

What is *ApplyEMU*?

ApplyEMU is a custom application designed by the University's Information Technology department built for graduate student application submission and review. *ApplyEMU* provides prospective graduate students the ability to quickly complete an online applications, submit necessary documents, request recommendations and check application status.

Why are we transitioning to *ApplyEMU*?

In early 2016 a campus-wide study was conducted of the current graduate application system to analyze potential technology improvements. It was determined that the current graduate student application process required improvement in the student interface. Additionally, the need to enhance the integration with the Xtender imaging system was required to provide one system for application review. Based on the identified needs and the limitations of the current graduate application system the University explored the *ApplyEMU* application process. A determination was made that the *ApplyEMU* system has functionality to meet all requirements for improvements and allowed for the capability for future custom enhancements. Additionally, the migration to *ApplyEMU* provides the University with an annual cost savings of \$65,000 that will offer opportunities for additionally funding graduate programs.

What do I need to do to prepare for the transition?

Each Department should confirm that all departmental admissions requirements are reflected in the University catalog. The University catalog is the primary resource for admissions departmental requirements that prospective students will reference. *ApplyEMU* will populate admissions and departmental requirements similar to ApplyYourself and all admissions requirements from ApplyYourself will be migrated to *ApplyEMU*.

Adjustments to the catalog that do not require admissions policy changes can be made in the current catalog year. (Example: Link to Required Form) Requests for catalog changes that do not require policy changes can be submitted by Department heads via email to Evan Findley at efinley2@emich.edu. To expedite requests the email communication should advise that a vote has been confirmed within the department.

How long will I have access to ApplyYourself and AppReview?

Students and staff will be able to access applications in ApplyYourself and AppReview until early 2017.

Prospective students will receive communications to advise that existing applications in ApplyYourself should be submitted before February 6, 2017. Students who have not submitted applications by February 6, 2017 will be notified that a new application is needed in the *ApplyEMU* application system.

All applications that have not been reviewed for admissions decisions will be migrated to *ApplyEMU* effective February 6, 2017. All pending applications will be reviewed by Departments in the *ApplyEMU* system beginning February 6, 2017.

All historical application data and images for submitted applications from the ApplyYourself system will be maintained and accessible on Banner and Xtender. All student data from unsubmitted applications will be maintained but not accessible within Banner / Xtender. Requests for student data for unsubmitted application can be made on an as-needed basis.

Where do I review applications on February 6th?

Students with applications that have not been reviewed for an admission decision will be migrated to ApplyEMU, and all pending applications will be reviewed by departments in ApplyEMU effective Monday, February 6th.

Where can I get more information or help?

Information sessions are scheduled for January 24th and 26th. During the information sessions we will be demonstrating the ApplyEMU application and application review functionality. Additionally, working lab sessions are available after the launch of ApplyEMU. Working sessions will allow application reviewers the opportunity to bring applications that require review and receive individual training. Working labs and informational sessions date and sign ups are available on the project website: www.emu-admissions.org/grapp.html

The project website also offers a step-by-step Graduate Coordinator Training Guide and Student Application Guide. The guides include detailed steps with visual representation to answer next steps and frequently asked questions.

The Admissions team will also be available for individual questions for faculty and staff via a help line via phone at 734.487.8956 or email at ApplyEMU@emich.edu

If you have a student that needs help, you may direct them to our student help line 734.487.3400 or email graduate.admissions@emich.edu

What communications will be sent to students?

A communication to all applicants will be sent out this week with information on the updated launch date and will also include answers to frequently asked questions. A copy of the communication will be available on the project website.

Students will be encouraged to complete pending applications and submit documents on or before February 6th. If a student elects not to submit their application before February 6th, they will need to complete a new application in the ApplyEMU system. A fee code waiver will be made available to these students.

Students who have submitted applications but have required documents still pending receipt will be required to submit via email to admissions at documents_admissions@emich.edu or mail to:

Office of Admissions

Eastern Michigan University

PO Box 970

Ypsilanti, MI 48197

As you continue to work with applicants, please continue to encourage them to apply and complete their applications through the current system.

Do I need to do anything?

You are not required to complete reviews in AppReview before launch on **February 6th**, but we encourage you to complete the review process on as many applicants as possible to aid in the migration.

Students that have not been reviewed in AppReview prior to **February 1th** will be migrated to ApplyEMU. All pending documents associated with students will be migrated to ApplyEMU/Xtender but may not be immediately available due to migration processing time.

AppReview will continue to be available and should be used for read-only purposes starting February 6th. Please note that you will continue to have access to historical information in AppReview until March 1st.

When will students begin using the ApplyEMU System?

Students will be directed to the ApplyEMU application beginning February 6th.

Students that applied using the ApplyYourself application that did not have an admissions decision prior to February 1st will receive admissions notification in ApplyEMU. Students with admissions decision prior to February 1st will receive admissions notification in ApplyYourself.

Students that have unsubmitted application on February 6th will be required to create a new application using ApplyEMU. Student may use the fee code waiver "NEW" to avoid duplicate admissions application fees.