

# Graduate School USA

## Higher Reach Student Information System (SIS) Overview



# Higher Reach Student Information System

- GSUSA new student information system designed to:
  - Allow students to register for open enrollment courses
  - Keep track of courses completed and print copies of certificates of completion
  - Enroll in certificate programs
  - Apply to long-term leadership programs.
  - Give Agency Coordinators the ability to manage the enrollments of students from their agency (future).

# Higher Reach Student Information System – Center for Leadership and Management

- Center of Leadership and Management use of system:
  - Move from paper to online application process
    - Paper application will still be available for a short time after the official roll-out in April/May
    - Still working out some of the bugs
  - Some agencies have already stopped using the application and this is a way to still gather missing information
  - Will allow students to check the status of their application, submit missing information, etc. necessary to complete application process, and make payments.
  - Access/Print certificate of completion. Keep track of courses completed and print copies of certificates of completion
  - One login for Higher Reach and Blackboard

# Higher Reach Student Information System – Center for Leadership and Management

- How will this effect the Agency?
  - No changes to the agency’s internal selection process
    - Agencies will still gather necessary information to complete the selection process (i.e. Reason for applying, Supervisor recommendation, resume, yearly reviews, etc.).
    - Some agencies have already moved away from using the application
    - Can still request to hold seats in programs
  - Instead of submitting an entire application package, Agency Coordinators can submit the names of those selected, the programs, and payment information
    - A POC will be needed to process payments in new system
  - No need for prospective students to complete the application prior to being select to participate in the program
    - Once notified of selection, go online and submit application
  - Notifications
    - Students will receive notifications from the system on the status of their application (complete, missing information, etc.)
    - Agency coordinators and supervisors will receive notification of final enrollment of students in the program

# Higher Reach Student Information System – CLM Application Process

After the student is notified that they have been selected to participate in one of our programs:

1. Go to <http://register.graduateschool.edu/modules/>
2. Click on “Find A Program”
3. Select “Program Catalogs”
4. Select “Leadership Development Long Term Programs
5. Select the program, read Admission Requirements carefully;
6. Select “Apply” and follow the instructions\*
7. After completing the application process, hit submit.
  - Student will be instructed to complete their student profile, then hit “Next”
  - System will inform student of anything that needs to be corrected/added before application can be submitted. If nothing else is required, student will see a message thanking them for their application and they will be notified when it is approved when they hit submit.
8. Students will be officially enrolled in the program once payment has been received (i.e. credit card, completed SF-182 with billing address and POC).
  - Students will receive notification of their official enrollment in the program with instructions on next steps (i.e. how to complete assessments, location of the training, etc.)

\*Students will be required to create a student profile/account before completing the application process.

FIND A PROGRAM

ON-SITE TRAINING

MY CART

MY GSUSA

PROGRAM CATALOGS

SEARCH PROGRAMS



SEARCH GSUSA COURSES

## Government Training and Professional Development

Graduate School USA's government-focused services encompass quality courses, certificate programs, leadership development, classroom and online delivery support, career services and training center management, individual assessments, and coaching and mentoring services.

Committed to supporting our clients with practical, real-life applications that assist them in doing their jobs, we deliver the training solutions that only a valued partner with nearly one hundred years of federal government experience can provide.

BY DEPARTMENT

BY SUBJECT

BY LOCATION



SEARCH GSUSA COURSES

## Evening and Weekend Programs

Put down the remote. Step away from the browser. Graduate School USA's Evening and Weekend Programs offer DC-area residents a wide range of opportunities for accomplishment and fun. Explore foreign languages, graphic design, natural history, and more, with courses that fit into your busy life.

BY DEPARTMENT

BY SUBJECT



## Login or Create a New Account

Graduate School USA provides relevant, responsive services in support of both organizational and personal achievement. We create and deliver expert training and workforce development. Start today by creating an account and searching relevant, up-to-date training for you and your team!

NEW / RETURNING

FIND A PROGRAM



## Program Catalogs



## PROGRAM CATALOG

### Leadership Development Long Term Programs

Program	Start / End	Description	Action
2019-2 Executive Leadership Program	Sep 16, 2018 Jun 7, 2019	<a href="#">MORE</a>	<a href="#">INQUIRE</a>
2018-1 Aspiring Leader Program	Mar 26, 2018 May 4, 2018	<a href="#">MORE</a>	<a href="#">APPLY</a> <a href="#">INQUIRE</a>
2018-1 New Leader Program	Mar 12, 2018 Sep 28, 2018	<a href="#">MORE</a>	<a href="#">APPLY</a> <a href="#">INQUIRE</a>
2019-1 Executive Leadership Program 	May 7, 2018 Feb 8, 2019	<a href="#">MORE</a>	<a href="#">APPLY</a> <a href="#">INQUIRE</a>
2019-1 Executive Potential Program	Apr 16, 2018 Apr 20, 2019	<a href="#">MORE</a>	<a href="#">APPLY</a> <a href="#">INQUIRE</a>

Program



## 2019-1 Executive Leadership Program

### Program Description

This nine-month program, with an emphasis on leading people, provides training and developmental experiences for individuals at the GS 11-13 levels through experiential learning and individual developmental opportunities. These activities are supported by classroom instruction and other activities provided during the four one week sessions and individual assignments completed over the nine month period.

