

# Graduate School Graduate Student Services



#### Graduate Student Services Admission Enrollment Programs of Study Thesis/Dissertation Review Exams Graduation Minimal Involvement in Commencement



#### Welcome!

Jenny Saligumba-Graham <u>saligum@wsu.edu</u> -petition processing -graduate leave -cancellation of enrollment -I-20's -continuous doctoral status -residency decisions -graduate admission access to zzusis/grad data approval -any odd issues



# Student Services Staff Directory Admissions and Credentials Programs/Graduation <u>http://gradschool.wsu.edu/directory/</u>



## **CANCELLATION OF ENROLLMENT**

-Student must log onto <u>www.cancel.wsu.edu</u> to cancel enrollment

-If it is the last course on the enrollment record, we cannot drop the course. Student must cancel enrollment



# **30th Day of Classes-Deadlines/Processes**

-Must submit petition for enrollment changes -Residency questionnaire deadline -CDS is applied with a \$50 charge -Last Day to Request to Change Course to Audit -Last Day to Request to change course to pass/fail



## **Admission Reminders**

-Suggested Decision Deadline (Intl Applications) for Spring is November 1<sup>st</sup>; Suggested Deadline for Fall is June 1<sup>st</sup>

> -Currently running processes to close applications for Spring 2015

-Not accepting applications for specific terms, please email: saligum@wsu.edu

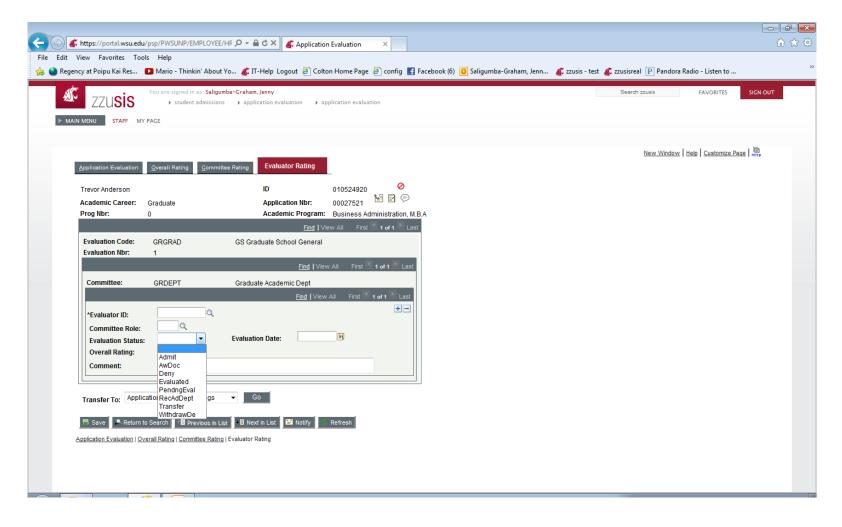


#### **The Importance of the Evaluation Pages:**

- Request an evaluation
- Recommend admission
- Deny
- Withdraw an application
- Update an application



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**Choices Are: RecAdAst**-Recommend Adm with Asst-AY **RecAdNoA**-Recommend Adm w/o Asst-AN **EvalRegDep**-Evaluation Requested-ER **Deny**-Recommend Denial-DE Update3Sm-Update app for Three Semester -U3 Update2Sm-Update app for Two Semester -U2 Update1Sm-Update app for One Semester-U1 WithdrawDe-Withdraw Application-WD



#### **PLEASE NOTE:**

Once you have made a decision (recommend or deny) you cannot go back in and make a change.

#### Any changes 'breaks' processes within the Graduate School zzusis workflow

Please contact the admissions team if you would like to reverse a decision.



## **Helpful Queries**

G\_DEPT\_HLINKS – Anyone who has applied for admission by program GRAD\_DEGREES\_AWARDED- Graduate Degrees Awarded by Term GRAD\_ENROLL\_TRM\_PRG-Enrollment by term and Program GRAD\_GCDS\_QUERY\_PUB –Identify CDS for the current semester GRAD\_GRADDEGREES\_APPLIED-Anyone who has applied for graduation by term

G\_APPBYTERM\_ORG-Applications in any status by term



#### **Training on Graduate School Processes**

## Student Services currently offers training for new graduate academic coordinators Contact Jenny SG saligum@wsu.edu



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# Any questions or concerns...you may email me at: saligum@wsu.edu