

GRADUATE SUPPORT STAFF HANDBOOK

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About this document

Dear Colleague:

This manual provides basic information about the operations of Graduate Studies. This includes general information, procedures and the systems that are used in our office. You'll also find information about the staff and contact persons.

Please refer to this handbook when questions about procedure arise. This is by no means a comprehensive look at everything that Graduate Studies handles. If you can't find the answer to your question, feel free to call us.

Version 1. September 2011.
Prepared by Angela Bryan and Casey Coleman

Meet the Graduate Studies staff

Administration

Patrick Dussault, Ph.D., Dean of Graduate Studies

Laurie Bellows, Ph.D., Assistant Dean of Graduate Studies

Admissions

Jan Hostetler, Director of Graduate Admissions

Jason Cruise, Assistant Director, Graduate Admissions

Patricia Shrader, Senior International Admissions Evaluator

Angela Bryan, International Admissions Evaluator

Mary Ashbury, Domestic Admissions Evaluator

Casey Coleman, Domestic Admissions Evaluator

Barbara Brennan, Student Services Specialist

Recruitment

Justina Clark, Assistant Director, Graduate Recruitment

Amanda Bergeron-Bauer, Recruitment & Retention Coordinator

Steve Soper, Assistant Director, Information Management

Graduate Student Services

Jane Schneider, Fellowship & Assistantship Specialist and Graduate Registrar

Eva Bachman, Doctoral Programs Specialist

Terri Eastin, Masters Program Specialist

Postdoctoral Studies & TA Development

Richard Lombardo, Ph.D. Director, Office of Postdoctoral Studies and TA Development

Neal Bryan, Associate Director, TA & Postdoctoral Development

Carol Boehler, Program Coordinator

Elizabeth Edwards, Assistant Director of Grad Student Development

Departmental Services

Erin Paseka, Graduate Data Systems Specialist

Terry Hiatt, Accounting Technician

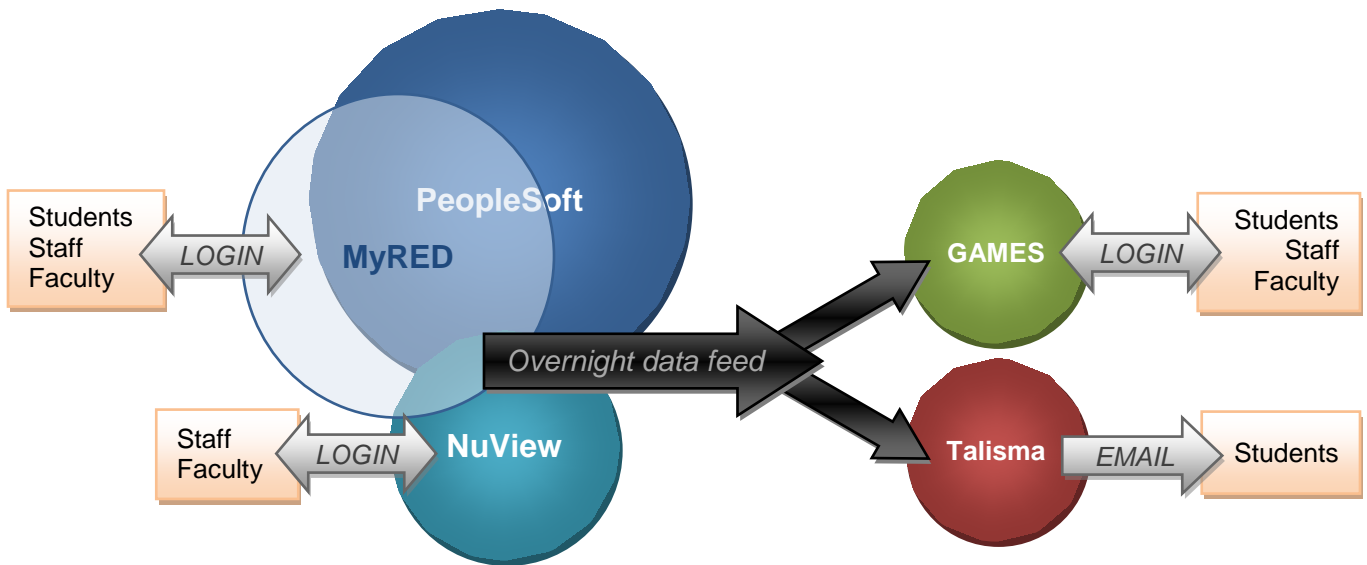
Suzanne Tamerius, Project Associate

Systems

On the following pages are instructions and processes involving the numerous systems used by Graduate Admissions.

