

THE UNIVERSITY OF ARIZONA<sup>®</sup>

DEPARTMENT OF BIOCHEMISTRY  
AND MOLECULAR BIOPHYSICS



GEMS

Graduate Enrollment Management System

# What is GEMS?

**GEMS** is a customizable on-line application system. Originally created as an on-line database system for the processing of graduate program applications in Biochemistry, **GEMS** can be modified to fit the needs of anyone requiring an electronic application solution.



Graduate Enrollment Management System

# Who needs GEMS?

- Graduate program applicants
- Program coordinators, administrators
- Admissions committee members



Graduate Enrollment Management System

# Convenience and flexibility for applicants

Applicants can:

- Apply on-line for graduate admission – no long forms to complete!
- Return to a partially completed application at their own convenience
- Check the status of their application at any time, from anywhere
- Assign their own user ID and password



Graduate Enrollment Management System



# Convenience and flexibility for applicants

Applicants can return to a partially completed application anytime, anywhere, at their own convenience

The screenshot shows the GEMS application status page for Jazmine J Jetson. The page header includes 'THE UNIVERSITY OF ARIZONA' and 'Biochemistry and Molecular Biophysics'. A red arrow points to a link that says 'Print and View Your Application'. Below this is a table with columns for 'Application Item' and 'Date Received'. The table lists various application components, most of which are marked as received on 2005-05-24. At the bottom, there are fields for 'Recommendation Letter 1', 'Recommendation Letter 2', and 'Recommendation Letter 3', each with a 'Received from:' label. The final row is labeled 'APPLICATION SUBMITTED FOR REVIEW'.

Application Item	Date Received
Program application	2005-05-24
Summary page (list of courses taken)	2005-05-24
Personal statement (1-2 pages)	2005-05-24
GRE Scores (copies may be mailed, but originals are required)	
Official Transcripts (copies may be mailed, but originals are required)	
Official TOEFL Scores (International students only) (copy permitted)	
Letters of Recommendation (three are required)	2005-05-24
Recommendation Letter 1	Received from:
Recommendation Letter 2	Received from:
Recommendation Letter 3	Received from:
APPLICATION SUBMITTED FOR REVIEW	



# Convenience and flexibility for applicants

THE UNIVERSITY OF ARIZONA  
Biochemistry and Molecular Biology  
Biochemistry and Molecular Biophysics  
Biological Chemistry

## GRADUATE ENROLLMENT

SECTION NUMBER	SECTION	DATE MODIFIED	End Session
1.	<a href="#">Graduate Program Selection</a>	2005-08-04	
2.	<a href="#">Basic Information</a>	2005-06-22	
3.	<a href="#">International Information</a>	2005-06-24	
4.	<a href="#">Research Interests</a>	2005-05-23	
5.	<a href="#">Collegiate Institutions Attended</a>	2005-05-23	
6.	<a href="#">GRE Scores</a>	2005-06-23	
7.	<a href="#">Course Summary</a>	2005-05-23	
8.	<a href="#">List of References</a>	2005-05-23	
9.	<a href="#">Personal Statement</a>	2005-06-23	
***10.	<a href="#">SUBMIT APPLICATION FOR FINAL REVIEW</a>	<b>NOT COMPLETED</b>	

Applicants can find out on-line if their application has been received, reviewed, or submitted

Section 3 is for International Applicants.

**\*\*Your application will not be reviewed until you perform this step.**

... to your application, select the section from the menu that you want to change.





# Convenience and flexibility for administrators

- Upload reference letters and transcripts
- Easily find duplicate entries
- Confirm application material at a single glance
- Collect information into an Excel format for analysis of statistical data
- Restrict access to administrator functions (ie: editing)



Graduate Enrollment Management System

# Convenience and flexibility for administrators

The screenshot displays two overlapping tables from the GEMS system. The top table lists various application components and their modification dates. The bottom table provides a detailed view of application items received, including descriptions and dates.

