MES Admissions Committee Meeting

Jan 8, 1-3pm

Deans Area Conference Room

1. **Overview of Admissions timeline and general update**
   1. Key Dates:
      1. Jan 15 – priority deadline
      2. Jan 29 – applications ready for review
      3. Feb 12 and/or 14 – admissions decisions meetings
      4. Feb 15 – all admits notified by email
      5. Feb 5 – tentative 2nd round deadline (may change depending on final number by 1/15)
      6. Future meetings to schedule: second round review and decisions; merit based scholarships
2. **Reviewing application materials**
   1. GPA, transcripts, LORs, SoP, Resume, Analytical Essay, petition to waive prerequisites
      1. Analytical Essay requirement – TWO part assignment. How to assess? What should be added to control sheet
   2. Who is checking for prerequisites?
   3. Recommending for scholarships
   4. Other review tips?
   5. Reviewing incomplete files
3. **Physical files and control sheets**
   1. Are there any changes to make before apps will be reviewed?
   2. Where to find files and where to read applications
   3. Meet Amanda – Graduate Admissions Coordinator
4. **Assignments of files to read**
   1. Pairs for review
   2. Adding late apps
5. **Next Steps?**