- **NuView** (<http://admin.unl.edu/admin/login.jsp>) is the system that Graduate Studies uses to maintain applications and admissions.
- **PeopleSoft** is the student information system used by the NU and State College systems.
- **GAMES** (<https://games.unl.edu/GAMES/login.jsp>) is used by graduate departments to track application materials. It is not an archival system for student records.
- **Talisma** is an automated email system used to communicate with prospective students, applicants, and recently admitted students.
- **MyRED** (<https://myred.nebraska.edu>) is the PeopleSoft portal used by the student to track their self-services. MyRED is also used by staff and faculty to access student records in PeopleSoft.
- **TrueYou** (<https://trueyou.nebraska.edu/idm/user/login.jsp>) is a password management system used by the NU and State College systems.

How the systems work with each other



*There's some overlap in what's displayed and maintained in MyRED, PeopleSoft, and NuView.

NuView

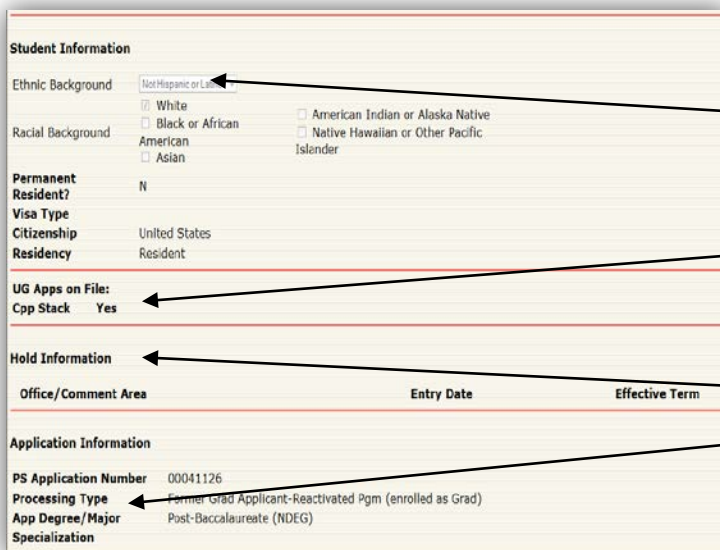
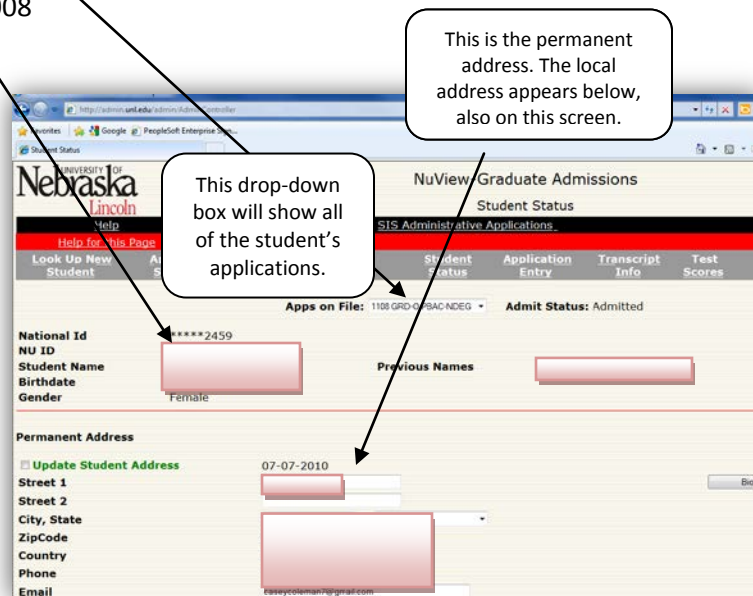
<https://admin.unl.edu/admin/login.jsp>

NuView is a database used for tracking application and admission information. Information is loaded directly from the online application and then updated and maintained by Graduate Studies staff. NuView feeds into both PeopleSoft and GAMES. Once a student is admitted, however, NuView no longer feeds in GAMES.

Here is some of the information you'll find in NuView:

General Information

- Applications on file - applications attached as PDFs since late 2008
- NUID, gender, date of birth
- Addresses



