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| **Adding Programs to Graduate Admission’s ApplyYourself System** **(for internal use only in CEHD)** |
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| **Program Information** |  |
| Are you adding a new program and/or modifying a current program in Grad Admissions AY system? | [ ]  Adding new program[ ]  Modifying previous program |
| What is the PeopleSoft program code for this program? (i.e. 06DMS, 06GRD) |  |
| What is the PeopleSoft plan code for this program? |  |
| What is the PeopleSoft text version of this code? |  |
| What is the PeopleSoft subplan code for this program? |  |
| What is the PeopleSoft text version of this code? |  |
| What do you want the program to be called in the Graduate Admissions application system? (please refer to application naming conventions in application itself) |  |
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| **Access Information** |  |
| *Name(s)* | *x.500(s)* | *Current AY user?* |
| Who will be submitting the online appraisal forms for these applicants? |  |  |  |
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|  |  |  |
| Who will be reviewing these applications? |  |  |  |
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|  |  |  |
| If you already have access, do you want this program’s access added to your current access? |  |  |  |
|  |  |
| **Application Review Information** |  |
| What application materials are required for this program? |  |
| How many letters of recommendations are required? |  |
| What is the application deadline? |  |
| Do you need any applicant information that are not already included in the online application? |  |
| If yes, what information? |  |
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| **Request For Information Pages** |  |
| Who is the DGS for this program? |  |
| Who is the PLC for this program? |  |
| What faculty members are associated with this program? |  |
| What is the program’s website? |  |
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| **Questions?** |  |
| Any additional questions? |  |