ADMISSIONS PROCESS

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SPEEDING UP THE ADMISSIONS PROCESS

• What needs to be streamlined?
• What needs to be changed?
• What needs to be communicated?
  • When
  • To whom
  • By whom
• Decreasing Paper Process
• Decreasing Decision times
• Application Process Improvement
INTERNAL VS. EXTERNAL CONCERNS
STUDENT CONCERNS

- Most applicants become anxious when they realize that graduate school applications are very different from college applications.
- The process of applying to graduate school can be confusing and downright overwhelming.
- All grad school applications are consistent in requirements. Regardless of discipline, virtually all graduate school applications entail the same basic components:
  - Transcript
  - GRE or other standardized test scores
  - Letters of recommendation
  - Admissions essay(s), also known as a personal statement
EXTERNAL CONCERNS

• Student facing
  • Went from 13 pages of entry to 5 pages of entry
    • Populated known data so there was no need to retype
  • Went from low visibility to higher profile on website
    • Reduce to 4 step process with better instructions
  • Automated email notifications so that students are better informed
INTERNAL CONCERNS

• Speeding up the Process
  • New application system
  • Automated email notifications
  • Moved decisions to the Graduate School with criteria provided by faculty
PROCESS CHANGE

• Transform admission process
  • Move application decision for non-thesis masters to Graduate School
  • In our case increase the use of Banner Xtender to reduce paper pass through
  • Added application software to make admission process paperless

• Change the requirements for what is sent to departments