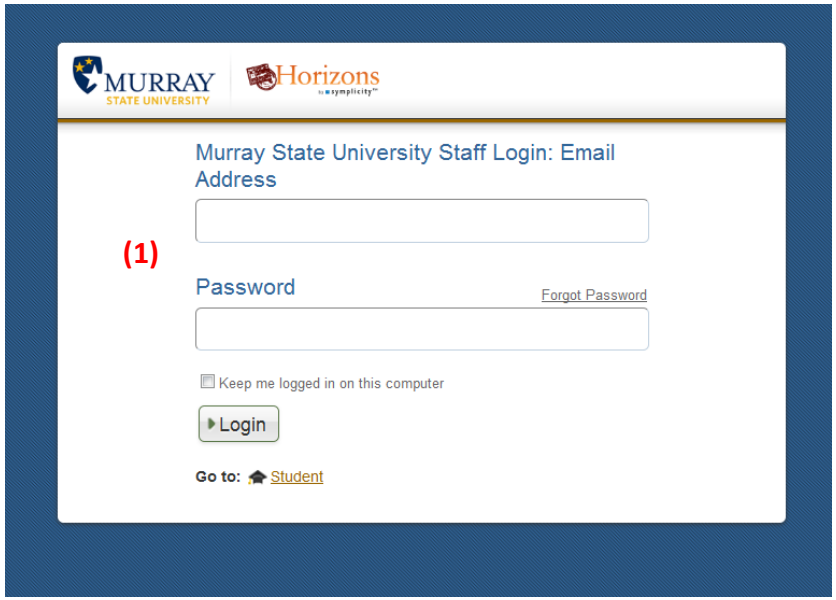
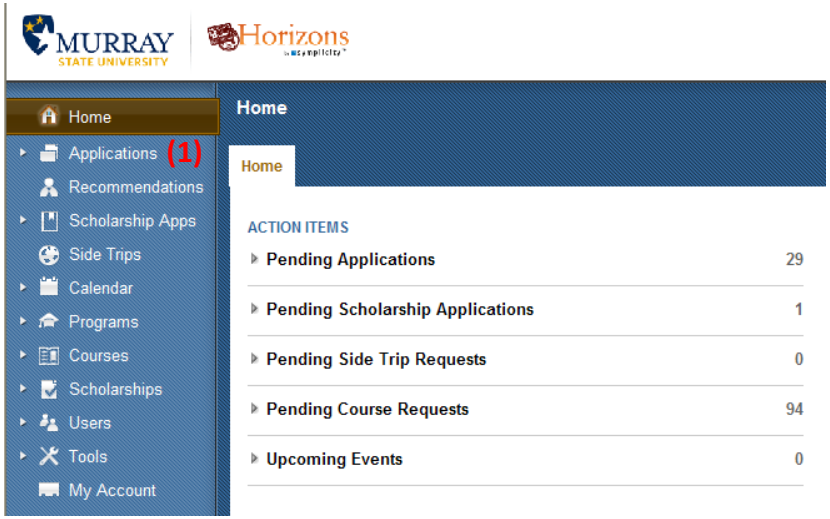
Reviewing a Student Application in the MSU Horizons Online Application System:

1. Use the following link:
   https://murraystate-horizons.symplicity.com/manager

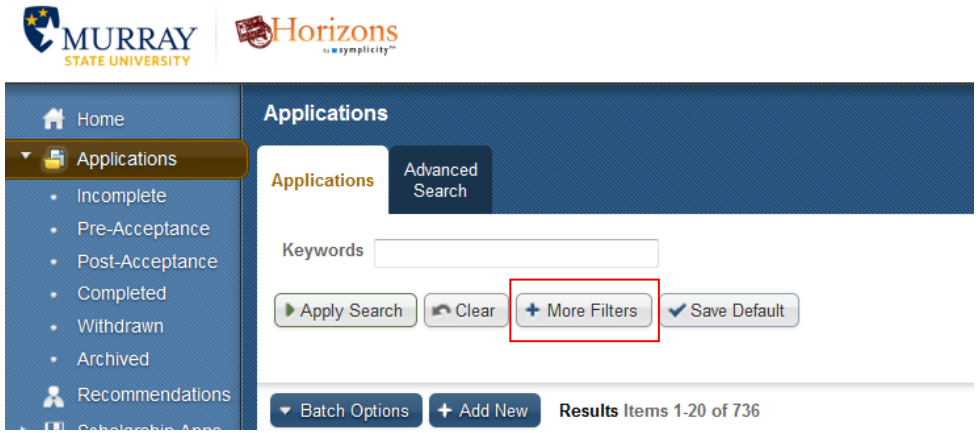
2. Type in your email and password: **(1)**