	DATE MODIFIED
<a href="#">Basic Information</a>	2004-06-30
<a href="#">Research Interests</a>	2005-02-23
<a href="#">Collegiate Institutions Attended</a>	2004-06-30
<a href="#">GRE Scores</a>	2004-06-30
<a href="#">Course Summary</a>	2004-12-29
<a href="#">List of References</a>	2004-12-29
<a href="#">Personal Statement</a>	2004-12-29
<a href="#">Program Coordinator's Comments</a>	2004-12-06
<a href="#">Application status</a>	2005-02-23
<a href="#">Acceptance status</a>	2004-12-29
	2005-01-19

Application Item Received	Date Received
Program application	
Summary page (list of courses taken)	
Personal statement (1-2 pages)	2004-12-29
GRE Scores (copies may be mailed, but originals are required)	2004-12-29
Official Transcripts (copies may be mailed, but originals are required)	2004-12-29
Official TOEFL Scores (International students only) (copy permitted)	2004-12-29
Letters of Recommendation (three are required)	
Recommendation Letter 1, Received from: 'Joliet' Jake Blues	2004-07-29
Recommendation Letter 2, Received from: Cleophus James	2004-08-04
Recommendation Letter 3, Received from: Casey Jones	2004-11-02
Recommendation Letter 4, Received from:	

