

**GRADUATE ADMISSIONS
MAINTENANCE PROGRAM
ADMN05MG**

USER'S GUIDE

Prepared by the Office of Graduate Studies
Sam Houston State University
A Member of The Texas State University System

Requesting Access to ADMN05MG

The Sam Menu is used to request access to the Graduate Admissions Maintenance (ADMN05MG) program. After logging on to the Sam Menu, select Student Records from the left column. Next, select the (+) next to Inaccessible Programs in the right column. A list of inaccessible programs will then appear. Double click on ADMN05MG. A message box will appear to ascertain whether you would like to request access to the program. By selecting “Yes,” a request will be sent to the owner of the program. Users will be notified via e-mail when access is granted.



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INTRODUCTION

This manual is designed to provide an overview of the GUI version of the *Graduate Admissions Maintenance (ADMN05MG)* program. The creation of this program was motivated by the desire to have a program that is easy to learn, understand and use. Some of the major attributes of the *Graduate Admissions Maintenance (ADMN05MG)* program are listed below.

- Drop down menus are provided, when possible, for easy input.
- There are very few order-dependent input fields.
- Navigation buttons allow for easy movement from screen to screen, in any sequence.
- The screens allow for easy viewing.
- Receipt of application materials can be clearly documented and provided online to the student.
- Behind the scene programming will prevent common input errors (e.g., certain combinations of inputs are not allowed and the user will be so informed of invalid combinations).
- The Office of Graduate Studies and the Office of Institutional Research will be able to collect valuable information about SHSU's graduate programs.

The *Graduate Admissions Maintenance* program (*ADMN05MG*) has five input screens. Specifically, the screens are entitled Student Information, Admission Information, Official Transcript Tracking, Materials Received, and Notes. Each screen will be described in detail in a separate chapter within this manual. This manual contains information about the following aspects of the *Graduate Admissions Maintenance (ADMN05MG)* program.

- Descriptions of the various screens and their input fields.
- Who is to complete the various screens.
- The order (when appropriate) in which information is to be input.
- Descriptions of what **MUST** be completed and what may or may not have to be entered.
- FAQs about the admission process and data input requirements.
- Contact information for questions.

Copies of the manual may be obtained from the Office of Graduate Studies or on-line at www.shsu.edu/~grs_www/. Both the graduate advisors and administrative staff should have a copy of this manual. It is important for those involved in the graduate admission process to have as complete a level of understanding as possible about the entire process. Toward that end, **please read the entire manual, even those pages that contain fields**

solely inputted by the staff of the Office of Graduate Studies. Please feel free to provide feedback for improvement of the manual to the Office of Graduate Studies.

Following are views of the five screens. Please note that at the bottom of each screen is a set of buttons used to move from one screen to another as well as buttons for clearing the record, printing the screen and exiting the program. The chapters that follow will provide detailed information about the content and input directions for each screen.

Student Information Screen

The screenshot shows a web application window titled "ADMN05MG - Student Info Screen". The main heading is "Student Information" with a logo on the left. The form contains the following fields and controls:

- SSN/SamID:
- Fee Paid:
- Semyr Last Applied:
- Former/New:
- Semester Last Enrolled:
- Last Name:
- First Name:
- Middle Name:
- Address:
- City:
- State:
- Zip Code:
- Phone:
- Sex:
- Date of Birth:
- Email:
- Race:
- Citizenship:
- Citizenship Country:
- Residency Information**
- Yrs TX Resident:
- Degree Seeking:
- Seeking Certification:
- Country:
- State:
- County:
- City:
- Save Changes:

At the bottom of the screen, there is a navigation bar with the following buttons: Admission Info, Transcripts, Materials Rcvd, Notes, New Record, Print Screen, and Exit.

Admissions Information Screen

ADMN05M2 - Admissions Info Screen
[Min] [Max] [Close]

Admissions Information

Semyr Last Applied

SSN/SamlD 999999999 TO BE NAMED, Semester Last Enrolled

Degree Sought

Grad Major Grad Minor

Required Test

Ugrad GPA Adv Hrs GPA

Highest Degree

THEA Exempt

Certification

Classification

Adm Type

Max # of Grad Hrs

Grad Admission Status

Waive Scores

GRE

GRE Test Date mm/yy

GRE Verbal Score

GRE Quant. Score

GRE Analytical Wrt Score

GRE Analytical Score

GRE Subj. Test Code

GRE Total Score

GMAT

GMAT Test Date mm/yy

GMAT Verbal Score

GMAT Quant. Score

GMAT Total GMAT Score

TOEFL/MAT

MAT Score

TOEFL Score

Waive TOEFL for Intl Std

Ugrad Classes Only

Received Ugrad Degree Outside US

Official Transcript Tracking Screen

ADMN05M4 - Transcript Tracking Screen
[Min] [Max] [Close]

Official Transcript Tracking

SSN 999999999 TO BE NAMED,

SamlD 0211-285

Sch Code	Date Rcvd	Dept Rcvd	Fwd Dept	B	M	D

Materials Received Screen

SH ADMN05M5 - Materials Received Screen
[Min] [Max] [Close]

Materials Received

SSN 999999999 SamID 0211-285 TO BE NAMED.

