

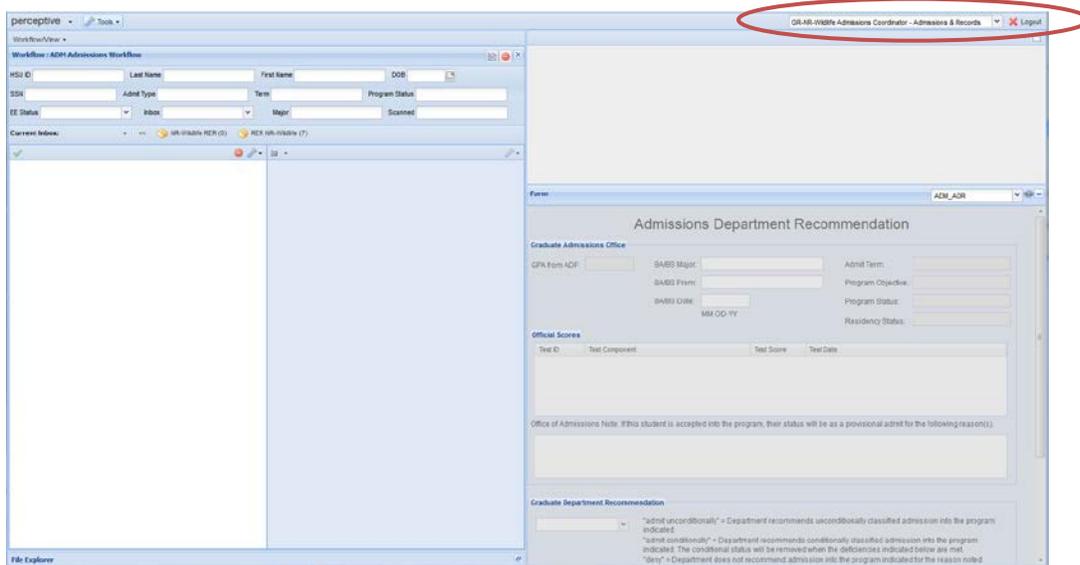
Nolij for the Novice

Viewing Incomplete graduate applicant files

The REC Role

Hopefully you are now familiar with reviewing completed graduate files. Perhaps now you are wondering why you are not seeing a particular student who you've been in contact with. Chances are their file is not considered complete because they are missing transcripts, or that third letter of recommendation or maybe their CV has not been uploaded by admissions yet. If their file is not complete, it will not be in the main reviewing "role".

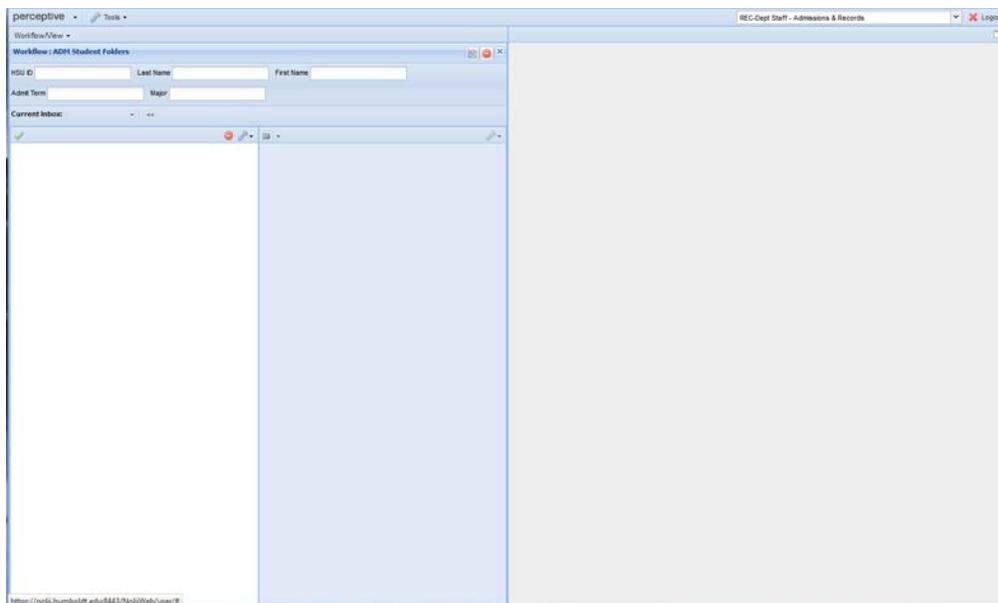
To briefly review, when you log into Nolij you see something similar to the image below. The circled area is where you make your "role" selection.



Click on the little arrow to the right and select the second role: "REC-Dept Staff – Admissions & Records"

GR-NR-Wildlife Admissions Coordinator - Admissions & Re...
REC-Dept Staff - Admissions & Records

You will be taken to a screen that looks similar to this:



To view a list of all incomplete files

To view all incomplete applicants for your option you will need two bits of information, the Admit Term and the Major Code. You enter these in the appropriate field at the top of the screen.

Terms	Admit Term (this is the # you'll need to use for Nolij)
Fall 2018	2184
Spring 2019	2192
Fall 2019	2194 these are used by PeopleSoft

Major	Major Codes (this is the # you'll need to use for Nolij)
Fisheries	NRFIMSMFP
Wildlife	NRWIMSMFP
Forestry	NRFWMSMFP
ENRS	ENRSMSMFP
ERE	ESERMSMFP
Geology	ESGEMSMFP
Math Modeling	ESMMMSMFP
ETaP	ESTPMSMFP

This will show you all applications for your options, both incomplete and complete.

To view incomplete applicants by student you will need their name or their student ID number, which you can find in PeopleSoft, and enter in the appropriate boxes directly under the NOLIJ logo in the upper left hand corner.

A Bit About the REC role

Once you select a file to view you will see all of the documents that are currently on file for an applicant. You can view individual files, but only within the viewing pane (you will not be able to double click and open a pdf).

You will not be able to see their GRE's or GPA in this role. There's a work-around for this, so when you are feeling comfortable with this process, contact Pat in the dean's office and she'll help you go a step further!