**Steps in processing graduate programs applications**

First thing in the morning, log into Radius and check listview: AMM – Daily GR APPS – Not Verified

If applications were submitted from last working day, begin process to review submitted applications and see if they can be processed today.

1.

Collect paper copy of electronic applications forms from Leona’s office first thing in the morning.

Take note if applicant has ‘Former Name’ and search for transcripts under former name too. Verify former name is in Banner and if not record in SPAIDEN.

Check if applicant has previously applied to same graduate program and request previous file from Admissions Office (could be in the Inactive drawer or it may be already archived).

Search ‘Greener file’ in Leona’s office for anything belonging to applicants. Do not remove items, but inform Leona of item needed for graduate application. She will eventually give it to GPAC.

Search the transcript drawers in Admissions Office for anything belonging to applicants (such as GRE scores and transcripts) and keep with application.

Search transcript drawers in GPAC office for anything belonging to applicants and put with application.

Search for missing pieces in GPAC office, AD’s office, Admissions Office, etc. for any transcripts, GRE scores, MiT test scores, hand delivered LORs, etc. and include in applicant’s file.

Search in CollegeNET for any LORs that may be sent after application submitted.

Use 1/3 cut tab manila file folders. For last names beginning with A-H use left tab folder, I-P middle tab, Q-Z right tab.

Use file label template from GPAC - File Building Folder, “FileBuilding\_FolderLabel.doc” and print file labels (2 per applicant)

Create applicant file and use second label for “OUT” place holder card using yellow card stock next to manila file folders.

Use proper control sheet for applicant’s program and staple to front of file folder. Complete as much as possible when application first arrives.

**Enter applicant in Banner**. See Banner notebook for instructions.

**Veteran status:**

Enter in SPAPERS

Choose OTHER PROTECTED VETERAN

Only need “Are you a US Military Veteran?” not Active Duty dates/times, or Child or Spouse of POW/MIA.

**Names of Recommenders:**

Enter names of recommenders in Checklist even if LOR not received

When the letter arrives after the application enter the date received in SAAADMS/Checklist and record name on control sheet.

**Attributes to record for MiT applicants:**

Enter two attributes from application in SAAADMS/Contract, Cohorts, Attributes Tab:

English First Language: input ‘Eng. 2nd language’ if true

First Generation: input ‘FG’ if true

**Transcripts:**

Any applicant who is a current grad student in another program needs to submit new transcripts for the new application. If applying to two programs simultaneously a student needs to submit all new materials for each application.

Transcripts that arrive after the application are date-stamped and entered in SOAPCOL which updates the checklist.

Examine BA/BS transcript for other colleges attended. If there are another institution’s credits transferred, then we need to inform applicant and record in Banner that we will also need to receive this transcript, regardless if they have noted it on their application. Also, you may get a transcript that is for a college that they didn’t list and also wasn’t transferred.  Example – student takes post-bac classes somewhere and doesn’t list them on their application but sends them in anyway.  In this case, we wouldn’t have known to ask for them, but we might still receive them; put in Banner and record on their application. Also check other parts of application/resume for details of colleges/universities attended and compare against list of colleges/universities listed on application (i.e. resume may include educational background, pre-reqs page of application may include course taken at another institution, essay may include reference to another college/university, etc.).

**College Regional Accreditation**

Consult the website of The Northwest Commission on Colleges and Universities (NWCCU) to verify regional accreditation: <http://www.nwccu.org/Directory%20of%20Inst/Directory%20of%20Institutions.htm>

Ask Leona for a college code if it is not listed in Banner (provide city and state or country). Occurs most often with international universities.

**Filing Applications**

Put all application materials in applicant’s file folder. Use colored label for program (yellow=MiT, blue=MES, red=MPA). For each label type Last Name, First Name, Program Name and name of quarter (e.g. F15) and file alphabetically in the program drawer. Create a section called “complete” and one called “complete after <priority deadline>”. Put files in the appropriate section based on receipt date. AD will then move files to a section called “To Review” when they are ready for the faculty to review.

**Missing Pieces Emails**

Within 5 business days after application input, send ‘missing pieces’ email to applicant using templates from ADs, cc-ing the AD. AD’s do all follow-up afterwards. As priority deadline passes a different missing pieces email could be sent to applicants, ask AD for wording.

*Gail contacts MES applicants when their application is complete, do other ADs?* Notify AD of completed application. If an applicant has yet to finish their BA degree before review their file can be moved into the ‘complete’ section (applicant could be admitted in “Provisional” or “Conditional” status.

**MiT Applicants**

Enter information into Filemaker as arranged by MiT AD. See ‘Filemaker and MiT Data Manual’ in MiT drawer. (NOTE: This process will be phased out with implementation of GeoY/RADIUS/CRM in Fall 2015).

**GPA**

When all official transcripts for an applicant are in, calculate the cumulative GPA using GPACalc tool, print the worksheet and put in applicant’s file. Calculate using the last 90 quarter credits or last 60 semester credits. If 90 credits falls in the middle of a term (quarter/semester), include the entire term’s coursework. For TESC alum, GPA cannot be calculated but previous GPA is reviewed by selection committee as part of the evaluation process. Enter the GPA in SOATEST using code GGPA. For MPA applicants not TESC alum, also enter GPA on control sheet. For more info, see electronic file: [*Standard for Calculating GPA*](file:///%5C%5CHurricane%5CGraduateStudies%5CGPAC%5CStandards%5CARCHIVED%20STANDARDS%5CCURRENT%20STANDARDS%5CStandard%20for%20Calculating%20GPA.docx).

**GRE Scores**

For MES applicants only: enter scores in SOATEST with codes G03v, G03q, and G03w; enter date received in SAAADMS. If you are in SAAADMS you can open the other screen by using the F5 key. GRE scores are not required if applicant has already completed a graduate level degree.

**MiT Test Scores**

Check for previously received MiT test scores in Graduate Admissions filing cabinet and in Banner under SOATEST. Confirm if passing scores by checking against minimum scores from MiT website.

**Reports**

Run the Missing Grad Application Data reports weekly from AdminWeb and check for missing pieces in Admissions Office. Check for correct spelling and phone numbers.

Check the transcript drawers and Greener File every Mon. and Thursday for missing pieces.

**Application Review Process:**

The Graduate Program review committee reads completed application files. ADs send notification of names of committee members and schedule of review activities so arrangements can be made for reading the files when the GPAC office is closed.

Once decisions are made the AD emails both Admissions Office Manager and GPAC copies of Admit letters so GPAC can record in Banner - see Standard for Admit Processes – and letters mailed to applicants.

**For MiT applications:**

After admission Maggie sends a spreadsheet of items needed for certification files. The items are copied, paper-clipped together by applicant, separated with a sheet of colored paper for her to pick up when completed.

**For checking the work:**

Log into AdminWeb/My Reports/Graduate Studies

Grad Applicants and Admits

Missing Grad Application Data

Historic information

Previous system used for application form and submission: CollegeNet

Ended this service when Radius launched in 2016

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