**Graduate School Coffee Talk Agenda and Notes: June 13, 2013**

**Agenda:**

* Degree Works – timeline and questions
* CollegeNET – timeline and Questions
* Graduate School office relocations
* THANK YOU!
* Open Q & A
  + Degree Works: Graduate degree requirements are still being programmed. Amanda & Laura will start initial round of testing this summer. Testing with departments will being this fall. We plan to provide functional training and a how-to for testing before it goes live for students. Questions on Degree Works should be directed to Laura or Amanda Brown.
  + CollegeNET: We are gathering the application questions/requirements from each department and development of each application will begin this month. We anticipate a July/August go-live date. We will provide training for each department and have testing to make sure your department’s application is configured correctly. Questions on CollegeNET should be directed to Melis, Amanda Round, or Laura.
  + Graduate School office: Our office has split into 2 locations inside MT Hall. 108, and directly below in 9 MT Hall. Admissions and New Student services is in 108 MT Hall. We kept it this way to be close to the registrar’s office. We also have a computer for students to use if they need help completing the online application. All other staff members are in 9 MT Hall – Continuing Student Services. If you have not seen our new space, please stop by and say hello.

Staff members in 108 MT Hall:

* + - Melis, Amanda Round and student worker Krystal - Admissions
    - Maya Bronston, accounting, EPAF, tuition waivers
    - Dean’s office

Staff members in 9 MT Hall:

* MaryKay West and student Rachel, front desk
* Amanda Brown, Program officer
* Laura Collins, Systems Analyst
* Donna Negaard, Current Student Services
* Lauren Cerretti, Writing Tutor
* Thank you for all your help with the degree requirements for Degree Works and the application requirements for CollegeNET. We realize we have sent many emails and asked for a lot of information. Your help is appreciated!

**Q & A: Below are questions that came up during the meeting.**

1. Can letters of acceptance be different per department?   
   You can create a letter template that could then print in the relevant program data in your template. Essentially, each department could have their own letter template.
2. How are administrators notified when a new application comes in?   
   There are E-sponses that can be set up to notify administrator at the time an application is submitted.
3. How are administrators notified when an app is moved from a new app folder into their own folder for review? Can this be an app/or notification for our computer?   
   You can create internal messages that are triggered based on the movement of applications as needed.
4. What are the reporting capabilities for the departments?   
   Departments can build unique "search plans" to extract specific applicant data in both Admin and ADMIT.
5. Is there a size limit for PDFs? Esp. for portfolio uploads?   
   We allow of 5mb file uploads.
6. Can applications be viewed that are not submitted?  (i.e., an application that may have been abandoned due to a certain clause in that department; such as not finishing an application until the applicant acquires an advisor).   
   You may run searches for unsubmitted applications and set up E-sponses to be sent out for a defined "Idle" period. This means that if an applicant does not log into the application they would get an E-sponses (with whatever message you craft). We will work on this in more detail when we get to that point, during the training and draft run process.
7. Can applications be differed to a future date?  (i.e., applicant knows they don’t have all the materials needed to meet the deadlines - but submitted his/her application; can they re-enter their application and change the date that they are intending to apply?)   
   After applications have been submitted, the applicant cannot return to the same application and make modifications. You can upload additional materials that arrive to your office via ADMIT.
8. Will the applicant pay another fee when they re-apply?  Within a year?     
   They will by default we set up a fee waiver or other conditions to waive the fee for reapply applicants.
9. Can reports be pulled from CollegeNet to be downloaded into an administrators personal excel file?   
   Yes, you can create reports/searches in ADMIT (and Admin) and export them as an excel file.