The Graduate School “Coffee Talk”

July 1, 2024

Leon Johnson Room 346, 2pm.

1. **College Net (Admissions)**
	1. Pre-apps on websites should be removed

Just a reminder as we move forward to remove “pre-application” information from your individual websites. Some programs would still like to have an applicant inquiry link, as it is a recruitment tool.  We would like to reiterate that the application information that is provided on both your internal websites as well as the College NET application is quite detailed, so there should be ample information for any applicant to understand the parameters of each program offered at MSU.

* 1. **Advisors:**

The Graduate School is requesting that admins enter in the advisors of newly admitted students using the SGAADVR screen in BANNER.  Please find instructions on how to do so in the attachment.  The G.S. has worked with IT to make this screen accessible for all admins; however, if you try to open it – and cannot. Let us know.

* 1. **Transcripts: example of signing off prior to scanning into College Net**

Also in the attached document, please find an example of how we are requesting transcripts be marked official when received by the department.  As we state, if you have access to an official stamp, great please use that.  Most departments do not however, therefore we request that you either date stamp them or write in received date and signify OFFICIAL as the example shows.

1. **No Decision Apps (Admissions)**

As the Graduate School is moving forward, we are attempting to clean up BANNER admissions/denial records.  Each semester we run reports that detail as far back as we can see, applications  that were admitted, denied or that appear in a “no-decision” category.  In some cases, there are hundreds of these across campus.  If you have past application materials laying around your office, that may extend back a few years, we will gladly take the names of these applicants to update in BANNER.  If they are more than a year old, you can easily send us an email with the applicants name and last four of their student ID number (or birth date).  In some cases, these may be applicants that possibly never completed the application. Just let us know if you know if a decision was made (“denied”) or not made (“incomplete application materials”).  Laura Collins, in our office, has agreed to help some of you out by pulling a report from BANNER, to help find all of those applicants that may fall in your area.  Please contact her at lcollins@montana.edu.

1. **FYI – employee recruitment event July 9th (Admissions)**

This event has been held in the past, and is for any employee of MSU who is employed at least ¾ time. It is an information session to ask questions on how to use the waiver, what programs it will be good for, how your dependents use the waiver; as well as representation from specific departments across campus – from Gallatin College to University Studies and Undergraduate admission to The Graduate School and even Human Resources.

1. **Degree Works – Introduce Ann (Laura & Ann’s office)**

Ann Vinciguerra is a new employee in The Graduate School.  She is responsible for entering each individual student’s Program of Study into Degree Works. If you have questions, feel free to contact her or Laura Collins.