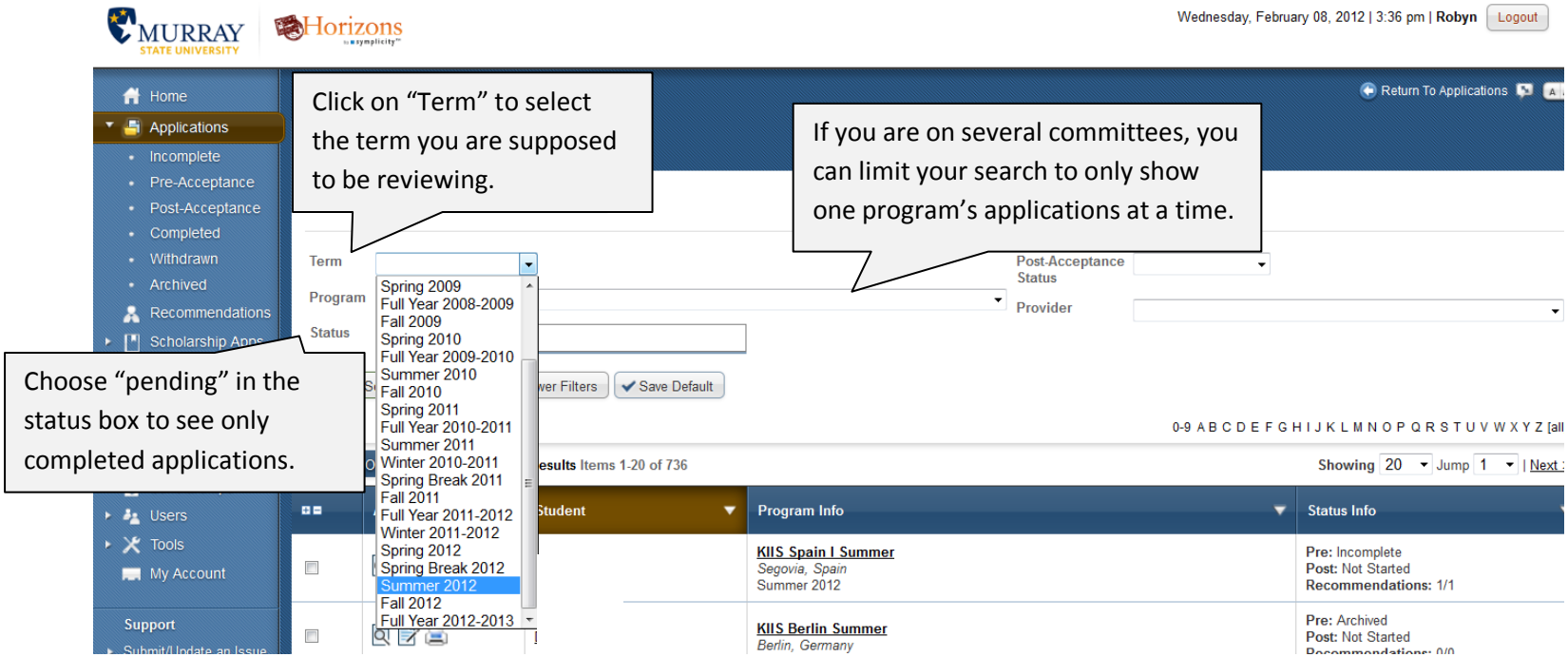


3. Select the link from the column on the left that says "Applications" **(1)**

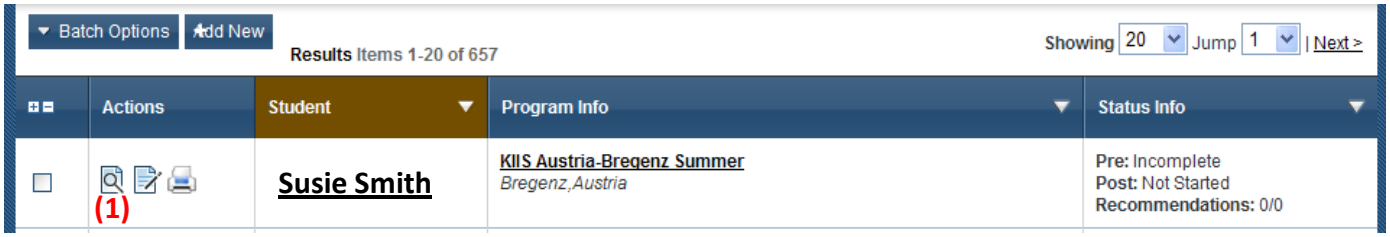


4. Here, you will see a list of students that have applied for the programs that you are assigned to. You can limit this list to only students whose applications are in the current cycle and who have completed their applications. You are only responsible for reviewing this term's completed applications. When you first log in, and click on Applications, your screen will look like this. Click on the "More Filters" button.

