**Admissions Process (assuming 1/15 deadline):**

Through summer and early fall – make any updates to the new application, and update any important admissions information on the website at least a month in advance of the day the application opens.

Oct 1 – Application opens (this could also be the first Monday in October if 10/1 is a weekend day)

Through fall – information sessions, outreach events, get Ambassadors engaged in student outreach and follow up, lots of meetings/phone calls with students. Would be GREAT to have AD/Director/Ambassadors visiting UG classrooms to promote program and priority app deadline.

Early January – Set up full admissions committee meeting (usually director and three faculty members) to go over review process, application requirements, questions, timeline, etc. Agendas from past meetings are on the O Drive. Faculty should split the work into two halves that will be reviewed by two of the committee members each.

Jan 15 – Priority deadline. Applications submitted and complete by this deadline are guaranteed consideration for admissions and merit based scholarships.

Late January – submitted applications ready for review by admissions committee.

Feb 1 – FAFSA filing deadline

Mid-February – applications reviewed. Have two decision meetings – one with each review team. Schedule 90 minutes to two hours for these meetings, depending on the number of apps you have. If you have more than 30, schedule a longer meeting, just in case. If any review team can’t decide on an applicant, ask the other team to review.

Late February – send out admissions letters. There is a NEW PROCESS for activating student accounts, so I recommend following this process:

* Send Admissions decisions and details of admission to Graduate Admissions Coordinator and discuss the timeline for them to process those applicants in Banner (examples in O Drive)
* Send emails with digital admission letters (example in O Drive) to new admits informing them of their admission
* Within 24 hours of new admits being processed in Banner by the Graduate Admissions office, they should get an email from the technology support center with instructions to activate their new student account (if they are already a student, they have a student account, and do not need to activate a new one)
* Send paper admissions letters, Welcome to Evergreen doc, Admitted Student Day schedule, sticker, anything else you think is needed in the mail to new admits.
* Send paper denial or waitlist letters in the mail only, at the same time that admission letters go out

March-July - Admissions:

If we have more students apply to the program than we have seats (45 seats per cohort), then students from the First Round who have high merit, receive priority consideration for admission. These students should be sent admission letters up until 50 applicants.

* After the 50th qualified applicant is reviewed and considered for admission, they would be offered a Waitlisted admission option. This option will place them on the waitlist and those students who were offered priority admission would then have until the Tuition Deposit Deadline to secure their seat.
* If students do not pay their tuition deposit or communicate with the Assistant Director about their intent to pay their deposit or request a deposit waiver by the deadline, they forfeit their seat in the program and are withdrawn. Their seat is replaced by the next student on the waitlist who is then offered full admission with a new Tuition Deposit Deadline at a later date.
* Applicants are sequentially admitted until the cohort is full. Once the cohort is full (50 admitted students have accepted admission), we maintain a waitlist until the end of the final Tuition Deposit Deadline in the Summer. At which point, those who did not pay their deposit who were admitted from the waitlist, forfeit their seat and we offer admission to those on the waitlist and close the waitlist for the remaining applicants and invite them to apply again next year. They are not eligible for deferral because they did not receive full admission to the program so this is not an option for them
* Once the admission cycle is closed, the remaining waitlisted applicants, and students who did not pay their tuition deposit should be withdrawn to solidify the final cohort’s enrollment in Banner.
* If the cohort is filled after the First and/or Second round admission cycles, then a third cycle is not necessary and the application for the Fall is closed.