

# Admissions Questionnaire

Admissions is a pretty stand alone module that allows a person to have multiple applications for a term. So merging data for the same individual from both institutions is not that much of an issue.

Major Topics	Questions	Responses
<b>Admissions (general)</b>	<ul style="list-style-type: none"> <li>• What office(s) is (are) responsible for admission to the institution? Include all student types (e.g. undergraduate, graduate and professional, degree-seeking students; non-degree students; “special” or transient students, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	<ul style="list-style-type: none"> <li>• To which terms do you admit students?</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	<ul style="list-style-type: none"> <li>• Do you permit walk-in admission and registration? If yes, for which schools or programs?</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	<ul style="list-style-type: none"> <li>• Will it be necessary to convert admissions data from the legacy system? If so, how far back? (i.e. What is the earliest term that needs to be converted?)</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	<ul style="list-style-type: none"> <li>• For how long are admissions records kept active? Does a process exist in your legacy system for purging admissions records?</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Applications</b>	<ul style="list-style-type: none"> <li>• Is there one common admission application or do special applications exist for certain students or programs?</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	<ul style="list-style-type: none"> <li>• Are applications available via the Web? If so, are submissions of completed applications accepted via the Web?</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	<ul style="list-style-type: none"> <li>• Do you use scanner technology or document imaging to load application information?</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

Major Topics	Questions	Responses
	<ul style="list-style-type: none"> <li>Do you have an application deadline or open/rolling admission?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	<ul style="list-style-type: none"> <li>Do you currently track in the system the physical location of an application?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	<ul style="list-style-type: none"> <li>Do you require that applicants submit a new application if they wish to change their admit term? Is the procedure the same whether or not an offer of admission has already been made? Is the procedure the same if the applicant has accepted an offer of admission?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	<ul style="list-style-type: none"> <li>Do any programs (e.g. Nursing) have secondary admissions processes (e.g. students must meet minimum first semester/year requirements to be officially accepted into a program)?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Applicant Information</b>	<ul style="list-style-type: none"> <li>How do you differentiate between different types of applicants (e.g. new freshmen, transfers, readmits, etc.)?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	<ul style="list-style-type: none"> <li>Are individual applicants assigned to admissions counselors, directors or other administrators based on a set of rules (e.g. geographic region, program of interest, test score range, etc.)?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	<ul style="list-style-type: none"> <li>Are students required to apply for readmission if they do not maintain continuous enrollment? If so, are special applications required? Which office processes readmits?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	<ul style="list-style-type: none"> <li>Do you track legacy information (i.e. alumni family members)? If yes, what information do you collect? (e.g. relationship)</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

Major Topics	Questions	Responses
	<ul style="list-style-type: none"> <li>Do you give admission preference to legacies or other special applicant groups?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Residency</b>	<ul style="list-style-type: none"> <li>Do applicants need to declare or provide proof of residency?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	<ul style="list-style-type: none"> <li>Are special tuition or fee rates associated with residency status?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	<ul style="list-style-type: none"> <li>Do you have reciprocity agreements with other states? Military?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>High School Information/ Education History</b>	<ul style="list-style-type: none"> <li>Do you enter transcript detail (e.g. subjects and grades) from high schools attended or summary information only (e.g. GPA, rank, etc.)?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>International Applicants</b>	<ul style="list-style-type: none"> <li>What special documents are required of international applicants (e.g. financial statement, visa, sponsor information, TOEFL scores, etc.)?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	<ul style="list-style-type: none"> <li>What special information is tracked for foreign/international students (e.g. citizenship information, language proficiency, sponsor's name, visa type/number/expiration date, etc.)?</li> <li>Which office maintains this information?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	<ul style="list-style-type: none"> <li>Which office processes applications for I-20's (F1, M1 visas)?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	<ul style="list-style-type: none"> <li>Do you sponsor exchange visitors (J-1 visa)? If so, which office issues the Request for Certificate of Eligibility (DS-2019)?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
		<ul style="list-style-type: none"> <li></li> </ul>

Major Topics	Questions	Responses
<b>Transfer Students</b>	<ul style="list-style-type: none"> <li>Do transfer applicants have to complete a special application? How, if at all, does the application process differ than that for new applicants?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	<ul style="list-style-type: none"> <li>Does the Admissions Office manage the evaluation of transfer credits? (If not, skip to next major topic.) If so, is this true for both transfer students <i>and</i> continuing students, or does another office perform the evaluations for continuing students?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	<ul style="list-style-type: none"> <li>Who performs the actual evaluation (e.g. Admissions, academic departments, etc.)? Are evaluations done manually or by the system (i.e. Transfer Articulation)?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	<ul style="list-style-type: none"> <li>Are students awarded credits, grades, or both?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	<ul style="list-style-type: none"> <li>Who posts the credits to the student's record?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	<ul style="list-style-type: none"> <li>Do you have articulation agreements with any other institutions? If so, which?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Application Fees</b>	<ul style="list-style-type: none"> <li>Do you require an application fee? Can these fees be waived? How is the receipt or waiver of a fee tracked for an applicant? Do you process applications if a fee or waiver is not received?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