Material	Detail	Date Received	Forwarded To	Date Forwarded	Input By
Application for					
Application Fee					
Rec Letter from					
Rec Letter from					
Rec Letter from					
Rec Letter from					
Essay	<input type="checkbox"/> Received				
Writing Sample	<input type="checkbox"/> Received				
Personal Stmt	<input type="checkbox"/> Received				
GRE					
GMAT					
MAT					
TOEFL					
Unoff Trans for					
Unoff Trans for					
Unoff Trans for					
Other					
Other					
Other					

Notes Screen

SH ADMN05M5
[Min] [Max] [Close]

Notes

Sen/ SamID 999999999 0211-285 TO BE NAMED.

STUDENT INFORMATION

Completed by: The Office of Graduate Studies

Only the staff of the Office of Graduate Studies has the authority to input information or make changes within the Student Information screen. Should you find an error or incomplete information on this screen, please contact the Office of Graduate Studies (4-1971 or graduate@shsu.edu) to request a change. Please be aware that some changes (e.g., Semester of Application or Degree Seeking) may require the student to submit a new application. The staff of the Office of Graduate Studies is available to help you recognize when a student is required to submit a new application.

Screen Content

The Student Information screen primarily provides demographic information about applicants. The information on this screen is self reported by the applicant. Most of the information on the Student Information screen is non-academic in nature. However, there are a few important academic related fields. Specifically, the academic related fields are the Semester of Application, Semester Last Enrolled, Degree Seeking and Seeking Certification fields.

The screenshot displays the 'Student Information' screen within a window titled 'ADMN05MG - Student Info Screen'. The interface includes the SH logo and the title 'Student Information'. The form contains the following fields and controls:

- SSN/SamlID: Text input field
- Fee Paid: Dropdown menu
- Semyr Last Applied: Text input field
- Former/New: Radio button
- Semester Last Enrolled: Text input field
- Last Name: Text input field
- First Name: Text input field
- Middle Name: Text input field
- Address: Text input field
- City: Text input field
- State: Text input field
- Zip Code: Text input field with mask '00000 -- 0000'
- Phone: Text input field with mask '000-000-0000'
- Sex: Dropdown menu
- Date of Birth: Text input field with mask '00/00/0000'
- Email: Text input field
- Race: Dropdown menu
- Citizenship: Dropdown menu
- Citizenship Country: Text input field
- Residency Information**
 - Yrs TX Resident: Dropdown menu
 - Degree Seeking: Dropdown menu
 - Seeking Certification: Dropdown menu
 - Country: Text input field
 - State: Text input field
 - County: Text input field
 - City: Text input field

A 'Save Changes' button is located below the Residency Information section. At the bottom of the screen, there is a navigation bar with buttons for 'Admission Info', 'Transcripts', 'Materials Rcvd', 'Notes', 'New Record', 'Print Screen', and 'Exit'.

List of Fields

SSN/Sam ID	Phone	Citizenship Country
Fee Paid	City	Yrs TX Resident
Semyr Last Applied	State	Country
Former/New	Zip Code	State
Semester Last Enrolled	Sex	County
Last Name	Date of Birth	City
First Name	Email	Degree Seeking
Middle Name	Race	Seeking Certification
Address	Citizenship	

Important Details Graduate Advisors/Staff Need to Obtain from this Screen

Fee Paid: This field is used to indicate whether or not the required application fee has been paid. The application will not be forwarded to the admitting department/college until the graduate application fee is paid (or waived), indicated by a “Y” or “W” in this field.

Semyr Last Applied: The Semyr Last Applied field denotes the most recent semester for which a student has submitted an application.

Semester Last Enrolled: The Semester Last Enrolled field displays the most recent semester in which a student was/is enrolled at SHSU as either an undergraduate or graduate student.

Last Name/First Name/Middle Name: Each of the name fields displays the student’s name as originally provided on the application for admission. Students formerly enrolled in SHSU who submit an application containing a name that differs from the University’s records will be instructed to provide a Change of Name form to the Office of the Registrar. Students whose name changes while enrolled at SHSU should also submit a Change of Name form.

Date of Birth: The Date of Birth field reflects the student’s date of birth as it is provided on the application for admission.

Degree Seeking: The Degree Seeking field indicates whether or not a student is seeking a graduate degree from Sam Houston State University. If a student wishes to change from non-degree seeking to degree-seeking, or vice versa, he/she must submit another application for admission.

NOTE: Students taking courses at SHSU to transfer to a graduate program at another institution (transient students) are not seeking a degree from SHSU and thus are non-degree seeking students. Please see the description of the Non-Degree seeking admission type in the Admission Information chapter of this manual for more details.

Seeking Certification: The Seeking Certification field indicates whether or not a student is seeking certification. If a student wishes to change from non-certification seeking to certification seeking, or vice versa, he/she must submit another application for admission.

