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, available on the registrar’s site:

http://registrar.colorado.edu/isis/isis_how_to_get_access.html

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

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 (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
Used to enter information from a hard copy of the admissions application. Departments should forward any hard copies of the application to their processing liaison for entry.

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

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
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.

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.
3) ISIS
https://isis-csys.edu/FedAuthLogin.html
ISIS is the system-wide (Boulder, Denver, Colorado Springs, Anschutz Medical Center) student information system. Applicant information is loaded directly from the application into this system

   a) Application Summary Page – view residency, student groups, and negative service indicators
   b) Academic Information Tab – view test score information
   b) External Education Page – view transcript information

Application Summary Page

NAVIGATION: Applicant Admissions>Application Evaluation>CU Application Summary Page

- The top box on the “Application Summary” tab contains information on Career, Program, Plan, Subplan, Admit Term, Admit Type, and Residency.
- The bottom box on the “Application Summary” tab contains Bio/Demo information including contact information and citizenship. If the data is not correct, contact your graduate processor to make the corrections.

The “Residency” link will take you to the residency pages. These pages contain the official residency for the applicant. Applicants who indicate that they are not applying for in-state tuition
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.
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 TOEFL, GRE and GMAT scores as well as any other test scores on record for this applicant. 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).

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

a) Condensed Graduate Admissions Report – Report contains limited data fields (i.e., bio-demo data).
b) Extended Graduate Admissions Report – Detailed report containing almost all of the data fields associated with an application.
c) 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:
**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.
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

<table>
<thead>
<tr>
<th>Status</th>
<th>Action Date</th>
<th>Program Action</th>
<th>Action Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPL/PROC</td>
<td>09/27/2011</td>
<td>APPL</td>
<td>INCL</td>
</tr>
</tbody>
</table>

ISIS Statuses and Portal Messages:

**APPL/PROC** (Admissions has not started processing the application)
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** (The app is complete, but a CAP has not yet been made)
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.

**APPL/INFO** (we have been asked by the department to admit an applicant, but are missing college transcripts or an app fee, or there is a financial hold)
Your application has been reviewed. We need additional information before making a final decision.

**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.

**ADMT/_____**
Congratulations! You have been admitted. You will be contacted with further details.

**COND/_____** (for International Students only)
Congratulations! You have been admitted pending the receipt of required materials.

**DEFR/ADMT** (the applicant has been admitted and deferred their admission to another term)
Per your request, your admission has been deferred.

**DENY/MANL** (you have asked us to post a refuse decision)
A decision on your application has been made. You will be contacted with further details.

**DEIN/SELF or DEIN/MANL** (if SELF, the applicant confirmed by paying their $200 using the portal. If MANL, the applicant sent a check to our office or paid in person in Regent. Please note that this only holds true for domestic applicants. International admitted students are confirmed automatically when they have submitted all their required docs, so you will need to hear from them that they plan to attend before you can assume that they will be coming. Please contact Brian Brown with any question for international)
Your intent to enroll is confirmed. We look forward to having you on campus.

**DEFR/DEIN** (the applicant has been admitted, has confirmed by paying their $200, and has been deferred to another term)
Per your request, your intent to enroll has been deferred.

**MATR/BTCH or MANL** (changes other than term changes can no longer be made in Admissions but must be made in the Registrar’s office)
Your intent to enroll is confirmed. We look forward to having you on campus.

**WADM/CDEN** (the applicant has been denied admission after going through the criminal history or suspend review. These students are notified by Judicial Affairs)
Your application has been withdrawn.

**WAIT/MANL** (you have asked us to waitlist the applicant)
A decision on your application has been postponed. You will be contacted with details.

**WAPP/SELF** (the applicant has turned down their offer of admission in the portal)
Thank you for your interest in CU Boulder. Per your request, we have cancelled your application.

**WAPP/MANL or WAPP/CADM or WAPP/CINT** (the applicant has communicated to you that they do not wish to accept their offer of admission and you have forwarded that information to us)
Thank you for your interest in CU Boulder. Per your request, we have cancelled your application.
7) Evaluation Tool
https://soaprod.cusys.edu/degreeprog/appevalDEGREEPROG_CUBLD/pub/login.action

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

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.
CONTACT INFORMATION

Graduate School Staff

Online Application or Systems Inquiries: gradadm@colorado.edu

Contacts:
- Gretchen O’Connell, Graduate Student Funding & Admissions Coordinator, 303-492-6143
- Patty Krus, Assistant Graduate Student Funding & Admissions Coordinator, 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) Business MBA
  3) Civil, Environmental, & Architectural Engineering
  4) Ecology & Evolutionary Biology
  5) History
  6) Linguistics
  7) Molecular, Cellular, & Developmental Biology
  8) Speech, Language & Hearing Sciences

- Amy Brouker 303-492-7189 amy.brouker@colorado.edu
  1) Atmospheric and Oceanic Sciences
  2) Chemistry & Biochemistry
  3) Computer Science
  4) Economics
  5) Mechanical Engineering
  6) Psychology

- Hillary Faichnie 303-492-1776 hillary.faichnie@colorado.edu
  1) ATLAS
  2) Art & Art History
  3) Chemical & Biological Engineering
  4) CIRES
  5) Classics
  6) English
  7) Journalism
  8) Neuroscience
  9) Religious Studies
  10) Theater & Dance

- Jessica Oppen 303-492-2845 jessica.oppen@colorado.edu
  1) Aerospace Engineering
  2) Education Graduate and Teacher’s Licensure Programs
  3) Electrical, Computer, & Energy Engineering
4) Law
5) Museum and Field Studies
6) Music
7) Physics

- **Jordan Hardy** 303-492-1360  jordan.hardy@colorado.edu
  1) Asian Languages & Civilizations
  2) Comparative Literature
  3) Engineering Management
  4) Environmental Studies
  5) Geography
  6) German/Slavic

- **Regan Slater** 303-492-2182  regan.slater@colorado.edu
  1) Applied Mathematics
  2) Astrophysical & Planetary Sciences
  3) Communication
  4) Geology
  5) Integrative Physiology
  6) Mathematics
  7) Political Science
  8) Sociology

- **Zachary Malone** 303-492-3805  zachary.malone@colorado.edu
  1) Business MS
  2) Business PhD
  3) French & Italian
  4) Interdisciplinary Telecommunications Program
  5) Philosophy
  6) Spanish & Portuguese

**INTERNATIONAL APPLICANTS**

- **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](mailto: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
  15) Biochemistry & Chemistry

- **Mike Browne**  Phone TBD  [Michael.browne@colorado.edu](mailto:Michael.browne@colorado.edu)
  1) Anthropology
  2) ATLAS
  3) Atmospheric and Oceanic Sciences
  4) Business PhD
  5) Chemical Engineering
  6) Comparative Literature
  7) Communications
  8) Computer Science
  9) Ecology and Evolutionary Biology
  10) French
  11) Geology
  12) German
  13) Journalism
  14) Molecular, Cellular, and Developmental Biology
  15) Mechanical Engineering
  16) Physics

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

- **Nancy Sonnenfeld**, 303-492-7612