



Graduate Admissions Committee Review Perceptive Content Guide

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Graduate Admissions Overview

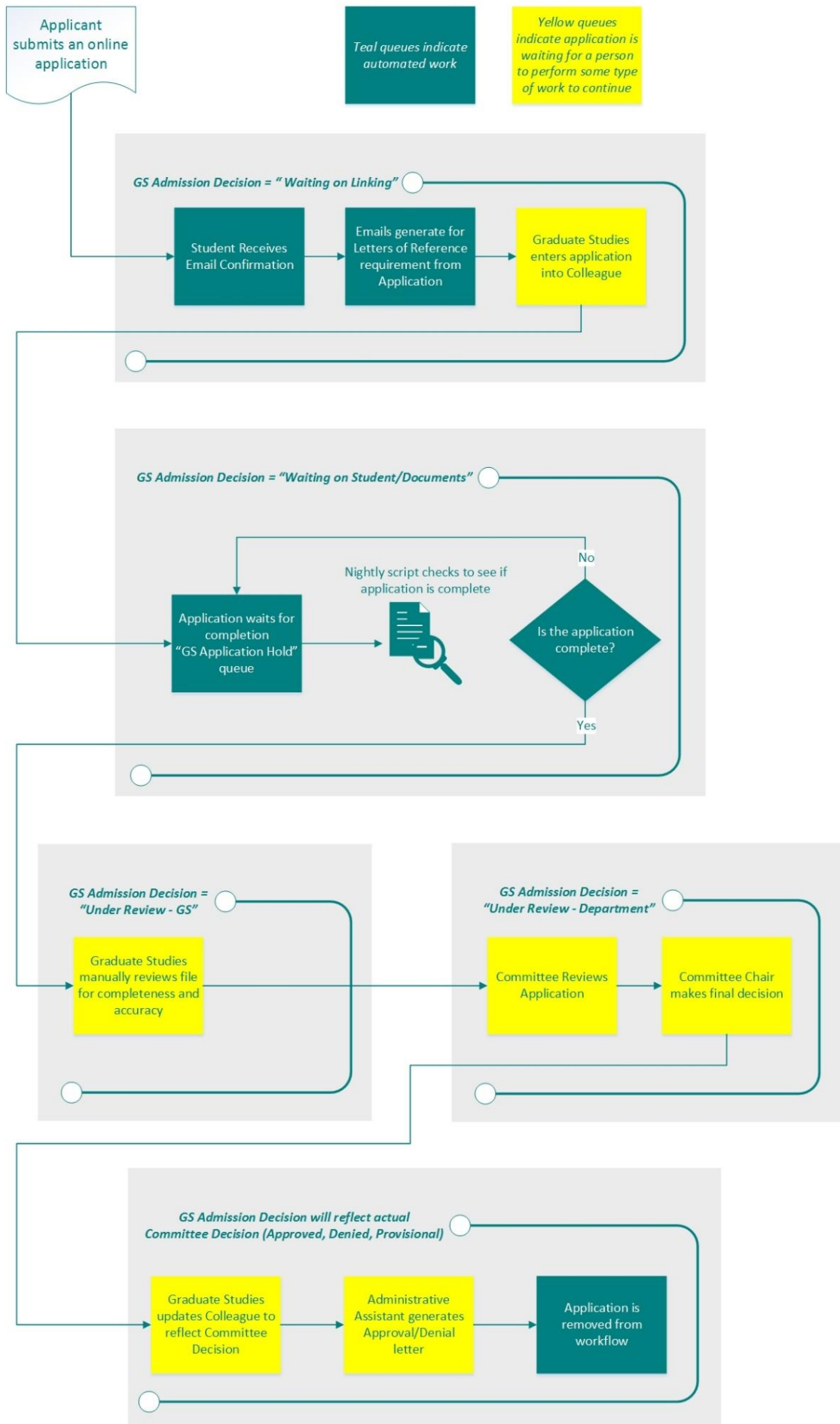
How does the approval for Graduate Admissions work?

Applicants apply for graduate admissions online at <https://www.coastal.edu/graduatestudies/applynow/>. The application is received by the Office of Graduate Studies, where it is entered into Colleague/Datatel. In addition, the Office of Graduate Studies prepares the applications for review by organizing supporting documents as they are submitted. Supporting documents can consist of required test scores, application fee, resume, letters of reference, statement of goals, and more. Once the application has all required documentation as outlined in the Graduate Catalog, Graduate Studies will send the application to a Committee for review. There are several different committees to cover a broad range of academic programs. Specifically, there are three roles to each committee:

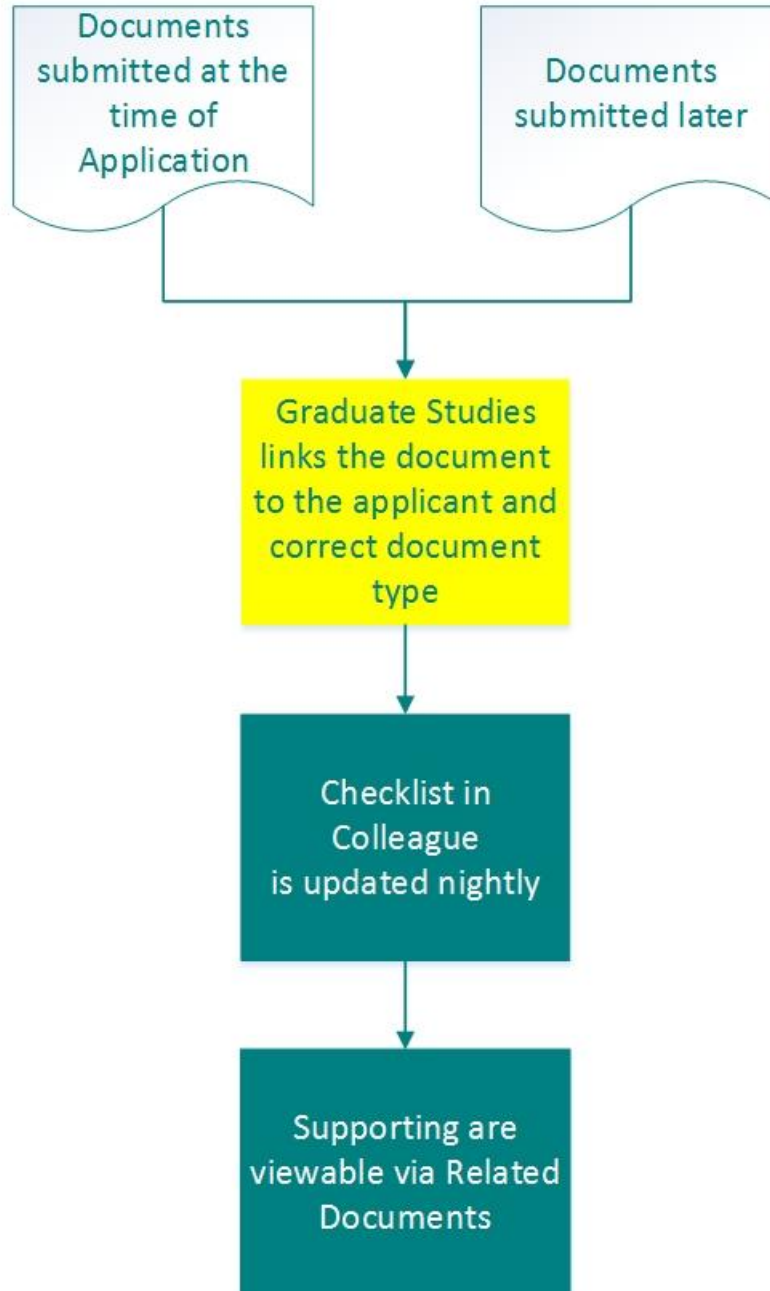
- **Committee members** – members will evaluate application submissions pertaining to their program of study. Members can provide their recommendation through annotations or via comment boxes (based on the application)
- **Committee chair** – the committee chair will review the committee responses and will post the final admission decision. The Committee Chair is also responsible for routing the application back to Graduate Studies
- **Committee admin** – following committee resolution, the admin will communicate that decision to the applicant

The Perceptive Content system does not require that committees convene to process applications. Each member of the committee may review applications individually at their own computers. Committees should access Perceptive Content regularly to process incoming applications.

