

Academic Plan Setup within UAConnect

The Graduate School has provided new functionality within UAConnect to facilitate the review and decision submission for new applicants. The purpose for this document is to provide you with the information you need to properly setup your academic plans.

All of the setup options are provided within one page in UAConnect. The navigation is: Main Menu > Student Admissions > UA AD Custom Components > UA_GRAD > SETUP > UA GS Acad Plan Setup. It is recommended to add this page to your list of favorites so you do not have to remember the navigation. This page will only be accessible to plan coordinators or department heads. If you are either of these and do not have the necessary permissions, please fill out a security request within UAConnect and notify Dr. Pat Koski (pkoski@uark.edu) of any changes to these appointments.

It is important to note that this setup was created to be as dynamic as possible, allowing different requirements within the same program (MS vs PhD). For this reason, the setup is academic plan specific. The setup information will need to be completed for each academic plan your department offers.

Letters of Recommendation (LOR)

The first tab is where you will setup your Letters of Recommendation (LOR) information. Each academic department can choose whether they want to opt in or out of the new LOR process. On the setup page, coordinators can dictate how many references are required for each of their academic plans as well as the questions they want presented to recommenders. The questions will appear on all communications sent to the recommender as well as the upload page available to them to upload their letter of recommendation. Recommenders are requested to respond to these questions in their letter of recommendation. At this time, there is not an option of doing sliding scales or drop down boxes to collect responses. An alternative to this would be to re-phrase the question to request a descriptive response (ex. From a scale from 1 to 10, 10 being the highest how would you describe the applicants ability to...).

An example of the setup page is shown below.

UA Letters Of Recommendation Setup

*Academic Plan:

Number of LOR Required:

USE LOR Defaults: GRE NEEDED:

| Use Question | Question Asked on LOR |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Question 1: <input type="text" value="How long and in what capacity have you known the applicant?"/> |
| <input checked="" type="checkbox"/> | Question 2: <input type="text" value="Please comment on the applicant's qualifications for graduate study including strengths and weaknesses and"/> |
| <input checked="" type="checkbox"/> | Question 3: <input type="text" value="Please comment on personal qualities of the applicant and provide any additional information you think will aid"/> |
| <input checked="" type="checkbox"/> | Question 4: <input type="text" value="Please indicate your overall recommendation of the applicant on the basis of their qualifications and potential"/> |
| <input type="checkbox"/> | Question 5: <input type="text"/> |
| <input type="checkbox"/> | Question 6: <input type="text"/> |
| <input type="checkbox"/> | Question 7: <input type="text"/> |
| <input type="checkbox"/> | Question 8: <input type="text"/> |
| <input type="checkbox"/> | Question 9: <input type="text"/> |
| <input type="checkbox"/> | Question 10: <input type="text"/> |

The number of LOR Required field is the number of references you require in order to be considered for admittance into your degree program. If you choose to participate in the LOR process you must select a number of 1 or greater. If left blank or zero, your academic plan will be considered to be inactive for LOR and applicants will not receive the necessary communications or UAConnect permissions to add references.

The USE LOR Defaults checkbox is available if you decide you do not want to create your own questions but would rather use the default questions provided by the Graduate School. The default questions are as follows:

1. How long and in what capacity have you known the applicant?
2. Please comment on the applicant’s qualifications for graduate study including strengths and weaknesses and your evaluation of academic performance in relation to other students you have known.
3. Please comment on personal qualities of the applicant and provide any additional information you think will aid the selection committee in its evaluation of the applicant.

4. Please indicate your overall recommendation of the applicant on the basis of their qualifications and potential to be successful in graduate school and promise of professional success.

If you check the USE LOR Defaults checkbox, the default questions (listed previously) will replace any questions which may have been added in the lower portion of the setup page. If you do want to use any of the default questions you will need to copy those to your setup page. Questions will be presented to the recommender in the order they are listed on the setup page.

Please ignore the GRE Needed and Grad Level Test Needed checkboxes. These fields are being used for internal (admissions) processes and have no bearing on your required LOR setup.

The bottom section of the setup page is where you, as a graduate coordinator, will create the questions your program would like the recommender to include in their letter of recommendation.

You may add up to 10 questions. If you want to use the question, be sure to select the adjacent 'Use Question' checkbox. Any questions that do not have this checkbox selected will not be included in the communications sent to the recommender. Coordinators may change their setup at any time.

After all of the changes have been made, select the Save button at the bottom of the page.

Things to remember:

- To participate in the new LOR process, you must have a numeric value of 1 or greater in the Number of LOR Required field. If you choose to opt out, make the value equal to zero.
- The LOR Defaults checkbox will trump any questions you may have setup on the page. If you want to ask your own questions on the LOR request, uncheck this box.
- Be sure to select the 'Use Question' checkbox for any question you want to appear to the recommender. Any question without this checkbox selected will not be presented to the recommenders.
- At any time, you may go into UAConnect and change these options and questions. This is not a limited time setup.

For a more detailed review of this functionality, please review: <http://graduate-and-international.uark.edu/resources/forms/letter-of-recom.pdf>

Uploadable Document Requests

Often times, departments have additional admission requirements beyond what GSIE requires for admission. To help clarify these needs to our applicants, the Graduate School now facilitates the collection of additional documents which you may require to make an admission decision. Currently, as of June 2016, we can collect eight different document types. They are: Course List, Departmental Application, GRAD Assistantship Application, Portfolio, Research Sample, Resume or CV, Statement of Purpose, and Writing Sample.