ADMISSION INFORMATION

Completed by: College/Department/Advisor

Information contained on this screen relates to the student's admission record. Depending upon the admission procedures of the respective college, applicable fields on this screen may be input at the college, departmental and/or advisor's level. Failure to complete all required fields will result in the inability to "Admit" the student. The specific list of required fields is a function of admission type (e.g. Regular, Conditional, etc.) Please reference Appendix 2: Input Requirements Checklist for a complete listing of the required fields. If you feel you are being prevented from "Admitting" a student despite having input all applicable fields, please contact the Office of Graduate Studies at 4-1971 or graduate@shsu.edu.

The screenshot shows a web-based form titled "Admissions Information" with the SHSU logo. The form includes the following fields and sections:

- Header:** SSN/SamID (999999999), TO BE NAMED, Semester Last Enrolled.
- Degree Sought:** Dropdown menu.
- Grad Major/Minor:** Dropdown menus.
- Request Scores Waiver:** Button.
- GRE Section:**
 - GRE Test Date (mm/yy)
 - Grnl Test Code
 - Verbal Score
 - Percentile
 - Quant. Score
 - Percentile
 - Analytical/Wrt Score
 - Percentile
 - Analytical Score
 - Percentile
 - Subj. Test Code
 - Subj. Total Score
 - GRE Total Score
- GMAT Section:**
 - GMAT Test Date (mm/yy)
 - Verbal Score
 - Verbal Perc.
 - Quant. Score
 - Quant Perc.
 - Total GMAT Score
- TOEFL/MAT Section:**
 - MAT Score
 - TOEFL Score
- Other Fields:**
 - Ugrad GPA
 - Adv Hrs GPA
 - Highest Degree
 - THEA Exempt
 - Certification
 - Classification
 - Adm Type
 - Max # of Grad Hrs
 - Grad Admission Status
 - Waive Scores
 - Waive TOEFL for Intl Std
 - Ugrad Classes Only
 - Received Ugrad Degree Outside US
- Buttons:** Save Changes, Student Info, Transcripts, Materials Rcvd, Notes, Print Screen, Exit.

List of Fields

- | | |
|------------------------|--------------------------------------|
| SSN/Sam ID | MAT |
| Semyr Last Applied | TOEFL |
| Semester Last Enrolled | Waive TOEFL for Intl Std |
| Degree Sought | Received Undergrad Degree outside US |
| Grad Major | Undergrad GPA |
| Grad Minor | Adv Hrs GPA |
| Required Test | Highest Degree |
| Request Scores Waiver | THEA Exempt |
| GRE | Certification |
| GMAT | Classification |

Admission Type
Max # of Grad Hrs
Graduate Admission Status

Ugrad Classes Only
Waive Scores

Important Details Graduate Advisors/Staff Need to Obtain from this Screen

SSN/SamID: This field on this screen is for informational purposes only. The value in this field is forwarded from the Student Information Screen.

Semyr Last Applied: This field on this screen is for informational purposes only. The value in this field is forwarded from the Student Information Screen. Please reference the Student Information section of this manual for further detail.

Semester Last Enrolled: This field on this screen is for informational purposes only. The value in this field is forwarded from the Student Information Screen. Please reference the Student Information section of this manual for further detail.

Degree Sought: Select the appropriate degree from the drop-down menu (EDD, PHD, MA, MBA, MED, MFA, MLS, MM, MPA, MS). If a student is non-degree seeking, the field will default to “None” and may not be changed unless the student submits another application indicating he/she is degree-seeking.

Grad Major: Select the appropriate major from the drop-down menu. Majors are dependent upon the degree sought. Only valid major/degree combinations are available in the drop-down menu. If the student is non-degree seeking, all majors are available to choose from as this field identifies the department from which the student is taking classes and/or being advised (i.e., the department maintaining the student’s official file).

Grad Minor: Select the appropriate minor from the drop-down menu. If the student is not seeking a minor, this field should be left blank. Approval from the minor department is required. Please contact the appropriate representative from the minor department.

Required Test: If the student is degree-seeking, the appropriate admission exam **MUST** be selected (GMAT, GRE, or MAT) before a student may be “Accepted” with either a Regular or Probationary admission type. For programs allowing an option as to which exam may be taken, the information should be entered upon knowledge of which exam the student has taken or plans to take.

Request Scores Waiver: Select the Request Scores Waiver button **ONLY** if the graduate advisor is seeking to waive the requirement for a standardized exam. A request for a waiver should **ONLY** be used for students who are to be granted an Admission Type of “Regular” or “Probationary.” Selecting the waiver button will result in a series of dialog boxes. The first box is used to confirm the desire to seek a waiver. Select “cancel” if the waiver is not being sought; select “continue” if the waiver is desired. If “continue” is selected a second dialog box will appear with a list of possible justifications for the waiver. Select the **SINGLE** most appropriate justification and click the “submit” button. If “other” is selected, the justification must be submitted to the Dean of Graduate Studies in a separate e-mail. Upon clicking the “submit” button the waiver request will be forwarded to the Dean of Graduate Studies. Once a decision has been made by the

Dean of Graduate Studies, an e-mail will be sent to the original requestor and the appropriate academic dean with notification of the waiver approval/denial.

NOTE: If the student is ever required to re-apply, waiver status will be reverted back to “N,” thus requiring an entrance exam for admission or another waiver request.

