**Tuesday, December 9th – 2-3:30pm, SUB 233**

**Donna – Office of Student Services**

* [Continuous Enrollment](http://www.montana.edu/gradschool/policy/enrollment.html#enroll_continuous), if a student has been out for a few years the department can reach out and invite the student back in order to graduate within the rules of continuous enrollment policy.
* [Age of coursework](http://www.montana.edu/gradschool/policy/degreq_general.html#degreq_gen_age), there is an age limit for all courses including transfer credits in order to be used toward a certificate or degree
* [Probation/Suspension](http://www.montana.edu/gradschool/policy/grades_academicstanding.html#acad_standing_prob), The Graduate School will be reviewing academic standing of all of our graduate students once grades post, approximately 2-3 business days after the semester ends.
* [Policy Appeals](http://www.montana.edu/gradschool/policy/rights_responsibilities.html#rights_policy_appeal), the policy appeal process is listed in our policies in section 7; there is a more defined appeal process specific to the suspension appeals that is located in the [Grades and Academic Standing](http://www.montana.edu/gradschool/policy/grades_academicstanding.html#acad_standing_readmis) section of our policies.
* [Graduate Student Rights & Responsibilities](http://www.montana.edu/gradschool/policy/rights_responsibilities.html) – contains many helpful links for students.

All of The Graduate School policies can be found at the following [link](http://www.montana.edu/gradschool/policy/index.html).

**Melis/Amanda – Office of Admissions**

1. CollegeNET
   1. GRE scores pushing into BANNER; where we are in the process. We will let everyone know when this happens. Till then, you will need to look the individual up in BANNER to verify their GRE. Some departments have uploaded a screen shot of the BANNER screen into the CollegeNET application portal to initiate the review process.
   2. Archiving applications: this will happen around the 16th class day, spring term. The G.S. will notify all departments a few weeks prior to doing the process. Please be sure if your department chooses to create electronic files for your students, that you download a completed application prior to the archiving process.
   3. All applicants will receive a decision letter. If your department is undecided on an applicant, and possibly interested in considering them for a different term to make this decision; you must notify The G.S. (so we can change the application term) and notify the applicant. Every applicant for spring term MUST have a decision made: admit, deny, or department request to defer to a later term.
   4. Helpful Tips in using CollegeNET:
      1. Cannot Bookmark the CollegeNET ADMIT link. Bookmark the G.S. [Faculty/staff resource page](http://www.montana.edu/gradschool/resources/index.html).
      2. Number 1 issue ALL DEPARTMENTS are having with CollegeNET: **What folder an application resides DOES make a difference to what you can DO with that application.**
         1. Applications can ONLY be assigned to evaluate/review when in the “Ready for Review” folder – not in the parent folder.
         2. Decision cannot be made unless application is in the “program decision” folder.
         3. If you manually move an application; remember to remove it from the originating folder or you will have copies in all your folders.
      3. If you do not find your reviewers in CollegeNET, **they may not have been added.** *You will need to send that information into the G.S. (i.e., name, email, NetID and what programs the reviewer will be access to).*
      4. ITC has nothing to do with CollegeNET. Send your questions to The G.S.
   5. CollegeNET is working on the ability for students to add additional materials to their applications after submitting. This cannot happen at this time UNLESS they send YOU those materials. We will let you know when the process becomes available.
   6. Paper application/data entry process: Also, this process is currently being worked on. It will allow a paper application to be built into the CollegeNET system for review.
   7. Batch Changes for CollegeNET this late spring. This will be the opportunity for departments to make changes on their application pages in CollegeNET. Please keep track of things you feel could help YOUR process. If you feel comfortable sending those ideas to The G.S. we will start compiling a list.
2. Commissioners Requirement AlcoholEdu/Haven training module. This will now be a requirement for all graduate students admitted into a program. This means all online, certificate, and masters/doctoral students. This requirement is not intended for purely non-degree graduate students. If you have questions, Contact Marci Torres, the Director of Health Advancement at the Voice Center (994-2337). Please review the attached documents to understand what the graduate students will receive).
3. Catalogue “CourseLeaf” updates for 2015 catalog. Be sure you are updating your catalog pages!

**Fall Wrap UP Q & A:**

Most questions involved specific issues with CollegeNET. We suggested that if there are question, to continue directing them to both Amanda Round and Melis Edwards, and we would handle them as quickly as possible.

**NOTE:** Once a student has been admitted, they are required to submit an electronic admissions response form. This form prompts us to get them admitted into Banner if they plan to attend. We WILL NOT admit a student in Banner until the response has been submitted. Students are directed to do this both in their acceptance letter as well as on our New Graduate Student webpage: <http://www.montana.edu/gradschool/admissions/newgradstudent.html> You may receive phone calls from a student who cannot register and is being told by MyInfo that they need to be admitted. If this occurs, you can ask them if they have submitted the response form. If they have not, they need to do this. If they have, it takes us approximately 3-5 business days to turn this around, depending upon how busy we are.