How to Guide: Dynamic Forms for Application Transmittal Forms (ATF)

To log into Dynamic forms, please visit: https://www.uwgb.edu/graduate/faculty-resources/

under "Program Forms" → "Application Transmittal Form (eform)

For non-UWGB committee members, please see this PDF on How to Login to Dynamic Forms.

Once you have logged into Dynamic Forms, you should see this screen:
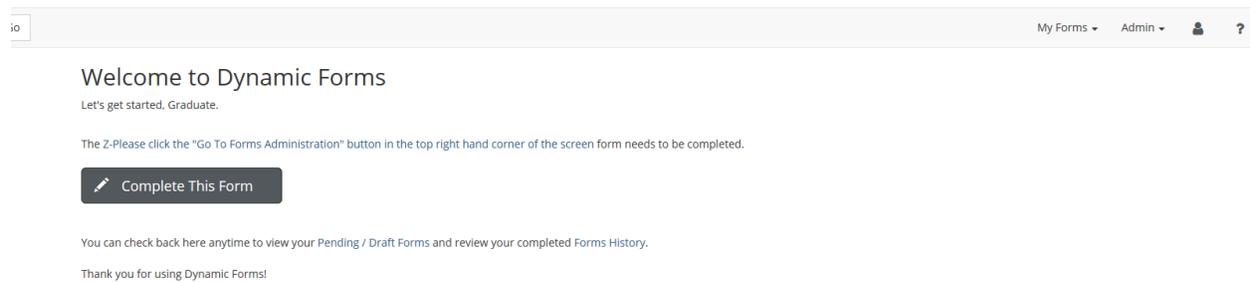
1. Next you should select "My Forms" and choose "Pending/Draft Forms"

2. From here you will select your pending form which will probably look something like this:

- Please provide the requested applicant's information below.
- If the applicant is an out-of-state or international students, please complete the Award Recommendation Session.
- In situations in which an applicant's academic accomplishments fall outside of the recommended guidelines, referring programs much provide evidence-based, specific justifications for their recommendation on the comments space.
- The form will automatically be forwarded to the Graduate Office upon completion.

STUDENT INFORMATION

Student's First Name:

Student's Middle Name:

Student's Last Name:

Student's ID:

Please Select Student's Program:

Environmental Science & Policy ⌄

3. Please complete the student information (name, ID, program). To find their Student ID, either search in SIS or look at the application materials in your folder in Perceptive Experience.

4. Next you will complete the Admission decision. In the comments box you should explain specifically why you are admitting/denying the student. All denials require the AVC for Graduate Studies signature. For denials or provisional decisions, these details are specifically for the students should they have questions regarding the decision. Since the graduate studies staff will be the first point of contact for these students, it is imperative that the explanation be clear and concise. For example, for a provisional admit, "Student must complete prerequisite online course" it would be more helpful to explain how the student should complete the course, through what program, and what the deadline is, such as: "Student must complete introduction to coding via LinkedIn learning course by August 31st, prior to their September start date for the fall semester. They are to submit their certificate of completion to Graduate studies and their program chair.

Admit term date will be found on the application and advisor is usually the program chair.

ADMISSION RECOMMENDATION BY PROGRAM CHAIR

○ Admit ○ Provisional ○ Deny

Comments: (Limit 1000 Characters)

5. This next section is in regards to Phoenix scholars. Information about requirements can be found on the graduate studies website here:

   https://www.uwgb.edu/admissions/graduate/cost/phoenix-scholar-award/

   Phoenix Scholars are not awarded to online or collaborative online programs, so do not complete for the applicable programs.

   If a Phoenix Scholar is awarded, the AVC for Graduate Studies will also need to sign.

OUT-OF-STATE TUITION REMISSION AWARD RECOMMENDATION BY PROGRAM CHAIR

Student's GPA from Degree Granting Institution:

Student's Residency:

Remission Level:

Comments: (Limit 1000 Characters)

6. Next are the signature boxes, you will sign your name, and then click to save progress and submit. The form will then be sent to the Graduate Studies for review and to be completed. If a form is incorrectly completed, or a Phoenix Scholar decision was missed, the Office of Graduate Studies may reject and send a request for a new form to be completed. All ATFs are imaged to the student's profile.