

Dear Program Directors, Department Heads and Program Contacts,

The updated Graduate School application is **LIVE!** We greatly appreciate your support and patience during this first year of CollegeNET. We have announcements about CollegeNET so please be sure to review the information below. If you have any questions please do not hesitate to contact me at [camilas@ksu.edu](mailto:camilas@ksu.edu).

Thank you!  
Camila

### **New Features**

**Waivers:** Waivers can now be requested, please send all requests to [camilas@ksu.edu](mailto:camilas@ksu.edu). Five or more waiver codes must be ordered at one time. In the e-mail sent to Camila Haselwood at [camilas@ksu.edu](mailto:camilas@ksu.edu) please specify the quantity of international waivers and the quantity of domestic waivers and the person to send the request of payment to. The waiver codes **do not expire** and are a **onetime** use only code. These codes cannot be sold to other departments only the department whom ordered can use these. The student will enter the code on the last page of the application in the “admin only” text box. Please be sure that you give an international applicant an international waiver and vice versa.

certify that I have read, understand, and agree to the terms listed above.

**I Agree**    Date       (mm/dd/yyyy)

Admin Only

**Transcripts:** in an effort to make sure all transcript questions are going to one collective location, please have students e-mail [kstategradtranscript@ksu.edu](mailto:kstategradtranscript@ksu.edu) for any transcript help. Applicants are unable to submit an application without a transcript.

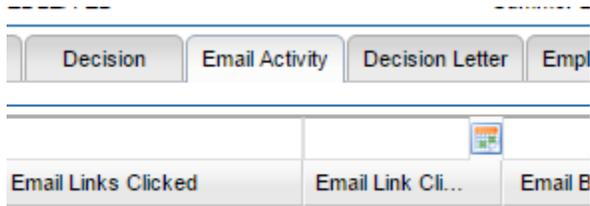
**Financial Affidavit:** a student can now upload their financial affidavit once they have submitted if there are any errors. The student will need to follow this link: <https://www.applyweb.com/kstateg/> and click “review your activity” then “view checklist” and upload their financial affidavit. Once, uploaded the student will need to e-mail the appropriate party who requested the form.

**Admission Letters:** admission letters will now be posted to the students “review activity page” this will allow the student the capability to print the letter in pdf form. An e-mail will be sent to the student and department copied once the letter has been posted to their “review activity page.”

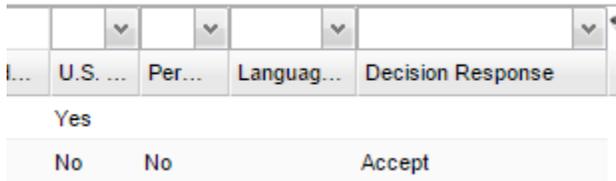
**Department View:** departments can view the letter that once posted by opening the student’s application and going to the “decision letter tab.”



**E-mail Templates:** if your department is interested in using CollegeNET to communicate to students and you would like a template created please e-mail [camilas@ksu.edu](mailto:camilas@ksu.edu). The information I will need is the body of the message, who the e-mail should be from and the subject line. You now have the ability to track e-mails that are sent to students utilizing the “email activity” tab on a student’s account.



**Decision Response:** once decision letters are posted to a student’s “review activity page” they will be able to respond with whether they accept or decline the offer. This will display within in your top folder category “Decision Response.”



**Defer/Change Term:** at the time of recommendation you can choose to defer or change the term by utilizing the drop down option on the decision tab labeled “defer/change term.” Anything in this area will override the term the student chose when we complete the final review at the Graduate School. If a student has been admitted and they notify you that they would like to defer please e-mail the Graduate School to let us know (at this point we need to change this in KSIS as well).

**Concurrent BS/MS program options now and option:** For all concurrent BS/MS programs there is now an option for students to choose. All captions underneath the option read “For current undergraduates in \_\_\_ at Kansas State University ONLY” so that there is not any confusion as to who qualifies for this option.

**Dashboards:** all programs now have an active dashboard that reflects your real-time data (any applications that are currently in your folder will be reflected on your dashboard).

**Reports:** reports can be built by request. These reports can assist in data collecting, survey report or for accreditation purpose are a few ways they can be helpful.

### **Annual updates 2016**

Corrections to the application form will be accepted at all times in an effort to have our annual updates for 2016 submitted sooner. If you are sending me an edit for the application please have the subject line: **CollegeNET Annual Changes 2016.**

Please be sure to check out our new CollegeNET page: <http://www.k-state.edu/grad/faculty/CollegeNET.html>. You can find the CollegeNET link here and instructions on how to complete daily tasks within CollegeNET. Videos and more instructions coming soon!