



AppReview

Program Coordinator

Documentation

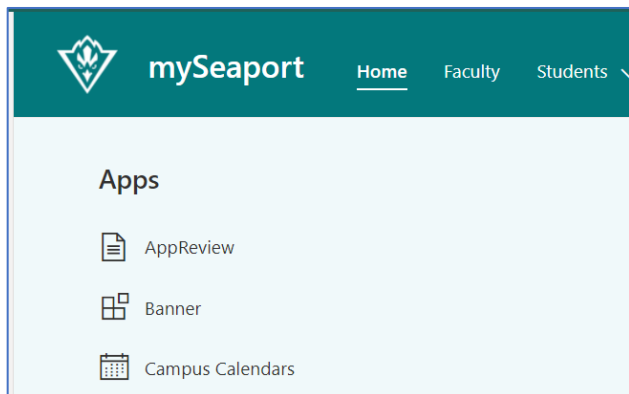
Part 1: Single Sign-on

AppReview uses single sign-on and may be accessed from on or off-campus.

1) Clear your cache and update bookmarks.

2) Go to mySeaport

(<http://myseaport.uncw.edu/>)



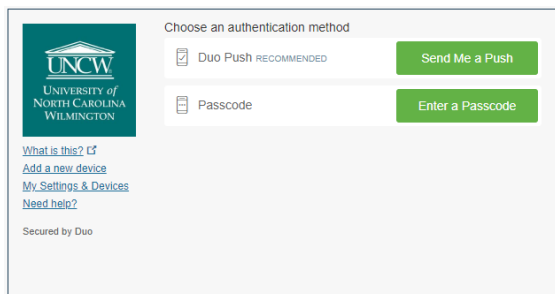
or

Graduate School home page

www.uncw.edu/gradschool

Part 2: Duo Push

UNCW uses an authentication method to log into campus resources. Choose to push or request a passcode.



Part 3: Start Reviewing Applications

Part 4: Email Notifications

A daily email is sent when new items are in the bundle for processing. Instructions and notifications are sometimes routed to spam/junk folder. Emails from AppReview feature "New AppReview Applications Ready for your Review" in the subject line and originate from "no-reply@applyyourself.com."

Dear Kimberly Harris,

You have new applications ready for your review from the following bundles:

- CSB - (2) Prog Coord Review - IMBA
- CSB - (2) Prog Coord Review - Business Analytics
- CSB - (2) Prog Coord Review - MS CSIS

Please [click here](#) to log in to AppReview to review the application(s).

Please Note: If you have forgotten your username or password you can request the information from the Log In screen.

Thank you,
The AppReview Team

Part 5: Types of Bundles

Initial Review Bundle

This bundle is available to the program coordinator(s). This bundle *contains* personal identifiable information (PII) such as demographic and campus safety sections. A decision may be made in this bundle or it may be routed to the committee for further feedback/review.

Committee Review Bundle

This bundle is available to the program coordinator and committee members, and it *does not* contain personal identifiable information (PII). The committee does not receive an email notification. Notify the Graduate School if you wish to add an email notification to your committee bundle.

Program Decision Bundle

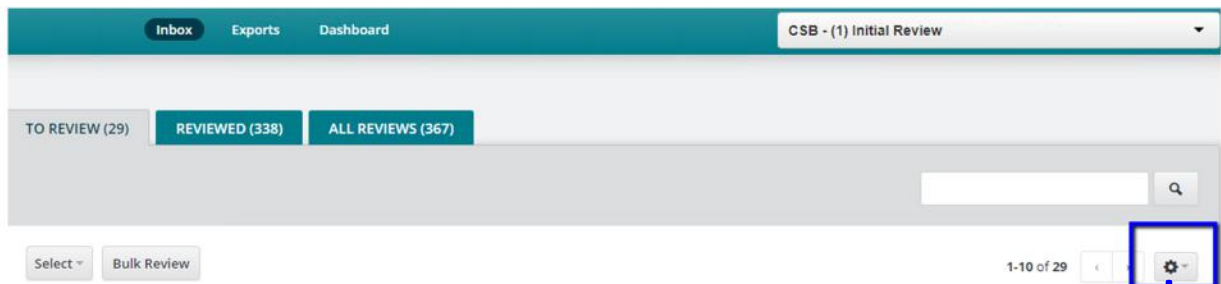
This bundle is available to the program coordinator(s) and is the final bundle for decisions. This bundle contains personal identifiable information (PII) such as demographic and campus safety sections. A decision must be made on the application at this point.

