Faculty Reviewer Instructions

1. Logging into the system:

- Bookmark the following link for easy access to logging into the system: https://ucdenver.studioabroad.com/index.cfm?FuseAction=Security.Login

- Faculty members who initiated the proposal application will see Applicant Home and Reviewer Home. To access student information you will need to click on Reviewer Home.

- Experiencing difficulty logging in? Refer to the login assistance link located on the left side of the login page.

2. Accessing student applications:

Once you have logged into the system as a reviewer, you will see the students who have applied to your program. Click on the student's name to access their information: major, GPA, address, phone numbers, medical information (used for overseas emergencies), etc.

You should only see student applications for your program. If other programs appear, please contact Meghan Atherton for assistance.

3. Reviewing applications:

The reviewer's role is to recommend acceptance or rejection of a student into the study abroad program. Only a study abroad administrator from the Office of Global Education can officially accept, reject, or waitlist the student. OGE will not override a faculty member's recommendation. OGE, may however, remove incomplete applications.

There are 3 options for recommendations:

1. Accept  2. Reject  3. Waitlist

In an individual student's application, you may scroll down to the Recommendations section to make comments and mark your recommendation (accept, reject, waitlist). Comments are especially useful for "reject" students. Waitlist should only be used when the number of applicants exceeds program capacity; please do not waitlist a student who should be rejected (e.g. below 2.0 gpa, etc.). Note that only administrators can view your comments and recommendations; students cannot view comments and recommendations.

Once you have completed your reviews, please notify Meghan Atherton so she can send the appropriate notifications to students. Global Education will e-mail
students with the decision. StudioAbroad stores all communications with students in the History Log.

4. E-mailing Students:

The first time, you will need to create a query that allows you to access the entire group of student accounts. Click on the Applicant Admin link located on the left-side of your homepage and enter your program name in the program name box and select the correct term for your program.

You will then see a list of student names for the term you specified.

Save the search by naming it in the save search box located above the list of names. (Ex. Rome - Summer 2010)

Click on your home page link (top right side) and you will see this saved search under My queries and reports. Click on the query you created as and you will then see an options tab.

There is a scroll box that allows you to send a mass e-mail to the students. If you only want to e-mail a select number of students, click the send e-mail tab, then click the arrow to the left of e-mail recipients and a list of names will appear. Uncheck the box of the students that you do not want to receive the e-mail.

If you experience difficulty with the site or have any questions or concerns, please contact the Study Abroad Coordinator, Meghan Atherton: 303-315-2473, meghan.atherton@ucdenver.edu or Asia Study Abroad Coordinator, Jessica Tharp: 303-315-0024, Jessica.tharp@ucdenver.edu