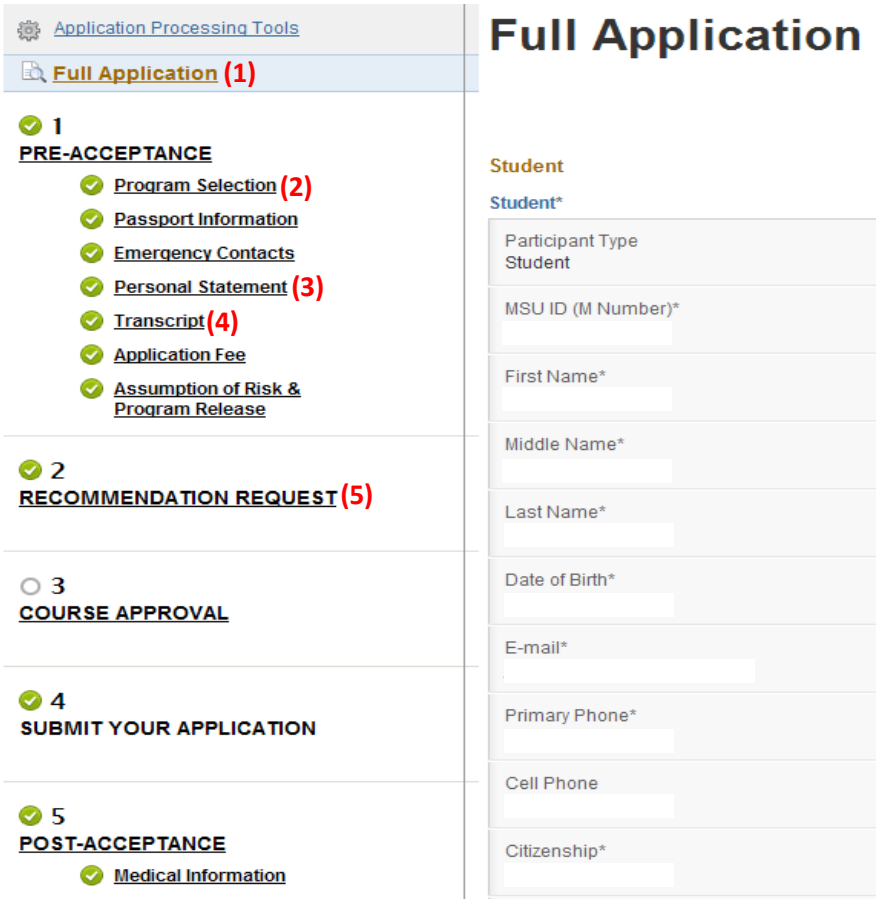




5. Once you have limited the list of students to only complete applications for the current term, click on the symbol with a magnifying glass under **(1)** "Actions." This will open the student application.



6. Select the links in the left hand column to review the student information that is provided here. First click "Full Application." **(1)** This will include information such as Class Standing and GPA.



