**CEHD Post-baccalaureate Programs Transition**

**from CEHD to Graduate Admissions ApplyYourself System**

Summary – Why things are changing

Relatively recent developments in graduate education at the University-level have impacted graduate admissions processes in the context of Student Services having a diminishing role in the services provided to post-baccalaureate students in CEHD. In sum, many of the services provided to CEHD post-baccalaureate students have moved to the Office of Graduate Admissions, the academic departments, or the Dean’s office, except for licensure application and clearance operations. The process for licensure application and clearance operations will remain in Student Services, as this is a process unique to CEHD.

Previous to graduate education restructuring, the policies for departmental masters, (DMS), such as the M.Ed., were developed by CEHD and implemented by CEHD Student Services. Under the “old” graduate education model, M.Ed. programs were not a part of the Graduate School and therefore not required to follow Graduate School policies. Since the Graduate School restructuring, all masters students, including M.Eds. are required to follow the “new” graduate education policies. These new policies have created a post-baccalaureate environment where all students are held under the same policies, thereby creating the need to transition the processes supporting student progress so that CEHD students in M.Ed. programs are consistent with students in MA programs formerly housed in the Graduate School, including application, admissions, degree planning, progress review and degree clearance.

CEHD Student Services is working with Academic Support Resources (Registrar’s Office) to move implementation of the business processes that currently support departmental master’s students to Graduate Student Services and Progress (GSSP) Office, starting with the readmission process to begin with the implementation of the continuous enrollment policy fall 2013. In addition, CEHD Student Services is working with Graduate Admissions to move the programs in the CEHD Apply Yourself (AY) system to the Graduate Admissions AY system. Five programs were moved in summer of 2012 as a pilot transition to begin this process. Thus, over the next year all of the business processes supporting all post-baccalaureate students in CEHD will be aligned. Again, the only business process that will be retained by the college, because it is unique to our professional education mission, is licensure for our teacher education candidates.

This document and timeline specifically outlines the admission process changes occurring throughout fall 2013 and spring 2014.

**Admissions Roles and Responsibilities**

Responsibility for each graduate program within CEHD has transitioned to each program’s individual department. Each department is responsible for working with the CEHD Dean’s office, LSP committee, the Graduate Admissions Office, or Graduate Student Services and Progress Office (GSSP). College and University staff can assist you on the following issues:

* Andrea Raich—Liaison around admissions policies during the transition
* Jennifer Engler—High level student issues requiring Dean’s Office attention
* Graduate Admissions office staff contacts and questions -- <http://www.grad.umn.edu/admissions/admissions_staff/index.html>
* Program People with AY Access—For a list of departmental staff currently working in AY, please see ADDENDUM A
* Nicole Snow—Degree and certificate clearance, leave of absences, adviser changes and M.Ed. readmission
* Chelen Gore – Licensure clearance, Licensure APAS and milestone updates, post-matriculation PeopleSoft updates (i.e., adding sub-plans, student groups), MTLE scores, background checks, non-Graduate Admissions holds
* Brianne Keeney—College-level graduate curriculum and policy questions
* Check the CEHD Sky or go directly to the program pages in the department for contact information on Teacher Education Programs and Graduate Education Contacts list.
* A full list of Graduate Education Resources can be found on the Sky:

 http://sky.cehd.umn.edu/governance/default/graduate-education-resources/

**ApplyYourself access and RA accounts**

* Each program will be responsible for guaranteeing that they have Graduate Admissions AY access to review applications. This access will need to be determined by programs in connection with departmental leadership in order to facilitate the application review process.
* Individuals wanting to merge their new accounts with their current AY account should contact the Graduate Admissions office. Currently, individuals will have separate accounts for the new programs that are moving.
* Each program will need to work with the Graduate Admissions office to set up individual access rights for faculty or staff needing access to the AY system. For questions, please contact the Graduate Admissions office at gsquest@umn.edu or 625-3014.

