Graduate School – Department Help Sheet

This document provides information for getting help using various UNH software applications and tools used by the UNH Graduate School and departments for processing, tracking, and managing graduate applicants and students.

Graduate School Website: http://gradschool.unh.edu
Staff Responsibilities and Contact Information: http://gradschool.unh.edu/about_us.php#staff
Graduate School IT Resource: Jonathan Adams (Email: jonathan.adams@unh.edu; Phone: 862-3003)

UNH Training and Courses: https://ittraining.unh.edu/apps/ssr?action=courses

Account Resources

To request an account for WEBI or Xtender you need to log into the UNH IT Accounts Management System and then use the +ADD link to request access for the accounts. If you need help determining what access you need feel free to contact Jonathan Adams at the UNH Graduate School. For general help on accounts please contact the help desk at 862-4242.

Accounts Page: https://itsupport.unh.edu/cgi-bin/accounts/acctreqs
General Accounts Information: http://www.unh.edu/it/service/access-management

WEBI Resources

For questions on using the data, interpreting and running reports, or requesting data please contact Jonathan Adams or Amanda Fontaine at the Graduate School. For technical help and troubleshooting please contact the UNH Help Desk.

Management Reporting Contact: Kathy Lewis (Email: Kathy.lewis@unh.edu)

Xtender Resources

Questions relating to application and student documents can be directed to the graduate school office. Getting technical help relating to Xtender, upgrades, accounts, or using PDF Factory Pro should be directed to the UNH Help Desk.

Online Getting Started Guide (will need to be logged into VPN to access): http://www.usnhgateway.org/ (then under the Documentation menu, go to Xtender and select the “Getting Started and Other Helpful Hints” link)

Xtender Contact: Jessica Michelsen (Email: Jessica.michelsen@unh.edu)

BOX and Kumo Resources

Questions on using, setting up, and access Box and Kumo resources should be directed to the UNH Help Desk.

Box at UNH Help Page: https://www.unh.edu/it/enterprise-collaboration-and-messaging/box-unh
Kumo at UNH Help Page: https://www.unh.edu/it/enterprise-collaboration-and-messaging/kumo-at-unh

*Kumo requires that Configuration Manager be installed on your computer. Contact your ATL or the help desk if you would like to have this installed. Overview of Windows Configuration Manager:

https://www.unh.edu/it/service/windows-configuration-management

UNH Application Catalog

The UNH application catalog is a website that stores common applications that can be downloaded and installed by the UNH community. Some of the applications may require that Configuration Manager (ConfigMan) be installed on your PC. You can find applications of making the most of BOX with Box Edit, Box Office, and Kumo plus browser and file management tools.

UNH Application Catalog: https://appcat.unh.edu/
This handbook is meant as a resource for Graduate School admissions and student related processes. It includes screenshots of software used by applicants, students, departments, and our own office. Also included is information on reports used to track and manage applicants and students. It follows the layout of the agenda.

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   b. Confirmation pages when application is submitted
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3. Tools for Departments
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      ii. FAQ for BOX
      iii. Information on KUMO
4. Two charts of overall Graduate School admissions data, broken down into different groups, over the last 5 years.
5. One page sample WEBI reports
6. Complete list of all graduate department WEBI reports and descriptions

Notes: Included in this handbook are a variety of reference tables and screenshots. If updated versions are needed please contact the Graduate School office for assistance.

In addition the Graduate School Website offers a variety of reports used for data analysis online:

   http://gradschool.unh.edu/dept.php#report

Those reports are normally updated each Fall semester at R30 (roughly 30 days after the first day of classes which is considered the official snapshot census date for the University).
APPLICATION PROCESS

Online Application Instructions: [http://gradschool.unh.edu/apply.php](http://gradschool.unh.edu/apply.php)
Online Application: [https://webcat.unh.edu/index_adm.html](https://webcat.unh.edu/index_adm.html)

Application Menu (F1):

```
APPLICATIONS IN PROGRESS

<table>
<thead>
<tr>
<th>Admission Term</th>
<th>Application Type</th>
<th>Application Preference</th>
<th>Field of Study</th>
<th>Date Created</th>
<th>Last Section Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2016 New</td>
<td>Graduate Studies</td>
<td>Not entered</td>
<td>Public Policy: MPP</td>
<td>Nov 16, 2015</td>
<td>Planned Major</td>
</tr>
</tbody>
</table>

Have a question? Contact UNH.
Return

RELEASE: 8.7.1
© 2016 Ellucian Company L.P. and its affiliates.
```

