Each fall, the Office of Admissions hosts an ‘Annual Updates’ session for graduate and professional programs. The audience is usually staff and faculty, but this session is open to all. We deliver this session on multiple dates and on different campuses (East Bank, West Bank, St Paul campus). The purpose is to update our stakeholders on any changes or updates made over the past year, and those planned for the future. We also discuss broader issues related to graduate admissions (e.g. changes to the GRE exam, etc.)

This PowerPoint is meant as a follow-up for attendees of Annual Updates sessions or as a general reference for those who could not attend. It is NOT a complete “script”, or record of the sessions. For more context, contact the office of Graduate Admissions directly.
Since many staff and faculty do not do admissions work year round, this session always features a few reminders.

The bulk of the session is devoted to updates, and this includes information about international resources since so many of our graduate and professional programs have international applicants and students.
Reminders
We highly recommend that all graduate programs using our central admissions system, ApplyYourself, login and create an online application. We also recommend completing the application according to your program’s application instructions (this includes uploading documents, self reported test scores, etc. The Graduate Admissions office is also happy to help with any changes you’re considering to your program application instruction pages, we work with a lot of programs so we get to see different approaches. We should all also be making sure our logins work (for us and our faculty) and reviewing all of the communication that goes out to prospective students and applicants. Part of this includes the myU portal, which will be changing after February. More info is available later in this ppt. We also recommend looking at your program instructions in the PCAS system (online catalog).
Screenshots of the PCAS system.
The Grad School also hosts a programs page with different types of data and information about your graduate program, colleges, etc. (see slide for link)
Screenshots of the Grad School's data pages. Here are some of the examples of the tools on the grad programs page. For example, you can track 10 years of admissions data, find contact information for grad programs, learn about the number of faculty in a program, etc. This page is great for on the fly reports.
Make sure you’re on the right listservs (if you’d like a suggested list, contact Graduate Admissions). If you haven’t already, maybe this year is the year you start using the newer systems for prospective students (Connect) and reviewing applications electronically (AppReview).

Finally, review the Graduate Admissions Toolkit! Just google it by name! The toolkit is a resource created almost entirely through requests we receive from graduate programs, so please use it!
See this page for a complete list of all of the communication we send to prospective students. This is the default information the University (not Grad School) sends to anyone using the Request for Information page and picking one of the available grad programs.
See this page for all of the emails sent out of ApplyYourself to applicants during the application process.
It’s also important to remember there is a lot of helpful policy information on the toolkit, particularly file retention guidelines and FERPA / Student Privacy info. And of course, graduate education policy.
That’s it! You’re done with the checklist!

But, we have a few more reminders…
A couple of reminders regarding the Connect system:

If you want to see how it works for prospective students who find us online, use the “Request for Information” page. Just navigate from umn.edu for grad programs until you find it on the grad admissions page. You might find that your graduate program doesn’t have a customized email greeting these online prospects. If that’s the case, please contact us so we can create one with you. It’s very simple to do.

The Grad Admissions office is also still doing the GRE Search Service project, which we’re using Connect for as well. For more information about the Search Service, and how you can get contact information for underrepresented prospective students interested in graduate and professional studies, please see the admissions toolkit.
We’re standing by to help you with either of these Connect related areas. Just contact us!
Also, a reminder that we are up and running with AppReview. Our new tool available to all grad/professional programs using ApplyYourself. You can find much more info on the toolkit.
We’re hosting AppReview Coffee Break sessions every week and they’ve been very well attended so far! Join us!
Contact Suzan Koroglu so she can sign you up. We STRONGLY recommend you attend at least one Coffee Break before going live for your faculty and staff this application review season.
Updates
We had another record breaking year for processing in admissions office, once again receiving more international applicants than U.S.
Grad Admissions Staff Changes

Moving on…
Milly Richter - Retired in Florida!
Elodie Steffen - New job in California!

New gigs…
Sarmad Karim & Daiane Polesello - Front Desk GAs
Sarah Sponsler - Processing staff
Teddy Lamden - Admissions Coordinator
You may have already noticed our new web page in the Grad School, please let us know if see any graphics or links that need to be fixed. You may also have to adjust links on your end, but most should still work as we are re-routing the links.
This new web page has been developed for both new graduate programs and new staff within our current graduate programs. We invite you to come in at any time for an orientation to our office and all of our services.