- Photo
- Insurance Information
- Flight Information

College
College of Humanities & Fine Arts

Majors*
Psychology

GPA*
3.25

Class Standing*
Sophomore

Study Abroad Experience*
No

Program Selection

Program*

Program Provider
Murray State University

Program Name
*South Korea: Daegu University

Program Type
Exchange

Host Institution
Daegu University

Location
Daegu, South Korea

Term*
Spring 2012

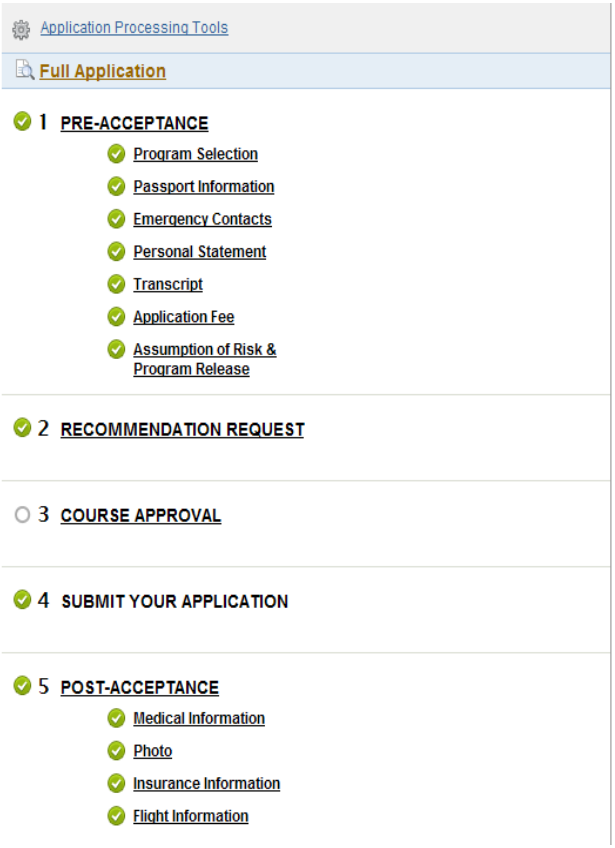
7. Click "Program Selection." **(2)** Here you can view the courses the student plans to take abroad.

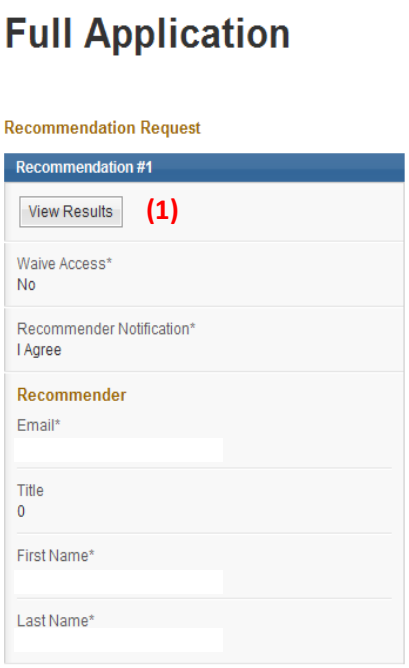
8. Choose "Personal Statement," **(3)** to read the essay provided by the student. Please note that **there may be some formatting issues, such as spacing and missing indentations, that the students cannot control.** These formatting issues should not be taken into consideration when reviewing the applications. The students do, however, have access to spell checking capabilities.

9. Choose "Transcript" **(4)** to check the student's unofficial transcript. Please remember that GPA alone is not an indication of success abroad. The minimum GPA requirement for Murray State programs is 2.0 and students wishing to participate in study abroad programs cannot be on academic probation. A key factor to look for is that the student does not continuously drop and add courses as drop/add is not an option on most Study Abroad programs.

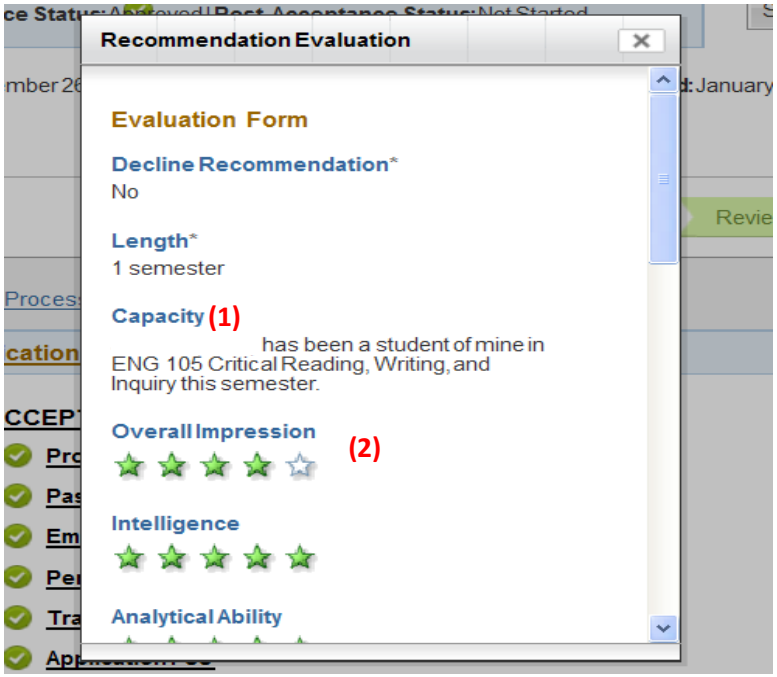
10. When you have finished reviewing the student information, click "Recommendation Request" **(5)**.

