

& ice cream social

COFFEE TALK

SUMMER, 2017



APPLICATION

We are now in compliance with the BOR

- **New App Fee Structure:** \$60 for first app; assessed \$30 for following apps for that first year. After one year, process repeats.
- Scenarios:
 - If a student has graduated from one program and wants to return into a new graduate program, they will need to apply – Whether they pay \$60 or \$30 will depend on the date their last app was submitted
 - If a student is enrolled in one program and wants to add an additional program, they need to apply for the additional program – \$60 or \$30, depending on date of last app
 - If the student has graduated and wants to return as a non-degree seeking graduate student - they can complete an intent to register w/out paying to re-apply.



INTENT TO REGISTER & AUDIT FEE

Students wishing to register for coursework following one or more terms of absence (excluding summer) cannot register (enroll) in coursework until they first complete an Intent to Register Form through the Office of the Registrar. Remind your students to plan ahead and make this request a month or so before the start of term.

- Processing an Intent to Register when student has sat out for less than three terms.
 - We SAAQUIK them back into eligibility to register
 - We email the student that they are eligible to register. The email will provide them the admin/grad coordinators contact information to obtain the registration pin.
- **Audit Fees:** A \$20 audit fee will be charged for degree seeking students who have been absent for more than three terms. This is a manual process performed by G.S.Admissions

USING COLLEGENET & APPLICATION TERMS

- Departments control their own terms. If a Department/Program would like to change their terms, contact G.S.Admissions to update the application to new terms/dates.
- If the term has closed and you want someone to still apply, DO NOT have them apply to a different term. Please REQUEST to have your application opened for a person to apply.



PROVISIONAL ADMISSION – UPDATED PROCESS:

- Departments should provisionally admit a student to the term they want the student to start their courses; including the provisional courses.
- Provisional Admission means that specific provisions listed in the letter must be met in the time frame indicated on the letter; if the provisions aren't met you can remove them from the program
 - Departments oversee the provisions they put on the student; The G.S. will track provisions we place on the student.
 - The G.S. also does not issue new letters once the provision is met.
- If a department intends for an the applicant to start a term earlier as a Non-Degree; the applicant will need to pay for a new ND application [part of the BOR compliance]



DEFERRALS :

- Who decides whether to grant them and why would you grant them?
 - Departments CHOOSE if they want to approve a deferral; not The G.S.
 - An applicant can request a deferral, but that doesn't mean you have to grant it
 - Deferrals can be granted for up to one year from the date of the admissions offer (Example: Spring 2018 to Spring 2019)
 - Many programs are turning to NOT granting deferrals – your choice.
 - You are offering admission for a specific term, they can accept for that term or they can request a different term, you can grant the request, or not grant it



CHANGE/MANIPULATE COLUMNS

How to change/manipulate columns [tutorial].

“Choose Columns”

Applications | Configure | Users | Cic

General

Id : 582

Name :

Description :

Open V

Share evaluations F

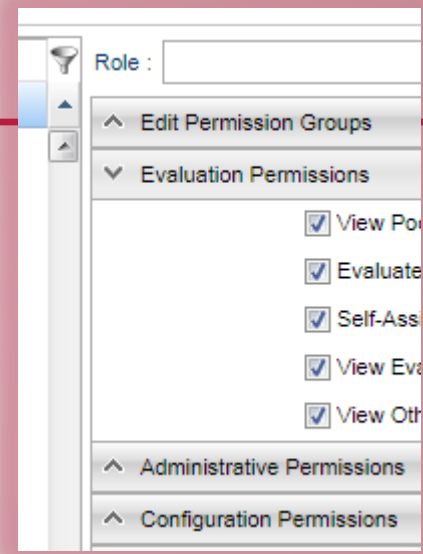
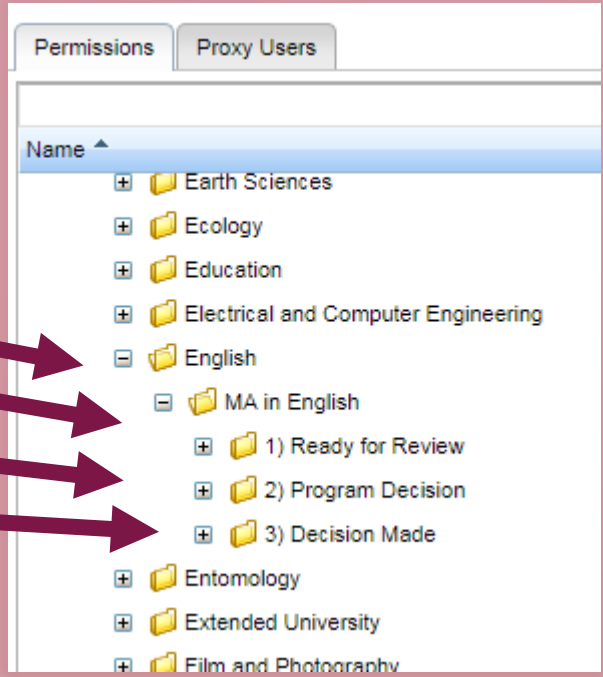
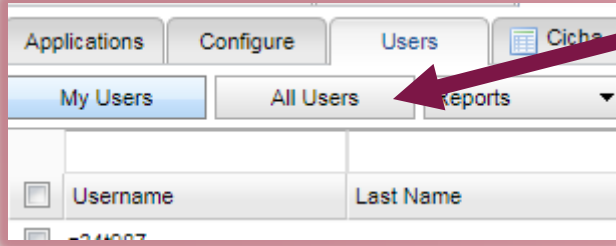
Name	Label
NAME_LAST	Last Name
NAME_FIRST	First Name
NAME_MAIDEN	Previous/Maiden name
MSU_ID	MSU Student ID
XACT_ID	CollegeNET ID
MSUG-APP_TERM_DISPLAY	Application Term
APPLICATION_STATUS	Application Status

