 MR		
14 MS		
15 PH		
16 PS		
17 PY		
18 QUAN	790.00	
19 RE		
20 RPS		
21 SO		
22 SUB1		
23 SUB2		
24 SUB3		
25 VERB	660.00	
26 WR		

Note: Only ACT, SAT, and GRE scores are included in this section. Only official test scores are included. No self-reported scores are included.

Open the **Test Score Page** by clicking on the Test Scores link at the bottom of the Academic Information Tab. This will provide all official and self-reported GRE and GMAT scores as well as any other test scores on record for this applicant. TOEFL and IELTS will be scanned into Singularity by the International Admissions team.

External Education Page

NAVIGATION: Applicant admissions>Application Entry>Academic Information>Education

The High School and College information section on the Application Summary Page is used to provide academic information for undergraduate applicants. For graduate applicants, use the “External Education” link at the bottom of the page to access education data.

- The official GPA from the applicant’s transcript appears in the “Ext GPA” field. This should always be the 4pt GPA type. **NOTE:** If the applicant included a self-reported GPA on their application, it will already be listed in these fields. The summary type will tell you whether the GPA is self-reported (Application) or from an official source (e.g. Undergrad Final Transcript).

Summary Type	External Term	Ext Year	Institution	GPA Type	Ext GPA	Conv GPA	Quality Units	Quality Points	Rank Type	Class Rank	Class Size	Percentile
1 Applicatn		1997	CUBLD	4PT	3.250	3.250	0.00	0.00				

Subject Area	Course Level	Institution	Units Completed	Unit Type
1		CUBLD		Semester

You can review the applicant’s degree information on the “Courses and Degrees” tab.

External Education Courses and Degrees External Ed Summary

Jessika Munoz Herrera 100722226

External Org ID: 000472899 Non-US College

External Course Defaults

Data Number: External Career: Undergrad

Data Source: Self-Rpted Term Type: Semester

Acad Level: Unknown External Term:

Institution: CUBLD CUBLD Term Year:

Course Type: Course Course Level:

Unit Type: Semester Units Taken:

Grading Scheme: Grading Basis:

External Courses

Course Grades Timeframe Details Transfer Credit/ Comments

Course Seq	School Subject	Description	Course Nbr	Course Name
1	Bacteriology and Clinica			

External Degrees

Degree	Description	Degree Date	Data Source	Degree Status	External Career
1	Bacteriology and Clinica	02/10/2006	Self-Rpted	Complete	

Transfer To: Prospect Data

4) Singularity

<https://dm-cs.prod.cu.edu/newindex.jsp>

Singularity is the online document imaging system that stores university documents. All admissions documents are warehoused for each applicant and can be viewed by faculty and staff with proper security access.

- a) **Searching for Applicant's Documents**
- b) **Index Values** - information about your applicant
- c) **Stacking Order** –how to arrange documents for printing or PDF Export
- d) **Searching by doc class**
- e) **Email a Completed Application Packet (CAP)** – how to email a CAP to faculty/staff

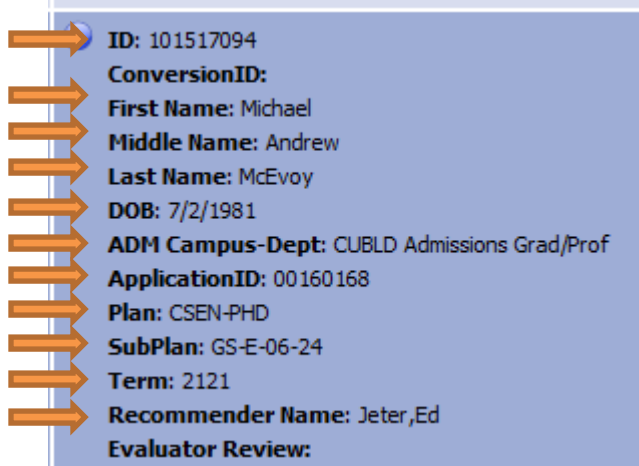
Searching for Applicants Documents in Singularity

Applicant's documents can be accessed in singularity in two different manners. The first way is to enter singularity through ISIS. If you are on a student's record in ISIS you will see a button marked "Related Content" in the upper right hand corner of the page. Click on the button and select "Search DM Student Admissions Docs" – this will take you directly to the applicant's record in Singularity. You may also go to singularity directly and search using the student's ID (preferable) or name.

