### Office of Admissions



# **Graduate Admissions**

Graduate Advisor's Workshop

August 1, 2017

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Associate Director, Admissions Processing



# **Topics Overview**

- Application process overview Diplomas now required
- Applicant Information System (AIS)
- Graduate Review System
- TAMUDocs refresher

# Process for 2018-2019 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 <a href="http://applicant.tamu.edu">http://applicant.tamu.edu</a>.
- Applicants can access the Electronic Letter of Recommendation (eLOR) system and upload functions in AIS.



# **Change - Diplomas**

Admissions will require some proof of any/all degrees completed prior to application before we will formally admit applicants.

# **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.



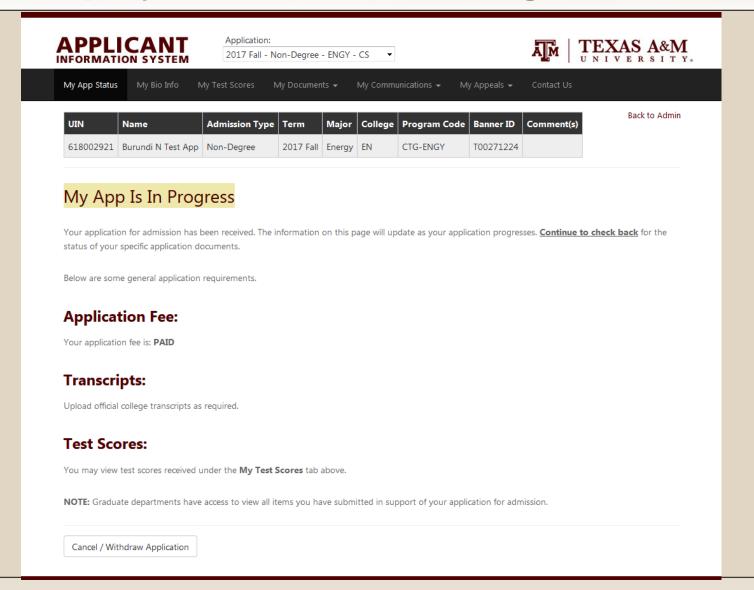
The Applicant Information System (AIS) allows you to see exactly where your application is in the process.



