

Uploading General Documents to GSTS

This quick guide will help you to upload the following documents to the Graduate Student Tracking System (GSTS).

1. MS Thesis Students

- a. Thesis Advisor Form
- b. MS Individual Development Plan
- c. MS Thesis proposal Form
- d. MS Progress Review (if relevant if you take more than 2 years to finish)
- e. MS Thesis defense Decision
- f. Final Thesis

2. MS Intern Students

- a. Host Information and Agreement Form
- b. Student Evaluation
- c. Host Evaluation

3. PhD Students

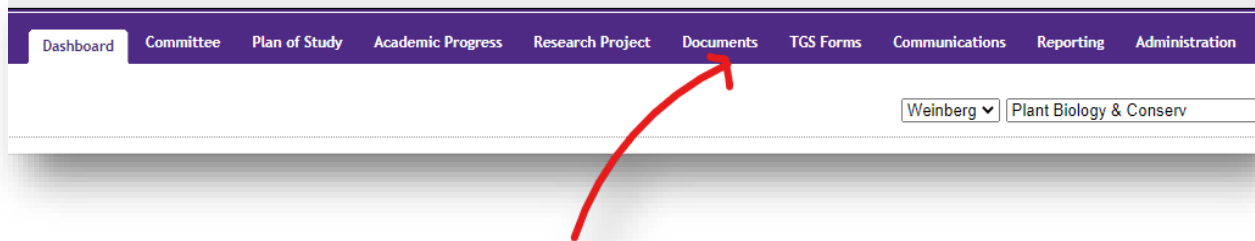
- a. Dissertation Advisor Form
- b. PhD Individual Development Plan
- c. PhD Annual Review Form
- d. PhD Qualifying Exam Form
- e. PhD Dissertation Outline Approval Form
- f. Permission to write form
- g. Dissertation Defense form
- h. Final Dissertation

Note: see “Part No.2” for the following documents:

Application For Degree
Masters Degree Completion
PhD Qualifying Exam
PhD Prospectus
PhD Final Exam
Petition for Absence
Program Withdrawal Request
Masters in Primary PhD

*If you have any questions or need help with this quick guide contact
PBC's Program Assistant: antonio@northwestern.edu*

Step 1. Access GSTS at <https://gsts.northwestern.edu/site/login> and navigate to the “Documents” tab:



Step 2. To submit a document, go to “Upload Documents” and select the General from the “Type” drop down menu.

Manage Documents Upload Documents

Upload Student Documents

Select the type of document from the dropdown list. A pre-populated listing of records corresponding to the chosen document type will be available for selection. Select the record you'd like your document to be assigned to, add any relevant notes (max 255 characters), select your document (document names can not exceed 100 characters) and click 'Upload Document'.

NOTE: PDF documents only with a maximum document size of 5MB.
* All documents must be assigned to a specific record in order to be uploaded.

TYPE - Select -
- Select -
General
Milestones
Plan of Study: Courses Planned
Plan of Study: Courses Taken
Plan of Study: Courses Waived
Academic Progress: Publications

RECORDS Select a record above to retrieve associated records.

NOTES

FILE

Step 3. Select the file that you desire to upload and give a brief description of the file in the “Notes” section and press “Upload Document.”

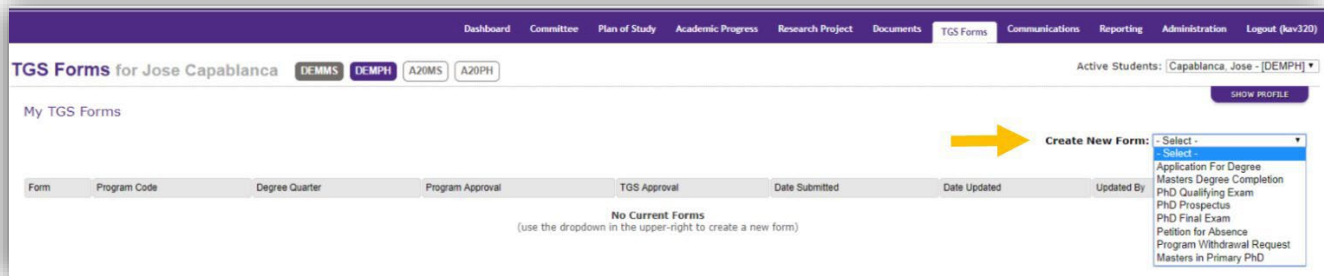
Step 4. Lastly, make sure that your document is listed according to the selection that you made in step 2.