Student Information

- Ethnicity
- Citizenship
- Residency

Matriculation information

- CPP stack 'Yes' means that they have a previous active enrollment

Hold information

Application Information

- Degree/major/spec sought
- Admission status

F2 Sent to Dept						
F2 Returned From Dept						
F2 Returned To Dept						
F2 Returned From Dept						
Admission Status	Admitted					
Adm Decision Date	07-07-2010					
Admitted Term	1108-Fall Semester 2010					
Intent to Enroll						
Partner Codes						
Comments on File?	No					
Test Scores Received						
GRE:	GRE Subject:	TOEFL:	EPE:	IELTS:		
Correspondence	Image	Status	Sent By	Date Sent	Comments	
1-Ltr for Returning NonD	View	Complete	SY	07-08-2010	20111 NDEG PBAC	
1-Label-File		Complete	SY	07-07-2010	20111	
1-Web Application Profile		Complete	SY	07-07-2010	20111 NDEG PBAC	
Document	Image	Status	Date Received	Comments		
Application Fee		Not Required	07-07-2010	20111 NDEG PBAC FeeNotRequired		
UNL Application-Web	View	Complete	07-07-2010	20111 NDEG PBAC		
Correspondence Received	View	Complete	08-03-2011	test		
College Transcript	View	Complete	07-07-2010	Univ of Nebraska-Lincoln		
No Paper File			07-07-2010			

Transcripts – attached as PDF files

*Correspondence cannot be viewed by departments at this time.

** If you need to set up your login and password or would like a tutorial, contact Jason Cruise at 2-2845 or jcruise2@unl.edu.

PeopleSoft

PeopleSoft is the student information system used by all four University of Nebraska campuses, as well as the Nebraska State College System, which includes Wayne State, Peru State and Chadron State Colleges. The system manages student records relating to:

- Applications for admission
- Registration
- Tuition and billing
- Scholarships and financial aid
- Course selections, completions, and grades

PeopleSoft supports the MyRED portal and is used to maintain students' academic records. Faculty and staff can access PeopleSoft by signing into MyRED and using the *Employee* tab. (Note: You'll use the same credentials to login to PeopleSoft as you do to access Firefly/ESS.)

**Faculty and Staff may request access to PeopleSoft with approval from their Academic Dean or Director. If you need to request access to PeopleSoft, see the instructions listed on the Registration & Records website at <http://www.unl.edu/regrec/myred.shtml>.*

Most faculty and staff have access to the following parts of the PeopleSoft system:

- Campus Community
- Records and Enrollment
- Curriculum Management

One particularly useful screen is the **Student Services Center**, which is accessed from the *Campus Community* menu. In the Student Services Center, you'll be able to see if a student is registered, the student's current program/plan, course enrollment history, grades, advisors and advisor committees, and more.



The Registration and Records website offers a variety of orientation documents that give both a general overview for using MyRED to access PeopleSoft information, as well as detailed instructions for performing tasks that may be useful for faculty and staff. You may view those materials online at <http://www.unl.edu/regrec/myred.shtml>.

Graduate Application Management and Evaluation System (GAMES)

The [Graduate Admission Management and Evaluation System \(GAMES\)](#) system is a secure, web-based system designed to facilitate the graduate admissions process for Colleges and Departments at the University of Nebraska–Lincoln. GAMES simplifies the graduate application process for both graduate applicants and University faculty and staff involved in the admissions process. Applicants are able to complete and submit an online application (including supporting documents) that is customized for the department to which they are applying. Once applications are submitted, the department is able to evaluate the applicant, formulate their Graduate program offer, and make final decisions on admission. GAMES provides a paperless, streamlined process that is organized and concise. **Applicants in programs that use GAMES will receive an email explaining how to log in and use the system 24 hours after the application has been loaded into NuView.**

** GAMES is used for application management at the departmental level and is not a dependable archive system. Applications for students that have had an admission decision made and processed in Graduate Studies no longer update in GAMES. It is not recommended that you rely on GAMES for retaining student information after a decision has been made on a student's application.

A typical timeline for an application is as follows:

1. A **prospective student applies online** to Graduate Studies (<http://gradapp.unl.edu>).
2. Graduate Studies **loads the application into NuView** and the student is issued an NU ID number (if they do not already have one).
3. The **applicant's information is imported into GAMES** as part of an overnight data export process and the applicant's record is available to view the next day. Once the applicant's record is imported into GAMES, the **applicant is sent a welcome email message** (which the Graduate Secretary is copied on) informing them that they need to login to GAMES to provide department-level application materials.
4. The **applicant fills out the department GAMES application** and uploads supporting documents (resume/CV, personal statement, letter of intent, portfolio, etc.).

Note: GAMES allows the applicant's recommenders to submit their recommendations electronically. Once the applicant completes and saves the reference information on the References page, the student clicks the 'Send Request' button under each recommender to send email notifications to the applicant's references asking them to submit their letter of reference. The recommender is sent a secure link to follow to upload the letter of reference (and/or to provide the letter in a text box).

5. The **applicant submits the GAMES application**. The secretary will then review the application to make sure it is complete; if it is not, the secretary can complete the application for the student, or move the application status back to 'Incomplete' and notify the student that additional information is necessary to complete the application in GAMES.

Note: Certain applicant information is updated automatically. In particular, GRE and TOEFL scores are updated as they become available. Transcripts that have been received in Graduate Studies and logged into NuView are also imported automatically.

