

Tips for Using ApplyYourself

Janice Robinson

Kevin Green

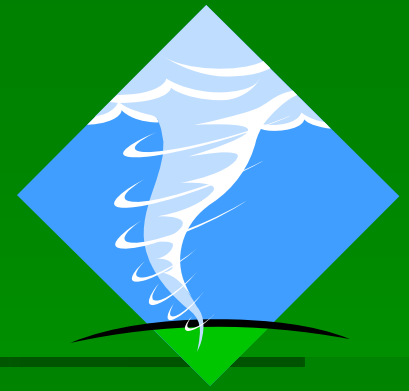
Graduate Studies | 10 January 2007

Reminders



- Letters of Recommendation
 - FERPA – Applicants waive right to view
 - No copies should be given to students
- Deferments
 - Any beyond one semester need a completely new application and fee in Applyyourself.
 - Must create new pin and password.

Admissions: Cycle or Cyclone?



- Printing tips
 - Select group that just submitted
 - Check all and select “print application” from drop down list
 - Select “go”
 - Remember to check box for recommendations
 - Patiently wait for PDF to download and print

Communication with Applicants



- Each applicant should receive an auto email once they save the program section
- On the fly emails sent using AY template
- Mail merge tags to apps in progress should be from “Profile data”
- Grad Studies email sent after batch upload at 7 pm

The Deadline Details

- 10 p.m. MST cutoff for each day
- Apps submitted before 4 pm are uploaded into AIM at 6 pm each night
- Online must be received by admission deadlines regardless of weekend or holidays
- Hard copy mail is date stamped to accommodate holidays



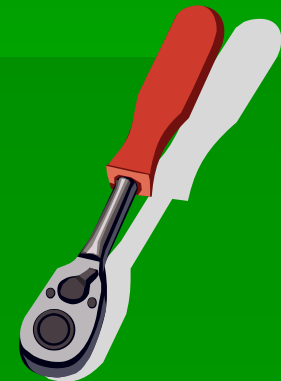
The Perfect Applicant



- Submits before sending transcripts, letters of Rec, etc. and LONG before the deadline!
- Pays by credit card online
- Checks application status via Route Y
- Reads directions and emails
- Provides two copies of transcripts and certified English translations if needed

Ratchet Up Your Recruitment

- Word of mouth
 - Put quotes from current students in your emails or website or newsletter.
 - For example, here is a feed back from a current applicant.



Quote from Current Applicant

“The department website is much nicer than other schools, it is however very outdated. The information on professors and classes is old and does not reflect well on the department or the staff. If I had to judge the program based solely on the website I would not have chosen the BYU program. Other websites show what professors are working on and show recent publications and faculty distinctions/awards/publications/etc. which gives you an idea of who is being productive and with whom you would like to work. I would recommend updating and modernizing the website and its approach.”

Recruitment, con't.

- Newsletters
 - Template provided
 - Help from Graduate Studies (Miles)
 - Promote your programs
 - Is it newsworthy? Engaging? Provide a call to action? Visually appealing?
- “Unsubmitted by City” query
- “In progress” apps query

Enrollment



- Admitted students can indicate intent to enroll in the AY system
- Deposits can be paid via AY by credit card
- Departments can search for those who have said “Yes I intend to enroll”
- Grad Studies will import admitted names into AY

Enrollment, con't.

- Decision Publish Date determines when applicants can access Enrollment
- Email will be sent to notify admitted students to log in to application to indicate intent to enroll