Start Application (F2):

```
APPLICATIONTYPE: Graduate Studies
Admission Term:* Select... 
First Name:* Jonathan
Middle Name: French Dubois
Last Name:* Adams

Fill Out Application

Return to Application Menu
```

Application Checklist (F3a):
Application Checklist

Graduate School Application Process

For application requirements and deadlines, related forms, financial assistance, and more, please visit the UNH Graduate School website. Complete all of the required sections below and, when all sections are done, click on the "Application is Complete" button at the bottom of this page to submit the application. You will then be taken to a confirmation and fee payment page where you will be required to pay the application fee online (credit card only). Applications submitted without the fee being paid will not be processed until the payment is received.

Please submit only one application per program. Once you submit your application, you will not be able to edit it online. If you need to make any changes, please do not submit any duplicate applications, as they will be deleted; instead, please contact us directly at grad.school@unh.edu.

After submitting your application, send all supporting documents directly to the UNH Graduate School (not the department to which you are applying). All application materials become the property of the University of New Hampshire and will not be returned, duplicated, or forwarded to a third party.

- Name
- Personal Information
- Planned Major
- Permanent Address and Phone
- Contact Mailing and Phone
- Prior College History
- Test Scores
- Essay Questions
- Additional Questions

The University of New Hampshire is an Equal Opportunity/Equal Access/Affirmative Action institution. The University seeks excellence through diversity among its administrators, faculty, staff, and students. The University prohibits discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, or marital status. Application by members of all underrepresented groups is encouraged. Inquiries regarding discrimination should be made to Donna Marie Sorrentino, Director, Affirmative Action and Equity Office, Thompson Hall, telephone (603) 862-2930 v/tty; or Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201. Rev. 08/07

Application is Complete  Finish Later

Email the Graduate School

RELEASE: 8.7.1

Planned Major Screen (F3b):

Planned Major (Checklist item 3 of 9)

To complete your application you must specify your Choice of Major.

* - indicates a required field.

Select your major choice:

Are you applying for a program at the Graduate School Manchester Campus at Manchester?*

If the program you are applying to has an option, concentration or track please indicate your preference (for example the PhD in English requests you to select either Literature or Composition Studies as your concentration).

How did you hear about this program?

Please verify that you have visited our Programs of Study page and that the program you are applying to accepts applications to the term you selected and the deadline to apply has not yet passed. If you apply to the wrong term or the deadline has passed your application will be inactivated.*

Checklist  Continue  Finish Later

Return to Checklist without saving changes

RELEASE: 8.7.1
Confirmation Page Success (F4):

**PLEASE WRITE THIS DOWN. Your UNH Student ID is:**

905820113. You will need this ID later.

Thank you for applying to the UNH Graduate School. **PLEASE PRINT OR SAVE THIS PAGE FOR FUTURE REFERENCE.** The following information was submitted:

**Name:** Jonathan Adams  
**Date:** 07-JAN-16  
**Semester:** Fall 2016  
**Program:** College Teaching: CERTIFICATE

To complete the submission of your application you are required to pay the $65 application fee ($25 if applying for a certificate), by credit card (VISA, MC, Discover), using the online payment link provided at the bottom of this page.

**Note:** All applications are verified internally. This process can take up to 2-5 days. Until your application is verified you will have an admit type of "Unprocessed Web Applicant". This status type will be removed once our office has completed the verification of your application.

It is your responsibility to check and ensure that all supporting materials required to complete your application are received by our office. Use the following resources to:

- Request your letters of recommendation: https://www.gradschool.unh.edu/pdf/frm_lor.php
- Monitor the status of your application: http://www.gradschool.unh.edu/myunh.php
- Activate your MyUNH/Blackboard+ account: https://blackboard.unh.edu/

*It takes at least 1 business day before you will be able to activate your account.*

To use the above resources you will need your assigned UNH Student ID:

**UNH Student ID:** 905820113

Please be sure to keep your EMAIL ADDRESS up to date with our office as all admission related communications, including decisions concerning your admission status, will be sent via email.