**ApplyYourself Training with the Graduate Admissions office**

* The Graduate Admissions office will be hosting a training session on October 8th for all CEHD staff who want to attend.
* Various online AY tutorials are also available in the online Graduate Admissions Toolkit at <http://www.grad.umn.edu/admissions/admissions_toolkit/ay/index.html>

**Departmental Websites**

* Andrea Raich and Christina Clarkson will coordinate all initial website changes with departmental content strategists.
* Application instructions will be based on current processes and policies of the Graduate Admissions office.
* These instructions will provide general information on transcripts and letters of recommendation requirements.
* Any additional application requirements should be clearly listed on the departmental website pages. <http://www.grad.umn.edu/admissions/application_instructions/>
* Any subsequent changes to the departmental website can be done at the discretion of the department in consultation with departmental content strategists.

Admissions Reporting Data

* Departments are responsible for generating their own reports out of AY (i.e. how many applicants have applied, how many are incomplete, which students confirmed their enrollment, etc.).
* Various online AY tutorials are also available in the online Graduate Admissions Toolkit at <http://www.grad.umn.edu/admissions/admissions_toolkit/ay/index.html>

International students

* Program Eligibility - Department are responsible for monitoring their international application for program eligibility, (i.e., if your program cannot support international students and visa requirements, you should not admit them – this task is not being monitored by a central authority.) Programs not currently deemed eligible for international students have a notation on their website indicating that the program is not appropriate for international students. For ongoing consultation about whether or not your program is eligible for international students, please contact International Student and Scholar Services (ISSS) directly at <http://www.isss.umn.edu>.
* Changes to the VISA process - The process by which international applicants would request an I-20 is changing, and CEHD Student Services will no longer be involved in the I-20 process. Students will be given instructions about this in their online admissions letter.  The applicants and programs will need to work with the Graduate Admissions office around international issues and processes.
* Credential evaluation changes – For non-licensure programs credential evaluations are no longer required for applicants that have completed coursework at an institution outside of the United States. In the case of licensure programs, a credential evaluation WILL still be required due to MDE rules. The department will need to contact the License Coordinator in order for a registration hold to be placed on the student’s record. The credential evaluation should be sent directly to the License Coordinator who will track receipt and remove holds.
* Application Fee Increase – With the change to the Graduate Admissions ApplyYourself application system, international applicants will now be required to pay a $95 application fee.

Degree equivalencies (International and Domestic applicants)

* International applicants that do not have the equivalent of a U.S. bachelor’s degree will have this information noted in the Graduate Admissions application system. This notification will be in the comments section of the application and will also be added to the application PDF. It will be at the department’s discretion if they still wish to admit an applicant in this situation. The Graduate Admissions office may also call the department to alert them in these situations. If you have any questions about this process, please contact the Graduate Admissions office directly.
* If a department wants to admit an applicant without the equivalent of 4-year US bachelor’s degree, the department must complete, get Dean’s Office approval and submit form UM 1770: [*Request for Exception: Admitting Students Who Do Not Hold a U.S. Bachelor's or Comparable Degree*](http://www.policy.umn.edu/prod/groups/president/%40pub/%40forms/documents/form/um1770.docx)

Fee changes

* To bring policies in line with the Graduate Admissions, the fee for international applicants will now be $95. Post-baccalaureate certificate program applications will now also have a $75 application fee.
* Applicants applying for more than one post-baccalaureate program in CEHD must pay for each application submitted, even if they are already enrolled in a CEHD post-baccalaureate program.
* FOR INITIAL LICENSURE PROGRAMS ONLY: confirmation fee of $100 will continue to be collected for newly admitted ILP students, but will no longer be administered from the application system. Students will be directed to a website for paying the fee, and the License Operations Specialist, Chelen Gore will remove the fee hold once the student has paid the fee.
* Information about the Graduate Admissions office application fees can be found at <http://www.grad.umn.edu/admissions/application_instructions/fee/index.html>.