Save resources with this  
paperless system

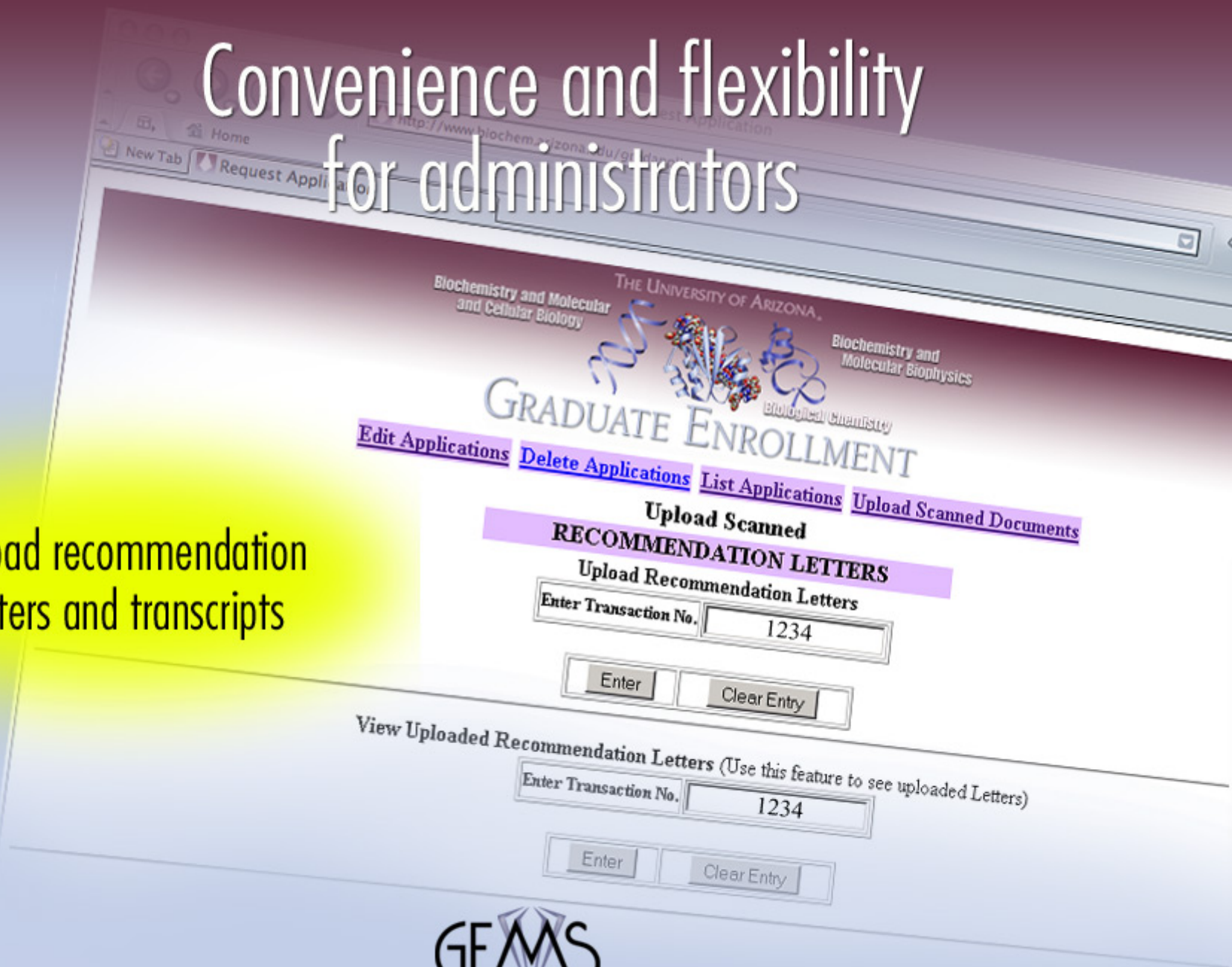


Graduate Enrollment Management System



# Convenience and flexibility for administrators

Upload recommendation  
letters and transcripts

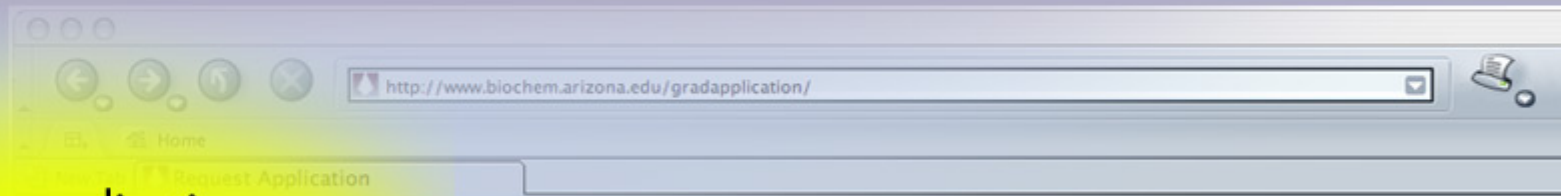


**GEMS**

Graduate Enrollment Management System

# Convenience and flexibility for administrators

Confirm application  
material at a single glance



[Return to List of Applicants](#)

Application Summary/status for  
Jazmine Jetson

ONLINE APPLICATION SECTION	DATE MODIFIED
<a href="#">Graduate Program Selection</a>	2004-11-20
<a href="#">Basic Information</a>	2005-01-03
<a href="#">Research Interests</a>	2004-11-20
<a href="#">Collegiate Institutions Attended</a>	2004-11-20
<a href="#">GRE Scores</a>	2004-11-20
<a href="#">Course Summary</a>	2004-11-20
<a href="#">List of References</a>	2004-11-20
<a href="#">Personal Statement</a>	
<a href="#">Program Coordinator's Comments</a>	2005-01-03
<a href="#">Application status</a>	2005-01-03
<a href="#">Acceptance status</a>	

<a href="#">Collegiate Institutions Attended</a>	2004-11-20
<a href="#">GRE Scores</a>	2004-11-20
<a href="#">Course Summary</a>	2004-11-20
<a href="#">List of References</a>	2004-11-20
<a href="#">Personal Statement</a>	
<a href="#">Program Coordinator's Comments</a>	2005-01-03
<a href="#">Application status</a>	2005-01-03
<a href="#">Acceptance status</a>	

Application Item Received	Date Received
Program application	
Summary page (list of courses taken)	2004-11-20
Personal statement (1-2 pages)	
GRE Scores (copies may be mailed, but originals are required)	2004-11-20
Official TOEFL Scores (International students only) (copy permitted)	
Letters of Recommendation (three are required)	
Recommendation Letter 1, Received from:	
Recommendation Letter 2, Received from:	
Recommendation Letter 3, Received from:	
Recommendation Letter 4, Received from:	



Graduate Enrollment Management System

# Convenience and flexibility for administrators

GRADUATE ENROLLMENT

## List of Applicants

[Edit Applications](#) [Delete Applications](#) [List Applications](#) [Upload Scanned Documents](#)