Graduate Admissions Application Workflow



Graduate Admissions Supporting Documents



Graduate Admissions Application Updates

Graduate Admissions applications have drastically changed over the last few years. Prior to 2016, all applications were printed, filled out by applicants by hand, scanned into the system, and then sent to the corresponding department through campus mail.

2016

In 2016, Coastal Carolina University launched their first electronic application for Graduate Admissions. Applicants could now complete applications online. Here is an example of the application:

The image shows a screenshot of the Coastal Carolina University Graduate Admissions application form. The form includes the university logo and the title "Application for Graduate Admissions". It contains various input fields for personal information, contact details, and academic history, along with checkboxes for program type and degree level. A dark grey footer bar at the bottom contains the text "Coastal Carolina University" and "© 2016 Coastal Carolina University".

COASTAL CAROLINA UNIVERSITY Application for Graduate Admissions

First Name: [input] Last Name: [input] Middle Name: [input] [input] [input]

Major: [input] Minor: [input] Honors: [input] [input]

Undergraduate Institution: [input] [input]

Home Address: [input] [input] [input] [input] [input] [input]

Phone: [input] [input] [input] [input]

Email: [input]

Program Type: [input] [input]

Degree Level: [input] [input]

Academic History: [input] [input]

Footer: Coastal Carolina University © 2016 Coastal Carolina University

2017

In 2017, the application received some minor enhancements including visual improvements and updates. A separate international application was created to handle scenarios specific to our international audience.

The screenshot shows the 'Application for Graduate Admissions' form for Coastal Carolina University. The header includes the university logo and contact information for the Office of Graduate Studies. The form fields are as follows:

- Personal Information:** Email (graduatestudy@ccu.edu), Year (2017), Term (Fall), International (No), Full Time, Part-time.
- Applicant Information:** Last Name (Billey), First Name (Billey), Middle (), Suffix (), Address/Phone used at other colleges (Last: Billey, First: Billey).
- Permanent Address:** 1701 Hwy 88, Greenville, SC 29615 (highlighted in a red box). Fields include Street, City (North Charleston), State (South Carolina), ZIP Code (29615), Telephone (404) 570-1000, and Fax (404) 570-1000.
- Academic Information:** Degree of B.S. (Bachelor's), Degree of M.S. (), Social Security Number (), Gender (), Ethnicity (), Date of Birth (), and Citizenship ().
- Demographics:** A section with a red header asking if the applicant is identified with a particular ethnic group. It includes checkboxes for 'Yes' and 'No', and a list of ethnic groups: American Indian/Alaska Native, Asian, Hispanic/Latino American, Middle Eastern (Mideast) Pacific Islander, and Other.
- Emergency Contact:** Email address (), and checkboxes for 'I am a single parent' and 'I am a grandparent'.

2018

In 2018, the Graduate Admissions application was completely redesigned to enhance the applicant's experience. The application is programmed with logic such that questions are generated based on previous responses. This reduces the questions and overall time it takes applicants to complete the form. In addition, applicants can attach supporting documents at the time of submission to expedite processing. A new reference form is automatically generated for each reference listed on the application. In addition, data fields were updated to simplify searching and increase accuracy. The GS Admission Decision was expanded to include the following statuses:

- Accept
- Reject
- Provisional
- Under Review – GS
- Under Review – Department
- Waiting on Student/Documents
- Waiting on Linking
- Withdrawn
- Expired

The GS Admission Decision is now updated systematically as the application “travels” through the workflow. This field is added to all views so that users can easily understand the current status of the application.

The new form, which also boasts a responsive design, allows for historical commenting for the Office of Graduate Studies and Committee members directly on the form. In addition, new fields are pulled from the application and available for searching (effective October 2018):

- GS Student Load (Part-time / full-time)
- GS – Attended CCU Previously?
- GS – GA (Graduate Assistantship) Interest
- GS – Telephone

The new application looks like the following:



Application for Graduate Study

Important: Coastal Carolina University (CCU) does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, genetic information, mental or physical disability, or status as a disabled or Vietnam-era veteran in its admissions policies, programs, activities or employment practices. For more information relating to discrimination, please contact the CCU Title IX Coordinator/EEO Investigator, Coastal Carolina University, Kearns Hall 104B, Conway, SC; Title IX email titleix@coastal.edu; office phone +1-843-349-2382; Title IX cell phone +1-843-333-6229; EEO email eeo@coastal.edu; or the U.S. Dept. of Education Office for Civil Rights at www2.ed.gov/ocr.

- **Important: Read all information and instructions carefully and review the entire application before submitting.**
- A non-refundable application fee of \$45 is required. You may pay your application fee at <https://www.coastal.edu/graduatestudies/gradapppay/>
- Application requirements per program can be found at <https://www.coastal.edu/graduatestudies/applynow/requirementsperprogram/>
- Application deadlines per program can be found at <https://www.coastal.edu/graduatestudies/applynow/applicationdeadlines/>
- If you have questions or problems, contact the Office of Graduate Studies at 843-349-2394 or email graduate@coastal.edu

Personal Information

First Name	<input type="text" value="First Name"/>
Middle Name	<input type="text" value="Middle Name"/>
Last Name	<input type="text" value="Last Name"/>
Suffix	<input type="text" value="Select..."/>
Preferred First Name	<input type="text" value="Preferred First Name"/>

Perceptive Content Overview

What is Perceptive Content?

Perceptive Content (formerly called ImageNow) is a dynamic content management system. In a nutshell, it is software that allows us to manage documents electronically throughout our campus. We can store and retrieve documents, send documents to other users, complete tasks like approving invoice, and sign forms like graduation applications, and approve applications (like graduate admissions) - all electronically. The following workflows are current processes supported by Perceptive Content at Coastal Carolina University:

- Undergraduate Admissions
- **Graduate Admissions**
- Graduation Application (Registrar's Office)
- Office of Student Accounts
- Accounts Payable
- Payroll

This documentation guide will focus on the **Graduate Admissions** process within Perceptive Content.