Official and Unofficial Transcript Requirements

* An unofficial transcript is any legible document that is uploaded by the applicant. If you have questions about this requirement, contact the Graduate Admissions office.
* When an applicant is admitted, they will be required to provide an official transcript confirming degree conferrals and to provide transcripts from all institutions that they have attended. This requirement will be monitored with a registration hold placed on the applicants U of MN record, for the initial term of enrollment. This hold will be removed by the Graduate Admissions office once the transcripts have been received.
* Students who have not completed an undergraduate degree at the time of admission will be required to file a Temporary Waiver of Official Transcript Requirement form in order to register. The current form is being revised by the office of Graduate Admissions and will be available later this fall for use.
* Departments and applicants can monitor, at any time, which transcripts have been received by logging into their respective AY accounts.
* The Graduate Admissions office will upload official transcripts directly into the ApplyYourself system once they have been received. The process from when transcripts are received to when they are uploaded into the AY system, depending on the time of year, will usually take place within a week.
* The transcripts that have been received will subsequently be sent and uploaded into the ImageNow record system and become part of the permanent students file.
* It is at the discretion of the department if they want to print a paper copy for a departmental file. It is departmental responsibility to print copies of any transcripts or application materials.
* Any additional transcripts that are required by the program will need to be collected by the department directly.

ImageNow

* Certain M.Ed. application admission materials will be put in the Grad Admissions ImageNow going forward with the transition. For specifics on which materials are saved in Image now, see File Storage and Maintenance below.
* Staff can access ImageNow to get any necessary official documents. Instructions on obtaining access to ImageNow can be found at: <http://www.grad.umn.edu/faculty-staff/student_file_access/index.html>.
* Access to M.Ed. archival student data will require access to the Student Services ImageNow. This access will require completion of the Access Request Form, which should be requested from Mary Ellen Shaw in CEHD Student Services.

Complete applications

* The Graduate Admissions office considers an application complete when unofficial transcripts (from all institutions attended) and TOEFL scores (if needed) are submitted.
* Departments will now monitor any additional application materials required for application review.
* Departments will need to inform applicants about any missing materials.
* FOR INITIAL LICENSURE PROGRAMS ONLY: In order for an application to be considered complete, the GPA needs to be entered into one of the GPA fields in the AY application. This can be done either by the student or by the department. The GPA reported should be the GPA the student has from the institution they have received or will receive a bachelor's degree from.

Communication with Applicants and Status Notifications

* Each applicant will receive the standard set of status notification communications from the Graduate Admissions office. These communications are standard for all applicants applying to a post-baccalaureate program within CEHD.
* A list of the status updates can be found at: <http://www.grad.umn.edu/admissions/status/index.htm>
* Departments will need to communicate with students if additional application information is needed.

Late applications and communications with applicants

* Departments can decide whether or not to review/admit late applications.
* All correspondence related to the review of late applicants need to come from the departments.

Decision Letters (Graduate Admissions Office)

* All applicants will receive a standard Graduate Admissions decision letter.
* Any additional information required by a program will need to be sent to the applicant by the department (i.e., pre-admission requirements such as pre-requisite coursework, contracts, or departmental orientation information).

Deferral process

* Each program will be responsible for tracking and maintaining contact with their deferred applicants.
* An applicant can defer their admission for up to one calendar year. For example, an applicant admitted Fall 2013 can defer their admission to Fall 2014. After this time, the applicant will be required to reapply to the program.
* If an applicant requests a deferral directly from the Graduate Admissions, that office will refer applicants back to their individual program for additional information and approval.
* Each program will then resubmit the online appraisal form with the new start term indicated.
* Deferred applicants will be auto-matriculated at some point in the term prior to their new start date.
* The Graduate Admissions office will send an updated admit letter.
* For applicants that have been deferred in the past year, the process will be as follows for this year only:
	+ All deferred applicants originally admitted for spring 2013, summer 2013 and fall 2013 have been matriculated in to their future term of enrollment. Any applicants that defer for spring 2014 will be matriculated into the program early next year.
	+ Holds have been assigned to those applicants that needed holds. The process by which these holds are removed will not change.
	+ Departments with deferred applicants will receive a list of those applicants in early October. The departments and programs will deferred applicants are:
		- Curriculum and Instruction: ILP Teaching; Alternative Pathways; ODL cert
		- Education Psychology: Special Education; Talent Dev and Gifted Ed
		- ICD: Early Childhood Education
		- Kinesiology: Health Education
		- OLPD: Leadership in Education; Program Evaluation
		- Additional Licensure: ABE, Math, Parent Ed, Reading, Spanish
	+ Student Services will no longer be communicating with these students, but Departments can track and communicate with the deferred applicants as they wish.

