

# ADMISSIONS

As graduate coordinator/director, one of your central tasks is to help assure that the necessary sequence of procedures and paperwork is being followed. Your careful, timely shepherding of this process is critical to the overall health of your program!

The following section provides an abbreviated outline of the admission procedures as they relate to domestic applicants to a graduate program.

*Please see Admissions-International (p. F-7) for admission guidelines relating to all international applicants*

## THE ADMISSION CYCLE (DOMESTIC)

*Students may check the status of their admission at My Fresno State, <http://my.csufresno.edu>*

- The applicant submits an online application and fee to the university through CSUMentor.edu.
- Transcripts and test scores are sent to the Graduate Admissions Office in the Joyal Administration Building.
- All transcripts are then entered into PeopleSoft and imaged into the STARRS Imaging system. In addition to being able to look up this information online, the original transcripts will be sent to the program.
- As soon as university admission personnel determine the applicant's satisfactory admissibility, an email notification is sent to the graduate program and a PeopleSoft screen is activated for the coordinator's eventual data entry of the admission decision.
- After reviewing the applicant's information via PeopleSoft, the graduate coordinator/director can enter their decision in PeopleSoft using the Evaluator Rating page, <<http://training.csufresno.edu/PeopleSoft.asp>>. This will notify the Graduate Admissions office and they will notify the applicant.
- A letter and email is then sent by the Graduate Admissions office to the student indicating program admission status, conditions listed for admission, or denial to the program.

## CANCELLATION OF ADMISSION

Admission to the university is for a specific semester. Students who do not register for that semester will have their admission cancelled. When seeking admission to a future semester, students must file a new application, follow the complete application procedure, and pay the application processing fee. Transcripts on file are in STARRS for two years. Transcripts of any added coursework from institutions other than Fresno State must be submitted at time of new application.

The following pages outline the main aspects of the domestic and international admission process.