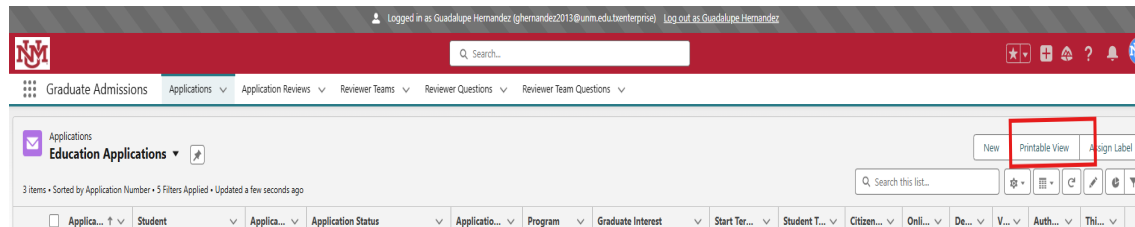
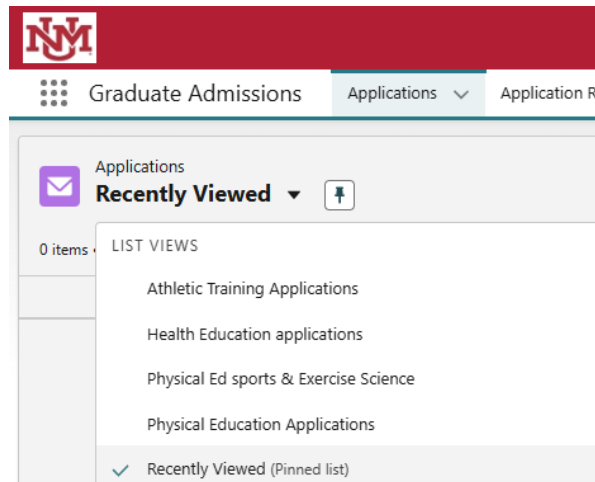


Tips...

- You can get a printable list of your applications.

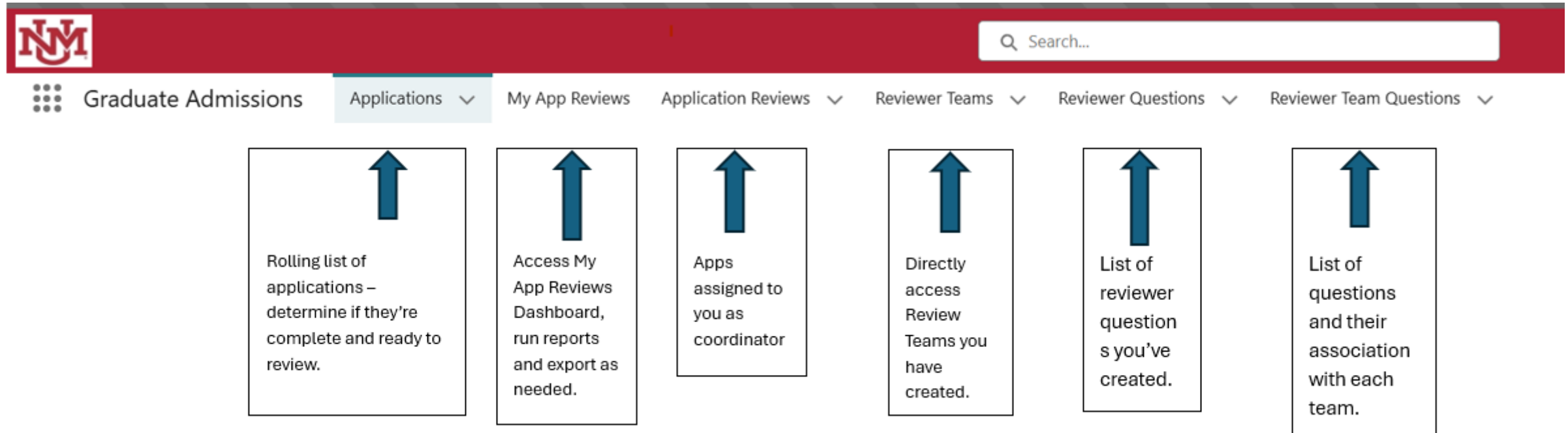


- Applicant answered they're being readmitted by mistake and you need the materials to review? You can add a Supplemental Form and email the applicant asking them for the number of recommenders (name and email) needed; then add them to the application.



- Not seeing all your applications? Change your List View and “pin” the one you want to display each time you come back.

Tab Explanations...