905820113/10

[Pay Admissions Application Fee Now]

---

Confirmation Verify (F5):

**Confirmation Page**

Thank you for applying to the UNH Graduate School. **PLEASE PRINT OR SAVE THIS PAGE FOR FUTURE REFERENCE.** The following information was submitted:

**Name:** Jonathan Adams  
**Semester:** Fall 2016  
**Program:** Accounting: MS

To complete the submission of your application you are required to pay the $65 application fee ($25 if applying for a certificate), by credit card (VISA, MC, Discover), using the online payment link provided at the bottom of this page.

**Note:** Your application needs to be verified internally by our office before you can access it, and this process can take up to 2-5 days. You will be notified by email when this is done. The email will also include your assigned UNH Student ID, which is required for:

- Requesting your letters of recommendation: http://www.gradschool.unh.edu/pdf/frm_lor.php
- Monitoring the status of your application: http://www.gradschool.unh.edu/myunh.php
- Activating your MyUNH/Blackboard account: https://blackboard.unh.edu/

It is your responsibility to check and ensure that all supporting materials required to complete your application are received by our office. Please be sure to keep your EMAIL ADDRESS up to date with our office as all admission related communications, including decisions concerning your admission status, will be sent via email.

[Pay Admissions Application Fee Now]
ADMISSION PROCESS

Accept offer of admission (F6a):

Accept Confirmation (F6b):
TOOLS FOR DEPARTMENTS – WEBI

Reports are grouped by category where each number presents a distinct area. So GS2 is admissions, GS3 is student, etc. This can help you identify what category a report you ran is in. All official reports (versus those in the custom area) will have a report number that can be used to identify it. Custom reports usually begin with ADHCGS followed by a number which matches the category it belongs to. So ADHCGS8 stands for Ad-hoc gradschool custom report in the R30 Historical category. A complete list of all reports and descriptions is provided at the end of the handbook.

Included at the end of the handbook are one page sample reports for the following:

- **ADHCGS1** – Unsubmitted Web Applications by Program
  - Provides summary and excel data for unsubmitted web applications based on term and program(s) selected.
- **GS21020** – Admissions Stats Comparison
  - Summary counts over time, at a specific date in time, for admissions data. Prompts for years, term, program(s), levels, student type.
- **GS22210** – Applications In progress
  - See all the applications for your department and what their status is. Many different sorts and ways of looking at the data.
- **GS22300** – Incomplete App Checklist Items by Department
  - Very important report – shows what is missing from applications for applicants to your department.
- **GS23200** – Recent Updates to Applications
  - Useful report used to track what documents have recently come in on an applicant. Best for departments who download materials from Xtender for incomplete applicants versus waiting for the file to be complete. Also will show newly submitted applications for the date range provided.
- **GS24150** – Action Sheet Form Department
  - Required form to review and give recommended decisions on applications.

Other useful reports (samples are not provided for these):

- **GS30100** – Active Students by Department
  - List of all your active students for current term
- **GS30300** – Non-Registered Students by department
  - All students who are required to register and are not for current term
- **GS31100** – UNH Student Academic Record
  - Similar to a transcript but unofficial it lists a student’s complete course history
- **GS40150** – Graduate Aid by Department
  - Will show all graduate students with graduate aid for provided term and department
- **GS50200** – Student Certification by Department
  - Required report (form) to complete degree certification for graduation.

The Custom reports area holds reports that have not been officially verified and are managed by our office only. Usually ad-hoc reports that are useful for a few people but not enough people to warrant publishing officially.

WEBI will undergo an upgrade in March 2016. Some screenshots are included on the following pages. Notes on upgrade:

- Upgrade is planned for the end of March
- WEBI Inbox Reports will be deleted so move anything they need to My Favorites
- Ask that the clean up My Favorites reports
- Reminder that Deski Reports will not be brought over
- They will be hearing more details soon!

