Accessing Admissions Information

UBER REPORT

LOCATION FOR GRADUATE ADMISSIONS: \\PEABODY\DEPTSHARE$\COLLEGES\GRADUATE_ADMISSIONS

(copy this link (CTRL C). Go to "start" in the lower left hand of your computer. Go to "run" and paste this link into the file space, as noted below. To make it easy locating this file, it is recommended that you create a short cut on your desktop.
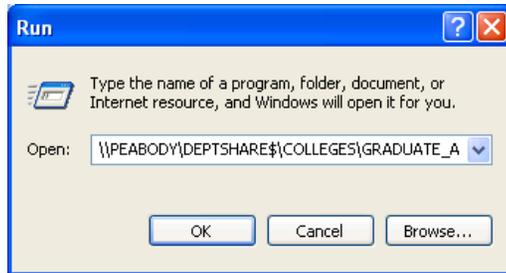
All department heads/chairs and graduate student coordinators should have access to the Graduate Uber Report. The purpose of the UBER report is to assist the department in tracking their students throughout the application process.

Once you get into this folder, you will see two files. An **"Applicants" file and a "Recruit" file**. The Applicants file will provide you with any student that has an application on banner for your program per term. The Recruits file will list students that have contacted the UW Admissions Office requested additional information or their information may have come over from name buys/requesting to have GRE scores sent to UW. In some cases, someone from the Recruit file will show up in the Applicant file as well.
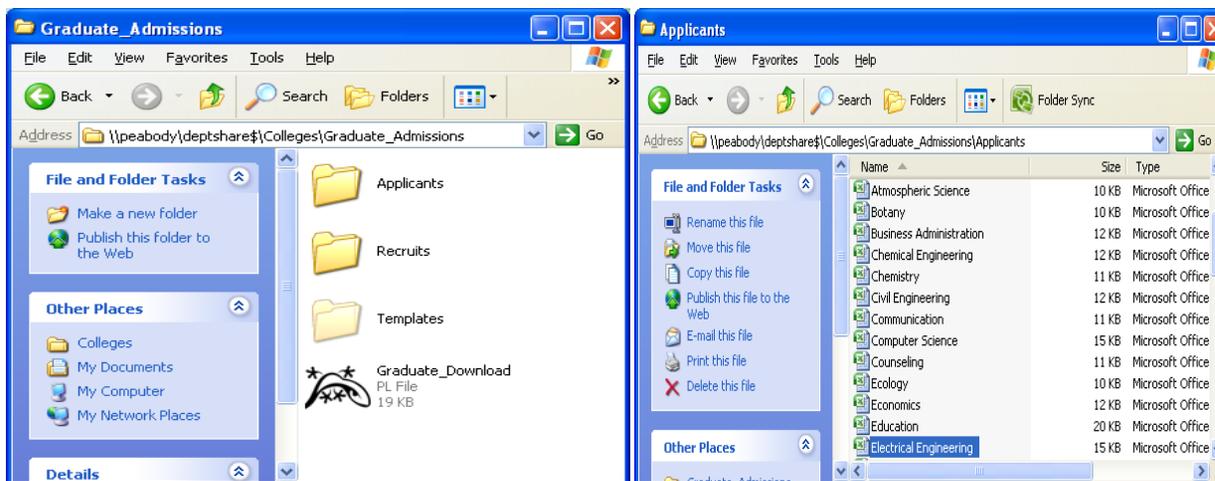
- In the "Applicants" file, in your department excel sheet, you will see the following information on each student:

  - General and Contact Information
    WID, First Name, Last Name, Birth Date, Address, Nation, Email, Phone Number

  - Application Information
    Term Code, Application Date, Decision Code, Decision Description, Decision Date, Residency, Program, College

  - Application Status Information
    Application Fee Paid, College Transcript Received, College Transcript Pending
    Recommendation Received, GRE Received
    TOEFL Received, I-20 Received, Confidential Financial Statement Received

PLEASE NOTE: If a student is noted as "Pending Dept. Approval," on the decision description column, that student will not be admitted until we have received the Graduate Admissions Form (http://uwadmnweb.uwyo.edu/uwgrad/info.asp?p=16951) from your department.

- In the "Recruits" file, in your department excel sheet, you will see almost the same information, minus the application information.

HERSHEY/IMAGING

Each department has a representative with access to Hershey/Imaging. To obtain access (which is very limited) or to see who has access in your department, contact the Office of the Registrar at 766-5272.

Looking up transcripts in Hershey/Imaging can be cumbersome. Please call the Pepper Jo Six at 766-5126, if you need assistance or training in this program.

Some quick tricks of the trade are listed below:

1. Always check the "Search Inactive" box.
2. Search by last name and first name, not W#. If you do find a transcript under the correct name, but you see it is listed under a different W#, please inform the UW Admissions office for clean up.
3. Set your home Hershey/Imaging page to the main search page by clicking the house in the lower right corner.