Upon request from one of our programs, we also included this list of other systems that might be relevant to your work. They’re not necessarily admissions systems, but they are important for new staff members in our grad programs. Let us know if we should edit this list in any way!
We’ve also added a new web page for applicants explaining what waiving one’s right to view their recommendation means. We get a fair amount of questions about this topic, so we created this page. You can access this page if you create a test application. You’ll find a link to it in the recommendation section of the application.
Academic -> Professional recommendation instructions:

"If possible, the recommender should be someone from an academic setting who can attest to your ability to succeed in a competitive professional program. If you have been out of school for two or more years, the recommendation may be sent by an employer or other person from a professional setting."

- Law School application

We found this language on the Law School’s application and thought it was a nice, clear way of explaining to prospective students how to choose recommendation providers if they’ve been out of undergrad for a while. Some program pages don’t address this issue on way or the other, yet we get this question often when we meet with prospective students.
We are also proud to announce that we now have a fee waiver for military applicants – both active duty and veterans. This waiver is activated automatically when someone indicates “yes” for this question.
There is also a change in tuition rates for non-resident veterans that OneStop wanted us to relay to grad programs in case you haven’t heard already. To get this reduced rate, applicants/students would have to work with OneStop. See OneStop website for instructions.
This year the online recommendation system also received some significant enhancements. It's new look makes it much easier for faculty to navigate, and there is also better clarity on status of submission.
In addition to appearance, these important enhancements were also made. (see slide)
There is also a very convenient new button for all AY users wanting to re-notify recommendation providers. You would do this if a rec provider has lost his/her email from the applicant with the link leading them to the online recommendation. This new button is located in the applicants record and is embedded right next to the un-submitted rec provider’s name and you can simply click it to send out that email containing the link needed by the rec provider.
There is a new action called “Generate PDF” in ApplyYourself. This replaces the former action called “Print Application.” (see slide). This new label is more accurate, since many users actually don’t print applications, and instead use the PDF documents in AY.
This academic year, the ongoing ESUP program and the new MyU Portal present a few challenges for graduate admissions. However, we are confident we can manage this transition year.
For those who don't know what the ESUP program is, we STRONGLY recommend that you visit the ESUP web page at upgrade.umn.edu. (see slide for basic description)

This multi year program/project will conclude in February 2015 as we go live with our new version of PeopleSoft, the student information system used by the Twin Cities, Duluth, and Rochester campuses. During this session we walked through a detailed (yet still draft) version of all the ways our processes will be impacted during the February ‘cutover’ period. This is the period PeopleSoft will briefly be down. While we don’t like that PeopleSoft will be down during this time, the good news is that the majority of your admissions processing is done through ApplyYourself and other systems outside of PeopleSoft, so this should have a minimal impact on your work. And it shouldn’t impact applicants at all. Stay tuned for more updates about this period via email and posted on the Graduate Admissions Toolkit.
One minor impact of the cutover period is that for certain applicants, you may not see the PeopleSoft ID in ApplyYourself. This will be added when we go live. So there will only be a few days this number is missing.
Students who both apply AND get admitted during the cut-over period will not see a student ID on their admit notices. This will be a small number of students, but we will still follow up with a message to this group as soon as their ID number is available. They will then be able to use that number to create their x.500, activate email, get started with the new MyU, etc.
Another impact of the ESUP program is on the myU Portal. At launch, all current graduate program cells in the portal will be deactivated, and these sections will not be available in the new MyU environment. We realize this is a loss for graduate programs and the admissions office tried very hard to prevent this. However, the ESUP/MyU team simply does not have the resources to devote to creating individual graduate program sections in the new MyU, at least not initially. This is because the new MyU will be much different than the current Portal…
the current Portal is useful, but really not a resource that is fully customized to each user. It has some customization, but it’s different ‘views’ require users to actually toggle through and select content that is then relevant to them. In this way, it’s similar to a collection of web pages in that it displays static content that requires the user to know what items to choose and how to choose them. The new MyU will be a completely different model....
... MyU will have ONE view, and information will then be presented to the user by his/her role on campus. For example, if you have students in your graduate programs who are also graduate assistants (employees), they will see both student and employee information in ONE place. There will no longer be a need to toggle back and forth between myU views. As the new MyU matures, we will focus heavily on providing more customized, graduate and professional student information on this resource. At the top of this list is regaining the ability for your program to display whatever content you decide is most relevant for your admitted applicants. In the meantime, we suggest you use different tools to reach out to your admitted student populations (e.g. emails, websites, social media).
New MyU Portal will not initially have sections for individual graduate programs.