Note:

- *Do not physically save or print the PDF to an external source.*
- *Not all programs use standard bundles and therefore may appear differently.*

Part 6: Set-Up

Please follow Step 1 below to adjust column settings within an individual application.



1) To create a column indicating an undergraduate GPA below 3.0, select the settings gear, choose Add or Remove Columns, enter the number 3 in the pulldown menu, choose "Bachelor's GPA below 3," click Add, and then click Save.

Part 7: Provision or Full Admit Rationale

Provide a provision or full admit rationale for applicants with an undergraduate GPA below 3.0. Only program coordinators are asked this question.

Provide a final recommendation.

After submitting comments and a final recommendation, select Submit Review.

A screenshot of a form titled 'Provisional and/or Full Admit Rationale'. The form has a teal background. At the top, the title is displayed. Below the title, there is a paragraph of text explaining the purpose of the provision. Underneath this text is a large white text input field. Below the input field is a dark teal box containing the text: 'This question must be answered and is only for you. Other reviewers, if any, will not be asked this question.' Below this box is a dropdown menu labeled 'Final Recommendation *' with the text 'Choose...' and a downward arrow. At the bottom of the form, there are two buttons: 'Cancel' (grey) and 'Submit Review' (orange). Blue lines connect the text instructions on the left to the input fields and the 'Submit Review' button.

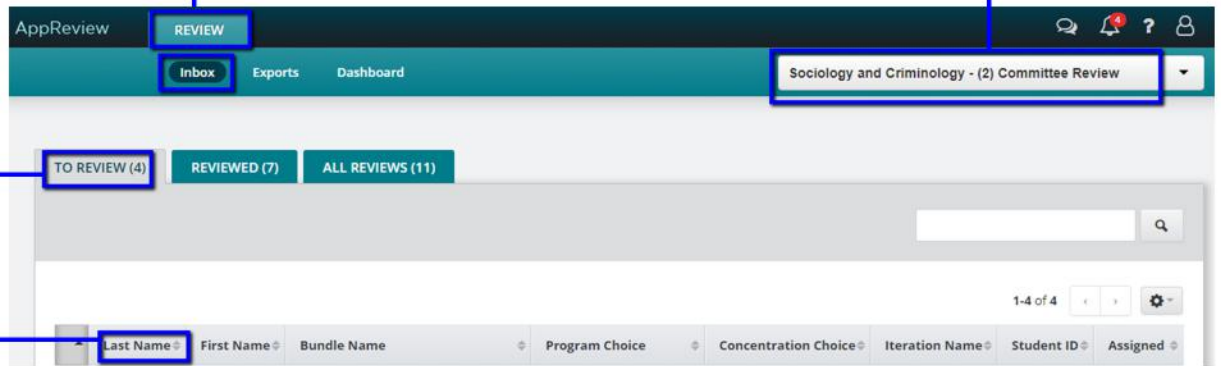
Part 8: Viewing Modes

To view applicants for a specific committee, follow Steps 1-4 under **View Committee Bundles** below. To view all applicants, follow Steps 1-4 under **View All Applicants** below.

View Committee Bundles

2) Under the Review tab, go to Inbox.

1) Choose the specific committee bundle.



3) Select the To Review tab.

