

ECE Graduate Application System
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11:00 a.m. – noon, Wednesday, January 13
Room 2405, Siebel Center

This system is a Web based system that imports information directly from the ApplyYourself System but also allows the department to add additional information (such as scanned transcripts), and can allow faculty to input comments and recommendations and allows letters and correspondence to be generated and sent to applicants in bulk mailings.

Presentation/access to data

There are links within the application system that can be clicked on to take the reviewer to pdf files that show the applicant's general information (application form, statement of purpose or resume). The ECE Dept splits the application form, the personal statement, and the resume out from the one pdf file.

The previous college information can be linked to the applicant's transcript (the transcript is scanned into the system and then uploaded to the prior college section).

GRE scores can also be uploaded to the system via the import that happens once a day.
The System can show maximum scores for all GRE attempts.

Letters of reference can automatically be imported into the application system or can be scanned into it if they are received in paper form. The letters can be uploaded to the recommender's name so they match up.

The department can have the system set up to require the applicant to complete a supplemental form if the department wants to collect program specific information from the applicant.

Both citizenship, gender and ethnicity information for the applicant are easily viewable in the system and can be sorted on.

The System can hold multiple GPA types and this is especially useful when an applicant attends several schools.

The applications are color coded (red=not complete; green=complete).

The System has a search feature. All fields are searchable and it does search all applicants.

For applicants applying via a petition, that information can be entered into the System manually.

Faculty reviewers

The faculty can add the yellow star by an application to mark it as a favorite (this makes it easy for them to be able to quickly distinguish which applications they are most interested in). And administrators can also assign favorites to faculty.

The application review status is also updated as faculty reviewers look at each applicant and rank it or make comments.

Any reviewer can recommend an applicant to another reviewer.

Committee reviewers have admit/decline buttons.

The recommendation and offer buttons are available for all faculty to use. If a faculty member wants to offer admission to a given applicant and also provide an RA, that information, including the RA details and the account number, can be entered and stored in the System.

There is a notes section available for standard reviewers that shows all notes. Individual reviewers can see all notes unless they are marked as private.

Applicants/Correspondence

Applicants can log into the system and see the status of their application (what items have or have not yet been received), or send supplemental information.

The System logs all correspondence history with the applicant so a record of contact is easily tracked.

The System is capable of generating mailings and applicants can be offered admission or denied in mass. The recommendation screens shows all offers and votes put in by the reviewer for applicants offered admission or denied. The department makes the letter templates and can insert standard information or make the letters more specific. The template is always editable and can include a link for the applicant to go to a web page to accept or decline the offer. In addition, if the Department wants to track it, a question can be inserted in the decline section asking the applicant why he/she declined the offer.

For applicants who are denied admission, these decisions show up in a group as either not yet notified or have been notified. Rejections can be sent individually or in a bulk mass group.

Students that decline can be sent a questionnaire about why they declined.

Administrator functions

For financial support, the System offers a list of all aid types such as RA, TA, or Fellowship, along with percentages and this information can be entered by an Administrator.

Nothing from the System goes directly into ApplyYourself. The information in AY can be imported into the Application System, but the information in the Application System cannot be imported into AY.

Reports can be run from the System that show lists of offers, lists of which applications are complete, and lists of incomplete applications.

Data is stored within the System, not locally at the department.

The application system can be set up with different roles for faculty vs. staff. Administrators can edit that, but faculty can't.

Action buttons for what faculty can and can't do, can be suppressed or active based on a department's needs.

Application status can be changed by an Administrator and there can be as many Administrators assigned as a department wants. The System settings can be configured within a department.

Administrators can see all notes, even what a reviewer deletes.

Administrators can manually edit student files (for example, add test scores received in paper form, add calculated GPA based on dept. need, etc.).

The Future

Currently this system is only being used for graduate applications and not undergrad.

There is a graduate records portion to the System which can show all historical data on current or past students. Information from ApplyYourself can be pulled into it as well as information on the academic program and academic history (petition, thesis and post graduation/employment information can also be stored and displayed). Various documents can be uploaded depending on the needs of the Department and there is a notes section available as well. This will be shown in a future Monthly Meeting when available.

Things not yet in the system but that are being worked on:

- Showing EPT information
- Showing Hold information