Index Values

Singularity contains all applicant/student documents in a single record, regardless of career (undergraduate, graduate), which campus they may have applied to (Denver, Colorado Springs, Anschutz), department or term. Therefore looking at the index values next to the documents will allow you to determine if those documents are associated with your department's application.

When reviewing documents for an applicant, please note the following index values:



ID: 101517094
ConversionID:
First Name: Michael
Middle Name: Andrew
Last Name: McEvoy
DOB: 7/2/1981
ADM Campus-Dept: CUBLD Admissions Grad/Prof
ApplicationID: 00160168
Plan: CSEN-PHD
SubPlan: GS-E-06-24
Term: 2121
Recommender Name: Jeter,Ed
Evaluator Review:

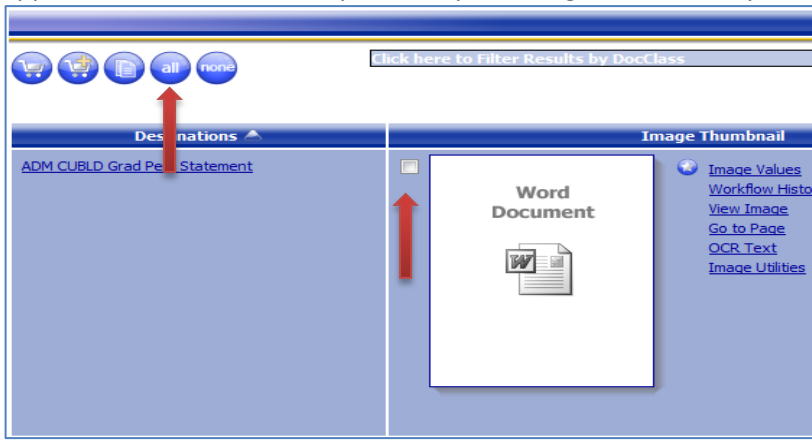
Stacking Order

Stacking order is a new function available in the shopping cart area of Singularity. If you apply the stacking order to documents in your shopping cart, they will automatically be reordered into the following configuration (if applicable):

1. ADM Graduate Application

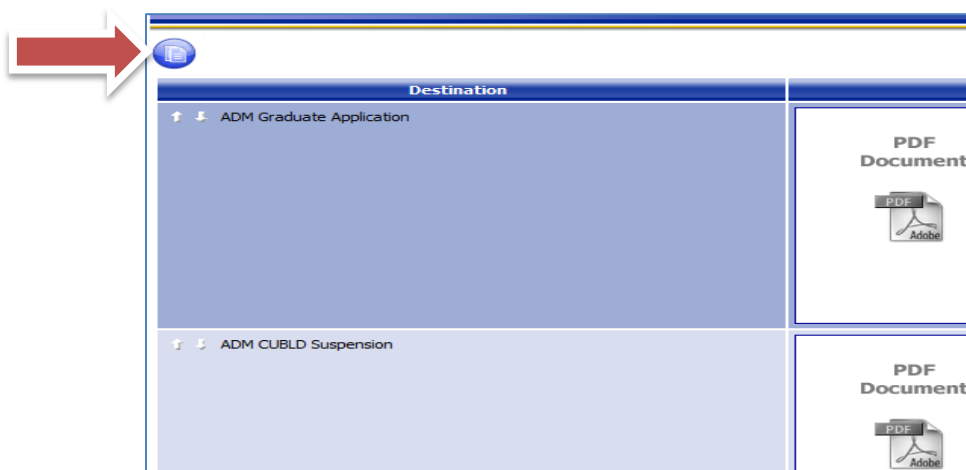
2. ADM CUBLD Grad Pers Statement
3. ADM Applicant Resume
4. ADM College Transcript
5. International Transcript Evaluation
6. ADM Test Score IELTS
7. ADM TOFL Test Score
8. ADM CUBLD Grad Recommend Form
9. ADM Recommendation Letter
10. Other Miscellaneous Documents (e.g. , Grad Sup Doc, Writing samples, Dept. Questionnaires etc.)
11. ADM Tuition Class Form