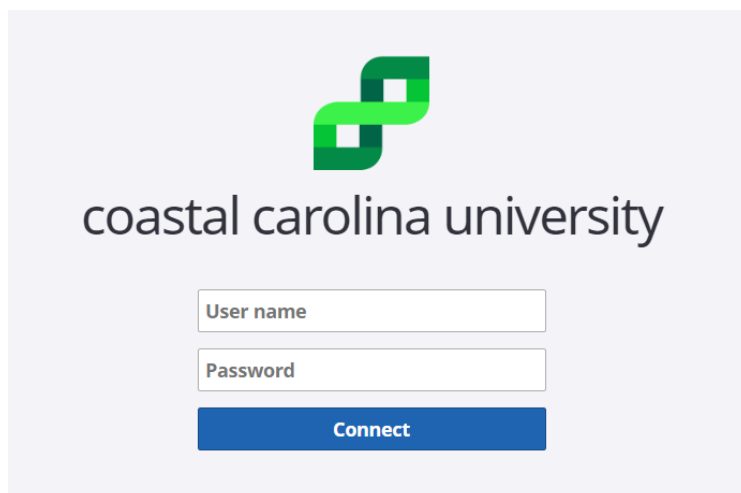
Logging into Perceptive Content

Access is currently limited to the campus administrative network or off campus via a VPN connection. Use **Google Chrome or Safari** to access Perceptive Content. Internet Explorer and older browsers are not supported.

- Access the Perceptive Content web client called Perceptive Experience by navigating to the following address:

<https://ccu-inowcontent.coastal.edu:8443/experience/#login>

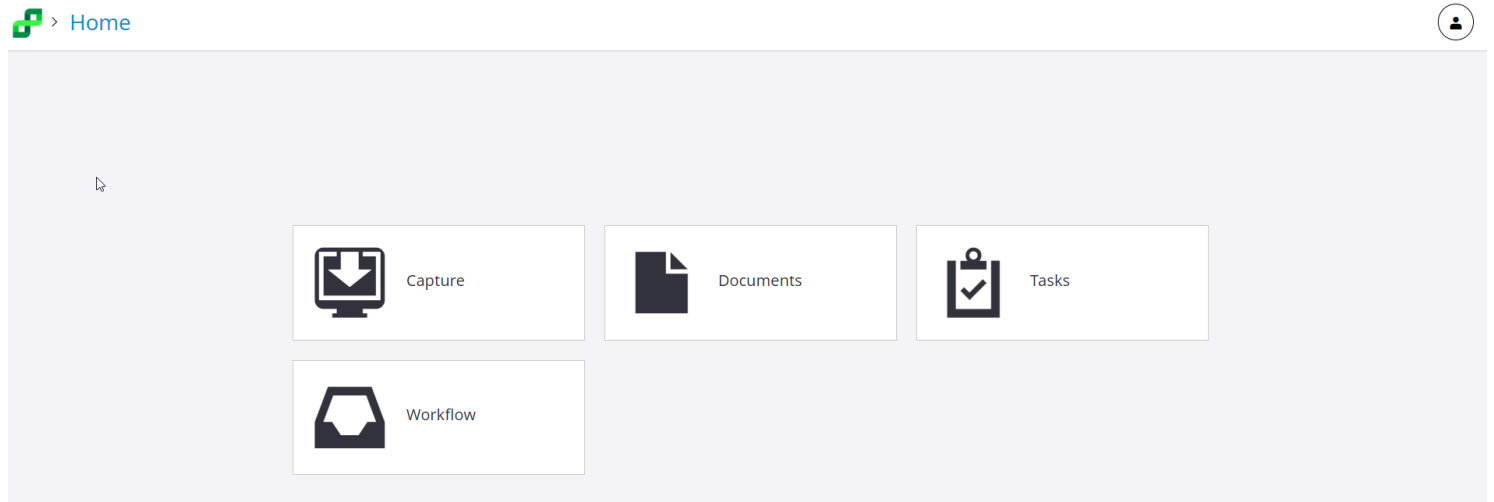
- Log in using your CCU credentials (same as your email / network).




The image shows a login form for Coastal Carolina University. At the top center is the university's logo, a green stylized 'C' with a square cutout. Below the logo is the text 'coastal carolina university' in a lowercase, sans-serif font. Underneath the text are two input fields: the first is labeled 'User name' and the second is labeled 'Password'. Below these fields is a blue button with the text 'Connect' in white.

Apps in Perceptive

Once you successfully log into the system, Perceptive Content will display available **apps** on the **Home** screen:



Think of these as single **apps** within a larger structure that work independently of each other. Based on your permissions, you may or may not see all of the **apps** listed above. In older versions of Perceptive Content, “*Documents*”, “*Tasks*”, and “*Workflow*” were located on the same screen. This new HTML5 version separates these functions into their own **app**.

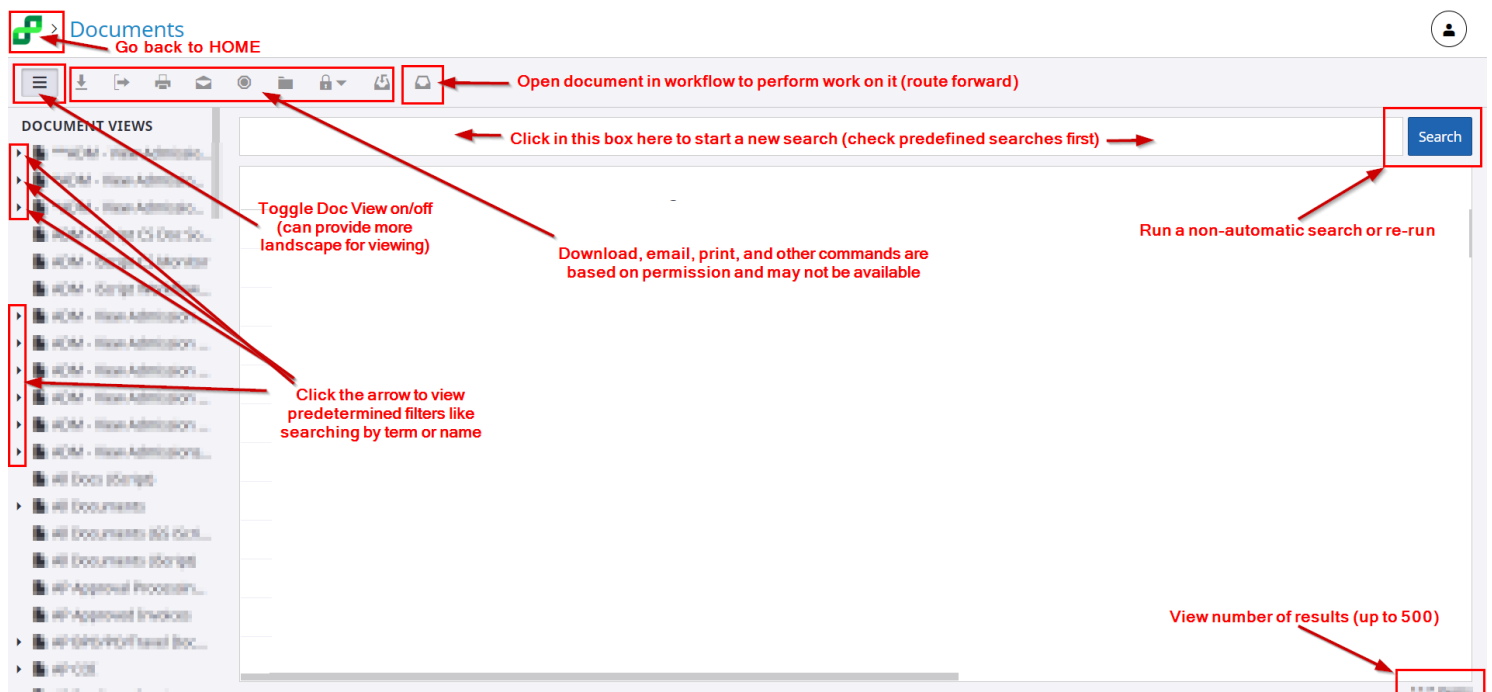
Quick Tip: If you are having difficulty finding a document, it is possible that you are using the wrong **app**. You can always click the  icon to be directed back to the **Home** screen to select a different **app**.