THEN
SAVE

Last Name	First Name	Previ...	MSU Student ID	Collegen...	Application ...	Applicatio...	Application ...	Program Code	Org Code	Program R...	G
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GIVING PERMISSIONS

How to give permissions to users in your department [tutorial].



Permissions are FOLDER SPECIFIC!

THEN SAVE

USING COLLEGENET

- **New Status: *Awaiting Materials & In Review.***
 - A department admin/grad coordinator can use this status, when they want to ‘inform’ an applicant that their application is in review – yet still awaiting materials.
 - This is a manual override in the CN system performed in the “checklist” tab.
 - If your department will review apps that are missing a certain component (official scores or official transcripts) please update the checklist tab so the applicant knows their application is incomplete but will be reviewed anyway

A screenshot of a web application interface showing a dropdown menu for 'Application Status'. The menu is open, displaying four options: 'Awaiting Materials', 'In Review', 'Decision Made', and 'Awaiting Materials and Currently in Review'. A red arrow points from the top right of the slide down to the 'Awaiting Materials and Currently in Review' option, which is highlighted in blue. The text 'Application Status' is visible at the top of the dropdown menu.

Application Status

Application Status :

Awaiting Materials and... ▼

Awaiting Materials

In Review

Decision Made

Awaiting Materials and Currently in Review

ELECTRONIC TRANSCRIPTS

WARNING

- Please open the electronic transcript after uploading it to CN.
- Verify the transcript can be opened.
- In many cases it is locked and only the person who received it can open it, which inhibits the G.S. from viewing or downloading the PDF for the student's file.
- The E.Transcripts will also time out. If we cannot access the transcript at the time of performing an audit/verification of the student file, it will require the student to pay and submit a new transcript.
- When in doubt, print it, stamp (or indicate) the date and that it's official, scan it, and upload it to CNet

REMINDER: If you load a transcript showing a **degree conferred** into an CN AFTER a student has been admitted, **please notify the G.S.**
The G.S. will need to lift any holds on the student's record.



INTERNATIONAL APPLICATIONS

- How English Proficiency scores appear in CollegeNET – *the differences between IELTS, TOEFL, Pearson View.*
 - TOEFLs are electronically pushed from the testing center into BANNER, and then pushed again into CN (through an Axiom bridge)
 - IELTS are manually built into BANNER (by Ivy) then pushed into CN through Axiom
 - **If a DEPARTMENT receives a paper IELTS which they upload into CN – they need to let the G.S. know so it can be BUILT into BANNER and lift any holds.**



INTERNATIONAL FINANCIAL CERTIFICATE

- Financial Certificates are not a process of Admissions; but are necessary to complete an i-20 (Visa).
- Applicants may not be able to provide a completed FC or Proof of Funds in their applications until AFTER they receive an offer letter. Many banks/governments will not provide funding until they see an offer.
- An i-20 cannot be generated without proof of funds; students will not be able to come to MSU without a visa.

ADMITTING STUDENTS LATE & REGISTRATION ISSUES

- Locate the last day to add online:
<http://www.montana.edu/registrar/Handbooks.html>
- Possibly register them online. However if the date has passed, then complete an Add/Drop Form.
 - Be mindful of which signatures are needed based on the timing of adding a late registration.



**NOTE: Late Adds are signed by
The Graduate School after the 10th Class Day.**

ANNOUNCEMENT: ANNUAL REVIEW OF ACADEMIC PROGRESS

- Due to GS each spring
- GTA Evaluation, due to HR each term (a copy is sent to GS)unless student received an overall rating of “Do Not Recommend or Unsatisfactory”.
- GRA Evaluation is the same as GTA Evaluation.
- If a GTA/GRA split appointment, both forms are completed by the applicable people.
- In the past, the stated forms have been optional and best practices.As of Fall 2017, they will now required.

For all of the above, more information will be forthcoming to Department Heads.

THANK YOU FOR ATTENDING!!