GRE: If “GRE” is selected as the “Required Test,” all exam information should be entered into the appropriate GRE fields. GRE exam scores received electronically will automatically be downloaded into the Graduate Admissions Maintenance program. Departments receiving hard copies of the GRE test results for a student should ensure the scores are entered into the program, as electronic results are not received for students who did not originally indicate Sam Houston State University as a school to which the scores should be sent. If the department desires to admit a student without requiring a standardized admission exam, such as the GRE, a GRE score waiver may be requested (see **Request Waiver** for further detail).

GMAT: If “GMAT” is selected as the “Required Test,” all exam information should be entered into the appropriate GMAT fields. Departments receiving hard copies of the GMAT test results for a student should ensure the scores are entered into the program. If the department desires to admit a student without requiring a standardized admission exam, such as the GMAT, a GMAT score waiver may be requested (see **Request Waiver** for further detail).

MAT: If “MAT” is selected as the “Required Test,” all exam information should be entered into the appropriate MAT fields. If the department desires to admit a student without requiring a standardized admission exam, such as the MAT, a MAT score waiver may be requested (see **Request Waiver** for further detail).

TOEFL: All exam information should be entered into the appropriate fields. TOEFL scores are only required for international students.

Waive TOEFL for Intl Std: Under certain circumstances, the TOEFL requirement may be waived for international students. If a student is classified as an international student, but is a citizen of an English-speaking country or received a bachelor’s degree from an English-speaking university, the TOEFL requirement may be waived. Example: A student is a citizen of China but received a bachelor’s degree from London or a student is from Nigeria (international but an English-speaking country). A list of countries and their respective native languages may be accessed via the web at www.audioforum.com/countries. If an international student qualifies for the TOEFL waiver, select “Y” from the drop-down menu for this field.

Received Undergrad Degree Outside US: The default value for this field is “N.” If necessary, change to “Y.”

NOTE: It is essential to change to a “Y” for all students who received their degree outside of the U.S. Otherwise, one of the GPA fields must be input.

Undergrad. GPA: This field is used to provide the undergraduate GPA from the student’s baccalaureate-granting institution. If the baccalaureate-granting institution is SHSU, this field will be automatically inputted from the student’s transcript. This field or the “Adv. Hrs. GPA” field MUST contain a valid GPA in order for a student to be admitted under all Admission Types except for “Transient.” If a student is being admitted who is in the final undergraduate semester, please enter the most up-to-date GPA and then update this field upon receipt of the final undergraduate transcript.

Adv. Hrs. GPA: This field is only required if the admission decision is based upon the advanced hours GPA in lieu of the undergraduate GPA. The field is used to provide the advanced hours (300- and 400-level) undergraduate GPA from the student’s baccalaureate granting institution. This field or the “Undergrad. GPA” field MUST contain a valid GPA in order for a student to be admitted under all Admission Types except for “Transient.”

Highest Degree: Select from the drop-down menu the student’s highest degree earned (Bachelor’s, Master’s, Doctorate). If a student is being admitted who is in the final undergraduate semester, please select “Bachelor’s” for this field.

THEA Exempt: For most programs, students will be THEA Exempt due to holding a bachelor’s degree. For this reason, this field has been defaulted as “Exempt due to degree.” For programs requiring the THEA exam, this field must be changed to reflect a different exemption status.

Certification: Field does not require input on this screen. The field is repeated on this screen for informational purposes only. If a student wishes to change his/her certification status, the student must submit a new application to the Office of Graduate Studies. Please reference the Student Information section of this manual for further detail.

Classification: This field is used to identify the appropriate classification for the student. Please select the appropriate classification from the drop-down menu (Post-Baccalaureate, Master’s, Doctoral). The “Classification” field and “Degree Sought” field are related. This program will not allow the selection of inappropriate combinations (see Table I). Likewise, the “Classification” and “Adm. Type” fields are related. This program will not allow the selection of inappropriate combinations (see Table II). Please contact the Office of Graduate Studies if you have any questions about why certain combinations are unavailable. If a student is currently pursuing an undergraduate degree from Sam Houston State University, the classification may not be changed from “Senior” until after the student graduates.

Post Baccalaureate: A student possessing a baccalaureate degree who has not been admitted (regular admission or conditional admission) into a graduate program (master’s or doctoral) at SHSU.

Master’s: A student possessing a baccalaureate degree or the equivalent and admitted to an approved master’s degree program at SHSU. This student **MUST** be degree-seeking.

Doctoral: A student admitted to an approved doctoral degree program at SHSU **AND** who has completed a master’s degree recognized as the equivalent of one year’s (full-time) work toward the doctoral degree the student is seeking or at least 30 graduate hours of work toward the proposed doctorate degree. This student **MUST** be degree-seeking.

