The Graduate College
Communication Flow – Applicants

APPLICATION RECEIVED

Automated email sent the evening in which the application has been uploaded from ApplyTexas.

Student may now begin using SSB to check application status.

5 days after initial email: Incomplete Applicant Email (if applicable)

Email includes a list of the checklist items that are missing.

7 days later: Reminder - Incomplete Email (if applicable)

7 days later: Reminder - Incomplete Email (if applicable)

7 days later: Reminder - Incomplete Email (if applicable)

The following email notifications are sent from GATS the evening the status changes:

Application is Complete

Notification: Application has been withdrawn

08/09/13
In July:
Orientation Invitation mailed to all accepted students for the fall semester.

Various times:  
Registration Reminder

The Graduate College Communication Flow – Decision

APPLICANT DECISION MADE

Email from GATS sent to notify student of decision.

Official Acceptance Letter sent through US mail (or express delivery for international students) with form included for doctoral students (and large cohort groups) to accept admission offer. Graduate College Welcome brochure included.

2 days after Admitted Email: Follow Up Email - specific to program (signature and email “sent from” address may be the Graduate Advisor). Graduate Advisor will need to provide the email content.

7 days after initial acceptance email: Congratulations email from Graduate Dean.

7 days after Dean’s Congrats: Email that includes link to very short online questionnaire – Intent to Enroll.

The following email notifications are sent from GATS the evening a status changes:

Readmitted to program (when a student has initially enrolled in a program and has not enrolled within a year period).

Notification: Application has been withdrawn.

Notification: Deferred Application (a one-time deferral for admitted applicants is allowed for up to two terms - if it has been a year, the applicant must reapply)

08/09/13
The Graduate College
Communication Flow – Students Admitted

FOLLOWING CENSUS DAY

STUDENT ENROLLED

Email that includes link to online questionnaire. (Under Construction)

Other Correspondence:
- Graduating Senior
- Final Transcript W/Statement Needed
- First Time Enrolled in Thesis

STUDENT NOT ENROLLED

Email that includes link to online questionnaire.

Follow up correspondence, semester updates, and tracking will occur as appropriate.

ADDITIONAL CORRESPONDENCE THROUGHOUT TERM
Currently enrolled students who registered as Undergraduate for undergraduate courses and then graduated w/bachelor’s degree
Currently enrolled students who registered as Graduate for graduate courses and then graduated w/master’s degree
Conditional admission tracking, review; update notices for admission status changes
Notices and correspondence in regards to degree audits
Notices and correspondence in regards to graduation applications and graduation
Notices and correspondence in regards to workshops, events, deadlines, and titles for commencement program
Notices and correspondence to doctoral students in regards to advancement to candidacy and other information
Probation and suspension correspondence

06/17/13