For help on using the reports and interpreting the data on them contact Amanda Fontaine (Amanda.fontaine@unh.edu 2x3006) or Jonathan Adams (jonatha.adams@unh.edu 2x3003) at the UNH Graduate School. For help with getting accounts made or troubleshooting WEBI please contact the help desk at 862-4242.
WEBI UPGRADE

Home page is where you land:

The documents list looks similar to today’s lists:
Public reports are in the “Folders” area, and the list looks much like today’s lists:

The reports will also look the same, although the menus, ribbons, and the gray panels have changed.
TOOLS FOR DEPARTMENTS - XTENDER

Xtender is handled by the Document Management Group and the main contacts are Jessica Michelsen and Bob Dorval. Xtender is used to electronically store application materials (jackets, test scores, resumes, letters of recommendation, transcripts, etc.) as well as student documents (change of degree, petitions, grade changes, etc.). Admission documents live in B-S-ADMN and student documents are in B-S-ID.

Xtender Admissions has document types that are often connected to a specific Banner admissions checklist code. For example in Banner the checklist code 0045 indicates a resume requirement. The document type used in Xtender is Admissions App. In Xtender the checklist code is referred to as the “Admissions Requirement” and would have the value 0045, as shown in the figure below:

<table>
<thead>
<tr>
<th>ID</th>
<th>PIDR</th>
<th>DOCUMENT TYPE</th>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>SSN</th>
<th>BIRTH DATE</th>
<th>TERM CODE</th>
<th>APPLICATION NUMBER</th>
<th>ADMISSIONS REQUIREMENT</th>
<th>INST</th>
</tr>
</thead>
<tbody>
<tr>
<td>909820112</td>
<td>121899</td>
<td>ADEMS APP</td>
<td>ADAMS</td>
<td>JONATHAN</td>
<td>****7190</td>
<td>29-Oct-1964</td>
<td>201010</td>
<td>14</td>
<td>0045</td>
<td></td>
</tr>
<tr>
<td>909820113</td>
<td>121899</td>
<td>MISC CORRESPONDECE</td>
<td>ADAMS</td>
<td>JONATHAN</td>
<td>****7190</td>
<td>29-Oct-1964</td>
<td>201010</td>
<td>14</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

So above you know that this person has a document type of admissions app (people can often have many items that share the same document type) and can tell that the document is a resume because of the 0045 code under admissions requirement. Below is a chart used to know what document types exist and what checklist items they relate to:

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Checklist Items and Documents</th>
</tr>
</thead>
</table>
| Admissions App     | 0001 Application Fee  
|                    | 0041 TA and Financial Application  
|                    | 0042 WSBE Essay Questions  
|                    | 0043 Personal Statement  
|                    | 0044 Slide Presentation  
|                    | 0045 Resume  
|                    | 0047 PHD 2nd Education Essay  
|                    | 0049 Unaccepted Test Scores (uses this doc type since not considered general info. and not a valid test score)  
|                    | 0093 Prerequisite Verification Form  
|                    | 0094 Statement of Support  
|                    | 0095 Last Page of Application  
|                    | 0096 Signature Page  
|                    | 0097 Writing Sample  
|                    | 0098 Miscellaneous Item( As pertains to miscellaneous documents that are part of the application requirements)  
| Application Info** | 0048 Grad Comp Application Packet  
|                    | **Non-checklist items include: Application jacket and other misc. documents that do not required a checklist code.  
| Test Scores Info   | 0007 GRE General Test  
|                    | 0008 GRE Subject Test  
|                    | 0009 GMAT  
|                    | 0010 MAT  
|                    | 0011 TOEFL  
|                    | 0052 LSAT (not linked to checklist date)  
| College Transcript | 0002 College 1 Transcript  
|                    | 0003 College 2 Transcript  
|                    | 0004 College 3 Transcript  
|                    | 0005 College 4 Transcript  
|                    | 0006 College 5 Transcript  
|                    | 0019 College 6 Transcript  
| E-College-Trns-1   | No specific checklist code used. Instead each number refers to the number of transcripts that came in assigned to misc. mail. Only used for misc. mail.  
| E-College-Trns-2   |
In addition there are some document types that do not have any Banner checklist code connection and are stand alone types:

