

eGAS Faculty Reviewer Module

1. Login using UWIN ID
2. Select the application and click on Details.
 - a. On the Received Document tab you will be able to review all submitted documentation.
 - b. On the Referee Information tab you will be able to view the referees reports.
 - c. On the GPA Calculation Sheets tab you will be able to view the assessment of academic average.
 - d. On the Worksheets tab you will see any documentation added by the Graduate Coordinator.
 - e. On the Correspondence tab you will see all messages sent by the University.
 - f. On the Graduate Coordinator Notes tab you will see any notes added by the Graduate Coordinator. To view a note click on the Details button.
3. When you are ready to review the file, click on the Review Detail button.
 - A) On the top of the screen you will see the applicant information
 - B) Using the drop down menus you will determine if the applicant is:
 - a. Academically eligible for admission
 - b. Whether you are willing to supervise the applicant
 - c. Going to receive any funding from you as a supervisor
 - d. The funding amount (without \$)
 - e. Any additional comments. This might include comments on qualifying courses, additional degree requirements, etc.
 - C) When you are ready to submit your evaluation click on the Save button. An information window will open to tell you that the file was successfully saved.
 - D) Click on the Submit button. An information window will open to indicate that email messages have been sent to the Graduate Coordinator.