Admit Basics for New Users

1. Log into MyUVM and navigate to the Resources tab. Scroll down to the bottom and select the Graduate Admissions bar.
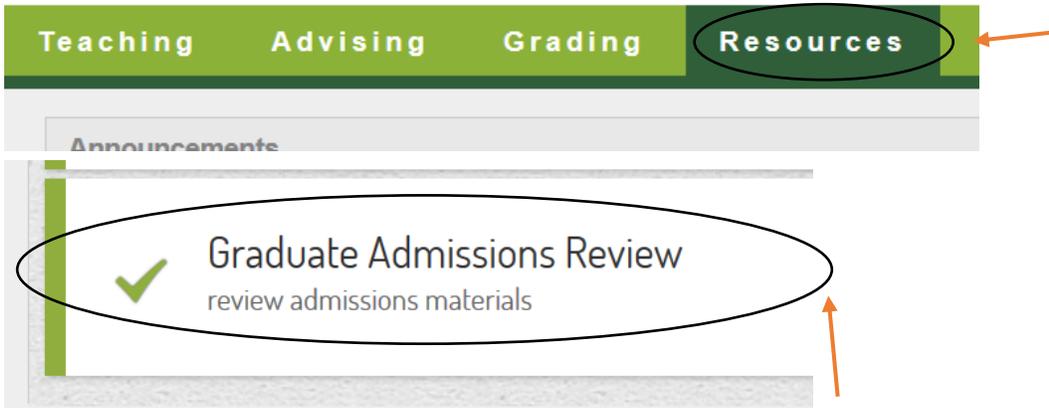
2. Select "Admit" on the screen

3. Click the plus sign to expose pools and click the program name to view applicants
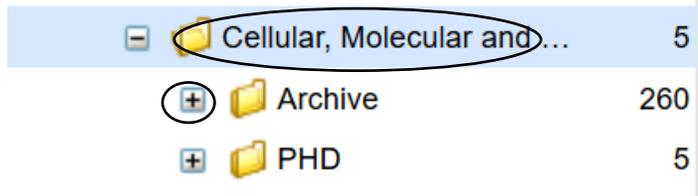
4. To view an individual applicant, double click the applicant's name in the pool listing. You can then view all application materials on each tab. To navigate through all tabs click the arrow buttons on the right. If you wish to see them all in one location, click on the PDF button and it will change to a complete PDF document.
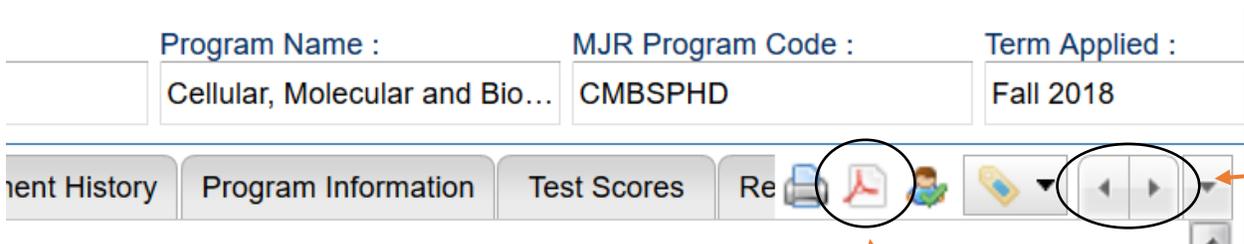
5. If you are the Program Director or Chair, you will have the ability to submit a program recommendation for admission or denial. Navigate to the Decision tab (by clicking the arrows to see different tabs), enter your decision from the drop down menu and be sure to click Save. Note: the decision categories other than admit/admit conditional/deny are used for internal use only and will not be entered into the letter to the student.

| Checklist | Decision | Decision Response | Attachments | Administrative Notes |

Program Director Recommendation
NOTE: The decision categories other than admit/admit conditional/deny are used for intneral use only and will not be entered into the letter to the student.

Program Director Recommendation :
Admit

Program Director Recommendation User :

Program Director Recommendation Date :

Program Recommendation Comments :

☐ Evaluation Complete   Save   Close

TIPS:

Tags	Term A...	Deci...	Grad...	First ...	Date Sub...
☐	Fall 2018			Jan L...	2017-10-08
☐	Fall 2018				017-10-04
☐	Fall 2018				017-09-30
☐	Fall 2018				017-09-24
☐ ...e...	Fall 2018			Md M...	2017-09-20

You can grab the bar between columns to adjust column width

You can use the top row to search within the column

You can sort by clicking on this triangle