To utilize this functionality select all of the documents that you want to work with on the main page of the applicant’s record – either by manually checking each doc or by using the select all feature.



Once you have selected all the docs that you need, click the shopping cart icon with the gold plus sign – this will add all selected docs to your cart.

To view your cart, select the shopping cart icon. Once you are in the cart, you will see the stacking order icon in the top left corner of the page.

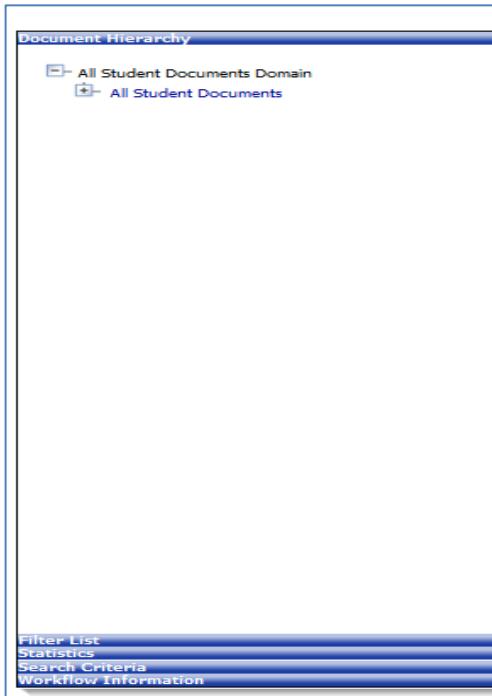


Click on the icon and select “ADM Grad Stacking Order” – this will rearrange your documents. Once your documents are in the correct order, you may use the Export to PDF button, located in the right hand corner, to compile all the documents into one bundle.

To delete out all documents from your cart, use the “cancel” button in the upper right hand corner.

Searching for document by doc class (e.g. CAP)

On the main singularity search page in the document hierarchy box use the plus button to search through the options until you find the document class that you want to search for.



For CAPS the navigation will be:

+All student documents

+ADM Admissions documents

+ADM supporting docs

Click on ADM CUBLD Compltd App Package

You will see a search page where you can put in the index values you want to search by. These can include:

Plan

SubPlan

Term

Creation Dates

The screenshot shows a web application interface for searching documents. The title bar reads "Singularly>Imaging>Image Search" and "ADM CUBLD Compltd App Package Image Search". The interface is divided into several sections:

- Document Hierarchy (Left):** A tree view showing "All Student Documents Domain" and "All Student Documents".
- Search Filters (Right):** A list of checkboxes for "Search Inactive", "View By Identity", "Show All Indexes", "Show Additional Info", and "Full Text Search".
- Search Criteria (Center):** A series of horizontal input fields and dropdown menus for: ID, ConversionID, First Name, Middle Name, Last Name, DOB, ADM Campus/Dept, ApplicationID, Plan, SubPlan, Term, Recommender Name, and Evaluator Review. Each field has a blue "+" icon on the right.
- Date Filters (Bottom):** Four date range filters: "Creation Start Date", "Creation End Date", "Modified Start Date", and "Modified End Date".