TERM:

Term  
Displayed:  
2006

Number of Applicants: 12

Easily find duplicate entries

Collect information into an  
Excel format for analysis of  
statistical data

Transaction ID	Last Name	First Name
<a href="#">2032</a>	Johnson	Robert
<a href="#">2380</a>	Gibson	Lucille
<a href="#">2380</a>	Jetson	Jazmine
<a href="#">2365</a>	Garcia	Jerry
<a href="#">2365</a>	Hooker	John Lee
<a href="#">2377</a>	Vaughan	Stevie Ray
<a href="#">2377</a>	Coxx	Ida
<a href="#">2377</a>	Hendrix	Jimi
<a href="#">2332</a>	Dixon	Willie
<a href="#">2365</a>	Charles	Ray
<a href="#">2377</a>	Raimey	Ma
<a href="#">2401</a>	Spivey	Victoria
Transaction ID	Last Name	First Name



Graduate Enrollment Management System



# Convenience and flexibility for committee members

- Instant access to all information
- View recommendation letters
- Information is captured and automatically entered into a database for 100% accuracy and a permanent, electronic record



Graduate Enrollment Management System

# Convenience and flexibility for committee members

Organize information in any order you choose

Term  
Fall 2008  
Fall 2007  
Fall 2006  
Change Term

Term Displayed: 2006

Log Out

Transaction ID	Last Name	First Name	Grad Program	Citizenship	Application Submission Date	Application status	Committee Decision	Student Decision
2032	JOHNSON	ROBERT	Biochemistry and Molecular Biophysics	US		Applying for F06		
2389	GIBSON	LUCILLE	BMCB	E				
1865	JETSON	JAZMINE	Biological Chemistry	R		Missing PS, 3R		
2345	GARCIA	JERRY	Biochemistry and Molecular Biophysics	E				
1966	HOOVER	JOHN LEE	BMCB	E	2004-11-17	Complete	DENY 2006	
2352	VAUGHAN	STEVIE RAY	Biological Chemistry	E	2005-03-22	Complete		
2365	COX	IDA	BMCB	E	2005-04-19			
2377	HENDRIX	JIMI	BMCB	E				
1721	DIXON	WILLIE	BMCB	US		Complete	DENY 2005	
2356	CHARLES	RAY	BMCB	E	2005-03-31			
1556	RAINEY	MA	BMCB	E	2003-12-23	Complete		
2273	SPIVEY	VICTORIA	BMCB	E	2004-12-26	Complete	DENY 2005	

Download student excel file

Number of Applicants: 12



Graduate Enrollment Management System

# Convenience and flexibility for committee members

Instant access to all information received from each applicant, just with a click of the mouse!

Summary of Applicant File - Overview

GRADUATE ENROLLMENT  
JULIANE (ETSON)  
Application Summary

TRANSACTION NO: 1234 [Return to List of Applicants](#)

Name: Julianne Johnson Gender: FEMALE Ethnicity: Canadian  
Graduate Program: Biochemistry and Molecular & Cellular Biology Date of Birth: 1985-12-05 (00000000)  
Citizenship: US Citizen

Address Information:

Address: 1041 E. Lowell Street	Home Phone: (520) 526-6224
City: Tucson	Cell Phone:
Postal Code: 85721-0288	Work Phone:
State:	Country:
Zip Code:	Email Address: <a href="mailto:julianne@biochem.ucsc.edu">julianne@biochem.ucsc.edu</a>

Research Interests:

<input type="checkbox"/> Biomedical Research <input type="checkbox"/> Cancer Biology <input checked="" type="checkbox"/> Computational Biology <input type="checkbox"/> Cell Biology <input type="checkbox"/> Developmental Biology <input type="checkbox"/> Genetics <input type="checkbox"/> Gene Regulation	<input checked="" type="checkbox"/> Insect Biology <input type="checkbox"/> Metabolic Regulation <input type="checkbox"/> Neurobiology <input type="checkbox"/> Physical Biochemistry <input checked="" type="checkbox"/> Plant Biology <input type="checkbox"/> Protein Structure/Function <input type="checkbox"/> Rational Drug Design	<input type="checkbox"/> Spectrometry of Biological Systems <input type="checkbox"/> Structure Biology and Biophysical Methods <input type="checkbox"/> Synthesis of Small Molecule Effectors <input type="checkbox"/> Other1 <input type="checkbox"/> Other2 <input type="checkbox"/> Other3
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How do the students find out about our program? [GradEnrollments.com](http://GradEnrollments.com)