Major Topics	Questions	Responses
	<ul style="list-style-type: none"> <li>• How are the payments processed (e.g. Checks are received by the Admissions Office and sent to the Cashier.) How are payments posted to the general ledger? (i.e. Are payments posted to individual applicants' accounts or through a departmental journal entry?)</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Requirements Tracking</b>	<ul style="list-style-type: none"> <li>• What documents (transcripts, letters of recommendation, test scores, etc.) do you require as part of the application? Are there different requirements for different types of applicants? How do you track receipt of these documents?</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	<ul style="list-style-type: none"> <li>• Are applicants notified of missing documentation? If yes, are notification letters generated by the system?</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	<ul style="list-style-type: none"> <li>• What, if any, materials tracked by the Admissions Office are required for enrollment, but not required before an offer of admission can be made (e.g. proof of immunization)?</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	<ul style="list-style-type: none"> <li>• Do you require interviews? If so, do you have a rating system for interviews? What is it? Do you track the names of assigned interviewers or committee members?</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	<ul style="list-style-type: none"> <li>• How is the location of the physical application tracked?</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	<ul style="list-style-type: none"> <li>• How do you manage the tracking of documents received prior to an application (e.g. transcripts, letters of recommendation, etc.)? How do you manage the matching of those documents to subsequently received applications?</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

Major Topics	Questions	Responses
	<ul style="list-style-type: none"> <li>Does the legacy system automatically track when all required documents are received and the application is ready for review? If not, how is this managed?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Test Score Processing</b>	<ul style="list-style-type: none"> <li>What test scores are required for admission?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	<ul style="list-style-type: none"> <li>In what format do you receive test scores (e.g., paper, tape, diskette, etc.)?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	<ul style="list-style-type: none"> <li>Are scores entered into the system? If so, how are they loaded (e.g. manually, electronic data load, etc.)? If loaded electronically, does the matching process create a suspense file? If so, who processes the suspended records?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	<ul style="list-style-type: none"> <li>If an applicant has taken a test multiple times, which score do you use for evaluation purposes (e.g. latest, highest, average)?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	<ul style="list-style-type: none"> <li>Is the institution tracking test scores for other purposes than admissions processing?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>Do you track all incoming and outgoing communications with applicants? If so, is this information tracked in the system or manually?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	<ul style="list-style-type: none"> <li>Do you currently have a communication plan (i.e. standard flow of materials) in place? If so, is the plan automated?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	<ul style="list-style-type: none"> <li>Do you currently use a process to extract data from records for the purpose of personalizing letters? If so, is the data downloaded to word processing software? If so, what software is currently used?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

Major Topics	Questions	Responses
	<ul style="list-style-type: none"> <li>• Are financial aid award letters sent with acceptance letters? If yes, how is the effort coordinated? Which office sends the letters?</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	<ul style="list-style-type: none"> <li>• Is there any communication between Admissions and Housing offices regarding applicants? If yes, at what point in the admissions process? How is applicant information transferred to the Housing office?</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Application Evaluation</b>	<ul style="list-style-type: none"> <li>• Does the application evaluation process require that the application is complete (i.e. all requirements received) before it commences?</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	<ul style="list-style-type: none"> <li>• Is there any automation of the application evaluation process?</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	<ul style="list-style-type: none"> <li>• What, if any, quantitative scores are used in the evaluation?</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	<ul style="list-style-type: none"> <li>• Are codes used to indicate an application's status/stage in the evaluation process (e.g. complete/pending review, committee review, decisions made, etc.)? If so, what are the possible stages?</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	<ul style="list-style-type: none"> <li>• Who is involved in the application review process? Are committees involved? If so, is committee information tracked in the system?</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Early Admission/Early Decision</b>	<ul style="list-style-type: none"> <li>• Do you have an early admission or early decision program?</li> <li>• If so, what is the application deadline for each?</li> <li>• When are offers sent?</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

<b>Major Topics</b>	<b>Questions</b>	<b>Responses</b>
<b>Admissions Decisions</b>	<ul style="list-style-type: none"> <li>Do different schools, programs, etc. use different admissions decisions? What are the possible decisions rendered (e.g. accept, admit, deny, conditional admit, provisional admit, etc.)?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	<ul style="list-style-type: none"> <li>What is your turn-around time for making a decision? Do you promise this to applicants?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	<ul style="list-style-type: none"> <li>How does your current system distinguish between an accepted applicant and a student? At what point does an accepted applicant become a student in your current system?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Scholarships</b>	<ul style="list-style-type: none"> <li>What role, if any, does the Admissions Office play in scholarship award processing?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Declaration of Intent/ Admission Deposit</b>	<ul style="list-style-type: none"> <li>Are applicants who are offered admission required to respond with their intention to enroll/not enroll (i.e. accept or decline offer)? If so, is there a deadline by which they must do so? Is a deposit required of the applicant when accepting the offer of admission? If so, what is the procedure if the deposit is not received along with the acceptance?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	<ul style="list-style-type: none"> <li>What office receives the deposit from the applicant? To whom is the deposit routed and what information accompanies the payment?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	<ul style="list-style-type: none"> <li>Is the deposit refundable?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>



Major Topics	Questions	Responses
	<ul style="list-style-type: none"> <li>Do you track the applicant's reason for declining an offer of admission? If the applicant accepted an offer from another institution, do you request/track the name of the other institution? Do you do any reporting from this information?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Withdrawals</b>	<ul style="list-style-type: none"> <li>How do you record that an applicant has withdrawn from consideration (prior to a decision being rendered)?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	How do you record that an <i>accepted</i> applicant has withdrawn?	<ul style="list-style-type: none"> <li></li> </ul>
<b>Merger Topics</b>		<ul style="list-style-type: none"> <li></li> </ul>
	<ul style="list-style-type: none"> <li>How would you handle the same person having active applications for both institutions?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	<ul style="list-style-type: none"> <li>How do I merger test scores, prior college data, high school or holds data for the same person from both institutions? Do both institutions require proof of high school completion?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	<ul style="list-style-type: none"> <li>How do you handle application fees? If only one fee is required and a person has one at each institution do you refund one application fee? Give them a credit? If it is a onetime fee then you must make sure that a detailed AR transaction is created for all that have paid it at either institution.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>