LGS Admissions 101: Fall 2016

The Basics, Who Ya Gonna Call?, The Timeline

Visit http://www.gs.emory.edu/guides/faculty_staff/index.html

**The Basics**

- The application fee ($75) will be waived for applicants who submit before November 1.
- The grace period remains: for five days after your deadline, applicants can still submit an online application, but after that the online application shuts down.
- Programs will be able to accept applications items (or entire applications) off-line.
- At the end of the process, all applications and all items will be in the CN system:
  - If you accept complete applications off-line, you will need to create a record in the CN system and upload and attach the complete application.
  - Items submitted by email or on paper (like LORs) will need to be uploaded and attached to application records in the CN system.
- Just about everything happens through the CN system: admissions fellowship nominations, admissions decisions, decision letters, and applicant responses.

**We’re ready train you help you configure the Admit system to serve your process.**

- **Tammy conducts standing training session on Thursdays at 1 pm, online.** You need no special software to join.
- We’re recording some sessions, and have documentation and other helpful information.
- Tammy will conduct online or in-person sessions aimed specifically at your situation.
- **Contact Tammy:** tammy.coleman@emory.edu.

**Who Ya Gonna Call?**

**Admissions Policies**
Ulf ulf.nilsson@emory.edu, 7-6999 or Tamika tamika.hairston@emory.edu, 7-6033

**Admissions Processes**
Tracey tracey.wright@emory.edu, 7-6170 or Tammy tammy.coleman@emory.edu, 7-0690

**The Online Application**
CollegeNET: help@collegenet.com (this is for admins; applicants should use help@applyweb.com)
Tammy Coleman: tammy.coleman@emory.edu, 7-0690
## The Timeline

<table>
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<tr>
<th>Date Range</th>
<th>Event Description</th>
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<td>October 31</td>
<td><strong>Final day of early application fee waiver</strong></td>
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| Continuous       | **LGS Training Sessions**  
LGS will offer training sessions for program admins, DGSs, and others who will manage and review applications.                                                                                                                                                                |
| November 30 – January 15 | **Application deadlines**  
A few master’s programs have later deadlines.                                                                                                                                                                                                                                     |
| December 5 – January 20 | **Online applications close**  
Each application remains open for five days after the program deadline. This means it is possible for applicants to submit applications up to five days late. However, programs are not required to accept and review such late applications.                     |
| January 9        | **We’re ready to send deny emails**  
We can send these as soon as you are ready. The procedure will be just the same as last year. We’ll send a document with instructions for sending letters in early January. If for some reason you want to start sending deny notices sooner, just let Ulf or Tammy know. |
| January 31       | **Final date to accept late applications to PhD programs**  
After this date, programs may accept applications only if the Dean approves in advance.                                                                                                                                                                                                    |
| February 8       | **We’re ready to send admissions offer letters**  
The procedure will be the same as last year.                                                                                                                                                                                                                                           |
| February 14      | **First admissions fellowships nominations due (EGDF, Woodruff)**  
For complete information (including all deadlines), visit [http://www.gs.emory.edu/guides/faculty_staff/admit_fellowships.html](http://www.gs.emory.edu/guides/faculty_staff/admit_fellowships.html).                                                                 |
| March 4          | **Admissions fellowships all done**                                                                                                                                                                                                                                                  |
| April 15         | **“Decision day” and Final day for offers of admission**  
- Applicants are under no obligation to respond to offers of admissions until April 15.  
- After April 15, programs must receive prior approval from the Dean in order to make offers of admission.                                                                                                                                                                      |
| August 1         | **Final day to submit full new student files to LGS**  
- All application items received off line – usually letters of recommendation but sometimes other items – must be uploaded and attached to an online application record no later than this day.  
- Letters for new students who fall under the Dean’s Notice of Academic Qualifications (formerly Dean’s Review) must be uploaded no later than this day.                                                                 |