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Non-Checklist Items and Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Sheet</td>
<td>Action Sheets</td>
</tr>
<tr>
<td>Cross-Ref</td>
<td>Cross reference of alternative names</td>
</tr>
<tr>
<td>Change Requests</td>
<td>CoD, ReAdm, Emails from applicants or Departments requesting a change on curricula or term</td>
</tr>
<tr>
<td>Misc Correspondence</td>
<td>Admission letters and documents relating to admission decisions. Also misc. Email, Department correspondence, notes and other misc. paperwork that deals with communications.</td>
</tr>
<tr>
<td>Immigration Docs</td>
<td>Any documents relating to international visa or immigration documents.</td>
</tr>
<tr>
<td>Confidential – GR</td>
<td>Misc. correspondence restricted to graduate school staff only. Considered confidential.</td>
</tr>
</tbody>
</table>

Xtender also manages student documents in an area called B-S-ID with document types. These do not have any checklist requirements in Banner and are instead just meant to classify the type of document indexed. Below is a chart that shows what type belongs with what document as used by our office. The second chart shows how the Registrar’s Office groups documents.
<table>
<thead>
<tr>
<th>Document Types</th>
<th>Registrar's Office Filing Scheme</th>
<th>Sort</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASAC</td>
<td>all ASAC documents, including petitions (e.g., waiver of senior residency, study abroad with conduct issues), letters, &amp; supporting materials</td>
<td>by term</td>
</tr>
<tr>
<td>College Transcript</td>
<td>transcripts for enrolled students, study abroad, consortium, exchange; graduate transcripts</td>
<td>by term, institution</td>
</tr>
<tr>
<td>Course Enrollment Schedule</td>
<td>student schedule, late drop/add petitions, honors designation forms, overload petitions, surcharge letters; non-payment letters, ANOR &amp; ORNA letters</td>
<td>by term</td>
</tr>
<tr>
<td>Credit Evaluation</td>
<td>credit evaluations for enrolled students, prior approval forms, study abroad planning forms, petitions to waive senior residency, Transfer of Credit Form (graduate)</td>
<td>by term</td>
</tr>
<tr>
<td>Grade Report</td>
<td>original &amp; subsequent updates</td>
<td>by term</td>
</tr>
<tr>
<td>Graduation</td>
<td>all graduation-related correspondence, including out letters; General Education petitions; Writing Committee petitions;</td>
<td>by term</td>
</tr>
<tr>
<td>Misc Correspondence</td>
<td>Student Records Requests, any documents that don't fall under a more specific category; Request to Prevent Disclosure of Information forms</td>
<td>by term</td>
</tr>
<tr>
<td>Proof of Citizenship</td>
<td>residency applications, appeal petitions, related correspondence</td>
<td>by term</td>
</tr>
<tr>
<td>Records Change Forms</td>
<td>Change of Program forms, Declaration of Minor forms, Special Grade Report forms, Repeated Course forms, petitions to change academic history, Name Change Forms, Special Student Credit Forms (graduate)</td>
<td>by term</td>
</tr>
<tr>
<td>SSN Card</td>
<td>copies of SSN cards used to fix errors, report SSN’s, documents supporting name changes, such as driver’s license copies</td>
<td>by term</td>
</tr>
<tr>
<td>Student Data Audit</td>
<td>Student Data Audit</td>
<td>by term</td>
</tr>
<tr>
<td>Withdrawal Form</td>
<td>Withdrawal forms, Leave of Absence forms, related materials</td>
<td>by term</td>
</tr>
</tbody>
</table>
When you are viewing a document in Xtender you should close it using the red X in the upper left hand corner of the window and not the X that is part of the browser display in the upper right hand side.

Documents are usually printed off to PDF and combined into a complete packet of application materials once we notify the department that an application is complete. These packets are then shared with their review committee. The recommended method for sharing these PDF packets is by using BOX.

It is recommended to have PDF Factory Pro installed (provided for free by UNH although you need to be logged into VPN to use it properly) for making your PDF files. It tends to be faster and more reliable than Adobe and also lets you print and combine documents all in one step saving time.

Getting Help:

If you have questions about the actual documents being viewed (like a hard to see transcript or a question on where a document came from, or a blank page) then you can contact most anyone at the Graduate School. Beth Cilley, Danielle Peterson, and Amanda Fontaine all work with managing Xtender documents in Admissions while Laurie Witham works with documents for students.

