



ADMISSIONS REMINDERS & BEST PRACTICES

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Table of Contents

Contained in these slides are information on how the graduate admissions process at UNLV works, important reminders, and tips on best practices in the field of graduate enrollment management.

- Graduate Application Workflow
- Friendly Reminders
- Communications
 - Post-Application
 - Post-Admit: Increase Yield
- Grad Recruitment & Admissions
 - Meet the Team
- Grad Rebel Gateway Resources
- External Links

UNLV GRADUATE APPLICATION WORKFLOW



Application is Submitted

Prospective students submit the online application via the Grad Rebel Gateway. The degree-seeking application fee is \$60 domestic and \$95 international. The applicant can monitor the status of the application as it progresses and the status of the application checklist via the applicant's Grad Rebel Gateway portal.



Online Application File is Completed

The applicant can upload all required documents into the application. Unofficial transcripts are accepted (if admitted, officials are required). Recommendation providers upload letters receive an email and load letters directly into the application.



Initial Graduate College Evaluation

The Graduate Admissions team evaluates the application for completeness and determines whether the applicant meets the minimum criteria for admission into the University. Evaluation is entered into the Grad Rebel Gateway and routed to the academic department for their recommendation.



Academic Department Reviews File

The applicant's program of interest reviews the contents of the file and determines admissibility. They return an admissions decision to the Graduate College via the Grad Rebel Gateway.



Final Decision Made

Once the department returns a recommendation, the final admission decision is determined by the Graduate College and the official decision letter is posted to the Grad Rebel Gateway.





A FEW FRIENDLY REMINERS

- **Official admission and graduate assistantship** decision letters come from the Graduate College via the Grad Rebel Gateway. Departments are welcome to send post-admit communications but should note that the official decisions are made through the Graduate College.
- **“April 15 Resolution”** from the Council of Graduate Schools (CGS) dictates that we may *not* require graduate students to accept offers of financial support prior to April 15.
 - <http://cgsnet.org/april-15-resolution>

IMPORTANT COMMUNICATIONS

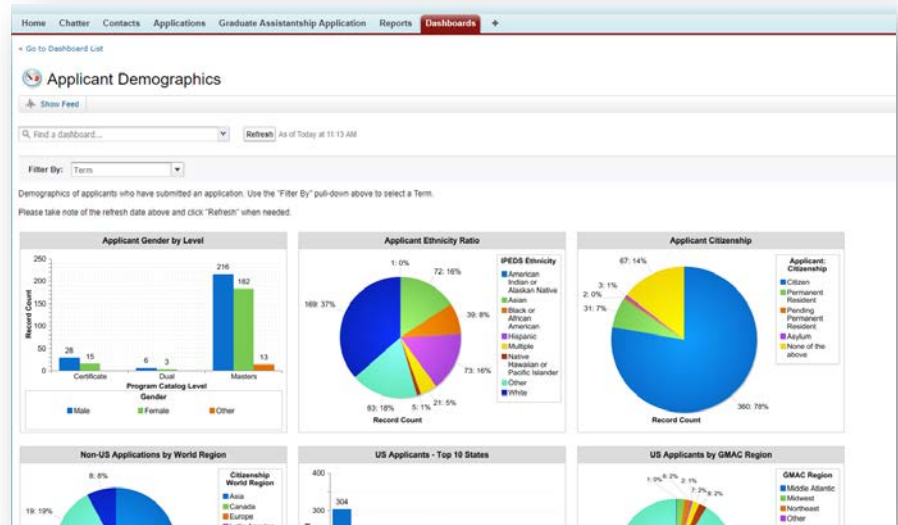
Proactively communicating with applicants and admits helps to decrease questions and improve yield.

- The Graduate College offers an automated communications flow via the Grad Rebel Gateway Marketing Cloud
 - Contact Sebern Coleman for more information at sebern.coleman@unlv.edu
- Post-Application
 - Thank applicants for their interest – the Graduate College already does this, but coming from the program of interest often add a nice touch
 - Be transparent about the decision-making process
 - Communicate the approximate timeline for decisions to be made
 - Utilize the waitlist function on the Grad Rebel Gateway if appropriate
- Post-Admit – Improve Your Admit → Enrolled Yield!
 - Send personalized emails to new admits
 - Have faculty, current students, or recent alumni call new admits to encourage them to enroll

GRAD REBEL GATEWAY DASHBOARDS & REPORTS

Access to valuable reports and data available right at your fingertips!

- Too often, the only reason graduate coordinators and support staff log into the Grad Rebel Gateway is to download applicant materials and/or enter department recommendations. The Gateway also contains quite a few reports and dashboards with valuable information.
- Login at login.salesforce.com and go to either the Reports tab or the Dashboards tab to view what we have built for you.
- Send ideas on other reports or dashboards that would be helpful to grad.systems@unlv.edu.



EXTERNAL RESOURCES

Holistic review, or the consideration of a broad range of candidate qualities including “noncognitive” or personal attributes, is a growing strategy for widening the evidence base that graduate programs consider when evaluating a candidate for admission.

Kent, J.D. and McCarthy, M.T. (2016)

- Holistic Review in Graduate Admissions
 - http://cgsnet.org/ckfinder/userfiles/files/CGS_HolisticReview_final_web.pdf
- Key Trends in Graduate and Professional Education: Attracting Students in Changing Times
 - <https://www.ets.org/s/gre/pdf/ihe-key-trends-graduate-and-professional-education.pdf>
- Using GRE scores successfully in holistic admissions
 - https://www.ets.org/s/gre/pdf/gre_scores_best_practices.pdf
- Council of Graduate Schools Resources on Holistic File Review
 - <http://cgsnet.org/resources-holistic-file-review>
- 2012 Marketing and Student Recruitment Practices for Master’s-Level Graduate Programs
 - https://www.ruffalonl.com/documents/shared/Papers_and_Research/2012/2012%20Marketing%20and%20Student%20Recruitment%20Practices%20Report%20for%20Master's-Level%20Graduate%20Programs.pdf



GRADUATE RECRUITMENT & ADMISSIONS



Located on the third floor of the Flora Dungan Humanities building, the team is responsible for centralized graduate recruitment and admissions. This includes tours, consultations, best practice trainings for faculty/staff, international I-20 issuance, application processing, transcript evaluation, admissions decision processing, and enrollment management initiatives.

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The image features a large, stylized red 'UNLV' logo on the left side. To its right, the words 'GRADUATE COLLEGE' are written in a black, serif font, stacked in two lines. A vertical line separates the 'UNLV' from the 'GRADUATE COLLEGE' text. The background is an aerial view of the University of Nevada, Las Vegas campus, showing various buildings, parking lots, and a Ferris wheel in the distance under a blue sky with scattered clouds. The sun is low on the horizon, creating a warm, golden glow over the scene.

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