Colleges/Institutions Attended

Institution	Dates Attended		Degree Received	Major/Minor	GPA
	From (month/year)	End (month/year)			
Ohio University	08 - 1999	06 - 2002	B.Sc.	Insect Biology	3.85
Ohio University	08 - 2002	06 - 2004	M.Sc.	Plant Biology	3.85
Stanford University	08 - 2004	06 - 2004	Thesis	Computational Biology	3.9

Explanation of how GPA is computed (Supplied by applicant):

Graduate Record Examination (GRE)

Test Date	2003-09-24	2004-06-02
Verbal	610	80
Quantitative	680	87
Analytical	5	67

GRE Subject Test

Test Date	2005-05-02	2005-06-02
Subject		
Score		
Percentile		

Summary List of Science and Math Courses

Biology			Chemistry		
Course	Credits	Grade	Course	Credits	Grade
General (I)	(3)		General (I)	(3)	
Microbiology (I)	5 yrs	88%	Organic (I)	4 yrs	70%
(II)	5 yrs	88%	(II)	4 yrs	72%
Bacteriology (I)	5 yrs	82%	Physical (I)	4 yrs	88%
(II)	5 yrs	88%	(II)	4 yrs	88%
Cell Biology	1 yr	B	Biochemistry (I)	4 yrs	88%
Molecular Biology	3 yrs	87%	(II)	4 yrs	88%
Genetics	3 yrs	85%	Analytical		
Botany			Inorganic		
Zoology	3 yrs	80%	Instrumental Analysis		
Others:			Others:		
1.			1.		
2.			2.		
3.			3.		
Mathematics			Physics		
Course	Credits	Grade	Course	Credits	Grade
Analytical Geometry	4 yrs	75%	General		
Calculus	2 yrs	78%	Mechanics (I)	4 yrs	80%
Linear Algebra	5 yrs	77%	(II)	4 yrs	80%
Vector Calculus	3 yrs	75%	Electricity & Mag (I)	4 yrs	77%
Differential Equations	2 yrs	72%	(II)	4 yrs	82%
			Others:		
			1.		
			2.		
			3.		

Cumulative Grade Point Average (all college courses): 80% out of a possible: 100  
Grade Point Average in Science & Math Courses: 79% out of a possible: 100

New Program Coordinator's Comments (AK)

[Return to List of Applicants](#)



Graduate Enrollment Management System



# Convenience and flexibility for committee members

Summary of Applicant File - Netscape

https://gems.biochem.arizona.edu/

## GRADUATE ENROLLMENT

JAZMINE JETSON  
Application Summary

[Return to List of Applicants](#)

**TRANSACTION NO: 1234**

Name: Jazmine Jetson	Gender: FEMALE	Ethnicity: Canidae
Graduate Program: Biochemistry and Molecular & Cellular Biology	Date of Birth: 1998-12-05 (yy/mm/dd)	
Citizenship: US Citizen		

**Address Information:**

Address: 1041 E. Lowell Street	Home Phone: (520) 626-9204	
City: Tucson	Cell Phone:	
Postal Code: 85721-0088	WorkPhone:	
State:	Zip Code:	Email Address: <a href="mailto:jazminejetson@earthlink.net">jazminejetson@earthlink.net</a>
Country:		