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

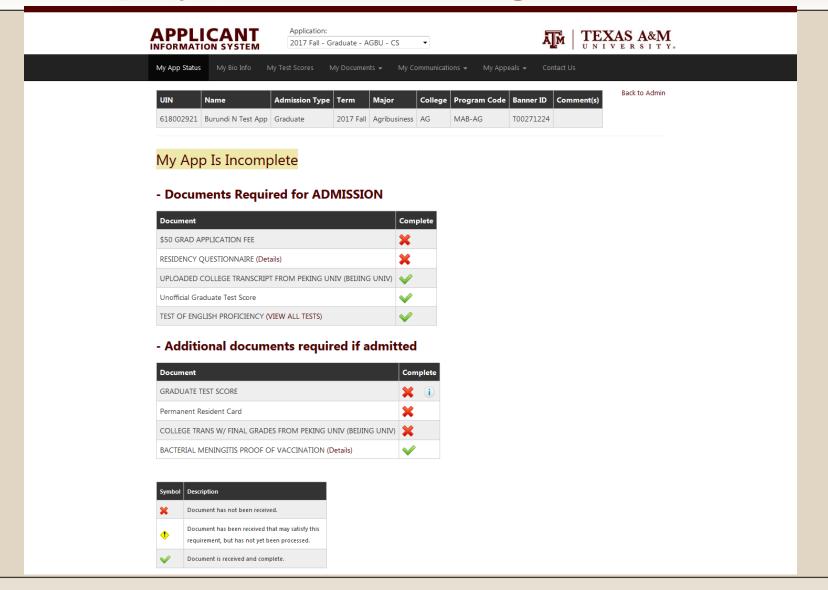


# **AIS Display Prior to Processing**



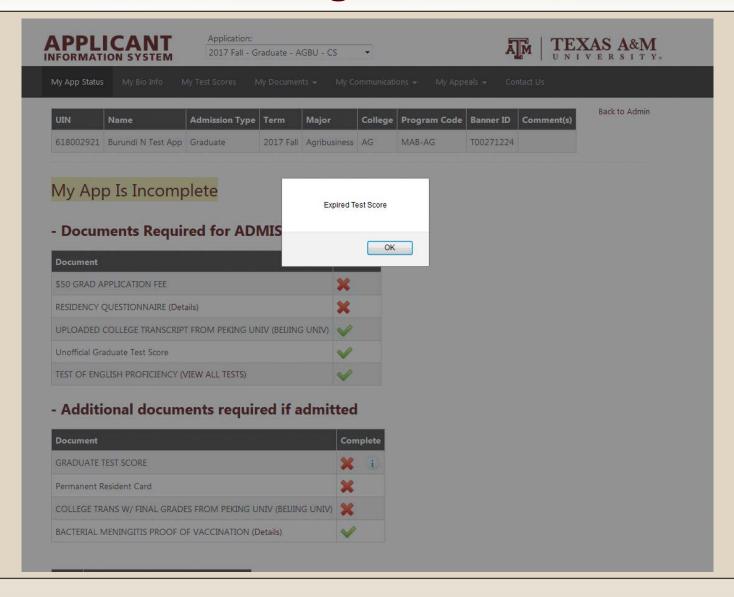


# **AIS Display After Processing**





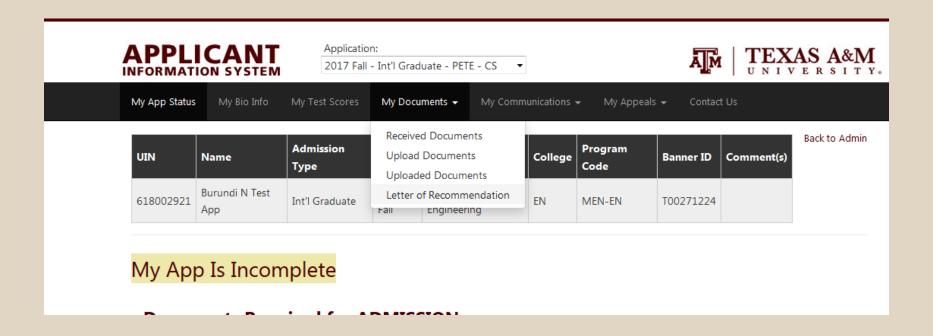
## AIS – Status messages





### 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 ABM 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 ABM 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 Recommender						

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

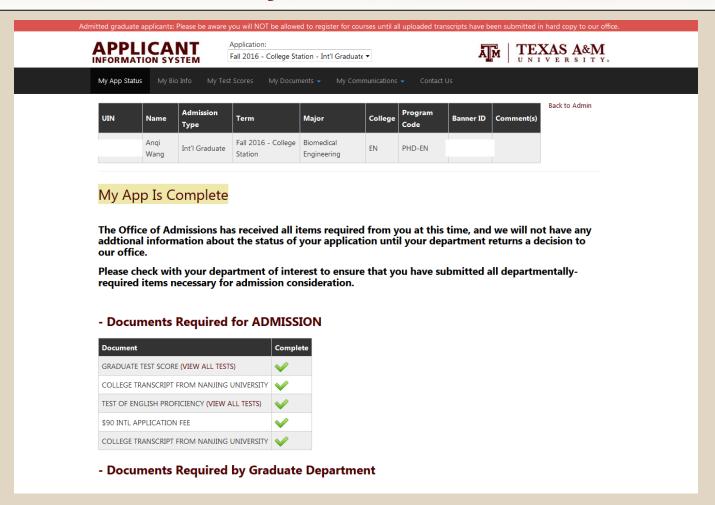
Recommendations submitted via the eLOR system in AIS are imaged and deposited into TAMUDocs within 1 hour of receipt.

The GRS checklist item will be completed immediately upon receipt.



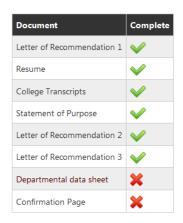
- Module within the Applicant Information System (AIS)
  - Provides mechanism to display "Documents Required by Graduate Department" checklist in AIS
  - Includes a "Departmental Data Sheet" to collect applicant data
  - Allows sorting/filtering of applicants based on collected data
  - Creates internal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



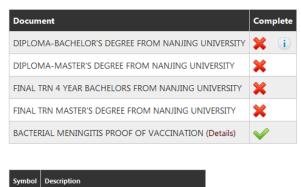




#### - Documents Required by Graduate Department



#### - Additional documents required if admitted





### Interested in GRS?

Email Catherine Roueche-Herdman at <a href="mailto:catherinerh@tamu.edu">catherinerh@tamu.edu</a> for a demonstration.



### **TAMUDocs Refresher**

### TAMUDocs

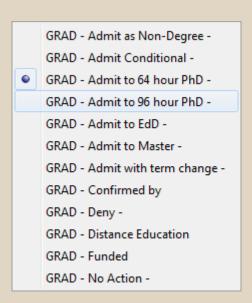
- View application and supporting documents (transcripts, letters of recommendation, statement of purpose)
- Stamp admission decision via "Workflow" queues (UnDecisioned & UnConfirmed)
- Application (and other documents) available under "Documents" until student matriculates (theoretically)



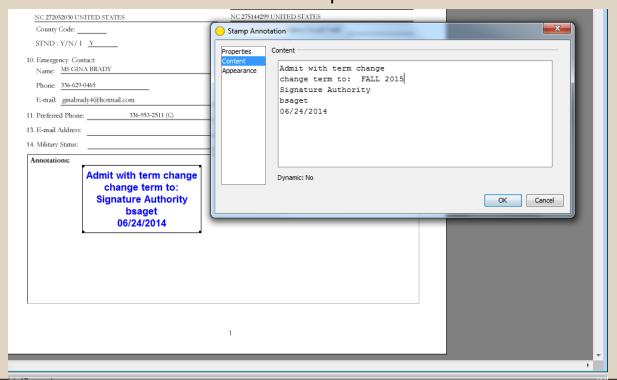
# **Decision Stamps in TAMUDocs**

Decision stamps in TAMUDocs allow you to admit applicants to a SPECIFIC degree level and term.

You must specify the 64 or 96 hour program when admitting a PhD applicant.



Term changes can be made using the "Admit with Changes" stamp.





### **Decision Stamps in TAMUDocs**

**NOTE:** There is now an "Approved by" stamp in TAMUDocs, but this is NOT used to confirm decisions. The stamp routing scripts do not recognize this stamp.



Please continue to use the "Confirmed by" stamp to confirm admission decisions.



### **Contact Information**

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Admissions Processing 979-845-1060 admissions@tamu.edu