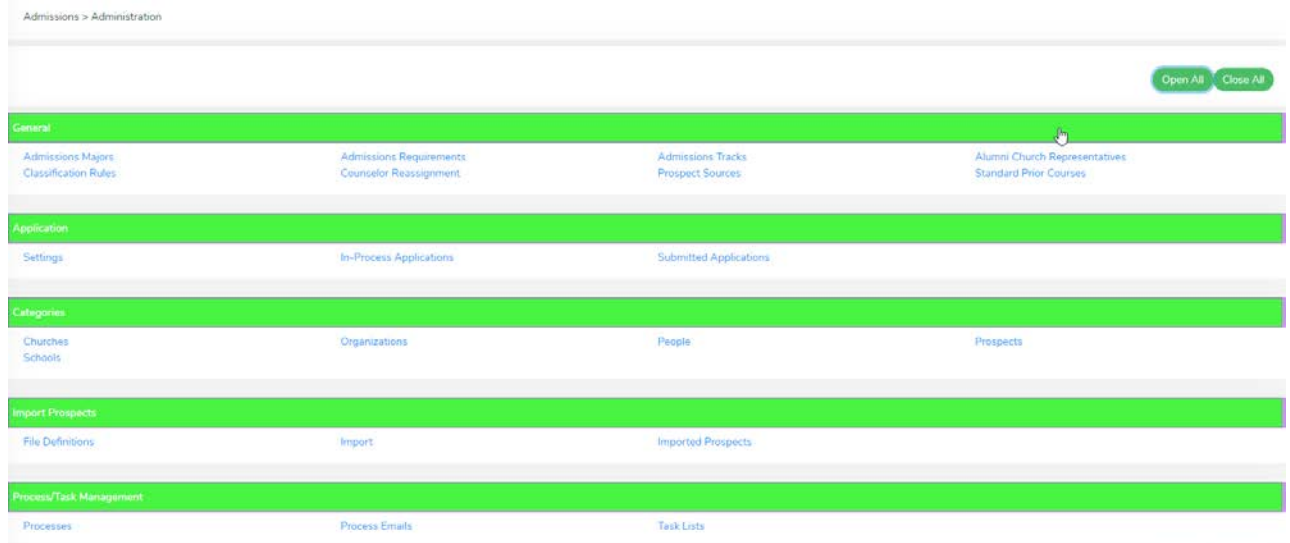


# Admissions - Administration

Description: This process will give you an overview of the options available within the Administration section of admissions.

1. From the main menu, click on Admissions.
2. Click on Administration.



a. General

- i. Admissions Majors - List of majors to be shown within admissions. This may or not be programs that you actually offer. Sometimes it is useful to list what prospective students want to study, even if it is not offered yet.

Admissions > Administration > Degree Major

Save & Return Return

☐ Name\*

☐ Major is Inactive

Associated Department

1. Name - Name of this major. This is required.
2. Major is Inactive - Click this option, if this option is no longer offered. Allows you to keep the information for historical reasons.
3. Associate Department - If departments are used by the school, you may add that information here. This is only for internal purposes. This list

be updated within Academics > Administration or Human Resources Administration.

- ii. Admissions Requirements - List of all the different requirements for admission that may be required for any type of prospective student.

Admissions > Administration > Requirement Update

Save & Return Return

Name*	
Print Name	
Type	
<input type="checkbox"/> Hide on Applicant Interface	
Description	

1. Name - This is the internal name that you will refer to this admission requirement. This is required
  2. Print Name - This is the name that will show to prospective students on the admissions portal.
  3. Type - This is the type of requirement, used for categorization purposes for your school. To update the values in this list, edit picklist "AdmissionRequirementType" in System Administration.
  4. Hide on Applicant Interface - Is this requirement purely for internal use or should it be publicized to the prospective student on the Admissions Portal?
  5. Description - Any comments or instructions needed. This will show on the admissions portal for prospective students.
- iii. Admissions Tracks -Different types of prospective students may have different requirements. Admissions Tracks allow you to outline these different requirement lists, using the requirements entered on "Admission Requirements" option above. This list will appear in the order that they are

added.

Admissions > Administration > Admission Track

Save & Return Return

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Name\* Standard Track

☒ Active Track ☒ Default Track

Add Remove Reset Display Type Set to Applied Set to Admitted Set to Deposited

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1 - 5 / 5

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<input type="checkbox"/>	↑↓ Name	↑↓ Print Name	↑↓ Display Type	↑↓
<input type="checkbox"/>	Application	Application		
<input type="checkbox"/>	High School Transcript	High School Transcript		
<input type="checkbox"/>	ACT 56	ACT 65		
<input type="checkbox"/>	Admissions Interview	Admissions Interview	Applied	
<input type="checkbox"/>	Pastor Recommendation	Pastor Recommendation	Admitted	

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- Name - Name for this track, or requirement list. This should describe the purpose of this track or the type of students this is for. Some examples may be undergraduate, international, or distance learning. This is required
- Active Track - Is this currently in use? Should it show as an option or is it purely for historical purposes.
- Default Track - Is this used by the majority of your prospective students? If so, it should be marked as the default. Only one admissions track can be marked as the default.
- Add - Once clicked, you will be shown a list of requirements entered on “Admissions Requirements” above. You may select the requirements that should be part of this Admissions Track.
- Remove - Click the checkbox next to any requirements that you wish to remove from this track. Then, click the remove button.
- Display Type - For information purposes only, when is this requirement due.

