

Coffee Talk

May 12, 2015 | Admissions

Annual Changes for Application Process:

As promised, The G.S. be submitting changes to CollegeNET by the end of May, 2015. In the next few weeks, take time to review your program application in the CollegeNET system and provide Admissions with suggestions/changes via email. Suggestions:

- Review applications for other programs in the [Apply Now](#) (using “Just Testing”; but do not submit) to get ideas of what you could do differently in your application.
- If you are not sure, just ask us what you would like to do. We will see if we can accomplish it for you.

Summer Trainings:

Admissions is planning CollegeNET trainings this summer. Please watch for the following:

1. How to create and manage your own pools in CollegeNET.
2. How to set “permissions” for people within your department.
3. How to generate reports from CollegeNET.
4. Suggestions made by individuals who attended Coffee Talk:
 - a. Provide fall sessions for faculty reviewers and department chairs.
 - b. Offer personalized trainings for departments.

New Grad Assistantship Letter Tab* in CollegeNET:

If you haven’t looked at it, please do.

- Location: You will find this tab to the right of your Decision Tab.
- Who it is for: This is ONLY for graduate student who is being offered admissions and a GTA/GRA at the same time.

**Look for this tab to be changing slightly, as The Graduate School will be following the lead of MSU’s Legal and HR departments to comply with the Graduate Student CBA.*

Using “Comments” space when admitting /denying:

When making a decision on an applicant, in the “Program Decision Folder” of CollegeNET; the option to write a comment is available to you (on the right side of the screen). Using this field is not a requirement. However, by providing information in the comment section applicant (i.e., incomplete application, not academically qualified), it will help The G.S. know the reasons behind your decision, especially those that are denied.

Providing this information within the application decision area will allow The G.S. to specialize the decision letter and in doing so, should (we hope) cut down on emails/phone calls of applicants asking why they were denied.

Paper Application:

As you all know, we have moved away from paper applications (we do not even offer them on The G.S. website). If you still have a PDF/link of hard copy Graduate School applications, please remove

them and provide individuals the link to applying online. Even when/if we receive a request for a paper application, we do our best to walk that individual through the electronic process.

However, if we need to process a paper application, be sure you get that paper application to us ASAP. We will build the person into Collegenet, so the electronic review process can still happen.

When we build an applicant into Collegenet, we will indicate that the person has been built in with a "Tag" stating "*Paper Applicants/Reapply.*" This lets OUR office know that we need to send hard copy decision letters, since the individual does not have an electronic record. This "Tag" does not mean the individual needs to re-apply.

OTHER:

Request for Photos: If departments can submit high resolution images of graduate students doing amazing things within your program that you want to share (and they have released the images for us to use) – please share them! We would like to update our marketing materials, video display monitor, one pagers, and so forth. Be sure:

- 1) Images are larger than 1 MB.
- 2) Images are of good quality; clear and something you want to represent your program.
- 3) Short written description of what the image is of and who is represented in the image.