Table I: Acceptable Classification and Degree Sought Combinations
Classification

		Post-Baccalaureate	Master’s	Doctoral
Degree Sought	None	X		
	Master’s Level (e.g., MA, MS, etc.)	X	X	
	Doctoral Level (i.e., EdD or PhD)	X	X*	X

* Only used for a student admitted into a doctoral program who does not have a minimum of 30 graduate credit hours toward the doctorate or a master’s degree recognized as the equivalent of one year’s (full-time) work toward the doctoral degree. **IF THIS COMBINATION IS SELECTED, PLEASE REMEMBER TO CHANGE “CLASSIFICATION” TO DOCTORAL AFTER THE STUDENT EARNS EITHER THE APPROPRIATE 30 GRADUATE CREDIT HOURS OR MASTER’S DEGREE.**

Adm. Type: Select the appropriate Admission Type from the drop-down menu (Regular, Conditional, Probationary, Preparatory, Transient, Non-Degree).

Regular: Used for a student who has submitted all the necessary information/documentation to allow an admission decision to be made **AND** who is being admitted into a degree program with no qualifying conditions.

Conditional: Used for a student who has **NOT** submitted all the necessary information/documentation to allow an admission decision to be made **BUT** who is being allowed to enroll in classes pending receipt of the missing information/documentation.

NOTE: A student may be listed as conditionally admitted for **ONLY ONE SEMESTER**. An admission decision will be made upon receipt of the missing information/documentation. Conditional admission does **NOT** guarantee regular admission upon receipt

of the missing information/documentation. If the missing information/documentation is not received prior to the start of the next semester, the student’s “Grad. Admission Status” will change to “Incomplete.”

Probationary: Used for a degree-seeking student who has submitted all necessary information/documentation to allow for an admission decision BUT does not qualify for regular admission. The student is being allowed to enroll in courses to demonstrate his/her ability to perform adequately at the graduate level. Please see the graduate catalog for more details.

NOTE: This Admission Type will result in a default setting of “12” in the “Max. # of Grad. Hours” field. A lower number may be input.

Preparatory: Used for a degree-seeking student who has NOT qualified for regular admission AND needs to complete one or more prerequisite or stem courses. The student is being allowed to enroll in prerequisite (stem) courses. Please see the graduate catalog for more details.

NOTE: This Admission Type will result in a default setting of “Y” for the “Ugrad. Classes Only” field. If the graduate program offers prerequisite or stem classes at the 500-level or higher, please change the “Ugrad. Classes Only” field to “N” AND input the appropriate value in the “Max. # of Grad. Hours” field (default value is 12).

Transient: Used for a student in good standing at another regionally accredited university who is seeking to enroll in one or more courses at SHSU to transfer to the university from which the student is seeking a degree.

Non-Degree: Used for a student who holds at least a baccalaureate degree and is not pursuing a graduate degree but who wishes to take courses for professional advancement, licensure, certification or self-edification purposes.

Table II: Acceptable Classification and Admission Type Combinations

		Classification		
		Post-Baccalaureate	Master’s	Doctoral
Adm. Type	Regular		X	X
	Conditional		X	X
	Probationary	X		
	Preparatory	X		
	Transient	X		
	Non-Degree	X		

Max. # Grad. Hrs.: Used to specify the maximum number of graduate credit hours a student may seek under the current Admission Type.

NOTE: For an Admission Type of “Conditional” or “Probationary” the field defaults to a value of “12” credit hours but may be changed to a lesser value. For a student with an Admission Type of “Preparatory” AND an Ugrad. Classes Only value of “N” the field defaults to “12” but may be increased or decreased per the program requirements.

Grad. Admission Status: Used to identify the admission decision (Accepted, Denied, Incomplete). Select the appropriate admission status from the drop-down menu.

NOTE: (1) This field is defaulted to “Incomplete” until changed. Students may not be “Accepted” until all necessary information has been provided. **Grad. Admission Status is DIRECTLY linked to the student’s ability to register.** A student cannot register for classes unless this field has a value of “Accepted.”

(2) This field should be the last field viewed/changed EVERY TIME this screen is used. Some inputs in other fields within this screen may cause this field to be changed to “Incomplete.”

Ugrad. Classes Only: Used to limit the student to taking only undergraduate classes (100-400 level). An input of “Y” will prevent the student from taking a 500-level or higher course. An input of “N” will allow admitted students to enroll in graduate level courses. The field defaults to “N” and must be changed to “Y” to restrict the student to undergraduate classes only (EXCEPTION: The default value is “Y” for an Admission Type of “Preparatory”). The student will be restricted to undergraduate classes until this field is changed back to “N.”

OFFICIAL TRANSCRIPT TRACKING

Completed by: The Office of Graduate Studies

Only the staff of the Office of Graduate Studies has the authority to make changes within the Official Transcript Tracking screen. Upon receipt of a student's application, each school indicated as attended will be entered. Upon receipt of the transcript, the date received will be reflected on the student's record.

Should departments receive transcripts directly from the student or university/college, the transcripts should immediately be forwarded to the Office of Graduate Studies for processing. The transcript will then be sent back to the appropriate college/department. Should you find an error or incomplete information on this screen, please contact the Office of Graduate Studies (4-1971 or graduate@shsu.edu) to request a change.