Using the Documents App

Users can search, view, annotate, and make comments on documents using this **app**. All documents are available in this **app** (regardless if the document is in workflow or not). Think of this **app** as viewing documents in a 'filing cabinet'.

Use the **Documents App** in the following scenarios:

- If you are a Committee member reviewing applications
- If you want to look up historical applications
- If you want to search for a group of documents
- If you do **not** need to route a document to another office



Using the Workflow App

A workflow is simply an organized collection of processes (or steps) that need to be completed in order to accomplish some given task. An electronic workflow allows this to happen through using software and leveraging workflow queues instead of shuffling papers around from one office to the next.

Use the **Workflow App** in the following scenarios:

- If you are a Committee Chair and need to make a final decision
- If you need to upload a decision letter (department admins)

The screenshot shows the Workflow App interface with several annotated features:

- Workflow** logo and navigation icons: Home, Back, Forward, Hold, Stop, and Refresh.
- Workflow Processes** list on the left side.
- Search** bar with a "Search" button.
- Annotations:**
 - Go back to HOME**: Points to the Home icon.
 - Put item on hold (not currently used)**: Points to the Hold icon.
 - Route Back - DO NOT USE**: Points to the Back icon.
 - Route document forward (sends document to next "stop")**: Points to the Forward icon.
 - Click in this box here to start a new search**: Points to the search input field.
 - Run search or refresh**: Points to the Search button.
 - Toggle View on/off (can provide more landscape for viewing)**: Points to the expand/collapse icons in the workflow processes list.
 - Click the arrow to view a workflow queue**: Points to the right-pointing arrow icon in the workflow processes list.
 - Download, email, print, and other commands are based on permission and may not be available**: Points to the icons in the top toolbar.

Understanding Custom Properties

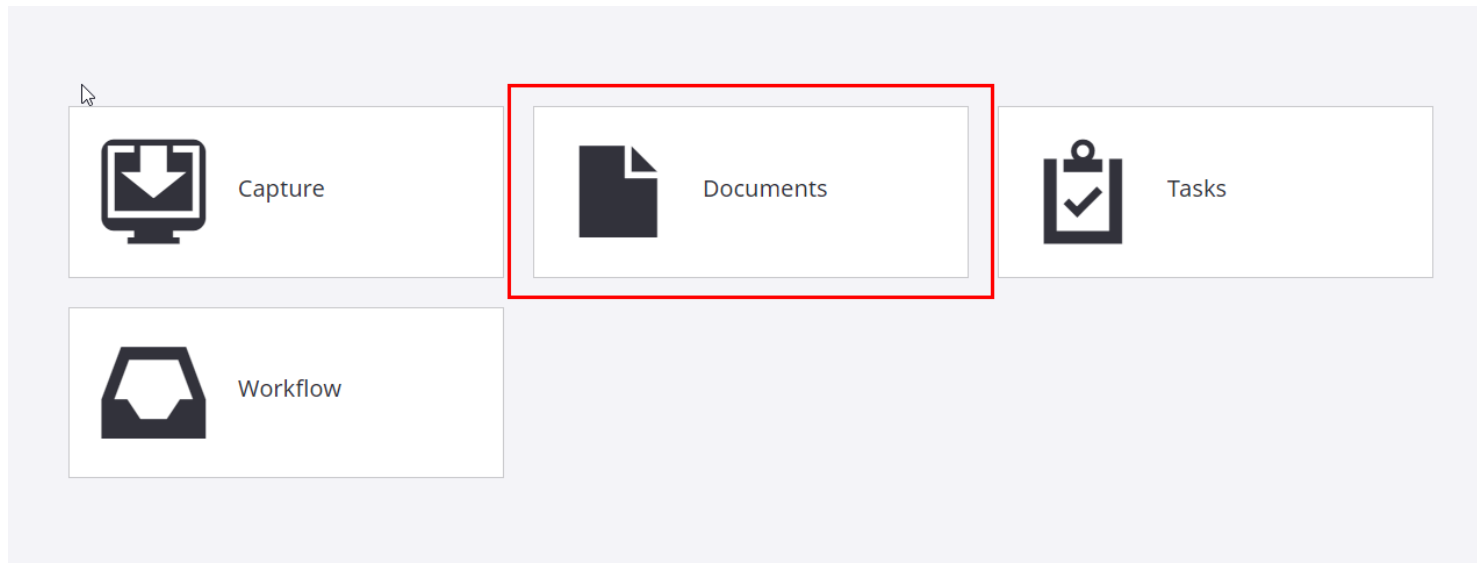
Custom Properties are specific pieces of information about a given document. Each document type in Perceptive Content can have its own set of Custom Properties. **The Graduate Admissions application heavily utilizes Custom Properties.** Understanding how Custom Properties are utilized will allow you to find documents easier. Here are some important things to remember regarding Custom Properties:

- Custom Properties always start with the department code.
- Graduate Studies code is GS. Therefore, all Graduate Studies properties will start with “GS”.
- You may see other custom properties that relate to other departments
- Even though you can select other custom properties from other departments, you will not receive any results from these (as views limit document types)
- Here is a list of important **Custom Properties** populated from the Graduate Admissions application:
 - *GS – Term* (in YY/SS format)
 - *GS – Program* (program string)
 - *GS – Student Load* (Full-time or part-time)
 - *GS – GA Interest* (Did the applicant indicate interest in Graduate Assistantship on the application? Yes or No)
 - *GS – Attended CCU Prev* (Yes or No)
 - *GS Concentration* (if applicable)
 - *GS Admission Decision* (status of application)
 - *GS – Telephone* (local phone of applicant)

How to Search/Find Applications using Predefined Filters

In the **Documents App**, users can simply use the predefined filters to search.

1. Click the **Documents App** from the **Home Screen**:



2. Click and expand the appropriate Document View on the left-hand side of the screen.

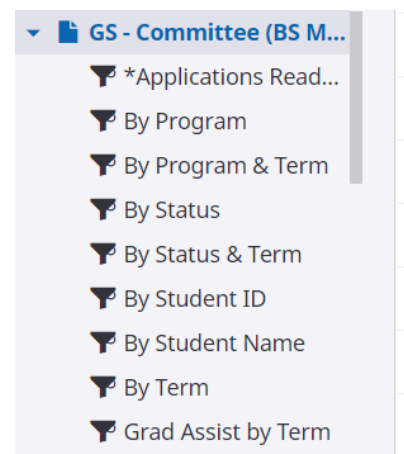


3. Select the desired filter (example: screenshot on the right). The first view that starts with “*Applications” will display the applications that are ready for Committee review.