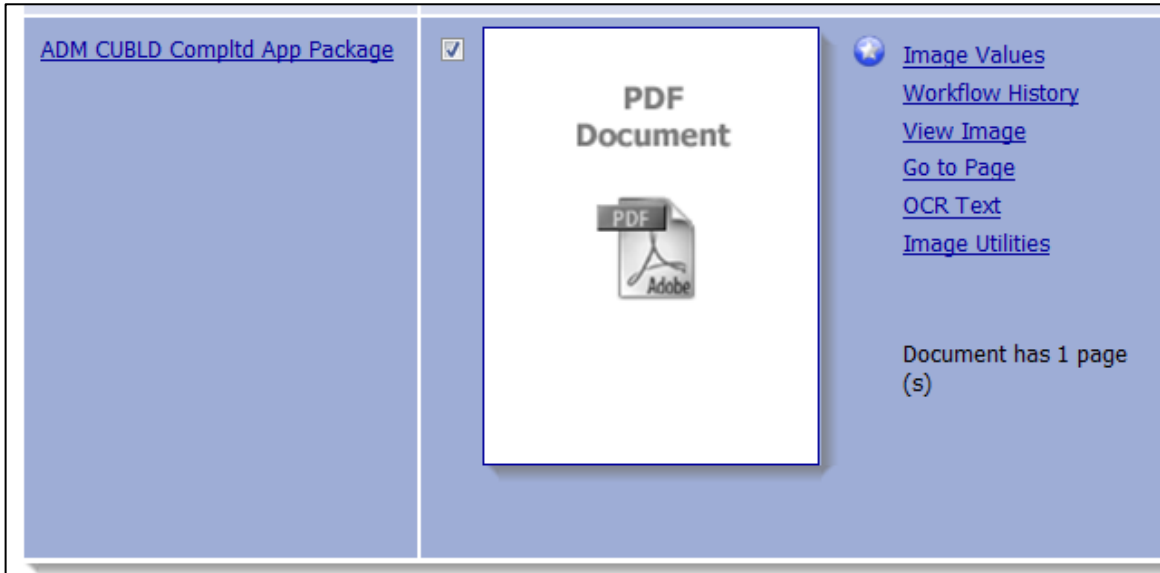
Once you fill in the appropriate search criteria you will be taken to a page with all of the documents that match your search criteria.

To print all document or convert to single PDF you can hit the all button at the top of the page and then click the +shopping cart icon. NOTE – the select all feature is by page so if you have multiple pages of documents you will need to hit select all – add to cart- and then progress to the next page and repeat.


When you go into the shopping cart you can either print or export to PDF. NOTE- the system gets overloaded if you attempt to print over 100 documents – if you have a very large number of docs it is best to use several smaller batches


Emailing a Completed Application Packet (CAP)


Within the applicant's Singularity record you will see the CAP. The CAP will be labeled "ADM CUBLD Compltd App Package"



1. Select the document by checking the box next to the thumbnail

2. Click on the Add to Shopping Cart icon: 

3. Next, click on the View your Shopping Cart icon: 

4. Once in the Current Document Cart view, click, on the Email icon: 



Singularity> Imaging> Email Document Cart
Send email

Time active: 1 week ▾

No Security???

From: pamela.williamson@coloradoe.du

To: gretchen.oconnell@colorado.edu

Subject: Dodge CAP

Body: Please review.

5. Select the amount of time you want the link to remain active.
6. Check the “No Security???” box.
7. Enter email values

...and click



5) Cognos Report

<https://my.cu.edu>

Data for graduate applicants is from ISIS and appears in report form.

- Condensed Graduate Admissions Report – Report contains limited data fields (i.e., bio-demo data).
- Extended Graduate Admissions Report – Detailed report containing almost all of the data fields associated with an application.
- Graduate Missing Checklist Items – Shows required* application materials that are still outstanding.
 - * Required application materials are drawn from your program’s checklist items

- Go to <https://my.cu.edu> and Login in using your IdentiKey.






- Click on the “My.Reports” tab.








