

THE CGS CORE-RESPONDER

Middle Tennessee State University

MIDWEEK MESSAGES FROM THE COLLEGE OF GRADUATE STUDIES

Volume 1, Issue 8



Reminders

- We need your help to reduce the amount of time it takes the College of Graduate Studies to respond to your inquiries. In [The Core-Responder Vol. 1, Issue 7](#), we shared information about where to post admissions and other documents.
- By posting documents to Dynamic Forms, instead of to emails, you help our processes move more efficiently. We appreciate your support!

How can I send attachments to CGS?

- If you are trying to send an attachment (such as a Degree Plan) for a current student, use this link: [Upload Student Forms](#).
- If you are trying to send admissions materials for a prospective student, use this link: [Upload Admissions Materials](#).
- Both of these links can be found on the [Forms page](#) of the CGS website.
- The askgrad@mtsu.edu email address **cannot** accept attachments.

How can I talk to someone in CGS?

The askgrad@mtsu.edu email address is the best way to send questions to the College of Graduate Studies. Your questions are recorded and will not disappear or get lost. Because all staff members have access to the incoming messages, the best person to answer your questions can easily do so.

Sending multiple inquiries directly to different staff members causes delays. Staff members have to transcribe the questions they receive in their email into CGS Footprints for record keeping and for continuous improvement. One inquiry sent to multiple email addresses adds minutes, and sometimes hours, to our processing time.

In the past, programs may have been instructed to send emails to all analysts. It is no longer necessary to email all analysts. Just one email to askgrad@mtsu.edu is all that is needed.

