Topics of Discussion

- Application Volume
- Maximizing the New MyAdmissions
- Fee Policy
- Conduct
- International Review
- Notification
- Mass E-mails
- Graduate Certificates
- Reminders and Policy Changes
# Graduate Application Volume 2018-2019

<table>
<thead>
<tr>
<th>Term</th>
<th>Total Applications</th>
<th>Admits</th>
<th>Cancelled</th>
<th>Denies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer B 2018</td>
<td>1505</td>
<td>168</td>
<td>1267</td>
<td>70</td>
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<tr>
<td>Fall 2018</td>
<td>17039</td>
<td>6204</td>
<td>4931</td>
<td>5904</td>
</tr>
<tr>
<td>Spring 2019</td>
<td>3997</td>
<td>2262</td>
<td>1292</td>
<td>443</td>
</tr>
<tr>
<td>Summer A/C 2019</td>
<td>1812</td>
<td>1169</td>
<td>514</td>
<td>129</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>24353</strong></td>
<td><strong>9803</strong></td>
<td><strong>8004</strong></td>
<td><strong>6546</strong></td>
</tr>
</tbody>
</table>
Maximizing the New MyAdmissions

- Use the MyAdmissions Reader to view your bin structures.

<table>
<thead>
<tr>
<th>Graduate Review</th>
<th>Decision Hold</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review Review</td>
<td>Admissions Review</td>
<td>Admit</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Referred to College</td>
<td>Deny</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Referred to Grad School</td>
<td>Cancel</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Maximizing the New MyAdmissions

- Use the Search tab to view your list of applications.
Maximizing the New MyAdmissions

- Use the Graduate View and other filter options to change the list.

- Add applications to your Queue to review and make decisions.
Maximizing the New MyAdmissions

- Click Build Query on the top of the Reader to create a list/export your list to Excel.

- You may change the Exports and Filters prior to running the Query.
Maximizing the New MyAdmissions

• Review the application and look at submitted materials.
Maximizing the New MyAdmissions

- Use the Communications tab to send messages to Admissions.

- Use the Messages view to see the list of responses to your department.
Maximizing the New MyAdmissions

• Click the Name/UFID in the upper left hand corner to download a PDF.
Maximizing the New MyAdmissions

- Click Review Form on the bottom right hand side of the page to make a decision.
- Leave an internal note on the application
  **Remember these are part of the application record and are discoverable information if someone submits a request on the application.**
- Send the application to the Next Bin.
- Click Send.
Maximizing the New MyAdmissions

- Don’t forget to release ALL decisions!

**Quick Links**

**New**  PDF Guide for Releasing Decisions

1. PDF Guide to Make your own Reader View- With Saved Filters!

   PDF Guide for Filters

   Application Query

   Decision Release

   Query For Graduate Applicants under review by College or Graduate School

   Questions or Feedback about the system. Email us: my-admissions@ufl.edu

2. **Awaiting Release**

   Decision Groups
   - 2020 Certificate Application, Admit, Regular, 03/30/2018 CRT Admit (3)

   Filters
   - Filter
   - NOT
   - ( OR )

   Display

   In order to ensure that decisions are released on the specific date and time, please specifically select the date and time (in Eastern Time) that you want to release decisions.

3. Release Date
   - 10/18/2019

   Time (Eastern Time)
   - 5:00pm

   Expiration Date (optional)
   - Time (Eastern Time)

   Release
Fee Payment Policy

• Every application requires a non-refundable $30.00 application fee
• An application is specific to a term, level and program
• Native/Readmission applications require fee payment
• Change of admission dates are limited to one year from the admitted term
• The Office of Admissions does not offer fee waivers for graduate applicants
Conduct

• Department cannot admit a student with a conduct hold
• Office of Admissions handles the initial review for the Office of Student Conduct and Conflict Resolution (SCCR)
• When a file is referred to the Dean of SCCR, the Office of Admissions must wait to receive clearance before allowing the department to move forward
• The Office of Admissions does not release conduct information to departments in any circumstances
International Review

• Please follow up with your applicants to ensure that they submit official documents to our office. It will help expedite the review process and keep students from having holds placed on their records

• Though required at the undergraduate level, UF does not require external review of credentials for graduate applicants, it is recommended (new upload option)
Notification

• Remember – you must “release” your decisions in MyAdmissions
• It is the department’s responsibility to notify applicants of their status
  – The graduate application status does not show the decision (postbac and certificate display status)
• Any departmental or Graduate School requirements must be printed on the letter
Notification Policy

- An applicant **MUST** be admitted on the central university system prior to the department sending out an offer of admission. This is done for the protection of the department, college, university and applicant. If you have any questions, please ask **BEFORE** sending the letter.
Mass E-mails to Applicants

• Please do not send mass e-mails to applicants requesting that they communicate directly with the Office of Admissions concerning missing materials (i.e. test scores)

• Departments are charged with communicating directly with applicants concerning missing materials and should work with Admissions via the MyAdmissions communication form to resolve issues
Graduate Certificates

• Graduate Certificate system is online
• Application is located at http://admissions.ufl.edu/apply/more
• To request security, have your DSA add the appropriate PeopleSoft role
• Please remove all reference to non-degree and postbac application procedures from your website as all certificate programs should use the centralized application
Certificates

http://admissions.ufl.edu/apply/more

Certificate Programs

UF offers many certificate programs that enable students to learn advanced skills in a specialized course of study. Certificate programs have fewer courses and requirements than a degree program. Applicants may learn more about certificate admission requirements on the departmental website.

In the certificate application process, the Office of Admissions must complete the following review before your application is referred to your department:

- Determination of satisfactory conduct record
- Application fee payment of $30
- Validation of transcripts and degrees
- Verification of residency classification

The Office of Admissions cannot forward an application to a certificate program to the department until all materials and transcript(s) have been received.

For currently enrolled UF students, apply here. You will need your GatorLink username and password to apply.

For new students, apply here.
Certificates

• Certificate Review bin structure in MyAdmissions (currently enrolled and prospective).
Reminders and Policy Changes

• Applications are now being review by Admissions and College/Departments at the same time (simultaneous review – prioritize “admit” and “hold”)

• All admitted applications will merge to Campus Solutions overnight

• Admitted applicant affiliation and Gatorlink invitations sent 2 days after decision release

• One App, One Fee - Only one program with one fee can be applied for at a time

• No paper applications! Readmissions and postbac are now online
Reminders and Policy Changes

- **Application Deadlines** – The application will “turn off” after drop/add of that specific term. For example, the Spring 2020 term will only be available through drop/add of the Spring 2020 term.

- **Graduate Readmission** – Missing three consecutive terms and re-applying to the same degree program/level previously attended.

- **Gatorlink** – Accounts will now only be available at the time of admission.

- **New admissions website** – please double check all links on your pages to make sure they are functional.
Discussion and Feedback

Application Status Display
Questions?

CONTACT:
Graduate Processing
• OURGRADPRO@ad.ufl.edu
• 392-1365
Certificates Processing
• certificates@admissions.ufl.edu
• 392-1365
MyAdmissions System
• my-admissions@ufl.edu