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1.0 Introduction

1.1 This manual is designed to aid users of the Graduate Applicant Tracking System (GATS) Web application. These instructions will guide you through the applicant selection and detail viewing process. The organization of this user’s guide will follow the screens as you navigate through the web application.

2.0 Site Location and Login

2.1 Site URL: https://tim.txstate.edu/gats/

2.2 To enter the site, enter your NET ID and PASSWORD (see Figure 2-A).

2.3 Once logged in, you will see the welcome screen or Home screen (see Figure 2-B). A user must be designated as a GATS User, GATS Admin, or GATS Super Admin in order to successfully log into the GATS web application. Contact the Graduate College Office if you need access to the GATS web application (gradcollege@txstate.edu).

2.4 The Applicant Report is located on the quick launch bar on the left side of the screen. Click on APPLICANT REPORT (see Figure 2-B).
3.0 View – Applicant Report

3.1 Once you click on **APPLICANT REPORT**, options are then provided for you to search for the applicants you would like to view. There are two methods of searching for the applicants: 1) Student Search, 2) Report Search Options (see Figure 3-A).

3.2 **STUDENT SEARCH: How to search for one specific applicant:**

1. A Student TxState ID search provides all available graduate college applications for one student from all application terms. At the top of the GATS report the Application Term is shown, however, when performing a student search, this information will not be used (see Figure 3-B).

2. Enter the student’s TX State ID into the open field and click **GET STUDENT REPORT**. Wild card characters are not allowed in this field. The TX State ID must be provided completely. A list of applications submitted by that student regardless of term will be shown. More than one application may be displayed if the student submitted applications to multiple programs or applied for multiple terms (see Figure 3-C).

3. Continue to **Section 4.0 View- List Results**.
3.3 REPORT SEARCH OPTIONS: How to search for one category of applications:

4. At the top of the GATS report the *Application Term* is shown. The *Application Term* represents the semester the applicant would like to begin the program. It is populated with the current semester automatically. You can select a different semester by using the *Application Term Drop Down Menu* (see Figure 3-D).

5. Select the *Application Status* of the applications you would like to view. This is the status of the applications according to the Banner data. You can only select one *Application Status* type per search (see Figure 3-D).
6. Once an Application Status has been selected, if there are current applications with that status, the corresponding Student Level options will be displayed on the right. Select the Student Level you would like to see. You can only select one Student Level per search (see Figure 3-F).

7. Once the Student Level is selected, optional selection criteria are populated below including: Program Name, College, Major, Concentration, and Admission type. Options in each of these fields are only displayed when an application having that characteristic is available. Select the optional selection criteria you would like to view. Use Ctrl-Click to select multiple items from any list or multiple lists. Click GET REPORT to run the query. If you have made a mistake with your selection, click RESET SELECTION to clear all of your selections and start again (see Figure 3-G).

8. Continue to Section 4.0 View- List Results.
4.0 View – List Results

4.1 Once the selection criteria are finalized and you click GET REPORT, a list is populated with the students who meet those criteria or have the student ID you entered. The search options you selected are shown in the middle of the screen. The results are displayed chronologically based on application date, with the oldest applications shown first (see Figure 4-A).

4.2 The List Results can be sorted alphabetically by any one column heading by clicking on the column title (see Figure 4-B).

4.3 Click EXPORT to export the entire list to excel. There is no need to select individual applicants prior to exporting this interim list to excel. All applicants will be exported (see Figure 4-C).
5.0 View – Detailed Results

5.1 If you are interested in a Detailed Report of only some specific students, click on the selection box at the beginning of each student’s line you would like to view. Click CHECK ALL if the detailed report should include all students shown on the interim list (see Figure 5-A).

![Figure 5-A. Select Student Records for Detailed Report](image)

5.2 Once you have selected the specific students or CHECK ALL, Click DETAIL REPORT (see Figure 5-B).

![Figure 5-B. Select Detail Report](image)

5.3 The Detail Report will open as a PDF file. Possibly you will be prompted about opening or saving this file. Click OPEN.