**Research Interests:**

<input type="checkbox"/> Biomedical Research	<input checked="" type="checkbox"/> Insect Biology	<input type="checkbox"/> Spectroscopy of Biological Systems
<input type="checkbox"/> Cancer Biology	<input type="checkbox"/> Metabolic Regulation	<input type="checkbox"/> Structural Biology and Biophysical Methods
<input checked="" type="checkbox"/> Computational Biology	<input type="checkbox"/> Neurobiology	<input type="checkbox"/> Synthesis of Small Molecule Effectors
<input type="checkbox"/> Cell Biology	<input type="checkbox"/> Physical Biochemistry	Other1:
<input type="checkbox"/> Developmental Biology	<input checked="" type="checkbox"/> Plant Biology	Other2:
<input type="checkbox"/> Genetics	<input type="checkbox"/> Protein Structure/Function	Other3:
<input type="checkbox"/> Gene Regulation	<input type="checkbox"/> Rational Drug Design	

How did the student find out about our program? GradSchools.com

Email link for easy contact with applicants



Graduate Enrollment Management System

# Convenience and flexibility for committee members

## Summary List of Science and Math Courses

Biology			Chemistry		
Course	Credits	Grade	Course	Credits	Grade
General (I)	(N)		General (I)	(N)	
Microbiology (I)	5 yrs	88%	Organic (I)	(N)	
Bacteriology (I)	5 yrs	86%	Ph...	(N)	
Cell Biology	5 yrs	80%			
Molecular Biology	1 yr	B			
Genetics	3 yrs	87%			
Botany					
Zoology					

- Others:
- 1.
  - 2.
  - 3.

How did the student find out about our program? GradSchools.com

### Collegiate Institutions Attended

Institution	Dates Attended		Degree Received	Major/Minor	GPA
	From (month/year)	End (month/year)			
Akita University	06 / 1999	06 / 2002	B.Sc	Plant Biology	100%
Sheba-ins University	06 / 2002	06 / 2004	M.Sc	Computational Biology	100%
Biyoku University	06 / 2002	06 / 2003	Diploma	Insect Biology	A++

Explanation of how GPA is computed (Supplied by applicant):

### Graduate Record Examination (GRE)

Test	Score	Percentile
Verbal	610	86
Quantitative	640	57
Analytical	5	67

### GRE Subject Test

Test Date	0000-00-00 (yyyy-mm-dd)	
Subject	Score	Percentile

## Summary List of Science and Math Courses

Information is captured and automatically entered into a database for 100% accuracy and a permanent, electronic record



Graduate Enrollment Management System



# Convenience and flexibility for committee members

View recommendation letters,  
transcripts, scores, even  
Program Coordinator's comments!

Cumulative Grade Point Average: 80% out of a possible: 100  
Grade Point Average in Science & Math Courses: 78% out of a possible: 100

<a href="#">View GRE Scores</a>	<a href="#">View Recommendation Letter 1</a>	<a href="#">View Program Coordinator's Comments (NA)</a>
<a href="#">View Personal Statement</a>	<a href="#">View Recommendation Letter 2</a>	
<a href="#">View Transcripts</a>	<a href="#">View Recommendation Letter 3</a>	
<a href="#">View TOEFL Scores</a>	<a href="#">View Recommendation Letter 4 (NA)</a>	

The screenshot shows a web browser window with a taskbar at the bottom. The main content area displays a student's academic record. At the top, there are two lines of text: 'Cumulative Grade Point Average: 80% out of a possible: 100' and 'Grade Point Average in Science & Math Courses: 78% out of a possible: 100'. Below this is a table of links. The first column contains links for 'View GRE Scores', 'View Personal Statement', 'View Transcripts', and 'View TOEFL Scores'. The second column contains links for 'View Recommendation Letter 1', 'View Recommendation Letter 2', 'View Recommendation Letter 3', and 'View Recommendation Letter 4 (NA)'. The third column contains a link for 'View Program Coordinator's Comments (NA)'. Three red arrows point from the text above to these three columns of links.



Graduate Enrollment Management System



# Features

- GEMS is housed on its own secure server with tech support,
- security, maintenance, and backups included
- Fully customizable interface and queries
- Accessible from any location, at anytime, with an internet connection
- On-site training is included

GEMS

Graduate Enrollment Management System

# GEMS

## Graduate Enrollment Management System

applicant



program  
coordinator

admissions  
committee