

GEO Application System User Guide for Faculty Directors

GEO Application System <https://intlsa.uoregon.edu/> BOOKMARKIT!

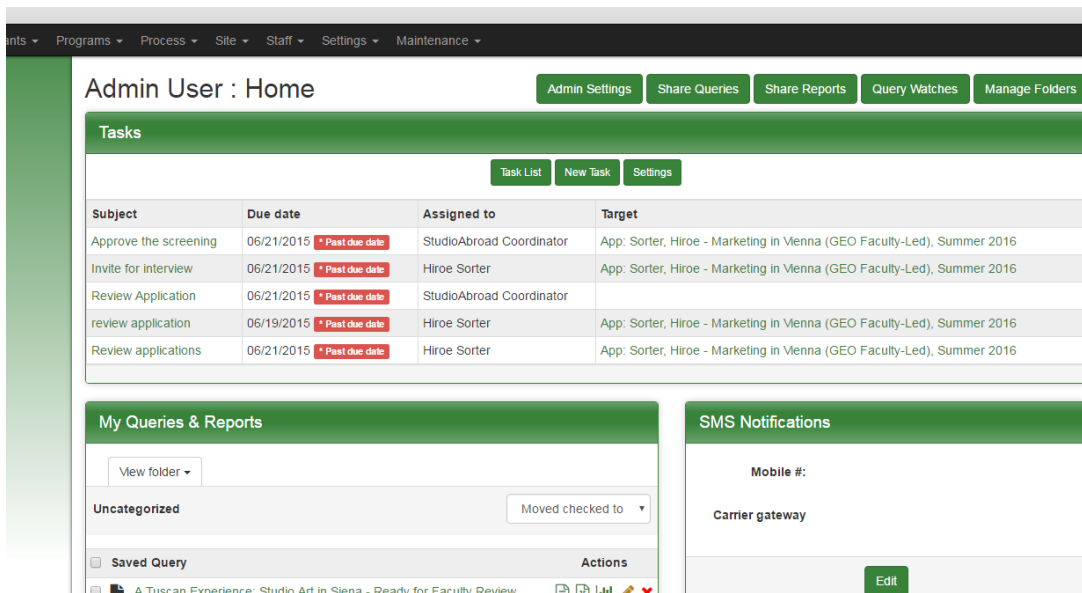
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A. Home Page

There are three ways to navigate the GEO application system: **Admin, Recommender, and Applicant.**

Admin Home - As Faculty Director, you will use the Admin Home page to review all applications. Once you log in the system, the **Admin Home Page** will be displayed as your default home page.



Recommender Home - If a student has requested a recommendation from you through the GEO Application System, you will see Recommender Home link on the top right. This page provides you with a list of applicants who have requested recommendations that are pending and completed.

Global Educat

Applicant | Programs | Process | Site | Staff | Settings | Maintenance

Applicant
Administrative
Recommender
Site Home
Programs

Recommenders : Home

Pending Recommendations:

Applicant	Program	Term
Satoko Ura Dhillon	Sports Business Global Studies in Germany and the Netherlands (GEO Faculty-Led)	Summer, 2017
Satoko Ura Dhillon	Yonsei University Exchange	Spring Semester, 2018
Satoko Ura Dhillon	Tsinghua University Exchange	Spring Semester, 2018

+ Show completed recommendations

Applicant Home – Applicants can access the Applicant Home page after applying to a program and logging in to the GEO application system with their username and password. This page provides an overview of the applicant’s application activities. As Faculty Director, you will typically not see this home page.

Programs | Process | Site | Staff | Settings | Maintenance

Your Home Page : Satoko Ura Dhillon - Applicant Home Page

Search Programs

Applications

Spring Semester, 2018

Yonsei University Exchange (ID 54206 not ranked) Deadline: 02/01/2017 [Withdraw](#)

[Update Rank](#) (enter numbers to rank by preference)

Dankook University Exchange (ID 56363) **Withdrawn: By Staff** [Reinstate](#)

Tsinghua University Exchange (ID 48281) **Withdrawn: By Staff** [Reinstate](#)

Fall Quarter, 2017

Spanish Language and Society in Rosario (GEO Center) (ID 48177) **Withdrawn: Initial Application Process** [Reinstate](#)
Itinerary: Rosario, Argentina (Americas) 09/14/2017 - 11/24/2017

Fall Semester, 2017

Documenting Life Abroad in London (GEO) **Withdrawn: By Staff** [Reinstate](#)
Itinerary:

Profile

Satoko Ura Dhillon
satokou@uoregon.edu

No Image

UO Email Address: satokou@uoregon.edu [View All](#)

Current Address:

Permanent Address:

[Edit Profile](#)

Messages

[View all Messages](#)

Date/Time	From
01/25/2017	geoinfo@uoregon.edu

B. Finding Applications

To find your students in the application system, click on the **Shared Queries** for your program.