Tip: Views are limited to 500 results

Tip: Student Name should be entered starting with last name unless using a wildcard

Tip: The percent symbol % acts as the wildcard. Ex: %John will return all applications that have ‘John’ anywhere in the name field (First, last, or middle).



How to Create a New Search

If a pre-defined filter does not satisfy the request, users can build their own searches. To create a new search, complete the steps below:

1. Click anywhere in the “**Search in [View Name]:**” window located to the left of the Search button. You should see the following:



Add Constraint: Name starts with [] Add Cancel


2. From the left drop-down, select one of the available field parameters.
Note: The NAME constraint is not the student's name. It is the student's confirmation number
3. From the second drop-down, select an operator.
4. Depending on your previous selections, type or select a search parameter in the third field.
5. Select **Add** to complete the constraint.
6. Select **Search**.

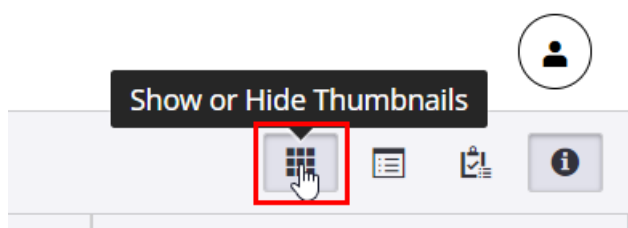
Tip: To utilize multiple constraints in a single search, select **Add** and repeat **steps 2 through 6**.



Tip: To change from an AND to an OR constraint statement, click the word “**AND**”.


How to Open and View an Application

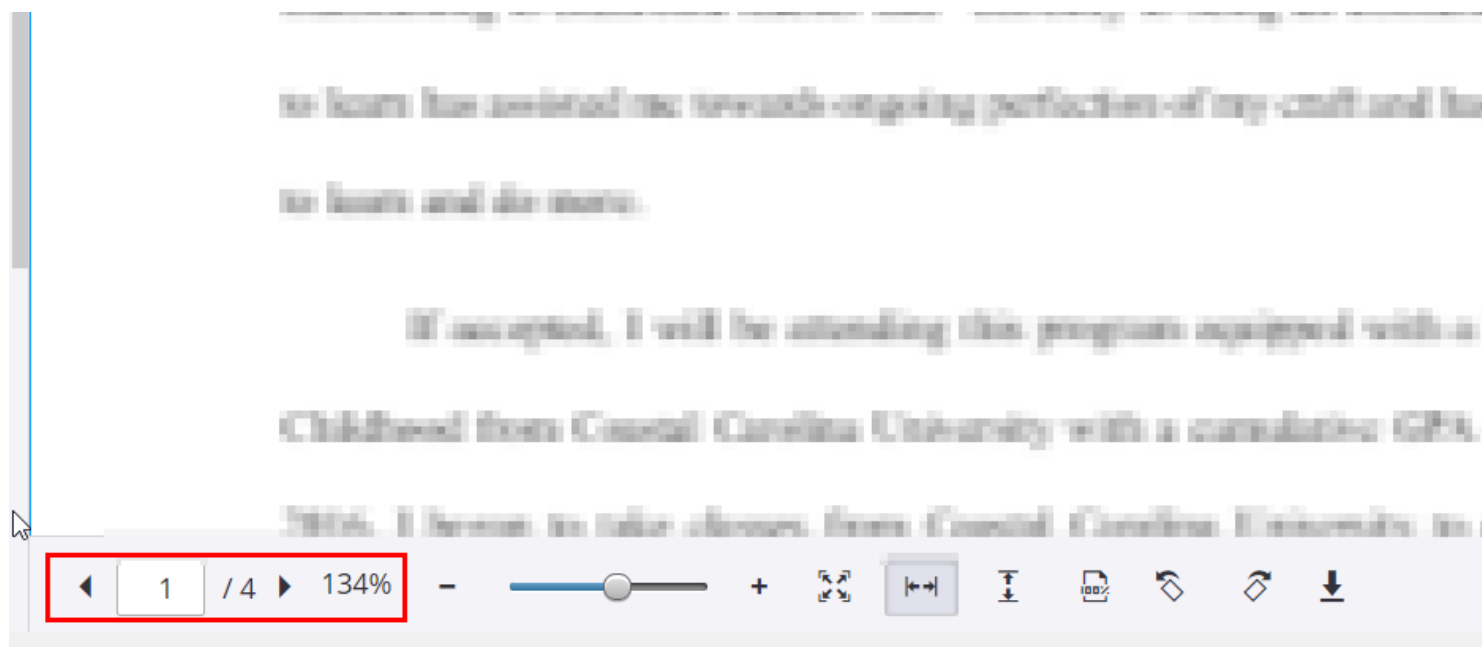
In the Documents *or* Workflow App, the viewer enables you to open documents that you have permission to view. To open a document, complete the following steps.

1. To display the list of available documents, select a document or workflow view as previously described.
2. In the displayed list, double-click on the document you want to open.
3. Select **Show or Hide Thumbnails**  on the upper right of the screen below the login icon.



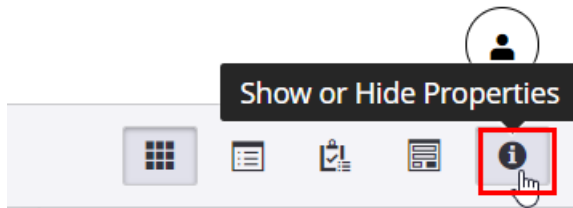
4. *Optional.* Graduate Admission Applications prior to October 2018 are divided into 6 separate pages. To navigate between pages, select **Previous Page**  and **Next Page** .

Tip: To open a different document from the same view, select **Back** .



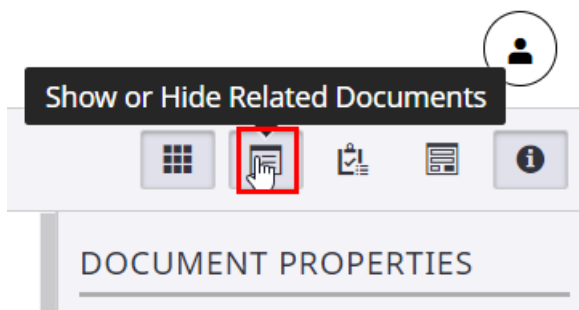
How to View Document Properties

1. Open the document.
2. In the viewer, select **Show or hide properties** ⓘ to show or hide the document, custom, and page properties.



How to Related Documents

1. In the viewer, select **Show or Hide Related Documents** ⓘ. The **Related Documents** pane should now appear. You may drag a pane's perimeter to resize accordingly.



2. In the **Relationship** list, select **Committee Related Documents**. A list of documents received for the applicant will appear. Double click on any document listed to open the document in a new viewer window. Simply close the new window when you wish to return to the main application view. You may also wish to close the related documents pane to save space. Remember that you can always recall it by selecting **Show or Hide Related Documents** ⓘ.