These items will show up as requirements to the applicant in their Applicant Center in UAConnect. To add a document requirement, click on the 'plus' icon. In the new row that was just added, select the associated magnifying glass icon under the column of Description. This will pull up a list of documents available to you to add. When you are done, click the 'Save' button.

While it is not required, it is strongly suggested that you put in the URL for where on your website the applicant can get more information on each of these requirements. The URL you enter will be shown to the applicant in any communications sent regarding outstanding requirements.

Any documents uploaded will be visible to you within the Applicant Summary page in UAConnect.

Favorites | Main Menu > Student Admissions > UA AD Custom Components > UA_GRAD > SETUP > UA GS Acad Plan Setup

LOR Setup | **Document Setup** | Eval Setup

Required Admission Documents

*Academic Plan CSCEMS Computer Science

| Checklist Item Code | Description | URL for More Information | | |
|---------------------|----------------------|---|---|---|
| 1 GZ01 | Statement of Purpose | http://computer-science-and-computer-engineering.uark.edu/academics/graduate/graduate-forms.php | + | - |
| 2 GZ05 | Portfolio | | + | - |

*Items added to this page will appear as a To-Do list item for the applicant. The requirements selected on this page will not prevent an applicant from being evaluated or admitted.

*If a document requirement is waived for an applicant, please advise the applicant to ignore that specific request in their To-Do list.

Save | Return to Search | Notify | Add | Update/Display | Include History | Correct History

[LOR Setup](#) | [Document Setup](#) | [Eval Setup](#)

Evaluation Management

In some departments, admit decisions aren't made by the coordinator alone. Rather, they are reviewed and evaluated on as a committee. To accommodate this type of evaluation, a new tab in our Acad Plan Setup page has been created entitled 'Eval Setup' along with a 'Dept Eval' tab in Applicant Summary.

Coordinators automatically can enter evaluations in our Applicant Summary page. Anyone else will need to be entered in the Acad Plan Setup page. To enter a committee/review evaluator, go to the 'Eval Setup' tab and select the plus icon. From there, you will use the lookup icon (magnifying glass) to find the staff/faculty/advisor you are looking for.

LOR Setup | Document Setup | **Eval Setup**

Academic Plan Evaluators

Academic Plan CSEMS Computer Science

| Evaluators | | | | Personalize | Find | View All | Print | Grid | First | 1-3 of 3 | Last |
|------------|-----------|----------------------|------------------|----------------------------------|----------------------------------|----------|-------|------|-------|----------|------|
| | *Empl ID | | Name | | | | | | | | |
| 1 | 000288705 | <input type="text"/> | Thompson,Dale E. | <input type="button" value="+"/> | <input type="button" value="-"/> | | | | | | |
| 2 | 010755856 | <input type="text"/> | Liu, Frank | <input type="button" value="+"/> | <input type="button" value="-"/> | | | | | | |
| 3 | 000291900 | <input type="text"/> | Parkerson, Pat | <input type="button" value="+"/> | <input type="button" value="-"/> | | | | | | |

[LOR Setup](#) | [Document Setup](#) | [Eval Setup](#)

If you select the [Advanced Lookup](#) link, you get options to search by First Name and Last Name.

Look Up Empl ID

Empl ID:

Last Name:

First Name:

[Basic Lookup](#)

Every day, evaluators listed on this setup page will receive an email listing any new applicants who are ready for department review (an admit decision). This list will not be cumulative; rather it will only be a daily summary.

As your evaluation committees change, please make the appropriate updates using this page.

To enter an evaluation, evaluators can either click on the link provided to him/her in the email or they can navigate to their Applicant Summary page in UAConnect (Main Menu > Student Admissions > UA AD Custom Components > UA_GRAD > USE > UA Grad Applicant Search).

Evaluators can enter an overall rating (1– 5, 5 being best), recommend for admit, and enter a comment. At least one of these options must be used before selecting the Submit button.

Bio/Demo Data | Application | Academic Info | LOR | **Dept Eval** | Dept Decision

Michael Crichton

Application History Find | View All First 1 of 1 Last

Application Nbr: 010101010 Admit Type: NEW Global / Online?: CAMPUS
Career: Graduate Admit Term: 1166 Wants Assistantship: Y
Program: GENG

Academic Plan/Subplan Personalize | Find | View All | [Grid Icon] | [Print Icon] First 1 of 1 Last

| Plan | Description | Sub-Plan | Description |
|--------|------------------|----------|-------------|
| CSCEMS | Computer Science | | |

Departmental Evaluation +

Rating Recommend for Admit: Yes No

Comments

[Bio/Demo Data](#) | [Application](#) | [Academic Info](#) | [LOR](#) | [Dept Eval](#) | [Dept Decision](#)

Only the coordinator, department head, and individuals listed on the Eval Setup page will be able to add evaluations. A user can add more than one evaluation in cases where he/she wishes to change or amend a previous evaluation.

Future Enhancements

GSIE is continually expanding on the functionality offered to our faculty, staff and prospective students. You can expect that any future enhancements which require academic plan specific setup will appear on the UA GS Acad Plan Setup page (only available to coordinators and department heads). Please review any communications sent by Dr. Koski (pkoski), as this will be the primary means to announce new development. If you have any questions about these procedures or functionality, you may contact Lynn Mosesso (mosesso).