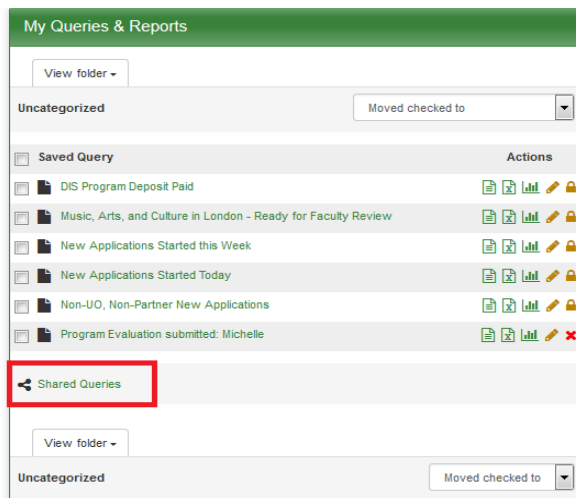
GEO will create two types of queries for your program: **‘All applications’** and **‘Faculty Ready for Review’**. These queries will appear on your admin homepage and will reflect the most updated lists of applications for your program.

When reviewing applications, please use the ‘Faculty Ready for Review’ query as this will provide you with the list of applications that are complete and ready for your review.

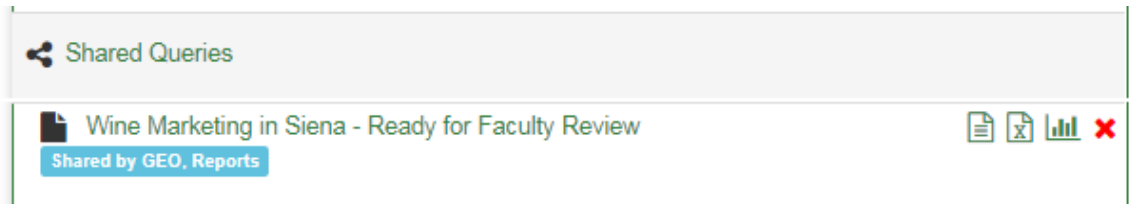
The **‘All Applications’** query will allow you to access a list of all applicants who have applied to your program, including those who have participated in previous years.

To access your queries, follow the steps below:

1. In the ‘My Queries and Reports’ panel, click on the ‘Shared Queries’



2. Click on the title of the query. (e.g. Wine Marketing in Siena – Ready for Faculty Review)



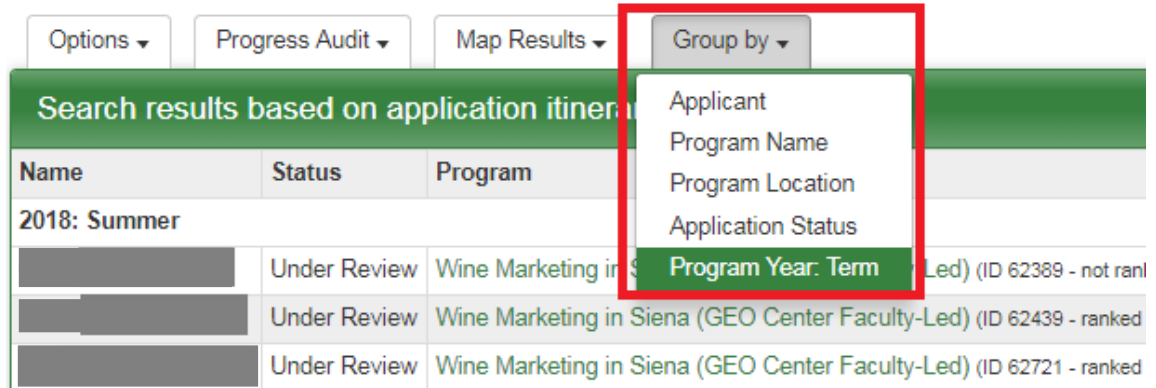
3. This will display a clickable list of all the applicants.

