

Role Definitions

Last Updated 9/19/2014

There are seven roles in the Graduate Admissions Management System (GAMS) - Read Only, Data Entry, Program Administrative Assistant, Recommender, Recommender Lead, Approver, and Dean. It is only necessary to assign one role per user. Assigning multiple roles to users will cause certain features to be unavailable as outlined in the Role Access Chart. Role assignment and access to GAMS is accomplished by contacting your College Security Administrator and assigning you to an appropriate role within GAMS through the Office of the Registrars Web Forms College Security Administrators website.

GAMS Roles:

Read Only

The read only role is able to review student information but cannot progress stage or submit recommendations.

Data Entry

The data entry role is typically responsible for uploading student documents.

Program Administrative Assistant

The Program Administrative Assistant is responsible for data entry and application processing.

Recommender

The Recommender is responsible for reviewing applications and recommending admission decisions. This role will normally be assigned to faculty and/or Department Admissions Committees.

Recommender Lead

The Recommender is responsible for reviewing applications and recommending admission decisions. This role will normally be assigned to faculty and/or Department Admissions Committees.

Approver

The Approver is responsible for reviewing Recommender actions and rendering a final admission recommendation for the Department. This person is usually the department chair or school/program Director.

Dean

The Dean and/or a designated person is responsible for approving/ disapproving the Department's recommendations for admission and financial support for each applicant.