

NAVIGATING APPXTENDER

ApplicationXtender is a document and file management system for student information for the Graduate School of Arts and Sciences. Within the database, there are many possible documents for each student, not all students will have the same document types. These are some of the most common documents found in AppXtender:

- ACAD-
EVENTS – paperwork related to Language Proficiencies, Qualifying Exam, Prospectus Certification, Candidacy
- ACAD-PROSPCTS – the student’s submitted dissertation prospectus
- ADM-ADMITLTR – admission acceptance letter and reply form
- ADM-APP – student’s application for admission
- ADM-RECLTR – admission recommendation form and letters
- ADM-TRNSCRP – transcript(s) provided with admission application
- BIO-DEMO – miscellaneous demographic information
- DEGREE – degree petition, degree recommendation form, other paperwork related to degree conferment
- DSR – paperwork related to visiting, non-degree seeking students
- ESL – information regarding English language proficiency
- FINANCIAL – paperwork specifically regarding financial aid or tuition
- MISCELLANEOUS – paperwork or correspondence that does not fit another category
- 3
- REGISTRATION – paperwork related to early start, change of status (e.g. absentia)
- TEACHING – specific information regarding teaching assignments
- TRANSCRIPT-OFFICIAL – final, official transcripts from other schools

VIEWING STUDENT DOCUMENTS IN APPXTENDER

1. Open AppXtender. (Allow pop-ups)
2. Login with your NetId and password.
3. To search for a student. Click the down arrow for the GRADREG folder (upper, left corner) and select “New Query.”
4. Enter the query criteria. To minimize multiple results, having the 9-digit student identification number (available in FSA) is helpful.
5. Click the "Run" button at the bottom of the page to initiate the search.
6. A list of document results for the student opens (information redacted below). The number of pages in each folder appears on the right. Hover over the document image for a page preview or click the document icon to open the full file.
7. Select the document you wish to review.

- Navigate page by page or go to a specific page using the navigation arrows or the page preview on the left side of the screen.
- Change the size of the document using the Zoom option.
- Rotate the document using the rotate icons.
- Download and open an email message if prompted to do so.

8. To begin a new search or a new query click on either of those options just below the header.