![Figure 5-C. Select Open Detail Report](image)

5.4 The Detail Report will be displayed in the order the students were listed on the interim report. Each page outlines the status of one application. Occasionally the information will continue onto a second page. The top of the page outlines the factual detail of one application. For example: the Applicant Name, Student ID, Admission Type, Student Type, Program Code, College, Degree Code, Application Date, Application Status etc.. The bottom of the page shows the curriculum, test scores, transcripts, GPA and comments (see Figure 5-D). If the application is incomplete, it will also include the missing items list.
5.5 The Detail Report is populated directly from Banner data and will be updated promptly following any changes to Banner and reflected on the Detail Report the next time the report is generated. The bottom right hand corner of the Detail Report will show the Student ID and the date/time of the Detail Report run for reference.
6.0 View – Banner Documents (BDMS)

6.1 If you are interested in viewing the documents stored for the student in Banner (BDMS), login to the BDMS system. Click BDMS LOGIN located on the interim page (see Figure 6-A). It is recommended to use Firefox for GATS and BDMS for the best user experience and ability to view these documents.

6.2 A login page for the BDMS system will popup. Use your Banner/BDMS User Name and Password to enter this system. Click LOGIN (see Figure 6-B).

6.3 A listing of all available transactions the user is allowed to perform in BDMS will be shown. No action on this screen is necessary, but it should be left open. It can be minimized for user convenience (see Figure 6-C).
6.4 Return to the GATS interim screen and determine which student you would like to view their documents in BDMS. Click DOCUMENTS at the beginning of that student’s row on the interim page (see Figure 6-D).

6.5 If the GATS user has BDMS access to the B-S-ADMN transaction, a listing of all documents available for that student will appear in a new browser instance (see Figure 6-E).

6.6 If the student has multiple applications, all documents for all applications will be displayed. The GATS interim page will note the application number for reference (see Figure 6-D). Select the document in BDMS you would like to view. Click on the DOCUMENT ICON at the beginning of the row to open it (see Figure 6-E).
6.7 To view another student’s documentation in BDMS, click DOCUMENTS at the beginning of their row in GATS. The BDMS browser session will refresh with a new listing of documents for that specific student (see Figure 6-F).

Figure 6-F. Click BDMS Login to view Banner documents available for students.
7.0 Enter – Advisor Recommendations/Comments

7.1 To enter an Advisor Recommendation /Comment, Click the student’s TXSTATE ID located on the interim page (see Figure 7-A).

<table>
<thead>
<tr>
<th>Documents</th>
<th>TXState ID</th>
<th>Term</th>
<th>Appl. No.</th>
<th>Name</th>
<th>Fee Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documents</td>
<td>A00476857</td>
<td>Fall 2013</td>
<td>1</td>
<td>Hoover, Callin, Stacy</td>
<td>GF02(12/18/2012)</td>
</tr>
<tr>
<td>Documents</td>
<td>A02385299</td>
<td>Fall 2013</td>
<td>1</td>
<td>Walker, Triana, Colleen</td>
<td>GF02(1/2/2013)</td>
</tr>
<tr>
<td>Documents</td>
<td>A00492665</td>
<td>Fall 2013</td>
<td>1</td>
<td>Brooks, Alison, Ward</td>
<td>GF02(1/8/2013)</td>
</tr>
</tbody>
</table>

Figure 7-A. Click the student’s TxState ID (A#) to enter an Advisor Recommendation/Comment.

7.2 The applicant’s information is displayed in a popup window. The advisor can select one recommendation from three available options: Admit Regular, Admit Conditional and Denied (see Figure 7-B).

7.3 If Admit Regular is selected, the GARE comment is automatically completed with Admit Regular, the user’s NETID and the current date. Click UPDATE ADVISOR COMMENTS to commit this recommendation to Banner (see Figure 7-C).

Figure 7-B. Advisor Comment popup window.