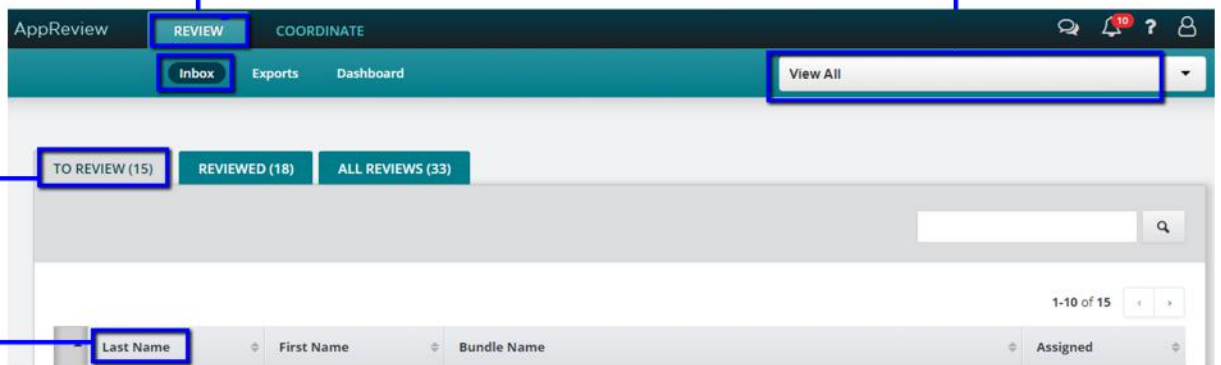
4) Click on the applicant's last name.

or

View All Applicants

2) Under the Review tab, go to Inbox.

1) Choose View All in the top right corner.



3) Select the To Review tab.

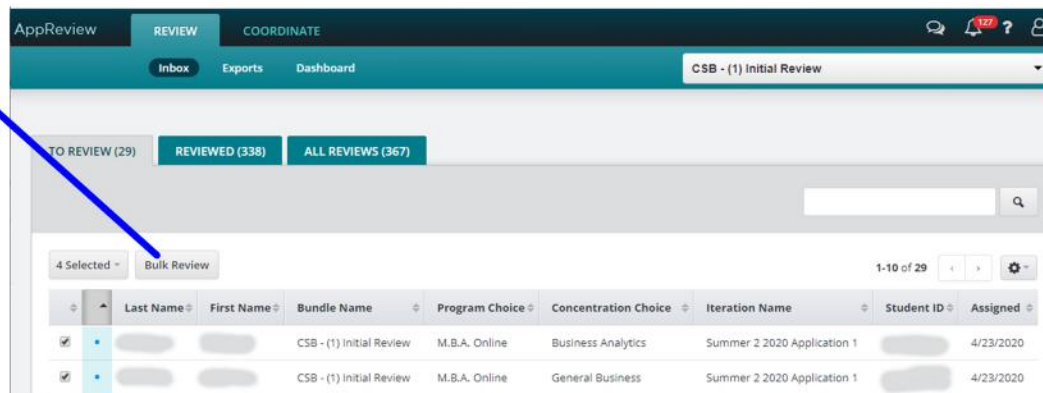
4) Click on the applicant's last name.

Part 9: Bulk Review

Bulk review allows coordinators to make decisions on multiple applications simultaneously. Follow Steps 1-2 below to complete a bulk review. Bulk review is not available in View All mode. *Note: Bulk review assigns the same decision to all selected applicants. For example, all provisional applicants will receive the same decision if bulk review is selected.*

1) Select the applicants and then select Bulk Review.

2) Provide a rationale or provision (if needed) and then select Final Decision and Submit.

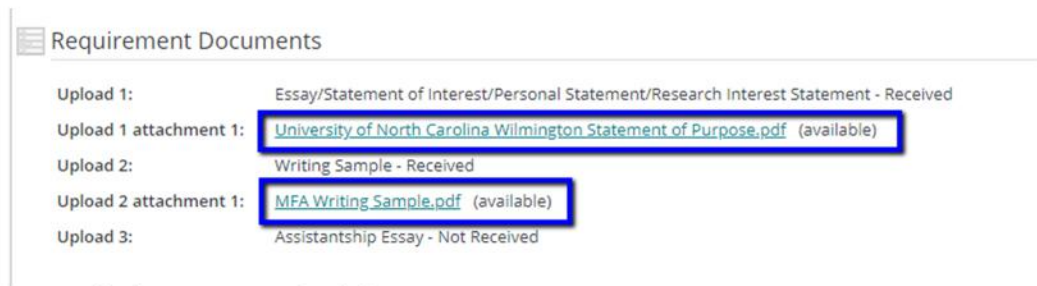


Part 10: Document Access

To view individual documents, follow Step 1 under **View Individual Documents** below. To download all application materials, follow Step 1 under **Download All Documents** below.