- Click on the “Public Folders” link.
- Click on the “CUBLD” link.
- Click on the “Admissions” link.
- Click on the “Graduate” link. You will see three (3) reports:

CU Reporting > CUBLD > Admissions > Graduate

<input type="checkbox"/>	Name
<input type="checkbox"/>	 Condensed Graduate Admissions Report
<input type="checkbox"/>	 Extended Graduate Admissions Report
<input type="checkbox"/>	 Graduate Missing Checklist Items

Actions

*Hint: for Mac users, click on the  under the actions     [More...](#) and select the Delimited text from the drop down and click "Run." **Mac users will need to choose this format **each** time they run a Cognos report.

Format:
 Delimited text (CSV) ▼

Accessibility:
 Enable accessibility support

Language:
 English (United States)

Delivery:
 View the report now
 Print the report:
Printer location:

Prompt values:
 No values saved
 Prompt for values

Run Cancel

6) Graduate Portal/Application Checklist–

Applicants can view the status of their application at: <https://mycuboulder.colorado.edu/>.

- Applicants can check the status of their application
- Applicants can view their missing checklist items
- Admitted applicants may confirm their intent to enroll and domestic applicants can pay their enrolment deposit online

Information in the portal is sourced from data in ISIS. Checklist data is pulled from Checklist Management where you may view and applicant's checklist.

ISIS>Campus Community>Checklist>Person Checklist>Checklist Management-Person

Statuses are driven by the program status on the Application Program Data page.

ISIS>Student Admissions>Application Maintenance>Maintain Applications>Application Program Data tab

Program Status			
Status:	Applicant	Action Date:	09/27/2011
*Program Action:	APPL <input type="text"/> Application	Action Reason:	INCL <input type="text"/> Incomplete Evaluation

ISIS Statuses and Portal Messages:

APPL/PROC

Your application is incomplete. NOTE - Newly received items may take 1-2 weeks to post to checklist.

APPL/INCL

Your application is incomplete. NOTE - Newly received items may take 1-2 weeks to post to checklist.

APPL/COMP

Your application is complete. The admissions committee is reviewing your file.

APPL/APDP (CAP is available in Singularity)

Your application is complete. The admissions committee is reviewing your file.

GRAD/INFO

Your application has been reviewed. We need additional information before making a final decision.

APPL/PROV

Your application is complete. The admissions committee is reviewing your file.

COND/_____ (for International Students only)

Congratulations! You have been admitted pending the receipt of required materials.

DEIN/SELF or MANL

Your intent to enroll is confirmed. We look forward to having you on campus.

MATR/BTCH or MANL

Your intent to enroll is confirmed. We look forward to having you on campus.

7) Evaluation Tool

https://soaprod.cusys.edu/degreeprog/appevalDEGREEPROG_CUBLD/pub/login.action

- Search for a Specific Applicant to review their application summary
- Search for Multiple Applicants to review basic applicant information and official test scores

[Home](#) [Logout](#)

Search For A Specific Applicant

EmpID *

Search For Multiple Applicants

Career *

Program *

Plan

Campus

Admit Term

Subplan

Search for Multiple Applicants provides view of applicant contact info and test scores in a report format. This list is transferable to an excel spreadsheet by copy and paste.

Search Parameters

Career Graduate
Program Coll Engineering & AppSci GRAD
Plan Computer Science
Campus Boulder Main Campus
Admit Term Fall 2012 UC Boulder

[<<<Back To Search](#)

	Email	Phone	GRE Quant	GRE Verb	GRE Analytical Writing	Writing
van Hop	mabusaqe@vt.edu	970599698194	640	330	2.5	
boulder C	johnhbrock@gmail.com	732/233-8187	780	790	5	
treet SE	adrchav@gmail.com	505/385-2574	790	430	4	
I, BUILC	doris900102@gmail.com	862223361273				
unidad	elgoodm@sandia.gov	505/284-6340	800	630	4	
irAbad	h.ravanbakhsh@eoe.ut.ac.i	987812243401	800	310	3	