- a. Reset Display Type - Sets values of all selected requirements back to blank
  - b. Set to Applied - Sets values of all selected requirements to Applied.
  - c. Set to Admitted - Sets values of all selected requirements to Admitted.
  - d. Set to Deposited - Sets values of all selected requirements to Admitted'
- iv. Alumni Church Representatives - If a church has former students of the school that potential students can talk to for more information, those can be configured here. This is also available in Constituency.

Admissions > Administration > Alumni Church Relationships

[New](#) [Return](#)

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[<](#) [1](#) [>](#)

Name	City	State/Province	Church	City	State/Province	Active	Delete
<a href="#">Armstrong, Anna</a>	Richmond	VA	Best Church of the Nazarene			Y	<a href="#">✕</a>

1 - 1 / 1

[<](#) [1](#) [>](#)

- 12. Person - Select an alumni (entered from within Academics or Constituency)
- 13. Church - Select a church (entered from within Admissions or Constituency)
- v. Classification Rules - This is used when a prospect is admitted and becomes a student. If you wish to set the new student's classification based on their entrance classification, it may be configured here.

Admissions > Administration > Classification Rule

[Save & Return](#) [Return](#)

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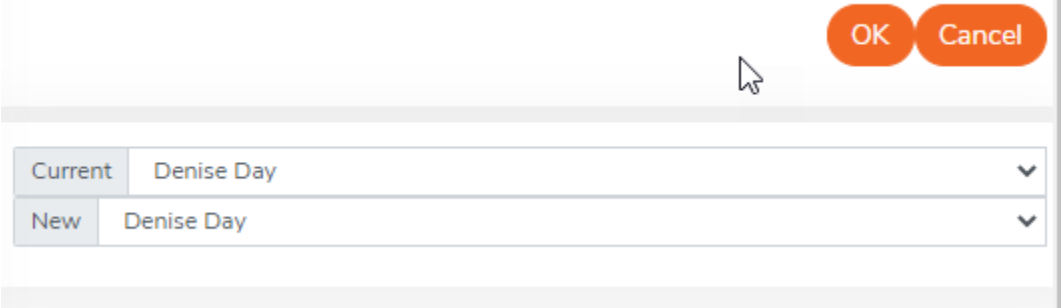
Entrance Classification

Student Classification

- 1. Entrance Classification - To update the values in this list, edit picklist "EntranceClassification" in System Administration.

2. Student Classification - To update the values in this list, edit picklist “StudentAcademicLevel” in System Administration.
- vi. Counselor Reassignment - If you have multiple people working in admissions, you may choose to assign prospective students to different admissions counselors. These are assigned on entry of the prospect. If one of your admissions counselors leaves, this page allows you to reassign all for one counselor to another counselor.

Admissions > Administration > Counselor Reassignment



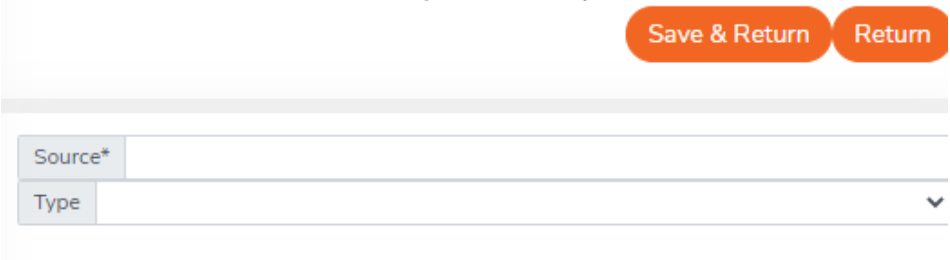
Current Denise Day

New Denise Day

OK Cancel

1. Current - Current Name of Admissions Counselor. This is a list of all employees that are marked as staff that are either of type ‘Admissions Counselor’ or ‘General’.
  2. New - New Admissions Counselor. This is a list of all employees that are marked as staff that are either of type ‘Admissions Counselor’ or ‘General’.
- vii. Prospect Sources - How or Where did you meet prospective students? This can be selected for a prospect during entry. This is helpful for admissions to know which sources are providing the most prospects.

Admissions > Administration > Prospect Source Update



Source\*

Type

Save & Return Return

1. Source - The specific name for this source. For example, South District Assembly or Church Visit to First Church.
  2. Type - The type of source. To update the value in this list, edit picklist “ProspectDataSource” in System Administration.
- viii. Standard Prior Courses - If you wish to track whether a prospective student has taken certain courses as a prior school, these standard courses can be entered here. These courses will then provide the list of standard prior courses to

choose from when entering the prospect.

Admissions > Administration > Standard Prior Course Details

Save & Return Return

Subject

Title

1. Subject - Subject for this course. To update the values in this list, edit picklist "StudentHS\_CourseSubject" in System Administration.
  2. Title - Title for the course.
- b. Application - For more information, see the help document for "Application and Admissions Portal"
  - c. Categories - For more information, see the help document for "Categories"
  - d. Import Prospects - For more information, see the help document for "Import Prospects"
  - e. Processes/Task Management - For more information, see the help document for "Process/Task Management".