Office of Admissions



Graduate Admissions

Graduate Advisor's Workshop

August 1, 2018

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Topics Overview

- Application process overview
- Applicant Information System (AIS)
- Graduate Review System (with GPA Request function)
- Graduate Tracking Report (Compass Reports)

Process for 2019-2020 Application Submission



- ApplyTexas application available at http://www.applytexas.org.
 - This is the preferred application since most of the application data will load to Compass electronically. Paper applications may experience a significant delay in processing.
- Program application customization:
 - Display custom message up to 250 characters
 - Include "display" and "enforced" deadlines (will default to general university deadlines if not specified)
 - Post custom (dynamic) questions; responses will display at end of application image in TAMUDocs
 - Contact your Admissions Liaison to customize your applications
- Applications submitted by 6 pm are "bundled" and transmitted the next morning. Applications submitted after 6 pm on Friday (and through the weekend) will transmit on Tuesday morning.

Process for 2018-2019 Application Acknowledgement



- After application has been received and loaded into Compass, the application acknowledgement letter (with UIN) is sent to the applicant via email the next day.
 - Email sent again after 3 days (if applicant doesn't log in)
 - Email sent again after 7 days (")
 - Email and paper letter sent after 10 days (")
- Acknowledgement letter includes applicant's UIN and instructions for accessing the Applicant Information System (AIS) at http://applicant.tamu.edu.
- Applicants can access the Electronic Letter of Recommendation (eLOR) system and upload functions in AIS.

Applicant Information System (AIS)



https://applicant.tamu.edu

APPLICANT INFORMATION SYSTEM













The first step is filling out the "ApplyTexas Application for Admission." After you have applied, you will use your NetID to login for access to many campus resources.

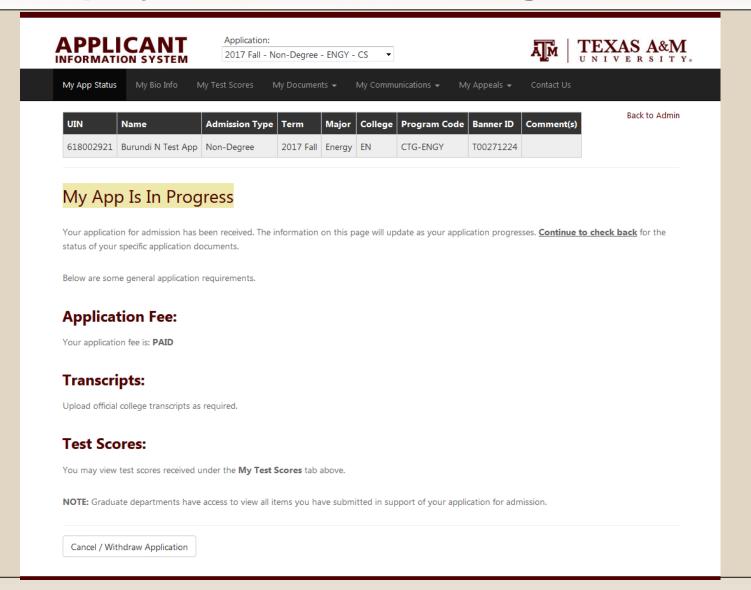
The Applicant Information System (AIS) allows you to see exactly where your application is in the process.

The HOWDY portal is a one-stop site for news, resources, and student information.

Note: Graduate applicants to the Mays College of Business and most HSC programs do not have access to AIS until after admission.