Matriculation and registration questions/concerns

* Graduate Admissions office staff typically matriculate students within 3-5 business days after the submission of the appraisal form by the department.
* Students who have an outstanding hold (for official transcripts or degree verification, etc.) will need to submit those documents prior to being able to register for classes.
* Students can access information about their holds through their MyU Portal page.
* Departments can access student hold information through APLUS.
* Additional questions about matriculation and registration should be directed to the Graduate Admissions office or OneStop Student Services.

MyU Portal

* The MyU Portal tool is available as a communication tool for all departments and programs.
* Everyone on My U Portal above the undergrad level is coded as "grad." Therefore, all students will see the university-wide graduate student view when they log in.
* For information about this system and process you can contact Sandra Ecklein at eckle001@umn.edu.

File storage and maintenance (Graduate Admissions Office)

* Although many parts of the application are uploaded automatically into the ImageNow and/or PeopleSoft system, certain parts of the application are not routinely saved.
* Application information will be available in the Graduate Admissions AY system for up to three years after a student has applied.
* The information below that is transferred from the Graduate Admissions application system to the ImageNow record system
	+ Application PDF
	+ Appraisal form PDF
	+ Financial Certification PDF
	+ Offer Letter (from FC section)
	+ Enrollment Form
	+ Official Transcript 1 through Official Transcript 9
	+ Statement 1 (from the Applicant Statements page)
	+ Statement 2 (from the Applicant Statements page)
	+ Statement 3 (from the Applicant Statements page)
	+ Other Statement (from the Applicant Statements page)
	+ GA Info Form (new PDF to be created)
* Departments that want to save any additional information permanently are responsible for exporting the data out of AY and saving them into their own systems.
* Various online AY tutorials are also available in the online Graduate Admissions Toolkit at <http://www.grad.umn.edu/admissions/admissions_toolkit/ay/index.html>

