LGS Admissions 101: Fall 2015
The Basics, The Timeline, Who Ya Gonna Call?

Visit http://www.gs.emory.edu/about/portals/faculty/index.html, click on Admissions Policies and Procedures (in the bulleted list or in the right hand margin)

The Basics

Just about all things stay the same…

• The application fee ($75) will be automatically waived for applicants who submit before November 1.

• The five day 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.

• The CN system can create pdf versions of complete applications, and faculty can review applications through the CN system or as pdf files.

• 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.

A new an improved version of ADMIT has…

• assorted feature improvements: contact Tammy and attend a training session to learn about them

We’re ready to show you what you need to know and help you configure the system to serve your process.

• Tammy conducts standing training session on Thursdays at 1 pm, online. You need no special software to join. We add a new component to the session each week and we can review last week or any of the prior weeks.

• We’re recording some of those sessions. We also have documentation with screenshots and other helpful information.

• Tammy will conduct online or in-person sessions aimed specifically at your situation and concerns.

• Contact Tammy: tammy.coleman@emory.edu.
## The Timeline

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>October 31</td>
<td><strong>Final day of early application fee waiver</strong>  (\text{LGS Training Sessions} )  (\text{LGS will offer training sessions for program admins, DGSs, and others who will manage and review applications.})</td>
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<tr>
<td>November 30 – January 15</td>
<td><strong>Application deadlines</strong>  (\text{A few master’s programs have later deadlines.})</td>
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<tr>
<td>December 5 – January 20</td>
<td><strong>Online applications close</strong>  (\text{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.})</td>
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<td>January 5</td>
<td><strong>We’re ready to send deny emails</strong>  (\text{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.})</td>
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<tr>
<td>January 29</td>
<td><strong>Final date to accept late applications to PhD programs</strong>  (\text{After this date, programs may accept applications only if the Dean approves in advance.})</td>
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<td>February 8</td>
<td><strong>We’re ready to send admissions offer letters</strong>  (\text{The procedure will be the same as last year.})</td>
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<td>February 15</td>
<td><strong>First admissions fellowships nominations due (EGDF, Woodruff)</strong>  (\text{For complete information (including all deadlines), visit <a href="http://www.gs.emory.edu/about/portals/faculty/index.html">http://www.gs.emory.edu/about/portals/faculty/index.html</a> and click on Admissions Fellowships (in the bulleted list or in the right hand margin).})</td>
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<tr>
<td>March 4</td>
<td><strong>Admissions fellowships all done</strong></td>
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<tr>
<td>April 15</td>
<td><strong>“Decision day” and Final day for offers of admission</strong>  (\text{Applicants are under no obligation to respond to offers of admissions until April 15.} )  (\text{After April 15, programs must receive prior approval from the Dean in order to make offers of admission.})</td>
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<tr>
<td>August 1</td>
<td><strong>Final day to submit full new student files to LGS</strong>  (\text{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.} )  (\text{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.})</td>
</tr>
</tbody>
</table>
Who Ya Gonna Call?

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

Admissions Processes
Your local specialist:

Tracey Wright, tracey.wright@emory.edu, phone TBA
• Anthropology
• Bioethics
• Biostatistics
• BSHE
• Chemistry
• Computer Science
• Development Practice
• Epidemiology
• Environmental Health Sciences
• Health Services Research and Health Policy
• History
• Mathematics
• Music
• Psychology
• Religion
• Women’s, Gender, and Sexuality Studies

Belinda Grant, belinda.grant@emory.edu, 7-4879
• Art History
• Biological and Biomedical Sciences
• Biomedical Engineering
• Business
• Clinical Research
• Comparative Literature
• English
• Environmental Science
• Film Studies
• French
• ICIVS
• MD/PhD
• Nursing
• Philosophy
• Physics
• Political Science
• Sociology

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