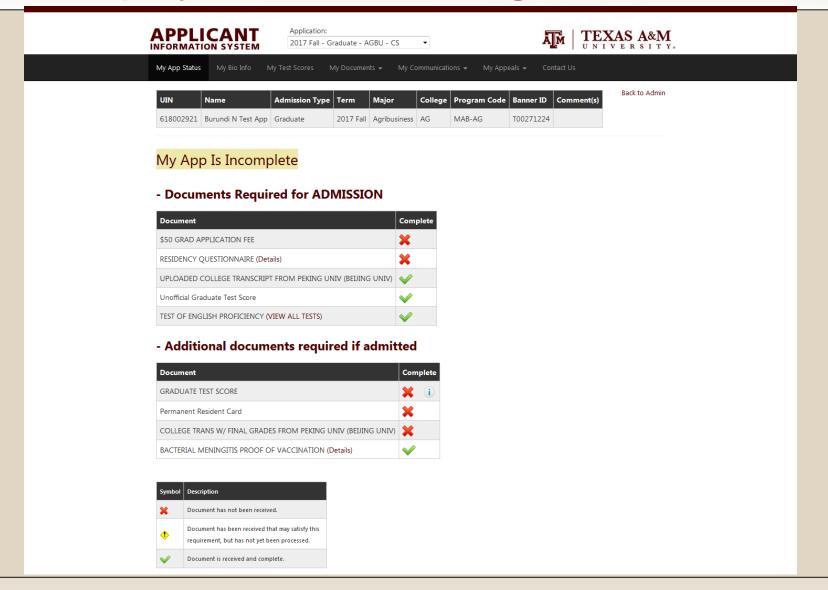


AIS Display Prior to Processing



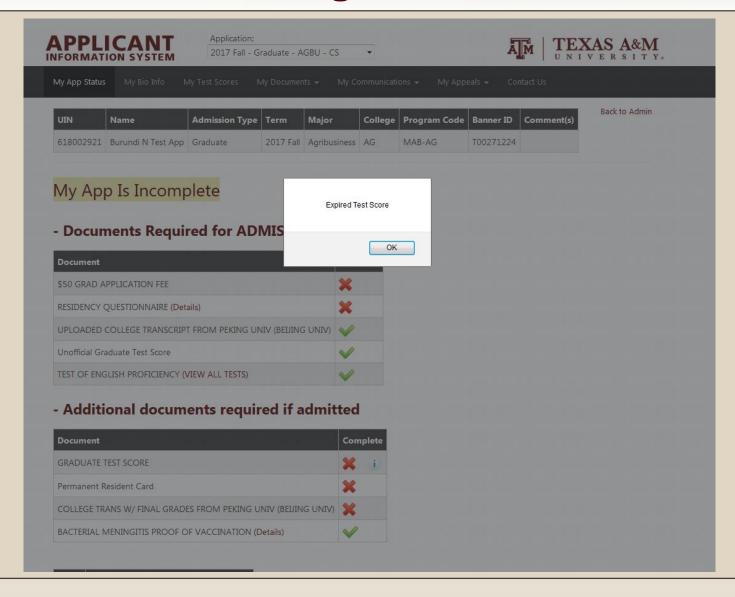


AIS Display After Processing





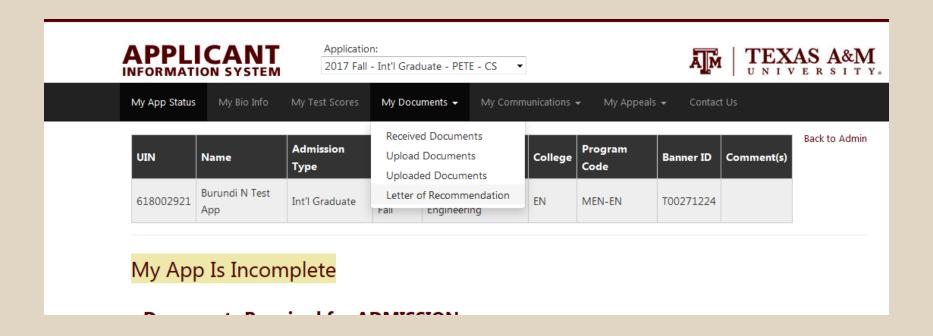
AIS – Status messages





AIS – Electronic Letters of Rec

Accessed via the My Documents tab:





AIS – Electronic Letters of Rec



OFFICE OF ADMISSIONS

APPLICANT INFORMATION SYSTEM

Texas A&M University
July 27, 2017

Letter of Recommendation Request System

Add Recommender | Hide Instruction

Welcome to the Texas A&M University online Letter of Recommendation (LOR) system. This system will assist you in requesting letters of recommendation to support your application for admission into your chosen graduate program. The format for these recommendations will follow the standard Texas A&M University letter of recommendation form.

You will be able to submit information for up to 10 recommenders; however, we suggest you contact your department of interest for information on how many letters of recommendation are required with your application.

Please be advised that recommendations submitted in this manner will be associated with this application only. If you make any changes to your application for admission (different major, level and/or application term), we suggest that you contact the department of interest to see if they will require new letters of recommendation, or if they will accept letters of recommendation submitted in support of previous applications.

Recommendations sent directly to your department of interest will not display in AIS.

Steps for successfully requesting letters of recommendation:

- Compile a list of recommenders individuals who are familiar with your academic achievement and potential. If you have been out of school for a number of years and are unable to contact former professors, you may submit non-academic references (e.g., employers).
- 2. Gather program information and test scores (if available):
 - a. Information about the degree program you have completed or are currently completing (degree, graduation date, institution, grade point average - GPA)
 - b. The date and scores (if taken) of your Graduate Record Examination (GRE) test.
- Select the link below titled "Add Recommender" for each of your potential recommenders, enter the requested information, and select Save.

