New Change of Status / Readmission Process!
The most significant change to the ApplyYourself admissions system in 2012 was in the area of **previously registered** (PR) students. For a definition of what a PR grad student is, see:
http://www.grad.umn.edu/admissions/admissions_toolkit/toolkit21/index.html

**Reason for upgrade:** Before this change, PR applicants had to use the more limited AY (UMTC-COS) admissions system to apply for a graduate program – even if the applicant was applying to a program that required a completely new set of transcripts, recommendations, test scores, etc. Unlike the UMN-GRAD system, the smaller UMTC-COS system was not equipped to handle such applications, so we were forced to use a less efficient type of hybrid electronic/paper process. In addition to inefficiency, the hybrid process sometimes result in inaccurate data reporting, confusion for applicants, and difficulty for programs wanting to include these applicants in their new applicant pool.

So, we have expanded the bigger UMN-GRAD admissions system to allow for these PR applicants as well.

**Impact on you/your program:**
- We have shut down the UMTC-COS system. If you need help accessing

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**New Change of Status / Readmission Process**

- “Previously registered” students can apply like everyone else! *(no more hybrid/paper process!)*
- Expanding ‘big’ AY system (UMN-GRAD)
- No more paper files sent to you
- UMTC-COS being shut down
- UMN-GRAD will now be used by almost **all** applicants
records or data, contact the admissions office.

- You will no longer receive paper files from the grad admissions office. Instead, you should use the UMN-GRAD system like you do for your new applicants, including using the Internal Appraisal Form to communicate your admissions decisions.
The process for Change of Status/Readmission applicants is now very straightforward. They will come to the admission page either by themselves, or referred from your program web page or the U of M's home page.

Applicants will then click on either **Readmission** or **Change of Status**
Each of these pages contain specific instructions for each type of applicant (most popular scenarios are at the top, less common are toward the bottom)

Both of these pages are now live, see:
http://www.grad.umn.edu/admissions/readmission/index.html
http://www.grad.umn.edu/admissions/cos/index.html
• There are a few processes which will remain outside of the expanded UMN-GRAD system. These are: **Express Readmit**, changing to a **Lesser Degree** (dropping down from PhD to Masters), **Drop track**, or **Add 1st track**. Note, all of these take place within the same program.

• Each of these processes will be done via **downloadable forms** (on the websites).

• Besides these exceptions, all other types of applicants can now use UMN-GRAD.

• This is a screenshot of what the applicant sees in the online application. We have added a new question in the **Application Information** section.
• This is the question that was added.
• Basically it is a drop down with 4 possible answers:
  • New Applicant
  • Returning to same graduate program
  • Returning to pursue different graduate program
  • Currently enrolled graduate student
• To help applicants, we have also included this link (see arrow) so they can read the definitions of each type of applicants.
Here is the page of definitions. See:
http://www.grad.umn.edu/admissions/applicant_status/index.html
• If the applicant chooses any of the first three options, they can proceed with the application.
• However, if they choose the 4th option, Currently enrolled graduate student, this link will pop up:

(see next slide)
• **Current Program Information** appears and contains one required question (see next slide)
• Applicants must indicate at least one program that they are currently enrolled in. And they must also indicate if they intend to finish this major/degree.
• If they are also enrolled in a 2nd, or 3rd program they can continue to fill out this form.
• This is your (staff/faculty) view of ApplyYourself (called the WebCenter).
• These highlighted sections are where you’ll find the new information related to change of status/readmission.
The application PDF has been updated to reflect these changes. There are now 4 checkboxes across the top to reflect the new applicant types. There is also a new section on the bottom of the PDF to display information for those applicants that are currently in a program.
For your reference, there is a chart available via the Toolkit that explains more thoroughly every possible Change of Status or Readmission scenario. This includes exactly which of these processes have moved into the bigger UMN-GRAD system and those that will remain as downloadable forms.

There are also examples given and a description of which processes do/do not require fees.
You may wish to change your exports and queries to capture this new data that’s available to you.

ImageNow may also be a more useful tool for you as you will no longer be receiving those paper files from us that contained materials from earlier in each PR applicant’s career.