The screenshot shows the NM Graduate Studies dashboard. The top navigation bar is red and contains the NM logo on the left, a search bar on the right, and a series of tabs: Graduate Admissions, Applications (highlighted), My App Reviews, Application Reviews, Reviewer Teams, Reviewer Questions, and Reviewer Team Questions. Below the navigation bar, six boxes with blue arrows pointing up explain the 'Applications' tab and its sub-items:

- Applications:** Rolling list of applications – determine if they're complete and ready to review.
- My App Reviews:** Access My App Reviews Dashboard, run reports and export as needed.
- Application Reviews:** Apps assigned to you as coordinator
- Reviewer Teams:** Directly access Review Teams you have created.
- Reviewer Questions:** List of reviewer questions you've created.
- Reviewer Team Questions:** List of questions and their association with each team.

When adding reviewers to a Review Team

Reviewer Team

2026 Solid Mechanics Domestic

Edit

Delete

Clone

Details

Reviewer Team Name

2026 Solid Mechanics Domestic

Owner

Created By

6/27/2025, 4:59 PM

Last Modified By

6/27/2025, 5:00 PM

Pre-Work:

In App Launcher, find Reviewer Questions to add your own questions to be used in App Reviews.

Add Reviewer Team Questions

to this Reviewer Team. These questions will be asked for the App Reviews assigned to this team.

Add/Remove Reviewer Team Members

to assign/change app reviewers.

Reviewer Team Questions (0)

New

Application Reviews (1)

1 item • Updated a few seconds ago

Review

Contact

Application P...

Application Graduate Interest

Completed

1

00000027

Mechanical Engine...

Engineering Mechanics and Materials (Solid Mechanics/Materials Science)

View All

Reviewer Team Members (10+)

Sakineh Chabi

User:

Sakineh Chabi

Claus Danielson

User:

Claus Danielson

Ahmed Hasan

User:

Nathan Jackson

User:

Tariq Khraishi

User:

Georgios Koutsakis

User:

Pankaj Kumar

User:

Matt Pleil

User:

Svetlana Poroseva

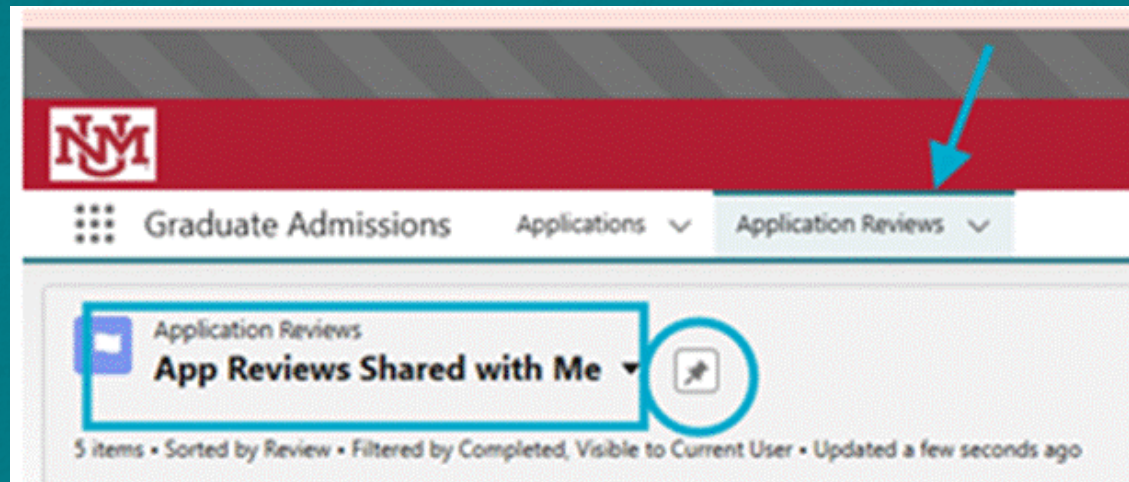
User:

John Russell

User:

If user record is skipped when creating Team Member record in a bundle, the App Review will not be shared with that person. User record is required.

View All



Remind reviewers to change their list view to
“App Reviews Shared with Me”

Remind reviewers that when they click
“finish” it will appear as they’re being asked
the questions again

Details **Related**

Reviewer Team Members for Parent Reviewer Team (1) [Settings] [Refresh] [New]

1 item • Updated a few seconds ago

☐	Reviewer Team Member Name	User
1	[Redacted]	Christina Salas

[View All](#)

Reviewer Question Responses (3) [Settings] [Refresh] [New]

3 items • Updated a few seconds ago

☐	Answered By	Reviewer Team Question	Answer
1	[Redacted]	Application Notes	It appears she completed Calculus I, but I don't see Calculus II on her transcripts. Can you please reach out to the applicant?
2	[Redacted]	Application Notes	Already entered.
3	[Redacted]	Admit or Deny	Admit only if she has completed Calculus II and please indicate on her acceptance letter that she must take Calculus II.

[View All](#)

Click the Read Application button above to open the Application Reader.

Admissions Coordinators: In the Reader please complete all required Scorecard fields and click "Submit" to complete your evaluation.

Faculty: Complete required questions.

Reviewer Answer Questions

Application Notes

* Answer [Info]

[Redacted]

Complete this field.

[Next](#)