The Graduate School “Coffee Talk”

February 25 – 3-4pm

Sub. 235

* 1. **DegreeWorks:** Will be launched in MARCH!

**Test site may be found here:**  <https://marvin.msu.montana.edu:8000>  
Log into Secure Area using your MyInfo ID and PIN  
Click on Faculty Services/DegreeWorks

* 1. **CollegeNet:** Information on the launching of CollegeNet
     1. Soft roll out:
        1. Phase 1: The Graduate School will be switching from Royall applications to CollegeNet (March 3). This means that departments across campus will still use KNOX to access new applications; however, they will look different (see below, example A).
        2. Phase 2: training to use the admit portal for departments/programs; departments will be contacted by The Graduate School in March to set up training for at least one point person in each department. Each point person will know how to use the admit portal for CollegeNet and be able to train others as need be.
        3. Phase 3: fully live with CollegeNet – April/May. This will only happen once everyone is trained on the system. The admit portal will be the new way all applications will be reviewed.
  2. **Pre-Applications:** do not accept them past fall 2014 admits
     1. We are asking all departments to use spring 2014 to transition out of using them. This means that we are asking all programs/departments to remove the information about pre-application from webpages, etc.
  3. **Transcripts:**
     1. Transcripts can be scanned by department/program and entered into CollegeNet once admins are all trained on using the CollegeNet portal, or
     2. send the transcripts to The Graduate School if you are not familiar with approving/stamping and certifying transcripts
     3. We can accept electronic transcripts as long as they are sent from the applicants’ university to us; if you receive a transcript, please be sure you stamp or mark it in a way that when The Graduate School sees it, we can be sure that it was official.

\*\*\*NOTE: It is NOT NECESSARY to request students who earned a degree from MSU to provide transcripts from MSU

* 1. **Other:**
     1. Approval pages for ETD (Example B): this page is no longer required in any way.
     2. Discussion on degree codes and completion of forms; Please help us help you by ensuring all student forms are filled out completely with signatures and the correct Degree and Major listed. Thank you!
  2. **CourseLeaf/MSU Catalog:** Thank you! All departments met the February 3rd deadline. The catalog is now in formatting and editing mode. Any further information may come out directly from Tony Campeau in the Registrar’s Office. If you have questions, please also feel comfortable contacting Melis (x6329).
  3. **MaryKay's Retirement:** February 26th, 1-3pm!

Example A:

PDF of CollegeNet application.

Example B:

ETD page now unnecessary.

APPROVAL

of a [thesis/dissertation] submitted by

[your full name, first, middle, last]

This [thesis/dissertation] has been read by each member of the [thesis/dissertation] committee and has been found to be satisfactory regarding content, English usage, format, citation, bibliographic style, and consistency and is ready for submission to The Graduate School.

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| [type name of chair of committee] |  |  |  |  |
|  |  | Signature |  | Date |

Approved for the Department [type department name]

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| --- | --- | --- | --- | --- |
| [type name of department head] |  |  |  |  |
|  |  | Signature |  | Date |

Approved for The Graduate School

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| --- | --- | --- | --- | --- |
| Dean of The Graduate School |  |  |  |  |
|  |  | Signature |  | Date |