Program Cost: \$4829

Program Start and End Date: May 07, 2018 - February 8, 2019

Please review the following 4 week training schedule:

Training Weeks	Training Schedule	Location
Session I - Orientation Week - Staging the Executive Leadership Journey	May 7-11, 2018	Washington DC
Session II - Building on the Executive Leadership Journey	August 6-10, 2018	Washington DC
Session III - Leading People	November 5-9, 2018	Washington DC
Session IV - Graduation Week	February 4-8, 2019	Washington DC

Participants must complete all training sessions to successfully complete the program.

Course	Name
ELPG Session I	Executive Leadership Program
ELPG Session II	Building on the Leadership Journey
ELPG Session III	Leading People
ELPG Session IV	Graduation Week

## Admission Requirements

Individuals should be nominated by their supervisor based on both their leadership potential and their motivation to fully participate in and complete all program requirements. To complete the Executive Leadership Program, participants will be absent from their positions of record for a minimum of **three months** (four one-week training sessions and the eight-week required developmental assignment). Participants must finish all program components—**NO** exceptions will be made. Additional work time will be needed to complete some team activities and other program requirements. Please consider these time requirements carefully before submitting an application package.

Applicants must be at the GS11-13 grade level

**NOTE:** Please make sure to have access to electronic copies of the following **BEFORE** starting the application process:

1. Resume
2. Reason for Applying
3. Supervisor Recommendation - Must be signed

Also, organizations may have different requirements and deadlines for submitting applications to this program. Please check with agency or training coordinators to determine if there is an internal competitive process before submitting an application.

If you require ADA accommodations, please go to ADA for additional information.

Application Fee: \$ 0.00



login

LOGIN

Create a new Customer Account

[Click here to create a new account](#)

Reset Your Password

[Click here to reset your password](#)

## 2019-1 Executive Leadership Program

### Requirements

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### APPLICATION FORM

Application Questions

Submit Application...



**All application questions must be completed before submitting your application. If you require ADA accommodations, please go to ADA for additional information.**

1. Daytime Phone Number

2. Current GS Level or Equivalent

- GS-11 or Equivalent
- GS-12 or Equivalent
- GS-13 or Equivalent

3. Former participant of other Graduate School Leadership Programs?

- Yes

Please upload a copy of your current resume

Choose File Application ...rkflow.docx

UPLOAD

REMOVE

Application Workflow.docx

8. Supervisor Recommendation

Blah, blah, blah, blah

9. Intermediate Supervisor Name

Cynthia Hawkins

10. Intermediate Supervisor Title

Director

11. Intermediate Supervisor Phone Number

2023143438

12. Intermediate Supervisor Email Address

cynthia.hawkins@graduateschool.edu

13. Program Coordinator Name

Edward Harper

14. Program Coordinator Phone Number

2023143344

15. Program Coordinator Email Address

edward.harper@graduateschool.edu

16. What is your payment method?

Credit Card

Purchase Order

CONTINUE

## APPLICATION

## 2019-1 Executive Leadership Program

### Requirements

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## APPLICATION FORM

[Application Questions](#)[Submit Application...](#)**READY TO SUBMIT**

Note: Application Fee is \$ 0.00

[SUBMIT APPLICATION](#)

## Profile

### Checkout - Missing Information

The information collected on this form will not be used for marketing purposes.

Prefix	<input type="text"/>
* First Name	<input type="text" value="Sally"/>
Middle Name	<input type="text"/>
* Last Name	<input type="text" value="Sample"/>
Suffix	<input type="text"/>

#### Personal Information

Birthday	<input type="text" value="01/01/2001"/> <small>(MM/dd/yyyy)</small>
Gender	<input type="text" value="Unknown"/> ▾

#### Ethnicity

Are you Hispanic or Latino?

Select one or more of the following races:

- American Indian or Alaska Native     Asian     Black or African American  
 Native Hawaiian or Other Pacific Islander     White     N/A

## General

\* Do we have Permission to add you to our promotional e-mail list?

- Yes  
 No

\* Is this your first class with us?

- Yes  
 No

\* Are you interested in a Certificate Program?

- Yes  
 No

## Login

\* Secret Question

\* Secret Answer

NEXT



MY PROGRAMS

Thank you for your application, we will alert you when your application has been approved.

## Applications

Program	Application Date	Status	Action
2019-1 Executive Leadership Program	Mar 15, 2018	Submitted	

## Enrollments

*No enrollment information found.*

# Questions?