Options ▾ Progress Audit ▾ Map Results ▾ Group by ▾

Search results based on application itinerary:

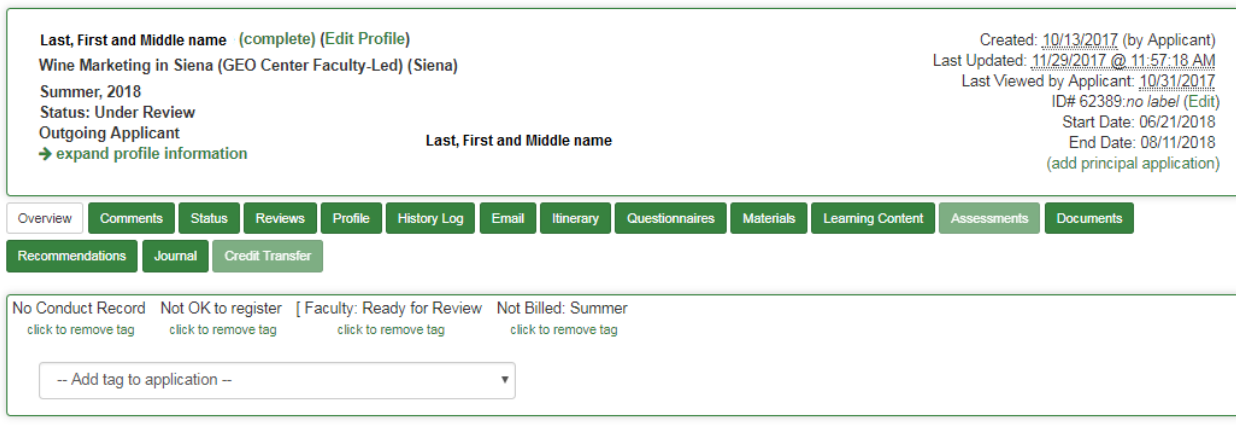
Name	Status	Program	Term
██████████	Under Review	Wine Marketing in Siena (GEO Center Faculty-Led) (ID 62389 - not ranked)	Summer, 2018
██████████	Under Review	Wine Marketing in Siena (GEO Center Faculty-Led) (ID 62439 - ranked 1)	Summer, 2018
██████████	Under Review	Wine Marketing in Siena (GEO Center Faculty-Led) (ID 62721 - ranked 1)	Summer, 2018
██████████	Under Review	Wine Marketing in Siena (GEO Center Faculty-Led) (ID 62390 - ranked 1)	Summer, 2018
██████████	Under Review	Wine Marketing in Siena (GEO Center Faculty-Led) (ID 62795 - not ranked)	Summer, 2018

- You may sort the list, by selecting an option under 'Group by' such as 'Program Year: Term' or 'Application Status'.



C. Viewing an Application

When you click on a student's application, there is summary information at the top, including the applicant's name, program, term, status, etc.



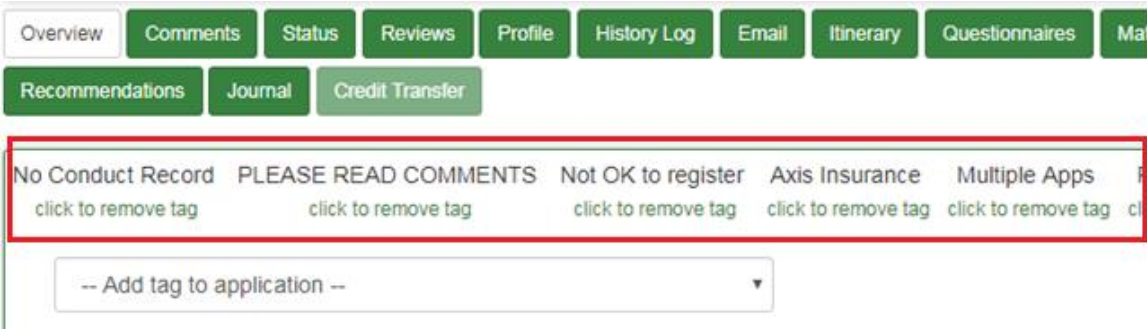
Tabs: You may click on the green tabs to access different parts of the student application.

- Comments** – These comments are only viewable by administrators, not students. Comments are not editable, and are officially part of the student's file.
- Profile** – This tab shows address, phone number, emergency contacts, and other applicant data.
- Email** – Administrators can email the applicant directly from this tab.
**Please see how to send emails under sections F below.*
- Questionnaires** – This is where the students' application essays can be found.
- Materials** – This is where the documents that students need to sign or submit can be found.
- Documents** – Faculty directors can view documents uploaded here (Health Evaluation Forms, Travel Clinic Certificates, etc.)
- Recommendations** – This is where the students' recommendations can be found.
- The remaining tabs are for office-use only.

