S T U D E N T   G U I D E

GSTS | Graduate Student Tracking System

THE GRADUATE SCHOOL, NORTHWESTERN UNIVERSITY

Developed by the Robert R. McCormick School of Engineering & Applied Science in partnership with NUIT

Login with your NetID at: gsts.northwestern.edu

For help, please send an email to gsts@northwestern.edu
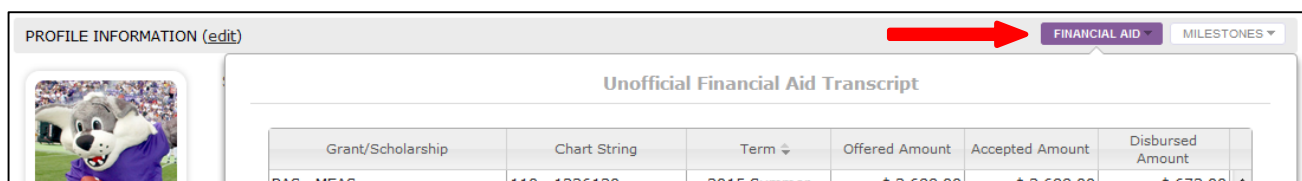
Contents

Profile

The profile section displays your contact, **demographic**, **financial aid**, and **milestone** information, as well as **administrative notes**. Your student profile section can be viewed by clicking the [SHOW PROFILE] button, located at the upper right of the Committee, Plan of Study, Academic Progress, and Research Project tabs.
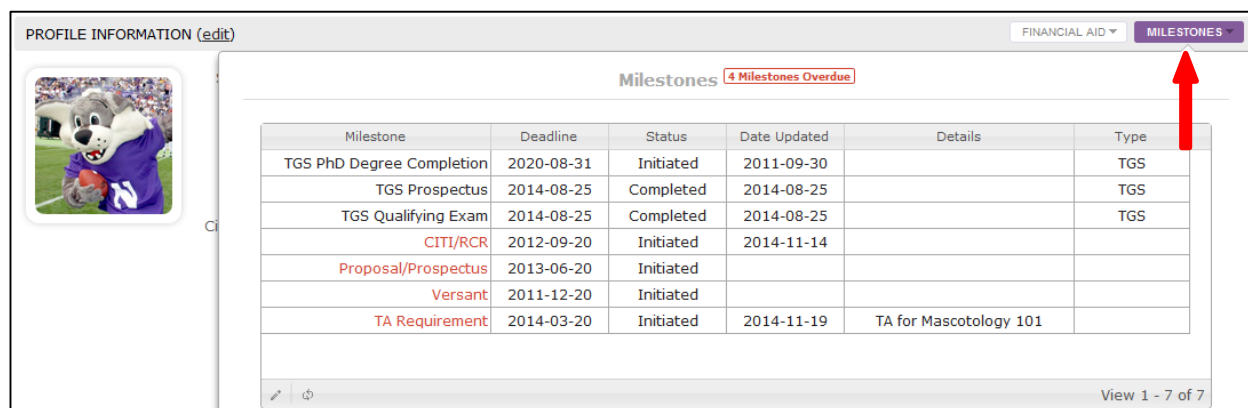
Financial Aid

A financial aid summary can be displayed by clicking the **FINANCIAL AID** button at the upper right of your profile. This information is maintained in CAESAR.

Milestones

Milestones information can be displayed by clicking the **MILESTONES** button at the upper right of your profile. TGS milestones (as listed in the Type column) are maintained in CAESAR; Non-TGS milestones are managed by your program

Committee

The Committee tab is where you identify your principal research advisor and committee members.

Advisor

To add an advisor, start typing the faculty member's name in the **Search faculty** field until you see his or her name. Click the name and then use the dropdown to indicate whether they will be the advisor or a co-advisor, then click the **Add** button.

Note: In order to add a faculty member, the "I have a principal research advisor" slider must be moved to **Yes** (otherwise the add faculty tool will not be visible).

Committee

To add a committee member, start typing the faculty member's name in the **Search faculty** field until you see his or her name. Click the name and then use the dropdown to indicate their role (if applicable), then click the **Add** button.

To add a committee member who is not a faculty member at Northwestern, use the **Non-Northwestern Committee Member** add faculty tool (see screenshot on previous page). Click the **+** button at the lower left of the tool, then fill in the person's identifying information and click the **Submit** button.

Note: In order to add a committee members, **the "I have formed a committee" slider must be moved to Yes** (otherwise the add faculty tools will not be visible).

Invitations

Invitations can be sent to faculty members for them to accept or decline membership on a committee.