6. After review of the application, the **graduate committee will make an admission decision.**
7. After an admission decision is made, the **secretary generates and submits an electronic F2 form**, which will notify Graduate Studies of the department's decision.

Frequently asked questions regarding GAMES:

- **How does GAMES handle multiple applications?**

As a general rule, GAMES applications are “one to one” with NuView – there is one application in GAMES for every application that exists in NuView. For example, if an applicant applies to a program and is denied, but the applicant wishes to apply again, a new application would be created in GAMES, since the applicant would need to submit another graduate application at the Graduate Studies website in order to re-apply. Additionally, if an applicant applies to programs that are handled by different departments, they will have an application for each GAMES department. When they login, they are presented with a drop down menu to choose which application to work on.

- **When is the F2 available?**

If Graduate Studies has not received the student's official transcripts and/or application fee, there will be no option for “Send PDF to Graduate Studies” on the *Generate F2* page of a student's GAMES application. The materials that are still required by Graduate Studies will be listed in NuView. Once the required materials are received, the “Send PDF to Graduate Studies” option on the *Generate F2* page will become available in GAMES.

- **What if a student wants to withdraw their application?**

If a student notifies you that they want to withdraw their application, select “Withdrawn” on the *Generate F2* page in GAMES and click save. If the application has been F2'd, you'll also need to generate a PDF to send to Graduate Studies. (If the file has not been F2'd and the student's application is withdrawn, GAMES will send an email to graduate@unl.edu letting us know that the application was withdrawn in the system.) If you received an email from the student indicating that the student wishes to withdraw their application, forward the email to Graduate Studies to attach to the student's file.

- **What if the student wants to change their application to a different term before an admission decision has been made?**

If a student notifies you that they would like to change their application entry term before an admission decision has been made, forward the email to Graduate Studies (graduate@unl.edu). We'll change the applicant's entry term in NuView, which will then update GAMES.

- **What if a student wants to change their application to a different program or degree objective?**

When a student notifies you that they would like to change their application to a different program, the email should be forwarded to Graduate Studies. We will then make the change in NuView and notify the applicant. If the student changes to a program that also uses GAMES, the application in

the original application unit will be deleted, and the student will need to complete a new application in the new unit. If the student changes to a program that is not a GAMES unit, the application in the original unit will remain in GAMES. In this case, the student can request that the department secretary forward the application materials that were received in the original unit to the new department.

If the student wishes to change their application *degree objective* (ex: MS/MA to PHD), Graduate Studies will update NuView to reflect the new degree objective. This change will update GAMES if both units (MS/MA and PHD) are in the same GAMES unit; if not, a new application will appear or the original application will disappear, depending on if the new application objective is a separate GAMES unit or not.

Example: If the student requests to change their degree objective from MA in English to PhD in English (which are both in the same GAMES unit), the existing application will update in GAMES. However, if the student requests to change their degree objective from MS in Electrical Engineering to PhD in Electrical Engineering (which are separate GAMES units), then a new application will be created in the PhD unit and the MS application will disappear from the MS unit. If the student requests to change from a PhD in Engineering with a specialization in Mechanical Engineering (which is a GAMES unit) to an MS in Mechanical Engineering (which is not in GAMES), the PhD application will remain in GAMES even though the student is no longer applying for the PhD objective; however, the application will no longer update with information from NuView or PeopleSoft.

*If the department wishes to recommend admission to a different degree objective or entry term at the time of admission, you may do so; refer to the instructions below.

- **How does the department recommend admission to different degree objective/term?**
Select the second option on the F2 screen, “Admit to the department for the [blank] degree program, to begin [blank] term,” and fill in new objective and term information. If a student is recommended for admission using this option, the student’s status in GAMES will display as “Admitted to a later term,” regardless of the nature of the change (i.e. admitting for a future term or a current/previous term, or admitting to a different degree objective, will all show that student is “Admitted to a later term” in GAMES).
- **What if a student notifies the department that he/she has no role in GAMES?**
The most common reason for a student having no role in GAMES is that the student’s application information has not yet been transferred into GAMES. This often happens when students login to GAMES prematurely, before the transfer process has occurred (the transfer process happens overnight after an application has been loaded or changed in NuView). It also may be that the student applied to a department or degree objective that does not use GAMES for submission of application materials. If the student notifies you that he/she has no role in GAMES but you believe that the student should have an active GAMES application, notify Graduate Studies so that we can further assist the student.

Talisma

Talisma is an automated email system used to communicate with prospective students, applicants and recently admitted students. It transforms our automatic emails into an eye-catching, professional format.

