|  |  |  |  |
| --- | --- | --- | --- |
| **Adding Programs to Graduate Admission’s ApplyYourself System**  **(for internal use only in CEHD)** | | | |
|  |  | | |
| **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) |  | | |
|  |  | | |
| **Access Information** |  | | |
| *Name(s)* | *x.500(s)* | *Current AY user?* |
| Who will be submitting the online appraisal forms for these applicants? |  |  |  |
|  |  |  |
|  |  |  |
| Who will be reviewing these applications? |  |  |  |
|  |  |  |
|  |  |  |
| 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? |  | | |
|  |  | | |
| **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? |  | | |
|  |  | | |
| **Questions?** |  | | |
| Any additional questions? |  | | |