Tags: An application tag is a 'digital sticky note' that can be added/removed from applications and used for searching applications.

Applicants cannot see the application tags that have been added to their applications – tags only appear to administrators.

Application tags can be applied to applications to draw attention to a certain aspect of the application or applicant. For example, a tag 'PLEASE READ COMMENTS' could be applied to applications on which a comment has been made.

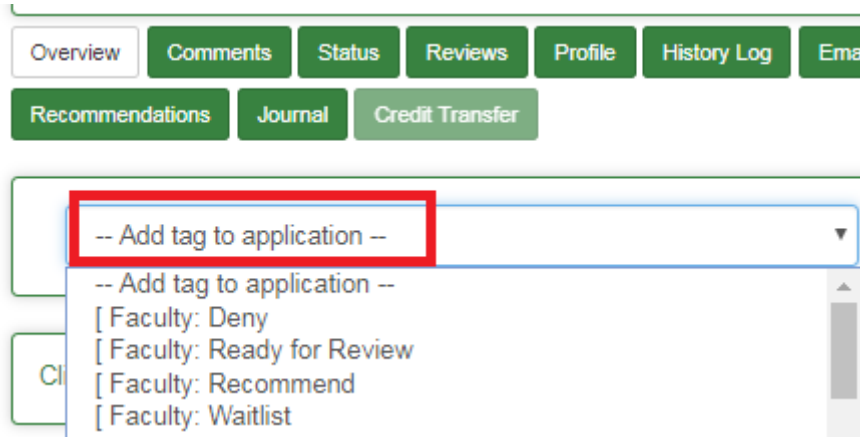


1. When you see the 'PLEASE READ COMMENTS' app tag, it's best to take a look at the comments, as we use that section to communicate vital information (e.g., that an applicant is a freshman who does not yet have a transcript, etc.). Never remove this tag. If you add comments and are the first staff person to do so, please add the 'PLEASE READ COMMENTS' application tag.
2. The app tags are VERY important in our processes. Please only work with the app tags described in this document. Never add or remove any other tags, as they are being utilized by other staff members.

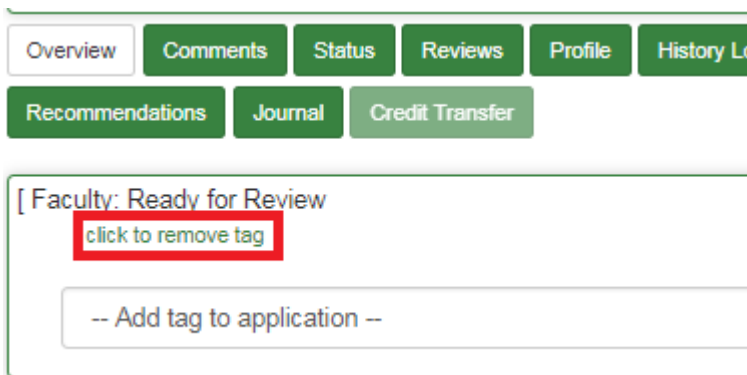
D. How to Review an Application and Interview the Applicant

1. **You may review an application or interview an applicant once you have been notified by email (Query Watch) that the application is ready to review. Please note that** you will only receive an email update (**Query Watch**) from geoinfo@uoregon.edu when you have applications ready to be reviewed (that is, you will not get the email when you are caught up on reviewing).
2. Open the individual student's application and read the relevant information: biographical data in the profile tab; the recommendations in the recommendation tab; and essays in the questionnaire tab. (Student transcripts may be accessed through Duckweb.) Based on the quality of these items, and your interview with the student, you will make a decision for one of three statuses: **Accepted, Waitlisted, or Denied**.
3. Once you have reviewed the application and interviewed the student, remove the application tag '[Faculty: Ready for Review' and replace it with one of these three tags: '[Faculty: Recommend', '[Faculty: Waitlist', or '[Faculty: Deny'.

4. You can add an application tag by choosing the appropriate tag from the list of drop down options where it says 'Add tag to application.'



5. You can remove the '[Faculty: Ready for Review' tag by clicking 'click to remove tag'.



6. **Please do NOT remove or add any other application tags!** This is very important! The tags drive the application processes across all administrators and faculty involved, so if you should accidentally change one, please let us know immediately.
7. If you select **Waitlist**, please give the applicant's rank order on the waiting list (or any other comments) under the 'Comments' tab.