**ADDENDUM A**

**Graduate Admissions ApplyYourself Access Accounts**

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| --- | --- | --- |
| **Account** | **Programs included:** | **Users:** |
| CEHD Additional Licensure | * Additional Teaching Licensure Program,
* Administrative Licensure
* Adult Basic Education Licensure,
* Ed Psych-Special Ed- Additional Licensure,
* Parent and Family Education Licensure
 | Pam Matti |
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| CEHD Admin Licensure and PK12 | * Administrative Licensure
* PK-12 Administration - Certificate
 | Karen Potter |
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| CEHD Applied Kin DAPE | * Applied Kinesiology - DAPE - MED
 | Jessica Braun |
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| CEHD Curric and Instruct | * Advanced Practices in Second Language Teaching – Certificate
* Dual Language and Immersion Education – Certificate
* Educ-curric and instruct-Alternative Pathway World LangCult-MED ILP
* Educ-curric and instruct-ArtEd -MED ILP
* Educ-curric and instruct-ArtEd-MED only
* Educ-curric and instruct-ElementaryEd-MED ILP Educ-curric and instruct-EnglishEd-MED ILP
* Educ-curric and instruct-English-MED only
* Educ-curric and instruct-EnvironmentalEd-MED Educ-curric and instruct-Interdisciplinary Focus-MED
* Educ-curric and instruct-Learning Technologies-MED
* Educ-curric and instruct-LiteracyEd-MED
* Educ-curric and instruct-MathEd-MED ILP
* Educ-curric and instruct-Math-MED only
* Educ-curric and instruct-ScienceEd-MED ILP Educ-curric and instruct-Science-MED only
* Educ-curric and instruct-2ndLangCult-MED ILP
* Educ-curric and instruct-2ndLangCult-MED only
* Educ-curric and instruct-SocialStudEd-MED ILP,
* K-12 Technology Integration – Certificate
* Multimedia Design and Development – Certificate
* Online Distance Learning – Certificate
* Teaching Writing and Critical Literacy -Certificate
 | Kristina Pearson |
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| CEHD Dis Policy and Services | * Disability Policy and Services - Certificate
 | Beth Fondell |
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| CEHD Early Childhood Education | * Early Childhood Education - MED ILP
 | Barbara Murphy |
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| CEHD Initial Licensure General—For the purpose of reviewing and awarding scholarships | * Agriculture Education - License - MED ILP
* Applied Kinesiology - HealthEd - MED ILP
* Applied Kinesiology - PhyEd - MED ILP
* Early Childhood Education - MED ILP
* Educ-curric and instruct-Alternative Pathway World LangCult-MED ILP
* Educ-curric and instruct-ArtEd -MED ILP
* Educ-curric and instruct-ElementaryEd-MED ILP Educ-curric and instruct-EnglishEd-MED ILP
* Educ-curric and instruct-MathEd-MED ILP
* Educ-curric and instruct-ScienceEd-MED ILP
* Educ-curric and instruct-2ndLangCult-MED ILP
* Educ-curric and instruct-SocialStudEd-MED ILP
 | Mary Ellen Shaw |
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| CEHD Innovation in Teaching | * Innovations in Undergrad Multicultural Teaching and Learning - Certificate
 | Jennifer Franko |
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| CEHD OLPD MEd Cert | * Adult Education – Certificate
* Adult Education MEd
* Adult Literacy Certificate
* Agriculture Education - License - MED ILP
* Agriculture Education- Prof Study- MED
* Career and Technology Education – Certificate
* Human Resourse Development – Certificate
* Human Resource Development – Med
* Leadership in Education – MED
* Leadership in Education - International Program – MED
* Professional Development – Certificate
* Program Evaluation – Certificate
* Work and Human Resource Education - MEd
 | Jeremy Hernandez |
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| CEHD Parent Family Education | * Family Education - Prof Study – MED
* Parent Education - Certificate
 | Susan Walker |
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| CEHD Phy Ed Health Licensure | * Applied Kinesiology - HealthEd - MED ILP
* Applied Kinesiology - PhyEd - MED ILP
 | Matt Vollum |
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| CEHD Special Education MED | * Ed Psych-Applied Behavior Analysis – Certificate
* Ed Psych-Autism Spectrum Disorder – Certificate
* Ed Psych-Special Ed- Additional Licensure
* Ed Psych-Special Ed- MED Licensure
* Ed Psych-Special Ed- MED only
 | Alicia Vegell |
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| CEHD Talent Dev and Gifted Ed | * Talent Development and Gifted Education - Certificate
 | Sharon Sawyer |
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**ADDENDUM B**

**Graduate Admissions Transition Timeline**

**October 1, 2013**

* Final deadline for *ADDITIONAL LICENSURE* applications for spring 2014 start date

**October 2, 2013**

* *ADDITIONAL LICENSURE* applications turned off in the CEHD AY system
* All *ADDITIONAL LICENSURE, CERTIFICATES, ILP AND PROFESSIONAL STUDIES* applications for summer/fall 2014 available in the Graduate Admissions AY system
* El Ed ILP application turned off in CEHD AY for spring

**November 1, 2013**

* Final deadline for *PROFESSIONAL STUDIES* applications for spring 2014 start date

**November 2, 2013**

* *PROFESSIONAL STUDIES* applications turned off in the CEHD AY system

**December 1, 2013**

* Final deadline for *ILP* applications for spring 2014 start date
* Ag Ed ILP application turned off in CEHD AY System for spring
* Alternative Pathways applicationturned off in CEHD AY System for spring
* ECE ILP application turned off in CEHD AY system for spring

**December 2, 2013**

* *ALL ILP* applications turned off in the CEHD AY system

**December 15, 2013**

* Final deadline for all Graduate and Undergraduate *CERTIFICATE* applications for spring 2014 start date

**December 16, 2013**

* *CERTIFICATE* applications turned off in the CEHD AY system
* Go live date for all Undergrad certificate paper applications