ADMN05M4 - Transcript Tracking Screen

SH *Official Transcript Tracking*

SSN 999999999 TO BE NAMED,
SamID 0211-285

Sch Code	Date Rcvd	Dept Rcvd	Fwd Dept	B	M	D
----------	-----------	-----------	----------	---	---	---

Add Transcript

Student Info Admissions Info Materials Rcvd Notes Print Screen Exit

MATERIALS RECEIVED

Completed by: All Users

All users of the Graduate Admission Maintenance program should utilize the Materials Received screen.

The Materials Received screen serves two major purposes. First, the screen allows the Office of Graduate Studies, the graduate advisor and supporting staff to track the receipt of material required for an admission decision. Second, the information from the Materials Received screen will be used to populate the “Application Status” website. The “Application Status” website may be visited by a potential student to determine what information has been received by the University and the student’s current status (i.e., accepted, denied, or incomplete). A student may access the “Application Status” website from the Graduate Studies webpage.

ADMN05M5 - Materials Received Screen

SH *Materials Received*

SSN 999999999 SamID 0211-285 TO BE NAMED,

Material	Detail	Date Received	Forwarded To	Date Forwarded	Input By
Application for Application Fee					
Rec Letter from					
Rec Letter from					
Rec Letter from					
Rec Letter from					
Essay	<input type="checkbox"/> Received				
Writing Sample	<input type="checkbox"/> Received				
Personal Stmt	<input type="checkbox"/> Received				
GRE					
GMAT					
MAT					
TOEFL					
Unoff Trans for					
Unoff Trans for					
Unoff Trans for					
Other					
Other					
Other					

Save Changes

Student Info Admissions Info Transcripts Notes Print Exit

List of Fields

SSN/Sam ID	GRE
Name	GMAT
Application for	MAT
Application Fee	TOEFL
Recommendation Letter from	Unofficial Transcript for
Recommendation Letter from	Unofficial Transcript for
Recommendation Letter from	Unofficial Transcript for
Recommendation Letter from	Other
Essay	Other
Writing Sample	Other
Personal Statement	

Each of the fields has five accompanying columns, a “Detail” column, a “Date Received” column, a “Forwarded To” column, a “Date Forwarded” column, and an “Input By” column. **Of the five columns, only one, the “Detail” column, requires input by the graduate advisor or support staff.** The “Detail” column is used to provide additional information about the specific field as noted in the following descriptions. The “Forwarded To” column is used by the staff of the Office of Graduate Studies to indicate the program to which the admission material was sent. The remaining columns are automatically populated when information is entered into either the “Detail” or “Forwarded To” columns or when the “Save Changes” button is selected.

SSN/SamID: This field on this screen is for informational purposes only. The value in this field is forwarded from the Student Information Screen.

Name: This field on this screen is for informational purposes only. The value in this field is forwarded from the Student Information Screen. Please reference the Student Information section of this manual for further detail.

Application for: The “Detail” input is forwarded from the Semyr. Last Applied field within the Student Information Screen and identifies the semester for which the student is seeking admission. Please reference the Student Information section of this manual for further detail.

Application Fee: The “Detail” input is forwarded from the Student Information Screen and indicates whether or not the application fee has been paid. Please reference the Student Information section of this manual for further detail.

Recommendation Letter from: The “Detail” input is used to list the name of the person who wrote the received letter of recommendation. Four lines are available. Please use a separate line for each unique letter of recommendation. If more than four letters of recommendation are received, please use the “Other” fields for additional letters.

Essay: The “Detail” provides a check-box. If an essay is received, please click on the empty box to have a check mark entered in the box.

Writing Sample: The “Detail” provides a check-box. If a writing sample is received, please click on the empty box to have a check mark entered in the box.

Personal Statement: The “Detail” provides a check-box. If a personal statement is received, please click on the empty box to have a check mark entered in the box.

GRE: The “Detail” input is forwarded from the Admission Information Screen and provides the total (Verbal plus Quantitative) GRE score. It is not possible to enter a GRE score in this field. GRE scores may ONLY be entered using the Admission Information Screen. Please reference the Admission Information section of this manual for further detail.

GMAT: The “Detail” input is forwarded from the Admission Information Screen and provides the total GMAT score. It is not possible to enter a GMAT score in this field. GMAT scores may ONLY be entered using the Admission Information Screen. Please reference the Admission Information section of this manual for further detail.

MAT: The “Detail” input is forwarded from the Admission Information Screen and provides the MAT score. It is not possible to enter a MAT score in this field. MAT scores may ONLY be entered using the Admission Information Screen. Please reference the Admission Information section of this manual for further detail.

TOEFL: The “Detail” input is forwarded from the Admission Information Screen and provides the TOEFL score. It is not possible to enter a TOEFL score in this field. TOEFL scores may ONLY be entered using the Admission Information Screen. Please reference the Admission Information section of this manual for further detail.

Unofficial Transcript from: The “Detail” input is used to provide the name of the university for which an **unofficial** transcript has been received (usually a photocopy or student issued version as opposed to an **official** transcript on the University’s official paper with a seal). Three lines are available. Please use a separate line for each unique unofficial transcript. If more than three unofficial transcripts are received, please use the “Other” fields for these additional documents. Please note that the Official Transcript Tracking screen is used to document receipt of official transcripts. Please see the Official Transcript Tracking section of this manual for further detail.