For help with getting an Xtender account or troubleshooting Xtender please contact the help desk at 862-4242.

There is also a great help document online that gives information on how to install Xtender components and software as well as getting and using PDF Factory Pro.

2. Under the top menu go to Documentation and then Xtender.
3. You will see a variety of helpful documents. The one you want is “Getting Started and other helpful hints.”
TOOLS FOR DEPARTMENTS – BOX

BOX is the current recommended method for sharing documents at UNH. It replaces the content management system used by Blackboard. While departments can also share documents using other methods (SharePoint, File servers, email, and printed) BOX offers convenience and ease of use combined with excellent security. When used in conjunction with a software tool called KUMO you can easily move documents back and forth between your desktop PC and the BOX server using the familiar windows explorer interface.

Example of Use

Departments can print application materials to PDF from Xtender and combine them into application packets. These applications can then be uploaded to BOX and shared with those people in their department that are reviewing the applications. BOX offers many features and great security that make it easy for your committee members to review applications.

Features of Box @ UNH:

- Unlimited storage!
- Office Online editing allows you to create and edit Office documents in Box right in your browser.
- Easy upload content, organize documents, sharing of files and manage file and folder permissions.
- Collaborate on documents with colleagues both inside and outside the University seamlessly anytime, anywhere from any device.
- Uploaded files are private until you decide to share them.
- Version history of your files. Up to 100 previous versions (100 most recent) are accessible.
- Deleted files are kept in the Trash folder for 30 days, you have the ability to recover deleted files/folder.
- Free plugins and apps are available from Box.com for Box at UNH users and integrates well with Microsoft Office.
- For faculty and staff, use your UNH AD username and password to log in.
- For students, use your full @wildcats.unh.edu email address to log in.

Who can use Box?

Currently Box @ UNH is available to all active UNH students, faculty, and staff.

BOX Website: https://unh.app.box.com/login

BOX FAQ and Help: http://www.unh.edu/it/enterprise-collaboration-and-messaging/box-unh

BOX and KUMO

Kumo is a service that is designed to work with Box @ UNH. Kumo allows you mount Box as mapped drive, just like your C: drive. Kumo brings together the security and benefits of Box @ UNH with the convenience of a mapped drive.

Computers accessing Kumo must meet all of the following requirements:

- Windows 7, 8, or 8.1
- Domain-joined (AD or Wildcats)
- Configuration Manager managed
- On campus or VPN Network Access
- User must have a Box @ UNH account

For more details, including how to get KUMO, see the KUMO FAQ and Help page: https://www.unh.edu/it/enterprise-collaboration-and-messaging/kumo-at-unh
Five-Year Admissions Summary

<table>
<thead>
<tr>
<th></th>
<th>Fall 2011</th>
<th>Fall 2012</th>
<th>Fall 2013</th>
<th>Fall 2014</th>
<th>Fall 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received</td>
<td>2730</td>
<td>2545</td>
<td>2567</td>
<td>2426</td>
<td>2465</td>
</tr>
<tr>
<td>Completed</td>
<td>2178</td>
<td>2069</td>
<td>2137</td>
<td>1986</td>
<td>2012</td>
</tr>
<tr>
<td>Admitted</td>
<td>1295</td>
<td>1225</td>
<td>1263</td>
<td>1202</td>
<td>1285</td>
</tr>
<tr>
<td>Enrolled</td>
<td>747</td>
<td>678</td>
<td>739</td>
<td>662</td>
<td>705</td>
</tr>
</tbody>
</table>

Five-Year International Student Admissions Summary

<table>
<thead>
<tr>
<th></th>
<th>Fall 2011</th>
<th>Fall 2012</th>
<th>Fall 2013</th>
<th>Fall 2014</th>
<th>Fall 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received</td>
<td>643</td>
<td>664</td>
<td>643</td>
<td>603</td>
<td>695</td>
</tr>
<tr>
<td>Completed</td>
<td>456</td>
<td>478</td>
<td>468</td>
<td>430</td>
<td>496</td>
</tr>
<tr>
<td>Admitted</td>
<td>196</td>
<td>228</td>
<td>203</td>
<td>218</td>
<td>273</td>
</tr>
</tbody>
</table>