Programs must use different tools to reach out to admitted students (email, web pages, etc.).
Next steps

- **Grad programs**: copy your content!
  Contact Sarah Sponsler in Grad Admissions if you want help saving your text/graphics from your program cells ([radic011@umn.edu](mailto:radic011@umn.edu))

- **Grad admissions** will copy everything else possible and post to admissions web page(s)

- **MyU Grad Portal** will still be used for Fall 2015 cycle, but focused more on enrolled students
Future plans:

- Regain ability to create customized content:
  - Graduate programs
  - Graduate School
  - International students
  - Military veterans
  - Etc.

- Re-create content for Boynton, Grad Orientation, Ucard, Housing, etc.

- Grad Admissions will reach out when more is known about new MyU Portal
Upcoming projects for graduate admissions include Turnitin and Hobsons Radius.
Hobsons (the parent company of ApplyYourself, Connect, and AppReview) has recently announced that all clients will be moving to a new platform called “Radius.” This will not happen for the UMN system for at least two years, but we are in the early planning stages now. We will likely use this opportunity to consider other products on the market that might better meet the needs of our graduate/professional programs.
### Next steps:
- AY Contract expires June 2017
- RFP
- Do we want Radius?

#### If Yes:
- Shorter implementation (6 months)
- Likely go live Fall ‘17

#### If No:
- Work out contract with competitor
- Implementation > one year
- Go live maybe Fall ‘17
We are also very likely to be implementing Turnitin, a product used to identify documents that have “unoriginal” content in them. This would appear as a rating in ApplyYourself for each applicant. If the score is too high (e.g. above 15%) you could click on the score itself (see screenshot) and that would lead you into the Turnitin system…
…which then color codes all of the “unoriginal” content and connects it to its source online. Your program would then judge if this constitutes plagiarism or not and factor that into your decision to admit, or your program may possibly use this as a tool to screen all admitted applicants (usage will likely vary per program). More details will come soon and we are currently interested in working with a group of pilots for this program. So please contact admissions if you’re interested in learning more.
We have had Writing and Reading subscores with TOEFL since the introduction of the Internet Based TOEFL. It did not make sense to not have these subscores with IELTS. Making this change puts us in line with the IELTS requirement across the U of M. If you admit a student with subscores below the minimum requirement, we will contact you to see if you would like us to request new scores or if you would like the applicant’s English assessed when he or she arrives on campus. Please check your websites to make sure they match this requirement.
The minimum funding amounts for the I-20 are listed here. These are the minimum amounts students must list on the financial certification statement in order for us to issue the I-20 for students on a 50% appointment, 25% appointment and student’s funding their own way.
I-20 funding amounts (cont’d)
Also called “minimum expenses”

- Minimum amounts required to obtain F-1 student visa (12 months)
- Living expenses, books and supplies, mandatory student fees, health insurance, and (if applicable) tuition
- May want to use these numbers to set assistantship stipends
- See Toolkit for more information
Students are allowed to enter the country up to 30 days prior to the starting day on their I-20. If you know students will not be able to arrive by the starting day, please contact Graduate Admissions.
Consider attending this November 20th session. Invitation sent by Dean Tsantir.
Until now there was one piece of our process in ApplyYourself that Duluth didn’t have.

UMD admitted int’l applicants can now simply log back in to ApplyYourself to complete our “International Financial Certification Form.” This lines them up with the Twin Cities applicants which makes communication much smoother and our processing much more efficient.

So this is what the admitted applicant sees when they come back into Apply Yourself. It actually operates just like the much larger AY application, but it’s just for submitting info about their finances so that we can make their I-20 and send it quickly from our office. There is even an upload section for putting their offers letters if they are receiving an assistantship.
No changes to the International Grading Standards. Please contact Graduate Admissions if you are looking for more information. We have many resources available.
Watch this page for new information!
We will post a note in the PDF and on the appraisal form if there is concern about the student’s undergraduate degree.
Please contact us with international credential issues, English proficiency issues, or incoming visa issues.
Thank you!