Relationship: GS - Committee Related Documents

Document Type	Pages	Created	GS - Completed By	GS Test Type	GS Transcript Type	GS - Term
GS Application Fee	1	10/20/2017 10:28 AM				
GS OnBase Transcri...	3	10/20/2017 11:28 AM			Final	
GS Transcripts	5	10/20/2017 11:28 AM			Final	
GS Letters of Recom...	2	10/20/2017 10:28 AM				

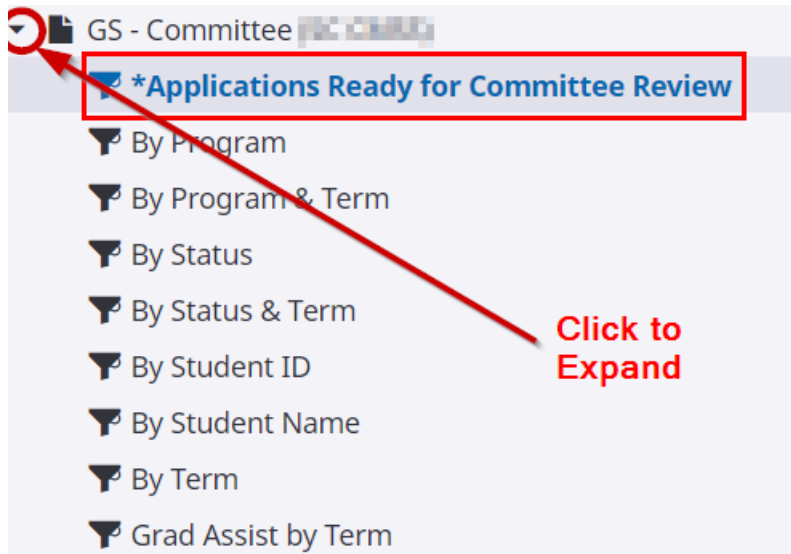
Note that forms will display as 0 pages

Committee Member: How to Complete Recommendations

Applications Submitted on or after October 2018 (use form)

1. Open the application using the [Documents App](#) and the ***Applications Ready for Committee Review Filter**.

Tip: Remember to expand the filters by clicking on the arrow beside the appropriate **Document View**



2. View [Related Documents](#) for supporting application documentation.
3. Committee members can make recommendations directly on the application. Committee members do not need to complete any other action. **Note:** Users cannot annotate on forms.

GS_APP

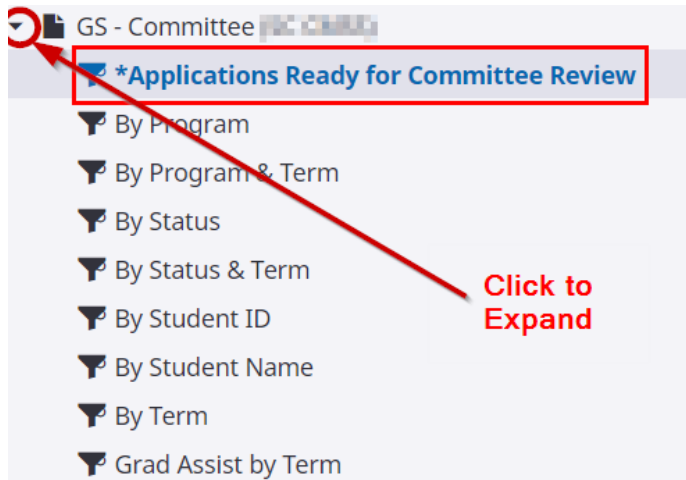
Departmental Area Only
This area is reserved for communication and decision-making within the Department/College.

No Comments

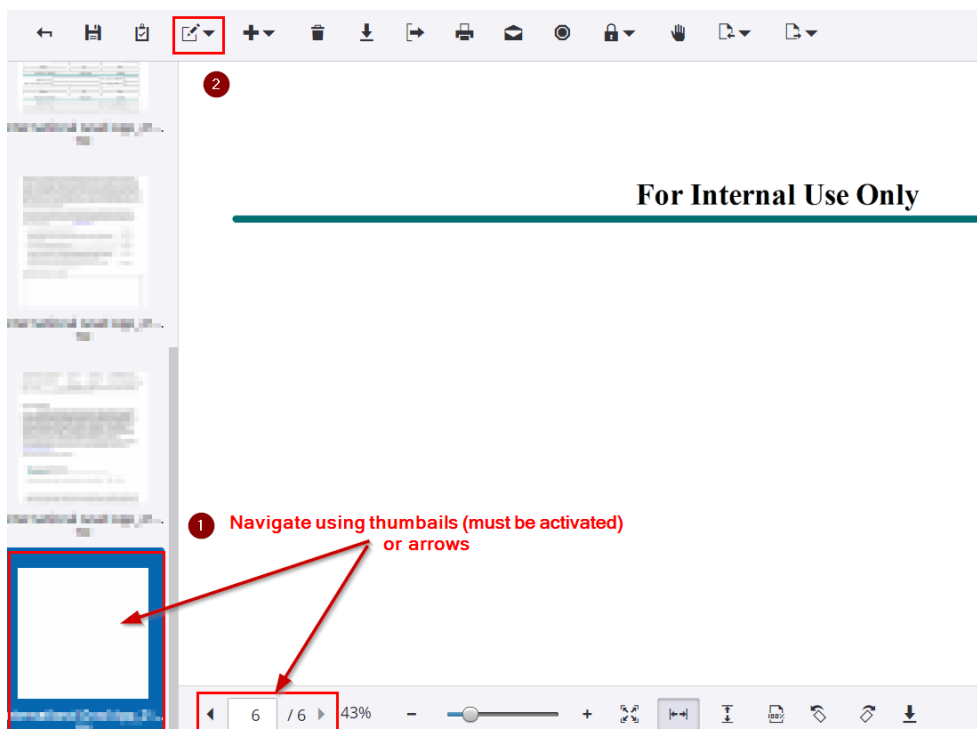
Applications Submitted Prior to October 2018 (use annotations)

1. Open the application using the [Documents App](#) and the ***Applications Ready for Committee Review Filter**.

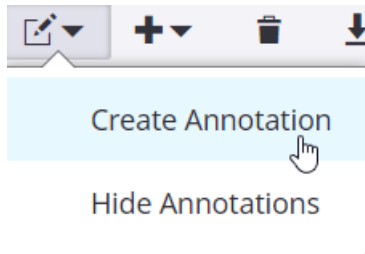
Tip: Remember to expand the filters by clicking on the arrow beside the appropriate **Document View**



2. View [Related Documents](#) for supporting application documentation.
3. Committee members and Committee Chair can make recommendations and comments directly on the application by adding annotations. Navigate to the final page of the application (page 6) and click on the annotation icon.