CONTACT INFORMATION

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- TBD, Admissions Application Specialist, 303-492-5297

Admissions Office - Graduate Processing Liaisons

DOMESTIC APPLICANTS gradprocessing@colorado.edu

- **Alex Schmidt** 303-492-1870 alex.schmidt@colorado.edu
 - 1) Anthropology
 - 2) Asian Languages & Civilizations
 - 3) Business MS & PhD
 - 4) Business MBA
 - 5) Classics
 - 6) Ecology & Evolutionary Biology
 - 7) French & Italian
 - 8) Geography
 - 9) History
 - 10) Law
 - 11) Molecular, Cellular, & Developmental Biology

- **Amy Brouker** 303-492-7189 amy.brouker@colorado.edu
 - 1) Atmospheric and Oceanic Sciences
 - 2) Chemical & Biological Engineering
 - 3) Chemistry & Biochemistry
 - 4) Computer Science
 - 5) Economics
 - 6) Environmental Studies
 - 7) Mechanical Engineering
 - 8) Psychology
 - 9) Speech, Language & Hearing Sciences

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 - 1) ATLAS
 - 2) Art & Art History
 - 3) CIRES
 - 4) Comparative Literature
 - 5) English
 - 6) German/Slavic
 - 7) Interdisciplinary Telecommunications Program
 - 8) Journalism
 - 9) Neuroscience

- 10) Philosophy
- 11) Religious Studies
- 12) Theater & Dance

➤ **Jessica Oppen** 303-492-2845 jessica.oppen@colorado.edu

- 1) Aerospace Engineering
- 2) Civil, Environmental, & Architectural Engineering
- 3) Education Graduate and Teacher's Licensure Programs
- 4) Electrical, Computer, & Energy Engineering
- 5) Linguistics
- 6) Museum Studies
- 7) Music
- 8) Physics

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- 1) Applied Mathematics
- 2) Astrophysical & Planetary Sciences
- 3) Communication
- 4) Engineering Management
- 5) Geology
- 6) Integrative Physiology
- 7) Mathematics
- 8) Political Science
- 9) Sociology
- 10) Spanish & Portuguese

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➤ **Brian Brown** 303-492-2446 brian.a.brown@colorado.edu

- 1) Art and Art History
- 2) Aerospace Engineering
- 3) Classics
- 4) Economics
- 5) Electrical Engineering
- 6) Engineering Management
- 7) English
- 8) Environmental Studies
- 9) History
- 10) Integrative Physiology
- 11) Math
- 12) Museum Studies
- 13) Philosophy
- 14) Political Science
- 15) Psychology
- 16) Speech, Language, Hearing Sciences

➤ **Sarah Hakkarine** Phone TBD Sarah.hakkarinen@colorado.edu

- 1) Accounting
- 2) Asian Languages and Civilizations
- 3) Applied Math
- 4) Astrophysical and Planetary Sciences
- 5) Civil Engineering
- 6) Education
- 7) Geography
- 8) Linguistics
- 9) Music
- 10) Religious Studies
- 11) Sociology
- 12) Spanish
- 13) Telecommunications
- 14) Theater and Dance

➤ **Mike Browne** Phone TBD Michael.browne@colorado.edu

- 1) Anthropology
- 2) ATLAS
- 3) Atmospheric and Oceanic Sciences
- 4) Biochemistry
- 5) Business PhD
- 6) Chemistry
- 7) Chemical Engineering
- 8) Comparative Literature
- 9) Communications
- 10) Computer Science
- 11) Ecology and Evolutionary Biology
- 12) French
- 13) Geology
- 14) German
- 15) Journalism
- 16) Molecular, Cellular, and Developmental Biology
- 17) Mechanical Engineering
- 18) Physics

Systems Security/Access & Test Scores (GMAT & GRE downloads)

➤ [Nancy Sonnenfeld](#), 303-492-7612