View Individual Documents

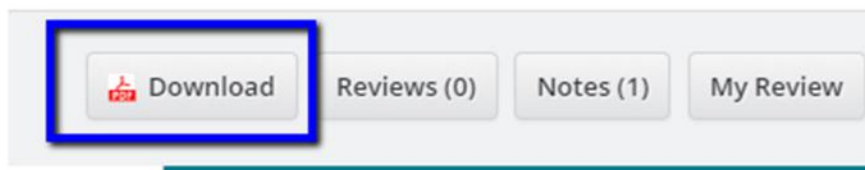
1) Scroll through the application and open each link to view supplemental documents.



or

Download All Documents


1) Choose the download button (top right) to view the entire application, including supplemental documents and transcripts.



Part 11: Initial Review Bundle/Decision Being Made by Coordinator

- 1) Enter a Provision or Full Admit Rationale (if overall undergraduate GPA is below 3.0).
- 2) Make a final recommendation.

or


- 1) Select Final Recommendation.
- 2) Send to Committee Review.
- 3) Submit Review.
- 4) Save and click on the  button to refresh your View All mode.

Part 12: Committee Review Bundle/Decision Being Made by Coordinator

Committee members will work directly with the program regarding application feedback. Application feedback is not currently collected from committee members within AppReview.

- 1) Enter Provision or Full Admit Rationale (if overall undergraduate GPA is below 3.0).
- 2) Make a final recommendation.

or

- 1) Select Final Recommendation.
- 2) Send for Program Decision.
- 3) Submit Review.
- 4) Save and click on the  button to refresh your View All mode.

Part 13: Program Decision Bundle/Decision Being Made by Coordinator

- 1) Enter Provision or Full Admit Rationale (if undergraduate GPA is below 3.0).
- 2) Make a final recommendation.
- 3) Select Submit Review, click Save, and click Confirm.

Part 14: Additional Information

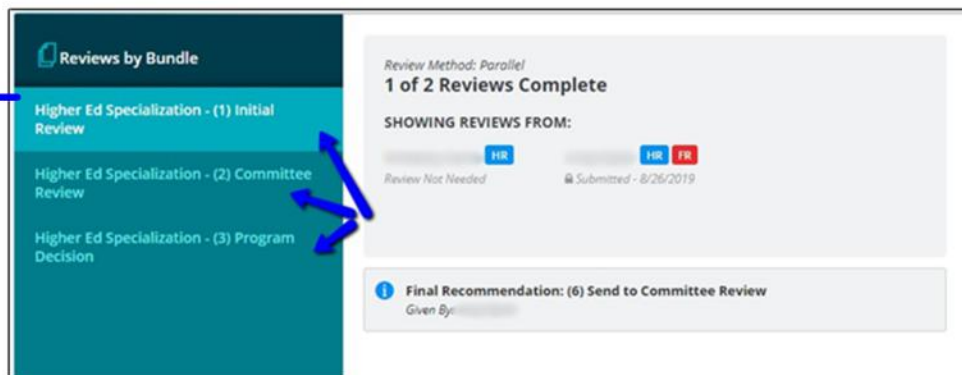
Review History

To see the history of reviews, follow Steps 1-2 below.

1) Select Review.



2) Click on bundle to be reviewed.



Applicant Notification

For any recommended decision made by 4:00 p.m., a decision letter will be available to the applicant the next business day.

*Note: The Graduate School issues the official decision. Any program or personal correspondence apart from the official decision should be referred to as a **recommended decision**.*