Talisma messages can:

- Provide consistent follow-up with all prospective students
- Answer basic questions
- Highlight selling points of departments to students
- Allow the department to interact with top prospects
- Track students from prospect to enrolled

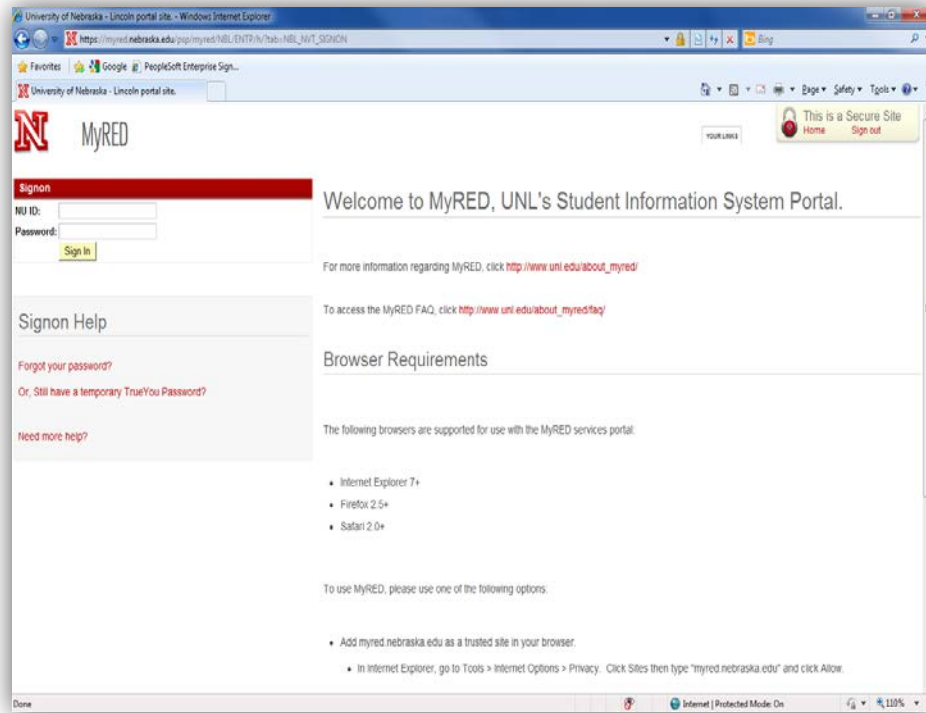


** If you're interested in forming a Talisma campaign, contact our Recruitment Office at 2-2869.

MyRED

MyRED is a student webservices portal that is powered by PeopleSoft, UNL's student information system. Through MyRED, prospective and current students are able to:

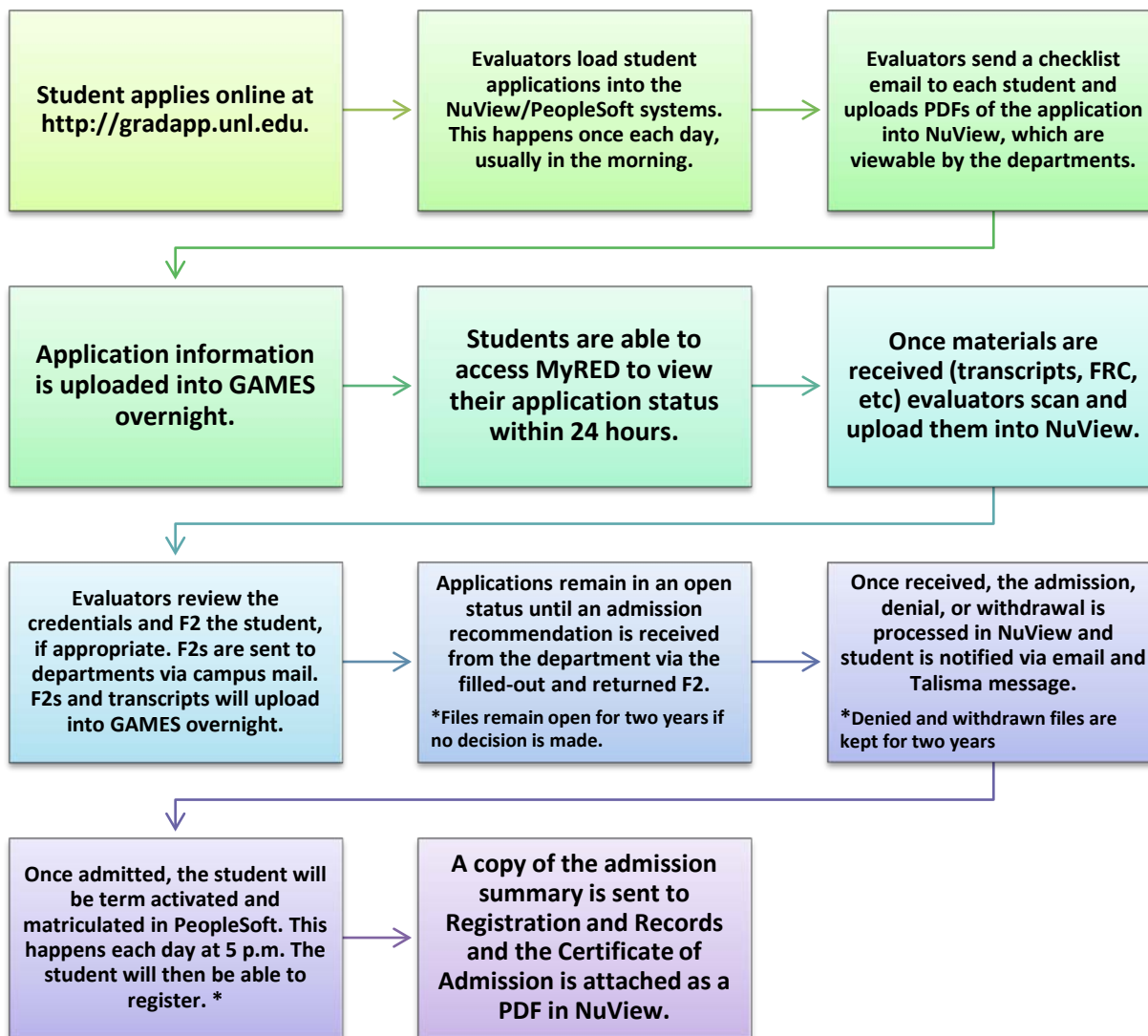
- View the status of their application(s) for admission and see what application materials have been received in Graduate Studies
- Search and register for courses after they have been admitted
- Pay their bills through Student Accounts and view financial aid
- Change their contact information (including e-mail address)
- Sign up for a Huskers.com email address
- View their unofficial UNL transcript
- View their Blackboard ID