Figure 7-C. Selection of Admit Regular as the recommendation.
7.4 If Admit Conditional is selected, the GARE comment is automatically completed with Admit Conditional, the user’s NETID and the current date. A GRAV Comment field becomes available for the advisor to type the specifics concerning the conditional admission. This reason will be included on the student’s admittance letter. Please complete the comment following “Under the conditions of your admission, you must...” Click UPDATE ADVISOR COMMENTS to commit this recommendation to Banner (see Figure 7-D).

![Figure 7-D. Selection of Admit Conditional as the recommendation. Enter Comments into the GRAV Comments section.](image)

7.5 If Denied is selected, the GARE comment is automatically completed with Denied, the user’s NETID and the current date. A drop down of Comment options becomes available. Select one of these options to characterize the reason for denial. Once selected, this comment will be displayed in the GADR Comment section. Click UPDATE ADVISOR COMMENTS to commit this recommendation to Banner (see Figure 7-E).

![Figure 7-E. BDMS transaction options.](image)

See page 17-18 for a list of denied reasons.
8.0 User’s Guide

8.1 This user’s guide is located on the quick launch bar on the left side of the screen. Click on USER’S GUIDE and a PDF file will open in a new window.

9.0 Questions

9.1 For questions regarding this documentation, the Graduate Applicant Tracking Report Web application contact gradcollege@txstate.edu or call 512.245.2581.
Denial Reasons: GATS

- your grade point average (GPA) did not meet the requirements of the program
- the program had more exceptional applicants than available space
- you did not meet the program’s academic requirements
- the program does not believe there is anyone in the department who is qualified to advise you with your specific research interest
- you lack the background course work necessary for success in the program. Please contact the Graduate Advisor to identify the undergraduate background courses you should take prior to reapplying for admission to the degree-seeking program. You may take the necessary undergraduate background courses while enrolled as a non-degree-seeking student. Upon successful completion of the background courses, you may reapply to the Graduate College for admission consideration to the master’s degree seeking program
- you did not schedule the required interview in the department
- you lack adequate research experience necessary to be successful in the program
- you did not provide all documentation required by the program
- you did not complete the application requirements by the deadline
- your language proficiency exam scores do not meet the minimum requirements for admission; however, the Texas State University Intensive English Program (TSIE) offers courses designed to help improve English proficiency in writing, reading, grammar, listening, speaking as well as testing for TOEFL and IELTS. For complete details on the application requirements and process, please visit https://www.txstate.edu/ie/ or emailsie@txstate.edu
- your degree is not equivalent to a U.S. four-year degree; therefore, you are not eligible for admission at this time
- your degree is not from a regionally accredited institution, so you are not eligible for admission at this time
- you will not have earned a bachelor's degree from a regionally accredited institution prior to the semester for which you applied
- you must have a master's degree from Texas State to be considered for this program
- your nursing GPA (grade point average) did not meet the requirements of the program
- the cohort has been filled
- you are ineligible for the Advanced MSW program because you do not have a Bachelor of Social Work from a regionally accredited CSWE program. Please see our website for more information regarding the MSW - Foundation program

2/17/15
• you did not provide all documentation required by the department and the cohort has been filled

• your state requires specific approvals before residents may enroll in online programs. At this time, Texas State University does not have the necessary approvals

• your English GPA (grade point average) did not meet the requirements of the program

• you lack the academic preparation to be successful in this program

• you did not respond to the program's offer of admission by the deadline

• you did not respond to the department's offer of a position on the waitlist by the deadline

• you already have an advanced degree at the same level in this area of study

• you did not meet the department's program requirements. All applicants must hold a BS in Nursing at the time of application

• you did not meet the department's program requirements

• the transcript from your most recently attended

• the transcript from your most recently attended university shows that you are suspended; therefore, you are not eligible for admission at this time

• the admissions committee found that your research focus and goals, while interesting and worthwhile, are not aligned with the program’s areas of emphasis. Thus, the program would not be able to adequately support your scholarly focus, a key consideration in a doctoral program