Note: Invitations are an optional feature that can be turned on or off. If you don't see the invitations tab, your program may not have this feature turned on.
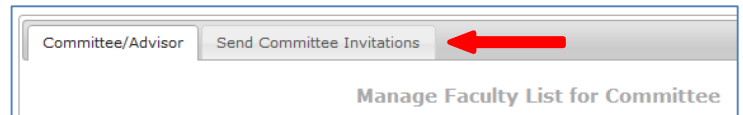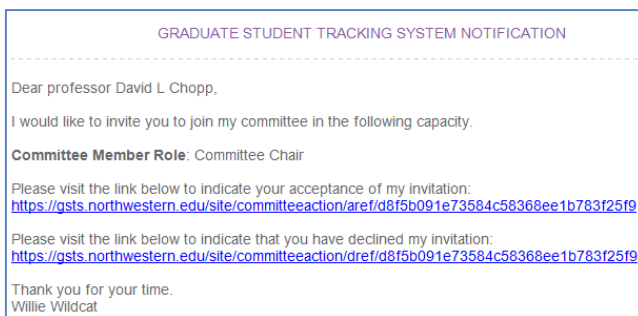

To send invitations, click the **Send Committee Invitations** tab. Check the boxes next to the faculty members you wish to invite, then click **Send Email.**

Note: The text of the invitation can be modified, but **it is important not to change any text that appears between the "{ }" brackets**, as this is where GSTS data such as names and hyperlinks will be merged into the message.
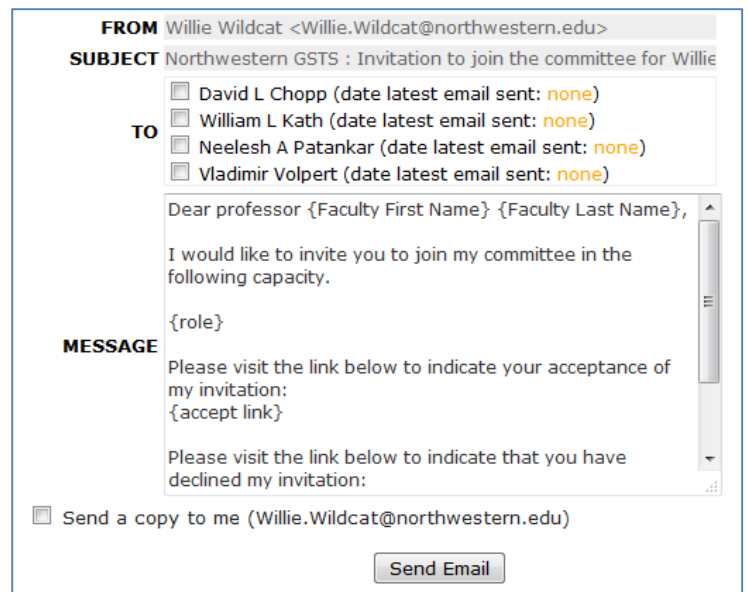
The invited faculty member(s) will receive an email instructing them to click the accept link or the decline link—no login will be required on their part:

Once a faculty member accepts or declines, their decision will display in the Committee tab:

Plan of Study

The Plan of Study tab displays your completed and planned courses, which can be categorized under the program's course requirements.

Note: Course requirements are defined and maintained by your program.

Unassigned Courses

Unassigned courses are listed in the top left section of the Plan of Study tab and need to be assigned to one of the program's course requirements.

To assign a course to one of the course requirements, click the course row in the Courses Taken table and a dropdown will appear. Select the appropriate course requirement, then click "Enter" on your keyboard.

The assigned course will then appear under the appropriate course requirement section further down the page.
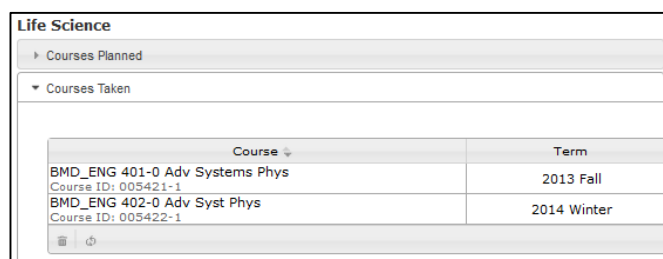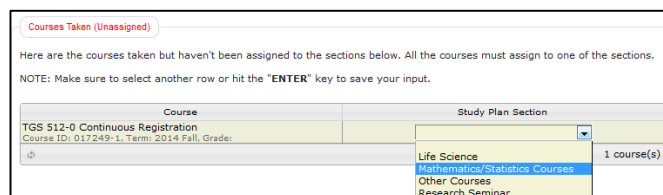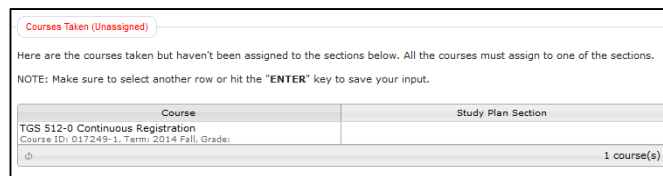
Planned Courses