****MyRED also is used by faculty and staff to access the student information system (PeopleSoft). For more information on using MyRED to access the student information system, refer to the PeopleSoft section of this handbook.**

For help with MyRED, students and staff can contact the Computer Help Desk at 2-3970 or helpdesk@unl.edu.

Admissions Application process in Graduate Studies



*This process doesn't happen until before that particular term starts, once registration opens. Students are then assigned an appointment time to register.

**The above process is for Domestic students. The process for International students differs slightly.

If you have any questions about the admission process, please call Graduate Studies at 2-2875.

Current admission information and access to UNL's online graduate application is available at: (<http://www.unl.edu/gradstudies>).

General reference

PeopleSoft term guide

Term	Old UNL SIS code	Old UNO SIS code	PeopleSoft code
Fall 2010	111	103	1108
Spring 2011	112	111	1111
Summer 2011	113	112	1115
Fall 2011	121	113	1118
Spring 2012	122	121	1121
Summer 2012	123	122	1125
Fall 2012	131	123	1128
Spring 2013	132	131	1131
Summer 2013	133	132	1135

First digit: 0=20th Century, 1=21st Century

Middle 2 digits: calendar year of term

Last digit: month in which term begins

List of communications sent to students

As a prospective student:

- ✓ Newsletter
 - ✓ Recruitment emails
- } Sent from Talisma

As an applicant:

- ✓ Application submission verification
 - ✓ NU ID and Application confirmation email
 - ✓ Application checklist
 - ✓ Missing information
 - ✓ NU ID update
 - ✓ RSVP for events
 - ✓ Newsletter
 - ✓ Denial/Withdrawal letter (if Denied or Withdrawn)
- } Sent from Talisma

As an admitted student:

- ✓ Admit email
 - ✓ Congratulations from the Dean
 - ✓ RSVP for events
 - ✓ Newsletter
 - ✓ Intent to Enroll
- } Sent from Talisma

International student admission

In addition to submitting standard application materials (official or certified copies of all college or university-level transcripts/marks sheets and degree certificates/diplomas with English translations; payment of the application fee), international students have additional requirements to meet in order to be admitted to a graduate program at UNL.

Funding

For students who expect to hold F-1 or J-1 visas, evidence of adequate funding for the nine-month academic year must be shown prior to admission to the University. Students should complete the Financial Resource Certification form (FRC), Part 1, prior to having their applications forwarded to the department. Part 2 of the form is required if the student is recommended for admission and must provide some or all of the required amount of funding (i.e. if the student is self-funded, privately sponsored, or awarded a stipend that does not meet the estimated expenses for international graduate assistants).

English proficiency

Applicants who have not previously earned a degree from an institution where English is the language of instruction are required to show proof of English proficiency. Graduate Studies accepts results from the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) to prove English proficiency. Either a minimum score of 79 on the Internet-based TOEFL (550 on the paper-based test) or a 6.0 overall band score on the IELTS is required for admission to the Graduate School. Departments sometimes have higher score requirements.