Note: You may wish to contact your recommenders (via phone, postal mail, etc.) to inform them of the forthcoming Letter of Recommendation Request email. If you wish to provide your recommender with a resume, curriculum vitae, or other supplemental information, you will need to send that information independent of the LOR system.

4. For each Request with a status of "Ready", click on the "Send First Email" in the Next Step column.

Note: Emails are not automatically submitted when you save your requests.

5. Manage/monitor your requests in the section below.

Note: Once a recommender has been added to the recommendation request list, any information associated with the recommendation request cannot be viewed, modified or deleted.

Recommendation Request List

Title	Name	Email	Submitted Date	Status	Status Date	Next Step
Mr.	JORDAN SASS	jsass@tamu.edu	4/19/2017 3:50 PM	Email Sent	4/19/2017 3:50 PM	Send Reminder
Mr.	LANE HUMPHREYS	lanehumphreys91@tamu.edu	1/30/2017 10:20 AM	Received	1/30/2017 10:37 AM	
Dr.	WARREN ZIMMER	wezimmer@medicine.tamhsc.edu	11/28/2016 12:15 PM	Email Sent	11/28/2016 12:15 PM	Send Reminder
Add	d Recommender					

You can track the status of each recommendation request via the status column in the above list. The detailed status descriptions are listed

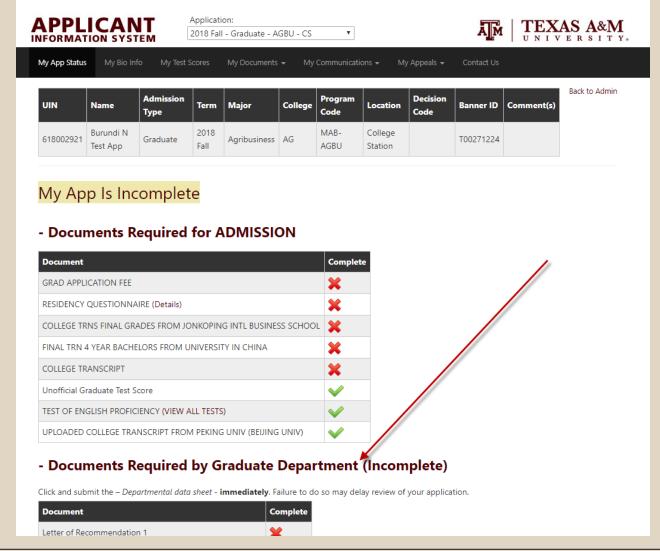
Recommendations submitted via the eLOR system in AIS are imaged and deposited into TAMUDocs within 1 hour of receipt.



- Module within the Applicant Information System (AIS)
 - Provides mechanism to display "Documents Required by Graduate Department" checklist in AIS
 - Includes a "Departmental Data Sheet" to collect applicant data
 - Allows sorting/filtering of applicants based on collected data
 - Creates internal workflow with routing to different review groups
 - Provides mechanism to request a GPA calculation
 - Generates PDF of select items in TAMUDocs for easy review
 - Communicates admission decision to Office of Admissions

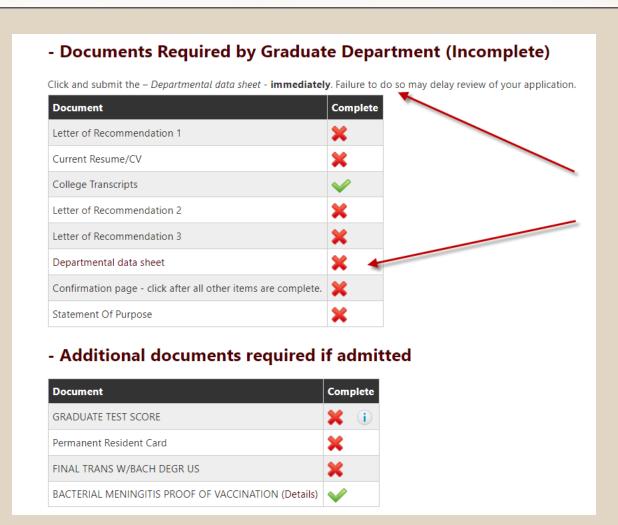


The "GRS checklist" appears just below the "Documents Required for ADMISSION" checklist.





Submission of the Departmental data sheet creates the applicant's GRS record in the Awaiting Prescreening queue.