To add a course that you plan to take in the future, start typing the course name or catalog number in the **Search Courses** field under the appropriate course requirement section, select the course when it appears, choose a planned term from the dropdown, then click **Add.**
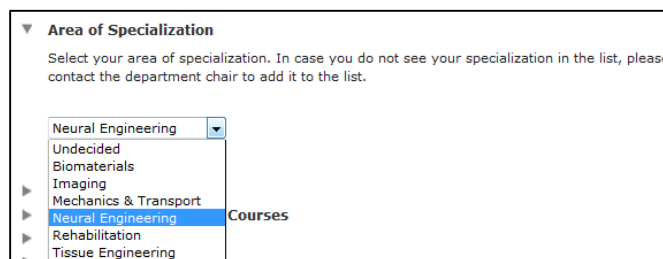
Note: In order to add a planned course, the "Completed and ready for review" slider must be moved to **Not Yet** (otherwise the Search Courses tool will not be visible).
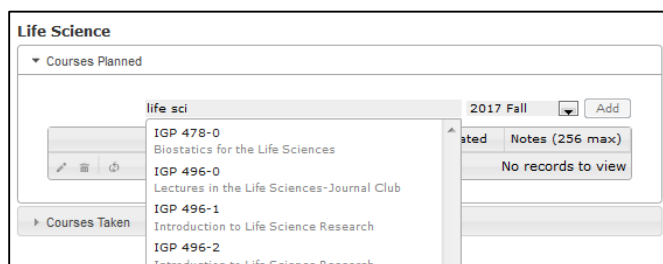
Specialization

Indicate your specialization (if applicable) using the dropdown under **Area of Specialization.** Your choice will auto-save.

**Note**: Specializations are defined and maintained by your program.

Academic Progress

You can track and maintain your academic activities throughout the year on the Academic Progress tab to facilitate the program's annual review of your progress.

Progress Items

There are 12 sections where you can record various progress items:

- **Self-Evaluation** – you can use the Self-Evaluation dropdown to rate your progress on a 4-point scale.
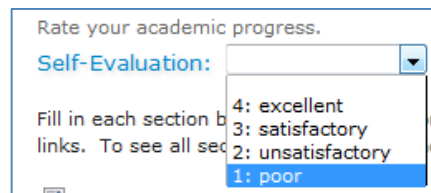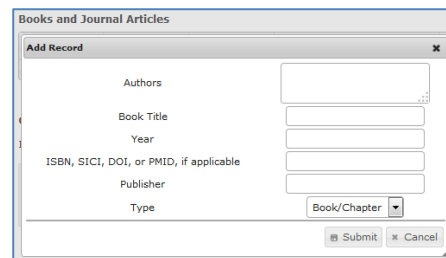

- **Narrative Statement on Progress** – allows a space for you to provide a narrative overview of your academic progress thus far.

- **Research Topic** – provides space for you to type a brief overview of your research topic.

- **Awards** – a place to list any external awards.

- **Publications** – a place to list books, journals, and other publications you've authored.

- **Honors** – a place for you to list honors, accolades, and citations.

- **Meetings Attended/Presentations** – a place to list conferences attended and presentations given.

- **Teaching** – a place to record NU classes you've taught or were otherwise involved with. Start typing a course name or number the **Search Courses** box to find NU courses.
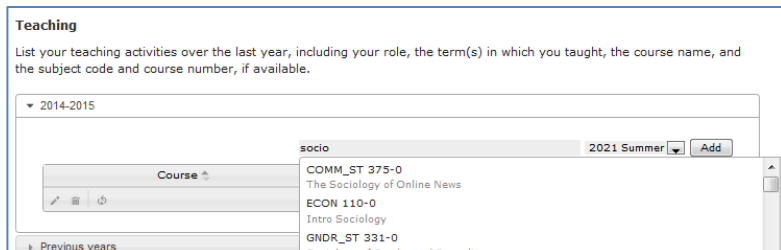
- **Other Courses of Seminars Attended** – A place to list any courses, seminars, trainings, or other items attended that are not included elsewhere in the Academic Progress tab.

- **Goals for Academic/Research Progress for Upcoming Year** – a space for you to provide a narrative describing your academic and research goals for the upcoming year.

- **Annual Meeting** – a place for you to record the date of your annual meeting and list the committee members who were present.

- **Comments** – a free-text field for you to add any comments or progress items that were not included in the other categories.

Research Project

The Research Project tab is designed for programs that require a research project. However, any program may use this tab in a way that suits their needs, or **it can be ignored if inapplicable**.

Student fields

The students only have two simple texts fields available on this tab: **Research Project**, for entering a description of the project, and **Comments** for the inclusion of any additional comments.