Note: TOEFL and IELTS scores are valid for two years. If a student's scores are more than two years old, they will be required to re-take the exam.

Based on the scores received, the student may need to take the English Placement Exam (EPE) to determine whether they need to enroll in any English as a Second Language (ESL) courses. Students who receive a score of 100 or higher with a writing score of 25 or higher on the TOEFL iBT are exempt from the EPE and will not need to enroll in ESL courses.

The English proficiency requirement is waived if the student received a bachelor's or more advanced degree from a U.S. institution or an institution outside the U.S. whose medium of instruction is English.

Expediting admission of international students

Many of our international students have to go through lengthy visa processes, involving traveling to distant areas of their countries or to different countries altogether, as well as arranging for travel to the U.S. and lodging when they arrive. It's important to give them enough notice of admission to ensure that they arrive in time to attend orientation, complete necessary paperwork, and enroll for courses before the start of their admitted term.

A paperless office

Graduate Studies is working towards becoming a paperless office. We've taken many steps towards making that happen, from scanning transcripts to eliminating the extra copies we make. This not only saves time, but also money.

The following materials are stored electronically right now:

- F2s (Both the original and the one returned by the department**)
- Applications
- Certificates of Admission**
- Transcripts
- Correspondence Received and Sent**
- International Checklists**

** These materials are not viewable by departments. In most cases, we can email you something if you do not have access to it.

Busy seasons

Our peak admissions season hits by mid-January. During this period, we can receive over 2,000 applications in a month. Evaluators contact each of those students individually to let them know what application items are still required. Following the applications are tubs of mail, with each package needing to be opened, logged in, stamped, scanned and given to the appropriate evaluator. During this busy period, other members of the Graduate Studies team pitch in to assist the regular admissions staff. However, there are also some things that you can do to help us expedite processing of applications and admissions.

- Be patient: Given the amount of applications and materials that Graduate Studies receives during peak periods, the processing time may be a bit longer than usual. Rest assured that evaluators are working as quickly as they can to get materials to departments. It's our first priority to allow you access to the materials that you need to evaluate applications for admission.
- Let us know if something has fallen through the cracks: If there is an F2 or transcript that you think your department should have by now, let us know. Most of the application materials are available to print off from NuView or GAMES - it may save time accessing the materials that way instead of waiting for Campus mail, especially considering that mail is now only delivered every other day.

We know that departments, some with looming deadlines, are also extremely busy this time of year. Let us know if there's anything that we can do to help you or if you think something is amiss.

F2s

Whether you return paper F2s to the Graduate Studies office or return an electronic version through GAMES, be sure to have them completely filled out. This action saves time for both the Graduate Studies staff and the Department. Return them as soon as possible to ensure that the student has adequate time to accept your offer.

Things that need to be filled out:

- Admission Recommendations
 - Any changes to the term or degree program should be noted in this area
- Home campus (Specific to ENGR students)**
- Advisors, if known
- Full or provisional standing
 - Make sure that a stipulation is marked if the student is provisional
- Non-U.S. citizen funding information
 - If funding isn't certain, feel free to mark "No department assistance is available at this time." You can always change your mind later by submitting an assistantship offer.
- Denial/Withdrawal information
 - Reason
 - Whether or not Graduate Studies needs to send a denial letter
- Proper signature and date**

** F2s in GAMES do not yet have the Home Campus feature. Additionally, GAMES F2s do not require a signature or date (they are time-stamped after they are submitted electronically).

Other helpful hints:

- Double check the terms on both the F2 and offer letter to make sure they don't conflict.
- If you don't have an F2, please double check that the Graduate Studies office has received all of the required materials. It's common for students to send all of their materials to the department, so it's possible that Graduate Studies doesn't have a record of the student's transcripts.

- If you withdraw an application in GAMES before the F2 has been generated, Graduate Studies will be notified. That allows Graduate Studies to update the application in NuView and to stop all recruitment communications. If the student requests to withdraw an application after you've submitted the F2 or if you're a non GAMES department, forward the student's email to graduate@unl.edu.

Frequently asked questions

As peak season approaches, more questions arise. It seems that one of the most common questions from students is, "What is the status of my application?" Here are a few tips to keep the application wheels moving when the applicant asks these questions.