E. General Notes about the Use of the Application System and Acceptance Process

1. The entire online file is part of the student's official record – even those items that are not set up to be viewable by the student (e.g. comments, and documents marked 'internal-use only'). Should the student request a copy of his or her official records, we will have to provide a full copy of the entire record. Therefore, **all comments and documents must be professional, objective, and straightforward**. Please do not record subjective opinions or second- or third-hand hearsay about the applicant (e.g. 'He seems distracted and incoherent,' 'One of my colleagues said she was inattentive in class'). If you need to discuss a confidential matter, please do so with your program coordinator by telephone.
2. You are responsible for reviewing the applicant for academic suitability. In other words, we expect that your reviewing and interview address questions such as:

- a. Is this applicant sufficiently academically qualified to participate in the program?
- b. Has the applicant chosen the right study abroad program? Are her or his objectives reasonable?
- c. If the applicant's GPA is a little bit below the normal minimum requirement, is there sufficient evidence of promise to accept the student anyway?

We will assume that your review addresses these concerns. The GEO staff will review the applicants for conduct records and basic eligibility, watching for any 'red flags' as well.

3. The GEO staff also handles follow-up for medical and mental- health concerns and disabilities, as part of the post-interview process. **Medical conditions, mental health conditions, and disabilities are not sufficient causes to exclude someone from participating except when such a condition would make it impossible to participate in the program even with every reasonable accommodation – and, even in such cases, we must first accept the student on academic/general grounds, and then discuss the other issues afterwards, in order to ensure that we are not discriminating on the basis of medical or other non-admissions concerns.**
4. GEO staff maintain a separate authority to deny acceptance to individual applicants, particularly in relation to conduct records. Generally, we will consult with faculty directors when a conduct history is concerning, but **in more extreme cases, we may elect to deny acceptance unilaterally.** For this reason, **we ask that you not tell your applicants that they have been accepted, and allow the official statement of acceptance to come from GEO.** You may tell them that you are 'recommending acceptance' but that GEO is also reviewing their files.
5. Once a student is accepted – both by you and the GEO advisor – we will notify them through the online application system.

F. Emailing Students

There are two ways to email students.

1. Send an individual email
 - a. To send a new message, select 'Use system e-mail form' link
 - b. To view the system email log for this application, select 'View email log for this applicant' link

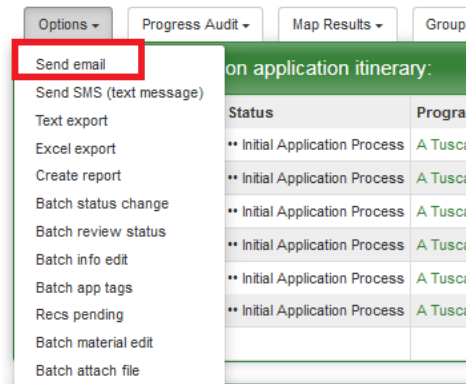
E-mail Options

Users E-mail Address: satokou@uoregon.edu

- **Use system e-mail form** This allows you to send messages through the server instead of an external e-mail client.
- **Use local email client program** This will open a message window from your locally-installed e-mail software (e.g. Outlook, Thunderbird, etc.)
- **View email log for this applicant** You can view all email traffic an applicant has received using this option.

2. Send batch emails - You can send one email to multiple students using the application system.
 - a. Click on the Shared Query for your program (note that you may want to use the query for 'All applications')

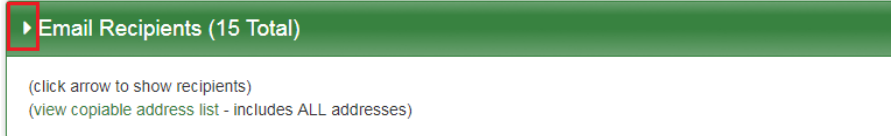
- b. Under 'Options' (top of review) select 'Send email'



- c. To only show the list of recipients, click the arrow next to 'Email Recipients'

Batch Processing : Email

This form allows you to send email to an applicant or group of selected applicants.



- d. To select some students from the list, unclick the box next to the students' names whom you do not want to receive the email.
- e. Complete each field in the editing window for the email and click 'Send' when you are ready to send it.
- f. Each recipient receives a separate email – the distribution list will not be known to the recipient. In other words, they will not know (or get the email addresses of) the other applicants to which you sent the email. You will also receive a copy of the email. The email record is permanent, so students cannot claim not to have received emails later on.

Batch Processing : Email