Part No.2 Uploading Specific TGS Forms

Note: These forms, except for the Application for Degree, need supportive documents to be approved by the PBC department. Please make sure to upload the PBC forms (instructions above) along with the submission of the TGS form.

Access GSTS at <https://gsts.northwestern.edu/site/login> and navigate to the “TGS Forms” tab:

To submit a new form, select the type of form you want to submit from the “Create New Form” drop down menu:



TGS forms and their uses:

Form Name	Audience	Use
Application for Degree	Master’s and PhD students	Use this form to petition to graduate for a future quarter, indicate the name as it should appear on the diploma, and the address where the diploma should be mailed. The diploma mailing address can be updated even after the form is submitted and approved.
Master’s Degree Completion	Master’s students	Use this form to indicate that you are completing master’s degree requirements, your faculty committee members, your advisor and whether or not you completed a master’s thesis (and if so, the title).
PhD Qualifying Exam	PhD students	Submit this form once you have passed the qualifying exam.
PhD Prospectus	PhD students	Submit this form once you have passed the prospectus.
PhD Final Exam	PhD students	Submit this form leading up to your dissertation defense.
Petition for Absence	Master’s and PhD students	Submit this form to request a general or family leave of absence, or a parental accommodation.
Program Withdrawal Request	Master’s and PhD students	Submit this form to request to withdraw from your graduate program.

Masters in Primary PhD	PhD students	Submit this form to request a master's degree along the way to the PhD in the same program.
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Fill out the required information in the form and click the “Submit for Approval” button:

Submit For Approval

After you submit the form, it will be routed to your program, then The Graduate School for review.

To make changes to a form you have already submitted, click on the form you want to update on the “My TGS Forms” list:

My TGS Forms Create New Form:

Form	Program Code	Degree Quarter	Program Approval	TGS Approval	Date Submitted	Date Updated	Updated By	Status
APPLICATION FOR DEGREE								
Application For Degree	A20PH	2018 Fall	---	---	2018-11-13 09:23:10	2018-11-13 09:23:10	Kate Veraldi	Pending Approval
Application For Degree	A20PH	2019 Summer	---	---	2019-05-28 16:05:15	2019-05-28 16:05:15	Kate Veraldi	Pending Approval
PhD QUALIFYING EXAM								
PhD Qualifying Exam	A20PH	---	---	---	2019-01-04 16:07:49	2019-01-04 16:07:49	Kate Veraldi	Pending Approval
PhD Qualifying Exam	A20PH	---	Yes - Kate Veraldi 2018-11-14 15:19:41	Yes - Kate Veraldi 2018-11-14 15:19:52	2018-11-13 09:19:42	2019-01-04 16:06:54	Kate Veraldi	Canceled
PhD PROSPECTUS								
PhD Prospectus	A20PH	---	---	---	2019-01-04 16:08:56	2019-05-28 16:03:41	Kate Veraldi	Withdrawn
PhD Prospectus	A20PH	---	Yes - Kate Veraldi 2018-11-14 15:26:48	Yes - Kate Veraldi 2018-11-14 15:26:59	2018-11-13 09:22:43	2019-01-04 16:07:04	Kate Veraldi	Canceled
PhD FINAL EXAM								
PhD Final Exam	A20PH	2018 Fall	Yes - Kate Veraldi 2019-05-28 16:01:53	---	2019-01-04 16:09:51	2019-05-28 16:01:53	Kate Veraldi	Pending Approval
PhD Final Exam	A20PH	2018 Fall	Yes - Kate Veraldi 2018-11-14 15:31:56	Yes - Kate Veraldi 2018-11-14 15:32:09	2018-11-13 09:24:14	2019-01-04 16:07:16	Kate Veraldi	Canceled

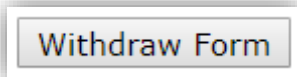
Make the necessary changes to the form, then click the “Update Form” button:

Update Form

Note: For most forms, this can only be done before your program has reviewed the form. You may update your diploma name and diploma

mailing address on the Application for Degree form after it has been approved and through the “Editing Deadline” listed on the form (typically the day of degree conferral).

To withdraw a form you submitted in error, click the “Withdraw Form” button located on the top right corner of the form:



Note: For most forms, this can only be done before your program has reviewed the form.

Withdrawing the form will move it to “withdrawn” status. You’ll need to create a new form from the drop-down menu when you are ready to submit the form again.