- **What if the NuView status is "missing" something?**
Inform the student that the Office of Graduate Studies is missing transcripts and/or fee, which is preventing their application from being reviewed by faculty. We send four different emails reminding students to submit missing materials.
- **What if the NuView status is "Decision Form To Graduate Committee" but we don't have an F2 yet?**
If you don't have an F2 yet, the status in NuView is "Decision Form To Graduate Committee," and enough time has passed since the date issued that it should have gone through campus mail or appeared in GAMES, contact us so we can issue you a new F2. In most cases we can email or fax a copy to you. If you're a GAMES department, you can contact Jason Cruise to see why the "Send PDF to Graduate Studies" button isn't present.
- **We have recommended the student for admission but the admission hasn't been processed yet. Why?**
Returned F2s that are recommending admission are our first priority. If you have sent one back but the status in NuView is still "Decision Form To Graduate Committee," contact us to see if something has happened on our end. If you're using GAMES, be sure that you've hit the submit button. It's a rare occurrence, but we might need you to send another copy if the original has been lost. If the status reads "Decision Form Back From Department," check with us, as some special situation may have prevented the admission from being processed.
- **We have denied the student but they haven't received the official word yet. What should we tell them?**
The denial decision comes from the department, whether you tell the student or let us send an email to them. In cases where the student wants more information about why they were denied, Graduate Studies will direct the student to your department. In corresponding with students who are denied admission, you are welcome to keep it simple, for example: "We appreciate your interest in our graduate program. Unfortunately, we are only able to accept a small fraction of the students who apply to our program." However, you may also choose to include whatever level of details you feel is important. We simply ask that you be prompt and professional in your response.
- **What if the student hasn't received their NU ID or TrueYou/MyRED login information yet?**
Immediately after the application is loaded into NuView, the student will receive an email with their NU ID. This is an automatic email from NuView, so if it appears that it was not received, the student might want to check their Spam folder. TrueYou emails also are sent after the application has been loaded and will be sent from trueyou@nebraska.edu. If the student cannot find their TrueYou email or is having trouble logging in, they can contact the UNL Computer Helpdesk at helpdesk@unl.edu to have their password reset and resent by email.

- Does a student need to take the TOEFL?**
 If NuView shows that English proficiency is needed, then yes, we will need TOEFL or IELTS scores. This applies to all International students, as well as permanent residents and some Domestic students that have received their degrees from institutions whose medium of instruction is not English.
- One of our applicants has a question about the application process that isn't handled by our department? Who do I send them to?**
 You can transfer or refer students to our main desk at 2-2875 or via email to graduate@unl.edu.
- We received an F2 in the mail that we had already sent to Graduate Studies. Why?**
 Chances are that the F2 was not filled out correctly or was missing information. Graduate Studies tries to contact the department by phone but may send F2s back for clarification.
- The student wants to change their admission term. What's the correct procedure?**
 All term changes should be sent via email to Graduate Studies (either to the individual evaluator or to graduate@unl.edu). Please don't send a new F2 with an updated term if the student has already been admitted. If a student doesn't enroll, but wants to defer their admission term, they may defer by one or two terms, if the department consents to the change. An email from the Graduate Chair approving the deferral will be sufficient to process the term change.
- A student wants to continue in their program, but hasn't attended in a while. Can they still enroll?**
 Please send them to Graduate Studies. If their registration eligibility has ended and they are still within the limit in finishing their degree, Grad Studies will send them a reactivation form. This updates their contact information and creates a record to be attached in NuView.
- A student in our program wants to switch to a different graduate major. Can they switch?**
 If a student wants to pursue a different graduate program, the student will need to apply via the online application and submit new materials to the new department. If they've already started taking courses, a new application fee won't be necessary.
- A student is coded as a non-resident, but thinks that they should be a Nebraska resident. What should they do?**
 Residency is determined by evaluators at the time of admission, based primarily off of the student's application and previous enrollment, in accordance with regulations set by the Board of Regents. It's important to note that residing in Nebraska and qualifying as a resident for tuition purposes can mean different things. Students who are listed as non-residents but think they can qualify as Nebraska residents can fill out the application for Residency for Tuition Purposes application found on the Graduate Studies website: <http://admissions.unl.edu/applications/Residencyapp.pdf>.

Who to contact

Admissions Contacts List	Barbara Brennan	2-7644 bbrennan1@unl.edu
Admission Decisions	Jan Hostetler	2-8645 jhostetler@unl.edu
Assistantships/Fellowships	Jane Schneider	2-8670 jschneid@unlnotes.unl.edu
List of Deans, Directors, Department Administrators Graduate Committee Chairs	Barbara Brennan	2-7644 bbrennan1@unl.edu
GAMES	Jason Cruise	2-2845 jcruise@unl.edu
List of Graduate Secretaries	Barbara Brennan	2-7644 bbrennan1@unl.edu
Bulletin	Jane Schneider	2-8670 jschneid@unlnotes.unl.edu
Registrar	Jane Schneider	2-8670 jschneid@unlnotes.unl.edu
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