The "Request GPA" button is displayed on the GRS record.

GPA calculations beginning with summer 2019 applications will be provided by request only.



Interested in GRS?

Email Crystal Little at <u>crystal-little@tamu.edu</u> for a demonstration.



July 13, 2018 03:02 AM

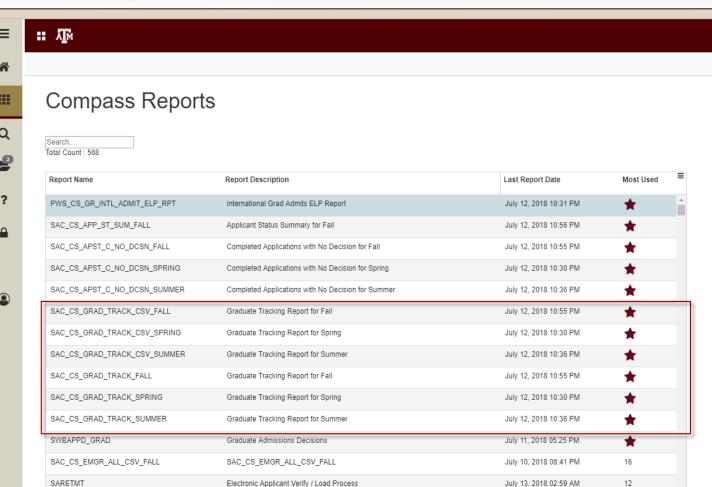
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Graduate Tracking Report

PWS_APPS_NEEDING_UINS

Comprehensive list of all graduate applicants by program.

Reports are generated nightly in PDF and CSV formats for each term.



PWS_APPS_NEEDING_UINS



Graduate Tracking Report

At certain points during the year, more than one report will generate nightly due to overlapping processing seasons.

Currently EIS is generating fall 2018 AND fall 2019 reports.

To view the report for fall 2018, right click on the report name and then select "View History."

SAC_CS_GRAD_TRACK_CSV_F		king Report for Fall	July 12, 2018 10:55 PM	*
SAC_CS_GRAD_TRACK_CSV	Open Report Download Latest Report	king Report for Spring	July 12, 2018 10:30 PM	*
SAC_CS_GRAD_TRACK_CSV	View History	king Report for Summer	July 12, 2018 10:36 PM	*
SAC_CS_GRAD_TRACK_FAL	Add/Remove From Favorites	king Report for Fall	July 12, 2018 10:55 PM	*
SAC_CS_GRAD_TRACK_SPRIN	IG Graduate Trac	cking Report for Spring	July 12, 2018 10:30 PM	*
SAC_CS_GRAD_TRACK_SUMM	IER Graduate Trac	cking Report for Summer	July 12, 2018 10:36 PM	*



Graduate Tracking Report

Now you can select the report you desire. The "older" report generates first each night:

Report Seq. No.	Report Name	Report Date
575431	SAC_CS_GRAD_TRACK_CSV_FAL : 201931	July 12, 2018 10:55 PM
575144	SAC_CS_GRAD_TRACK_CSV_FALL: 201831	July 12, 2018 10:27 PM
573453	SAC_CS_GRAD_TRACK_CSV_FALL: 201931	July 11, 2018 10:56 PM
573169	SAC_CS_GRAD_TRACK_CSV_FALL: 201831	July 11, 2018 10:27 PM
571563	SAC_CS_GRAD_TRACK_CSV_FALL: 201931	July 10, 2018 10:56 PM
571278	SAC_CS_GRAD_TRACK_CSV_FALL: 201831	July 10, 2018 10:27 PM
569374	SAC_CS_GRAD_TRACK_CSV_FALL: 201931	July 09, 2018 10:55 PM
569192	SAC_CS_GRAD_TRACK_CSV_FALL: 201831	July 09, 2018 10:27 PM
567142	SAC_CS_GRAD_TRACK_CSV_FALL: 201931	July 08, 2018 10:56 PM
566959	SAC CS GRAD TRACK CSV FALL: 201831	Julv 08. 2018 10:26 PM



Reminder

- Applicants who were admitted based on uploaded transcript(s) MUST submit the official, hard copy transcript(s) to the Office of Admissions BEFORE initial enrollment. Admitted applicants with uploaded transcript(s) ONLY have a registration hold until the official transcript(s) have been submitted.
- This does not mean the final transcript must be provided prior to initial enrollment, but at minimum, we must receive the official partial transcript(s) to replace the uploaded partial transcript(s).



Contact Information

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