Other: The “Detail” input is used to for a description of the received document for which no specific field is provided and/or available. Three lines are available.

NOTES

Completed by: All Users

All users of the Graduate Admission Maintenance program are encouraged to utilize the Notes screen.

The Office of Graduate Studies will make miscellaneous notes pertaining to a student's application such as "holding application for fee." Departments should make notes as to changes in location of student records (i.e., a student requests their application file be sent to a different department) or any other pertinent information.

Please keep in mind that the space available for notes is limited. Users should keep notes concise and to the point, avoiding lengthy explanations and superfluous wording.

ADMN05M5

SH

Notes

Ssn/ SamID 999999999 0211-285 TO BE NAMED.

Add Note

Student Info Admissions Info Transcripts Notes Print Exit

FREQUENTLY ASKED QUESTIONS

Q: How do I use this program to determine what admission/application information has been received?

Each of the screens within this program may be used to determine what information has been received. A correctly entered social security number not recognized by the program indicates that no application has been received from the respective student. If you are certain the social security number has been entered correctly and have an application for admission on file, please contact the Office of Graduate Studies at ext. 4-1971.

The following information may be obtained from the respective screens in the program.

The **Student Information** screen will display the most recent semester of application and whether or not the application fee has been paid.

The **Admission Information** screen will display any entrance exam information received for the student.

The **Official Transcript Tracking** screen will display each college/university the student reported as attended on the application for admission. Initially, the dates of receipt for each of the transcripts will be reflected as 00/00/0000. Upon receipt of each official transcript, the appropriate receipt date will be reflected (e.g., 01/15/2005).

The **Materials Received** screen will display each item received by the Office of Graduate Studies and the department (e.g., application, fee, letter of recommendation from X, writing sample) and the corresponding receipt date. For items received by the Office of Graduate Studies, the department to which the material was forwarded will also be reflected.

The **Notes** screen will provide information pertaining to the location of a student's record. If a student's file is ever transferred from one department to another, an entry should be entered by the original department indicating the change of location.

Q: What should I look at when receiving an application from the Office of Graduate Studies?

When receiving an application from the Office of Graduate Studies, the user should immediately verify the degree sought to ensure the application is in the appropriate department. If the application is determined to be in the incorrect department, please contact the Office of Graduate Studies at ext. 4-1971.

Q: What should I do with admission/application material not sent to me by the Office of Graduate Studies (identified with a date stamp from the Office of Graduate Studies)?

If the information is an application, application fee or transcript it must first be processed by the Office of Graduate Studies. Please forward the material to the Office of Graduate Studies where it will be processed and returned to you. For any other material (e.g., letters of recommendation, writing sample, etc.), please acknowledge receipt of the information within the Materials Received screen and add the material to the student's file. If the material is a test score, please enter the scores within the Admission Information screen.

Q: What should be done for a student who is applying before he/she officially graduates from his/her baccalaureate program?

The admission process will proceed using the most current information (i.e., most recent transcript, etc.). For non-SHSU undergraduates, the process proceeds as if the student has already graduated with the following procedural exception. The undergraduate or advanced GPA will be inputted using the transcript available. After the student graduates and submits a final baccalaureate transcript, the graduating GPA or advanced hour GPA will need to be updated.

For Sam Houston State University undergraduates applying to graduate school prior to completing their baccalaureate degree, the process proceeds as if the student has already graduated with the following adjustments. The student's classification and graduate admission status cannot be inputted within the Admission Information screen until AFTER graduation. The student's classification must be changed from "Senior" to either "Post-baccalaureate" or "Master's" approximately one week AFTER graduation. If the program advisor desires to let this student pre-register, a memo will need to be sent to the Registrar's Office asking the Registrar to enroll the student in the specific courses listed in the memo.

Q: Should I verify the semester of application when "Accepting" a student?

Yes. Users should verify that the semester of application is current when "Accepting" a student. The program will not allow a user to select "Accepted" as the Grad. Admission Status during a semester subsequent to the semester of application. For example, if the current semester is Fall 2006 and the Semyr. Last Applied is Spring 2005, the student must submit another application for Fall 2006 before he/she can be "Accepted."

Q: If a student is unable to register, what might be the problem and where should I look to identify the problem?

If a student is unable to register and has received a letter of acceptance, departments should first ensure that the student has a Grad. Admission Status of “Accepted” on the Admission Information screen of his/her record. A student cannot register if the Grad. Admission Status is not “Accepted.” *Letters of acceptance should not be distributed until the student has a Grad. Admission Status of “Accepted” in this program.*

If a student is unable to register and receives a message indicating he/she is blocked, and all necessary information within the Graduate Admissions Maintenance program has been entered, users should reference Student Block Maintenance (BLOK01M) to determine what department has blocked the student from registering. The student should then be directed to the appropriate department.

Q: How do I know if a student must submit another graduate application?

If a student does not attend either a fall or spring semester he/she must submit another application for admission. Departments can use this program to determine if a fall or spring semester has been missed by looking at the Semester Last Enrolled field on the Admission Information screen. This field will display the most recent semester for which the student is/was enrolled in courses.

