CollegeNet General Guide for Directors, Coordinators, and Office Administrators

Updated Interface: https://admit.applyweb.com/admit/shibboleth/k-state?apptype=v2
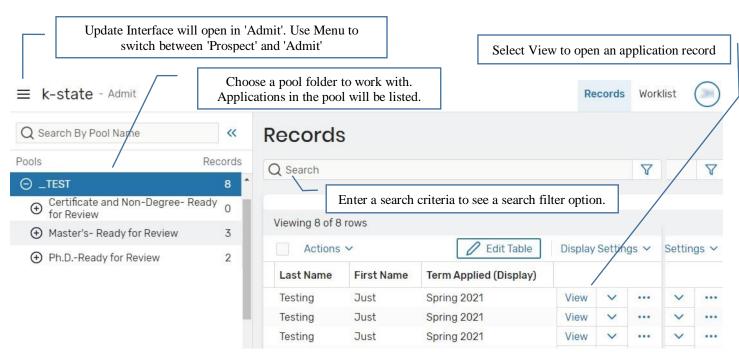Legacy Interface: https://admit.applyweb.com/admit/shibboleth/k-state

Switching Interface

CollegeNet is currently transitioning features to an 'updated interface'. At this time, not all features are available from the Updated Interface. You may choose to use the legacy interface or switch between the interfaces as needed.
To switch, click your username initials, select **Return to Legacy UI** or select **Updated UI**.
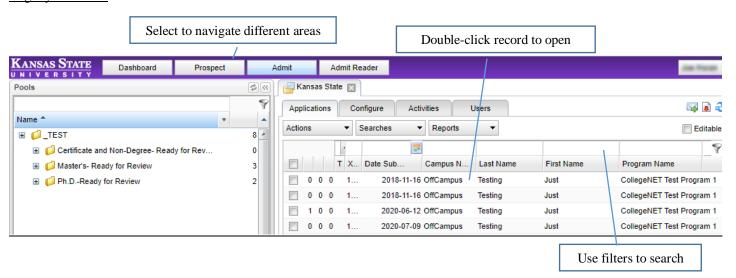
Return to Legacy UI
Logout

Overview

Updated Interface

Update Interface will open in 'Admit'. Use Menu to switch between 'Prospect' and 'Admit'

Choose a pool folder to work with. Applications in the pool will be listed.

Select View to open an application record

Enter a search criteria to see a search filter option.

See more overview information at: https://www.k-state.edu/grad/faculty-resources/collegenet/1-overview.html

Legacy Interface

Select to navigate different areas

Double-click record to open

Use filters to search

Application Submission
Applications to Graduate study are routed through the CollegeNet system. Applicants use the portal at:
https://www.applyweb.com/apply/kstateg/.

In-Progress Applications - Prospect
You can see a list of In-Progress (as well as submitted) application records by using **Prospect**. Be sure to filter the list by the application status. (Use "In-Progress Applicant" in the search criteria). Note that *Evaluators* do not normally have access to view Propsect. You can use Prospect to communicate with the prospective students. See how to email: https://www.k-state.edu/grad/faculty-resources/collegenet/6-email.html.

Help for Applicants
Applicants who need assistance with the online application may review FAQ or may submit a help request here:
https://applyweb.collegenet.support/hc/en-us/categories/360000064867-Applicants

Submitted Applications - Admit
When an application is submitted, the application is routed to the program department pool(s) in **Admit**. Most department pools are setup to automatically notify specific program contacts that a new application has been submitted.

Application Status
If your program requires letters of recommendation (references), the application may arrive in Admit with the status "Awaiting Materials". These applications will remain in this status until all the required recommendations have been received or waived. When all required documents have been received, the application status will change to "Complete". Be sure to verify that the application has the required materials for your review. You may need to periodically check applications that are "Awaiting Materials" and contact those applicants to work with their recommenders. Applicants can use their status screen (at the online application portal) to send reminders to recommenders.

You can add additional or replacement materials to an application using the Upload Materials tab/page. See: https://www.k-state.edu/grad/faculty-resources/collegenet/2-upload.html

Complete Applications
When an application status changes to Complete the application is added to the appropriate ...*review* pool. If you need to manually change the status: open the record, choose the Checklist tab/page, and set the status for each recommendation to either WAIVED or RECEIVED. Be sure to save your changes. Note, your department pool(s) may have triggers setup to automatically notify reviewers when they are assigned to evaluate and application. These triggers will execute when the application changes status to Complete and enters a ...*review* pool. Likewise, directors/coordinators may receive notifications of applications ready for review. Please notify the Graduate School if changes are required to the notifications or if you have automatic assignments that need to be updated.

Program Review
Complete department review of an application using your prefered work processes. In CollegeNet, the application may be reviewed in the the appropriate ...*review* pool. Assigned applications can be reviewed by evaluators by using *Admit Reader* in the Legacy Interface or by using using *Worklist* (recommended) in the Updated Interface.

Assigning Reviews: https://www.k-state.edu/grad/faculty-resources/collegenet/3-assign.html
Evaluate an Assigned Application: https://www.k-state.edu/grad/faculty-resources/collegenet/4-evaluate.html

Note: Evaluations are not the final recommendation. They are for program department individual assessment of an application. See below for submitting the final recommendation on an application.

Summary Review
The chair or person who will submit the program recommendation can see individual evaluations. Open an application record and refer to the *Shared Evaluations* tab (Legacy Interface) or *All Evaluatons* tab (Updated Interface). Note, this tab may not be accessible if your role is Evaluator.

Program Recommendation
The Program Director/Coordinator or appointed office representative should submit the program recommendation for an application. Submitting the program recommendation completes review of an application and routes the application to the Graduate School for review. If the decision is not to admit the applicant, be sure to contact the applicant (unless your program already has an automatic notification setup for this). The graduate School will notify predetermined department contacts(s) when an applicant is admitted. See detailed steps at: https://www.k-state.edu/grad/faculty-resources/collegenet/5-recommend.html.