4. Select **Create Annotation**.

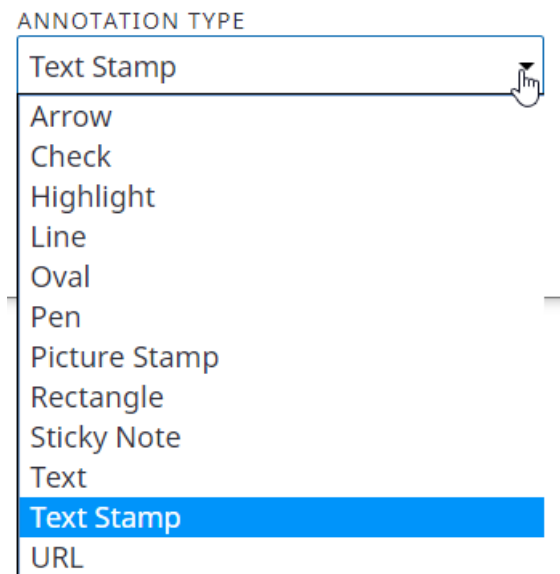


5. Choose the location of the annotation on the Internal Use Only page and click.

For Internal Use Only



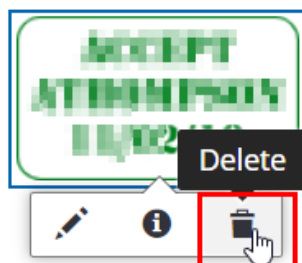
6. Committee members should add their decision by choosing the “Text Stamp” annotation type



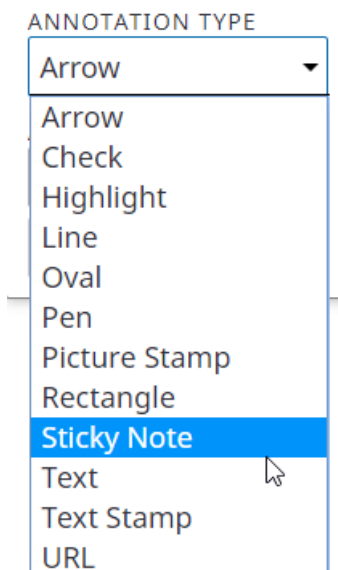
The appropriate Annotation Template should be selected. The stamp will reflect your user name and current date.

- GS Accept
- GS Provisional
- GS Reject

7. *Optional.* To delete the stamp in the event of an error, simply select the annotation and click the trash icon.



8. Add a Sticky Note with comments (**Required only when Provisionally Admitted**). The sticky note is a way to communicate with others viewing the document. This includes communication to and from the Office of Graduate Studies as well as communication within a committee. To add a sticky note, select Sticky Note under the Annotation Type.



You will also need to select the GS Sticky Note as the Annotation Type.

ANNOTATION TYPE ✕

Sticky Note

ANNOTATION TEMPLATE

GS Sticky Note

Cancel Add

Committee Chair: How to Complete Recommendations & Decision

Applications Submitted on or after October 2018 (use form)

1. Open the application using the [Workflow App](#).
2. View [Related Documents](#) for supporting application documentation.
3. Committee members and Committee Chair can make recommendations and comments directly on the application. **Note:** Users cannot annotate on forms.

GS_APP

Departmental Area Only
This area is reserved for communication and decision-making within the Department/College.

Type Comment Here

No Comments

4. Make a final decision. The user that makes a final decision will have their name and timestamp automatically updated on the form.

Departmental Area Only
This area is reserved for communication and decision-making within the Department/College.

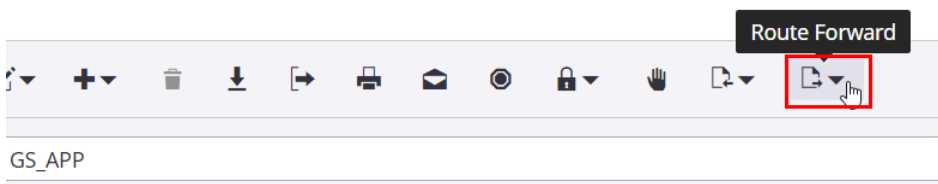
Type Comment Here

No Comments

Select Decision:
Select ...

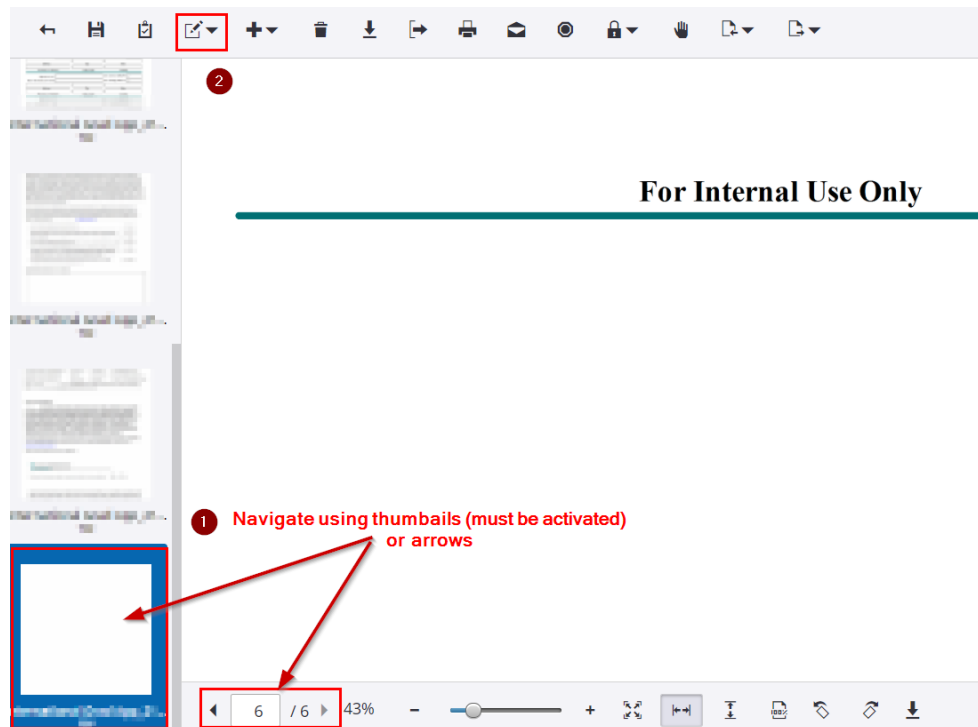
Decision Completed By:

5. Route the document forward. The application will be removed from your workflow.

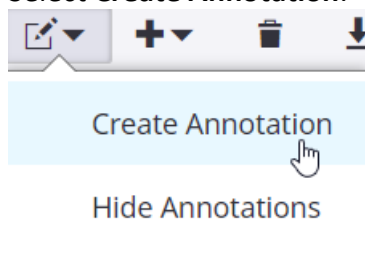


Applications Submitted Prior to October 2018 (use annotations)

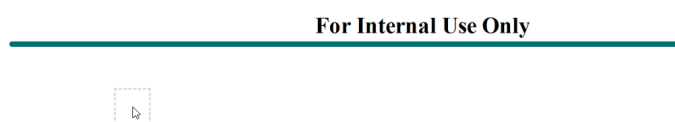
1. Open the application using the [Workflow App](#).
2. View [Related Documents](#) for supporting application documentation.
3. Committee members and Committee Chair can make recommendations and comments directly on the application by adding annotations. Navigate to the final page of the application (page 6) and click on the annotation icon.



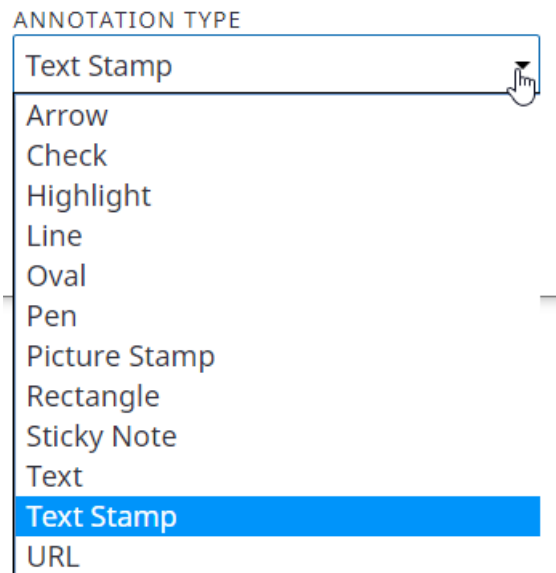
4. Select **Create Annotation**.