11. This will launch a page that shows all of the recommendations that a student has requested. Some students may have multiple requests. To access the recommendation, click on the button that says “View Results” **(1)**

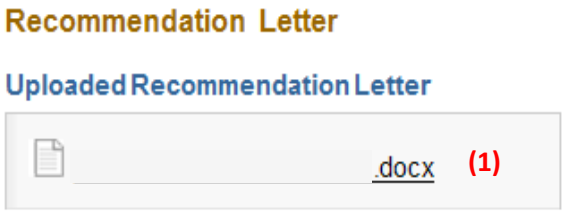




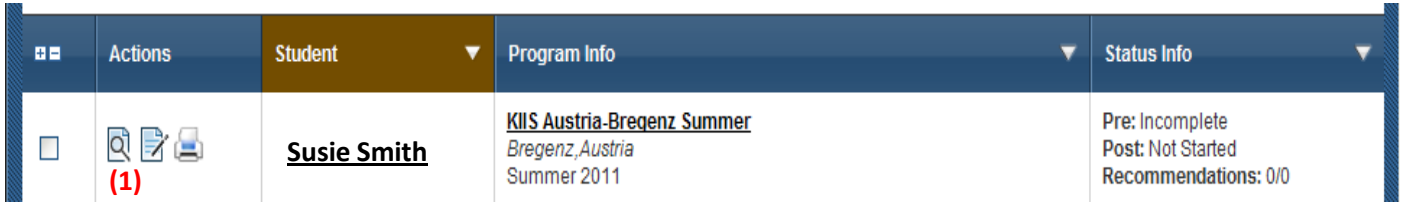
12. This will launch a new tab or window in your browser with a PDF of the recommendation. You can view how long and in what capacity the student has known the recommender (1). Also, this shows how the recommender ranks the student on various points from 1 to 5 stars. (2) (5 being best) Some stars may not be selected because they are not applicable to the student (Such as Research Ability).



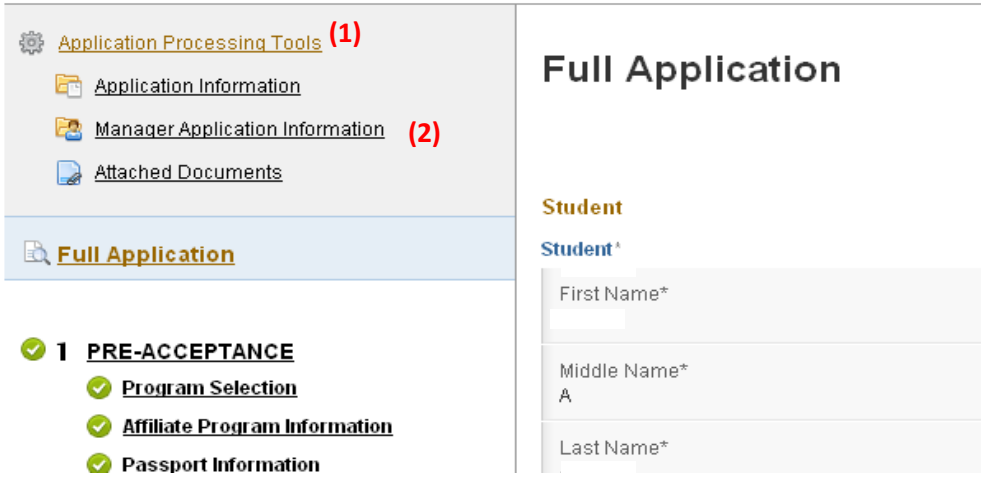
13. To view the letter of reference written by the recommender, select the link at the bottom of this page that is below the text "Uploaded Recommendation Letter." **(1)** This will launch the letter written by the recommender.