If a student wishes to change any of the following, he/she must submit another application for admission:

- Degree seeking status
- Certification status
- Degree/Major sought

Q: What is the process if a student wishes to change from non-degree seeking to degreeseeking?

The student must first submit a new application for admission indicating the degree sought and the desired program. The student should also submit any additional admission material such as the appropriate standardized exam, letters of recommendation, etc.

The advisor/staff member upon receipt of the processed application and remaining admission material must go to the Admission Information screen and enter the appropriate major, test scores, classification, admission type and admission decision.

Q: What is required if a student changes from one Admission Type to another? (i.e. A student was admitted under “Preparatory” and is now ready for “Regular Admission.”)

If a student changes from one Admission Type to another, within the same degree program, a new application for admission is not required. In lieu of a new application, departments may use the *Semester of Application Change Form* available at www.shsu.edu/~www_grs. After the Office of Graduate Studies has processed the *Semester of Application Change Form*, the student’s Grad. Admission Status is reverted back to “Incomplete” and the user will be able to change the Admission Type and the Grad. Admission Status.

Q: Can I limit the number of graduate hours a student is permitted to take?

Yes. By utilizing the Max. # of Grad. Hours field within the Admission Information screen, a student can be restricted to a specified number of graduate hours. If the student’s Admission Type is ever changed (i.e., Conditional Admission to Regular Admission), the Max. # of Grad. Hours will be reset to “blank,” which does not limit the number of graduate hours a student may take. Please see Max # of Grad. Hours in the Admission Information section of this manual for further details.

Q: Can I restrict a student to taking only undergraduate classes?

Yes. By utilizing the Ugrad. Classes Only field on the Admission Information screen, a student can be restricted to taking only undergraduate classes (100-400 level). Please see Ugrad. Classes Only in the Admission Information section of this manual for further details.

Q: Can a student be “Conditionally Admitted” more than once within the same program?

No. “Conditional Admission” is valid for ONLY ONE SEMESTER.

Q: A student has been a Texas resident for more than 10 years. Why does the field indicate 9 years?

The Yrs. TX Resident field on the Student Information screen only accepts values from 0 to 9. If a student has been a Texas resident for 9 years or more, this field will reflect a value of 9.

Q: Is it mandatory to input both the undergraduate GPA and the advanced hours (undergraduate) GPA?

No. One of the two must be entered prior to the student’s Grad. Admission Status being listed as “Accepted.” You may provide both GPAs, but only one is required.

Q: What if I want to change something in a field I do not control?

Contact the Office of Graduate Studies and request the change. The final decision as to whether to make the change or not resides with the Dean of Graduate Studies.

Q: What does the “W” mean in the Fee Paid field?

The “W” in the Fee Paid field indicates that the graduate application fee for the student has been waived. The most common occurrence of the application fee being waived is as a result of the student taking graduate courses prior to the implementation of the graduate application fee. In very rare circumstances, the graduate application fee may also be waived for specific programs such as the McNair Scholarship Program.

Q: Who should I contact if I am having a problem with the program?

If you are having difficulty with the program, please reference the appropriate section within this manual for assistance. If the manual does not provide sufficient information to remedy the problem, please contact the Office of Graduate Studies at 4-1971. If the problem is determined to be a programming issue, the user may be requested to contact a technical support representative within the Department of Computer Services.

INPUT REQUIREMENTS CHECKLIST

The following table displays what information **MUST** be entered on the Admissions Information Screen for a student to be admitted under each possible admission type. Note that the fields with a default value are not “checked” in the table.

	Regular	Conditional	Probationary	Preparatory	Non-Degree	Transient
Degree Sought	√	√	√	√	√	√
Grad. Major	√	√	√	√	√	√
Grad. Minor						
Required Test	√	√	√	√		
Request Waiver						
GRE	√ (At least one)		√ (At least one)			
GMAT						
MAT						
TOEFL	√ (International)					
Waive TOEFL for Intl Std						
Received Undergrad. Degree outside US	√*	√*	√*	√*	√*	
Ugrad. Classes Only						
Undergrad. GPA	√** (At least one)	√** (At least one)	√** (At least one)	√** (At least one)	√** (At least one)	
Adv. Hrs. GPA						
Highest Degree	√	√	√	√	√	
THEA Exempt						
Admission Type	√	√	√	√	√	√
Max. # of Grad. Hrs.						
Graduate Admission Status	√	√	√	√	√	√

* Must be completed **ONLY** if the response is a “Y.”

** **NOT** required if the student earned his/her undergraduate degree outside the U.S.

CONTACT INFORMATION

Office of Graduate Studies.....	936 294-1971
College of Arts & Sciences.....	936 294-1400
College of Business Administration	936 294-1239
College of Criminal Justice.....	936 294-1635
College of Education.....	936 294-1100
College of Humanities & Social Sciences	936 294-2200
Office of International Programs	936 294-3892
Cashier's Office	936 294-1083
Computer Service's Help Desk.....	936 294-1950
Financial Aid.....	936 294-1724
Registrar's Office of Graduate Studies	936 294-1040

