

Admissions Coffee Talk Agenda — September 17, 2019

1. Introductions of new staff (Danica, Kylie, Anna, Craig)

2. **CollegeNET Trainings:**
 - a. Admissions is offering departments mini CollegeNET trainings at your departments. This is helpful for new employees to learn the ropes. Please reach out to our office: gradschool@montana.edu and set one up today.
 - b. Be aware that CollegeNET will be changing to a web-interfaced portal. We will be sharing the new look on any trainings. The transition to the new platform will happen over the next year.

3. **Loading transcripts:** We are still finding issues with transcripts not being loaded properly. The number one issue is with transcripts arriving which are indicated as SECURE.
 - a. **Secured transcripts: Do not load these directly into CollegeNET!** If you do, the ability to access them will time out; typically after one month. You will need to download and print the transcript first. The transcript may state “copy” or something on it, but that is okay. Please then scan it back into your system and electronic stamp it (directions below) before uploading to CollegeNET.
 - b. **If you don’t do this** – the applicant will need to re-order the transcript when the G.S. moves into the archive/verification process each term. The Department will be required to reimburse the student for the additional transcript fees.
 - c. **Where do Official transcript go in CollegeNET:** Use the ‘official slot’ on the same ‘row’ as the school is listed. Only campus people, not the applicant, have access to this slot.
 - d. **Digital stamps w/dates:** The Set up for this process is one time - on your computer, and you can use them regularly for anything.
 - i. *To add the stamp to your PDF reader, you'll have to*
 1. *Download the image from the Box folder here:*
<https://montana.box.com/s/th5zfrmxq1cndqt9wjkgupbquh64exuc>
 2. *Then, choose the "create a stamp" option under stamps. We suggest adding it to the “dynamic” category of stamps if you end up using the built-in date stamp as well, but it ultimately doesn't matter what category you put the official stamp in.*
 3. *Once that's uploaded, you'll be able to stamp it wherever on the PDF, and shrink/grow as necessary.*

4. GTA/GRA letter re-issuing: If you need to update your offer of admission to NOW include an offer for a GTA-GRA, you MUST let us know! This is not an automated process. You will need to contact the G.S. (email is fine) letting us know that you need this done.

5. Timely decision making: This next year the G.S. will be reminding departments to make decisions in a timelier manner as well as helping them with updated letters. Here are the top suggestions:
 - a. **Denials:** Most important to get out ASAP! DO NOT WAIT. This last Fall term, we sent out over 100 denials a week+ after the term started for applicants who had applied 4+ months before. This is unacceptable especially when the departments already decided that those individuals would be denied.
 - b. **Can admit w/o funding.**
 - c. Use the “**awaiting materials and in review**” to mitigate students calling and asking where their app is in the review process (this is in the Checklist Tab in CollegeNET).

6. Disable old users in CNET: When someone leaves, if you contact gradschool@montana.edu, we'll inactivate those individuals in CNET.