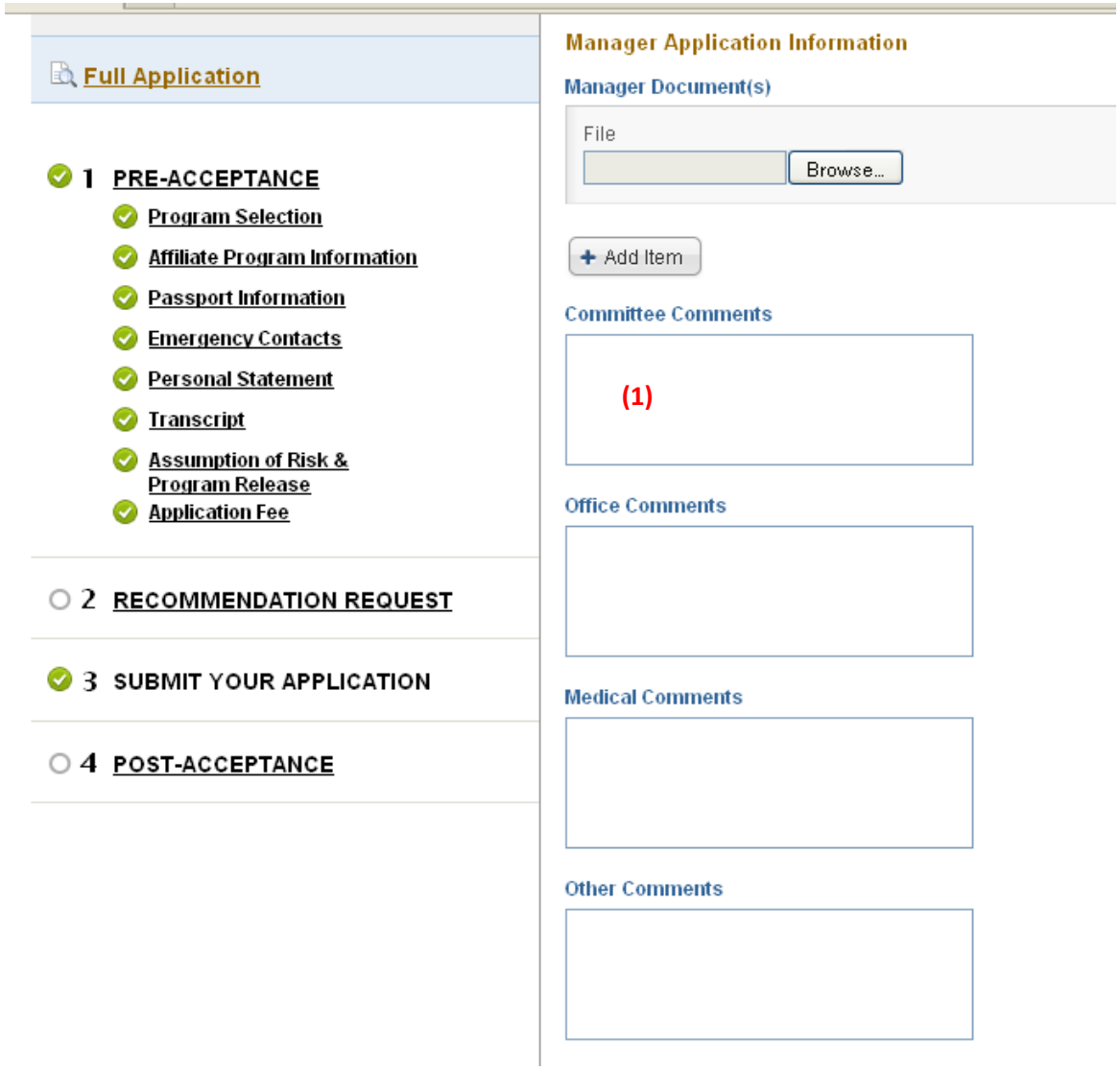
14. Read through the letter then return to the list of student applications by again clicking on the “Applications” tab in the left hand column. **(1)** Locate the student’s name whose application you were just reviewing and once again click on the symbol with a magnifying glass under “Actions.” This will open the student application.



15. When you open the application, click on the “Application Processing Tools” link **(1)** and then click on “Manager Application Information” **(2)**. Information written on this page will only be viewable by members of the committee and the staff of the Study Abroad office, not by students themselves.



16. In the box labeled “Committee Comments” **(1)** you will be able to see any notes that other reviewers have entered. Please add information in this box regarding your recommendation for this applicant: acceptance, interview, or rejection, or to voice any concerns you may have. Please sign your comments with your initials so we can track who has responded. When you have finished, hit “Save.”



Thank you! Please email any questions to msu.studyabroad@murraystate.edu