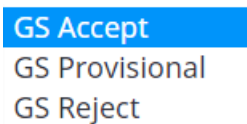
5. Choose the location of the annotation on the Internal Use Only page and click.



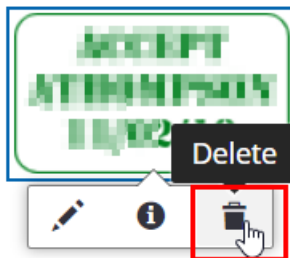
6. Committee members should add their decision by choosing the “Text Stamp” annotation type



The appropriate Annotation Template should be selected. The stamp will reflect your user name and current date.

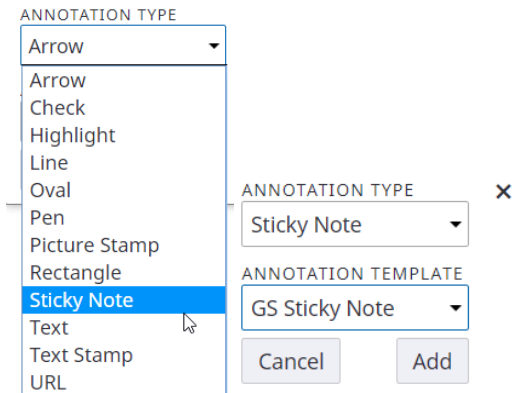


7. To delete the stamp in the event of an error, simply select the annotation and click the trashcan.



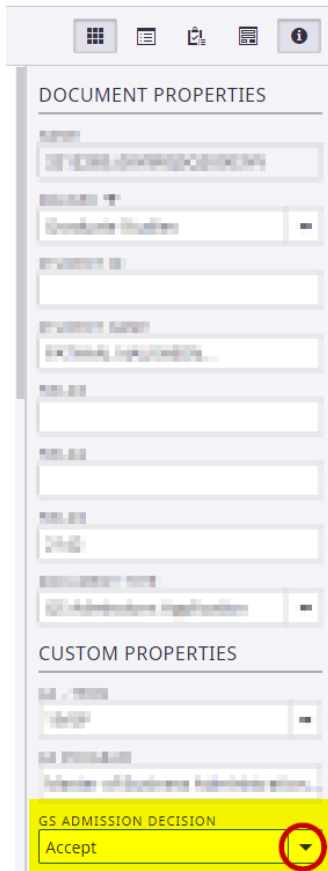
8. Add a Sticky Note with comments (**Required only when Provisionally Admitted**). The sticky note is a way to communicate with others viewing the document. This includes communication to and from the Office of Graduate Studies as well as communication within a committee. To add a sticky note, select Sticky Note under the Annotation Type.

Tip: Applications *provisionally accepted* by the committee chair *must* include a sticky note stating the conditions of acceptance.

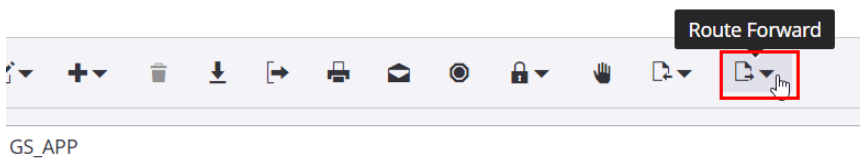


You will also need to select the GS Sticky Note as the Annotation Type.

9. In the “Custom Properties” section of the “Properties” pane, locate the field titled “GS Admission Decision” and choose the appropriate. **Tip:** If the Properties are not showing, please turn [properties](#) on.

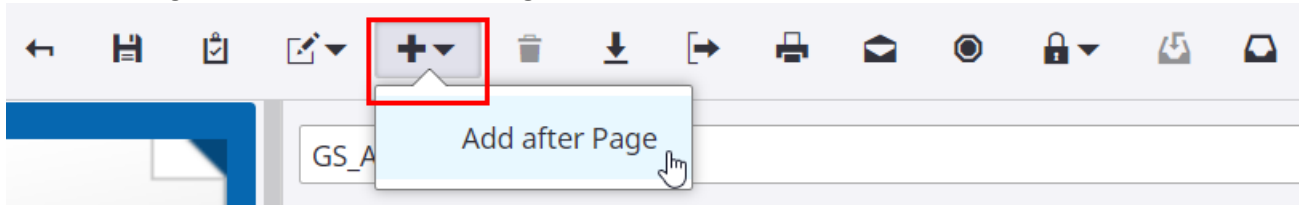


10. Route the document forward. The application will be removed from your workflow.

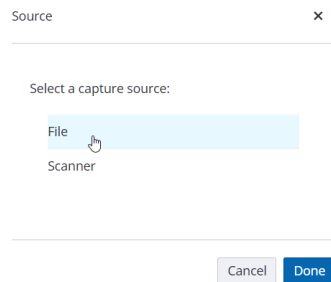


Committee Admin: How to Upload Admissions Decision Letter

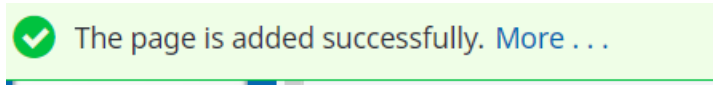
1. Open the Application using the [Workflow App](#)
2. Select Add Page⁺ and select **Add after Page**



3. Select File and upload the document.



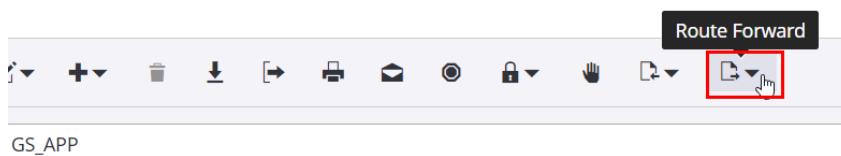
4. You should receive a confirmation:



5. Click on the "Verify Applicant Letter Mailed" button in the Department Area Only section of the Graduate Admissions form. **Note:** this functionality is only available on forms submitted after October 2018

A screenshot of the Graduate Admissions form. The form is titled "GS_APP". It has a section titled "Departmental Area Only" with a subtitle "This area is reserved for communication and decision-making within the Department/College." Below this, there is a text input field labeled "Type Comment Here" and an "Add Comment" button. There is also a "My Comments" section. Below that, there is a "Select Decision:" dropdown menu. Underneath, there is a "Decision Completed By:" section with two buttons: "No Decision" and "No Decision". At the bottom of this section, there are three buttons: "Verify Applicant Letter Mailed" (highlighted with a red box), "Not Verified", and "Not Verified".

6. Route the document forward. The application will be removed from your workflow.



Disconnect from Perceptive Content

When exiting the Perceptive Content, click on the “person” icon in the top right corner of the window and click on the “power off” icon.



Additional Information

For questions regarding the electronic application committee review process, please contact:

The Office of Graduate Studies

<https://www.coastal.edu/graduatestudies/>

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