Administrative Temp – Responsibilities

- New hire orientation
    - Materials
    - In-person training
    - Help Catherine prepare the Fall schedule
    - Confidentiality Agreements
    - Update emergency contact sheets (every Fall)
- Daily applicants
- Deadline changes
- Run "All Checkmarks Not Complete" and "Test Scores" reports every 1-2 days
- AY and ImageSilo requests (+iLassy for GAs)
- Admission letters
    - NursingCAS letters
- NursingCAS emails for IP and Rec'd
- NursingCAS new programs/rollover
- Mid-summer reminders to conditionals (coordinate with Cassie)
- Recruiting stuff to Catherine and Cassie
- Weekly reports
- Reporting
- Closing out terms (Summer, Fall)
- How to create LORs
- Changing from waitlist to admit
- Run "Final Review" list
- Add new programs to AY
- Uploading items into ImageSilo
- Application fee waivers
- Comparative analysis
- Error reports
- Open House
- Update all information sheets for Fall
- CAS Imports to AY
- List of which programs are F1-eligible and which are not
- Work tracking

Training Manual

Task How-To's

Closing the box

1. Go to https://bos1137.nunet.neu.edu/iLassy/index.aspx and log in. Select View Manifest => confirm box # matches the one on the physical box.
2. Confirm AYIDs have all 7 digits. If not, correct them and re-order the documents (corrected entries move to #1 in the Manifest).
3. Put documents in order of Document ID.
   a. Confirm type and title match each Document ID.
   b. If you find an error, fix the entry and re-order the documents.
   c. If there are duplicates, delete the one that's not in the box.
   d. If there are documents in the box not in the manifest, that's how you know the box was closed by mistake.
   e. If a random document is missing, look:
      i. For duplicates
      ii. For it to be misfiled (check Miscellaneous, check the accordion folders, and check the desks in the student work room)
      iii. The applicant submitted already (just delete from the box)
      iv. In Ilira's filing box
      v. In the applicant's folder.
4. Click Close Box and make a new label.
   a. If you need new labels or boxes, contact John at 781-571-1059.
5. When boxes come back, go into ImageSilo and look up the box number.
   a. Make sure the number of documents in the box matches the number of documents in ImageSilo.
      i. Home => hover over Northeastern Graduate Admissions and select Search => type box # into corresponding field.
   b. If anything was missed, upload it internally.

Notes:

- To cancel pickups for breaks:
  - Contact Melissa Blake at Melissa.Blake@excelaonline.com.
  - If you need to cancel the same day, contact John at 781-571-1059.
- Put box closings on your calendar at 9:30 every MWF.

Troubleshooting:

1. If box is closed by mistake:

    i. If nothing in the second box, change the box # and notify Neil that we're skipping a box.
    ii. If there's something in the second box, do two boxes for that day.

How to Make a Name Alert

1. When you find that an applicant has an alternate name, get a brightly colored sheet of paper.
2. Write:

   [ALTERNATE NAME]
   is in AY as
   [NAME ON APPLICATION]

3. In the bottom right-hand corner, write the date and your initials.
4. File in Miscellaneous under the Alternate Name.

How to Add Recommendations

1. Go to https://webcenter.applyyourself.com/, log in, => Application for Admission, => Search for Applicants. Type in name or DOB and search.
2. Click on the applicant's name. Go to Supporting Documents => Recommendation => Add New Recommendation.
3. Enter the required fields. Select Yes to the waiver question and Yes to the online LOR question.
4. If you will be scanning the document, select Status: Received (Official) and today's date. If the recommender will be completing it online, select Status: Not Received. Click Save.
5. Refresh the page. If the recommender will be completing the letter online, click Re-Notify.
6. If you are scanning the letter, do so. Then click on the recommender's name, click on Overall Recommendation, and upload. Click save. Then confirm by downloading the letters from the application.

How to Add Documents to ImageSilo

1. Go to https://login.imagesilo.com/Home/Login and log in. Search for applicant by AYID.
2. Click Upload. The AYID should be populated already.
3. Fill in all the information except for the box number and document ID.
4. Select the file and upload it.
5. Refresh the page and confirm the document is there.

- Reasons to add a document manually in ImageSilo:
    - Something from the box didn't scan (in this case, enter the box number and document ID).
    - Someone sent us a transcript or reference that needs to be uploaded quickly.
    - You find a transcript that was uploaded to the wrong applicant. To correct:
        - Open the transcript
        - Click Open

- Download to Desktop
- Double-check that it's on your desktop and then delete it from the wrong AY ID in ImageSilo
- Look up the person whose transcript it is in AY and grab the correct AYID
- Search for the correct AYID in ImageSilo and upload document as above

How to Process an Application

1. Complete steps 1-6 under "Running a New Applicants List".
2. Click on the first applicant on the list.
3. If PharmSci, go to Program Information and note exact pharmacy program. If necessary, adjust "Concentration / Specialty / Track" field to match Program field.
4. Click View Application. Copy URL and open in a new window. Close original window.
5. Check applicant's Biographical Information for an alternate name. If there is one, go to step 7 in "Running a New Applicants List".
6. Note citizenship and whether the applicant has selected Yes in any of the Application Information sections.
    a. Applicant is qualified for a fee waiver if they have <u>received a degree</u> from NU, or are <u>actively</u> in AmeriCorps or the Peace Corps.
    b. If any of the conditions in "a" above apply, check to see whether the applicant has paid the application fee already. If not, waive the application fee by clicking on the fee and selecting payment status Waived. If so, email Maira and copy Ilira requesting that the fee be refunded.
7. Under Education Information, note degrees earned. If not a U.S. citizen, note whether any degrees have been earned at a U.S. or English-speaking institution.
8. Scroll to the transcript uploads. Determine whether they are official or unofficial. Official transcripts are scanned versions of the official paper copy of the transcript, or the official electronic version of the transcript. Web printouts or any version marked "unofficial" is not official.
9. If official, click on the transcript entry under the Transcripts section under Supporting Documents on the application main page. Enter the degree earned, if applicable, date of transcript, date received (today), and GPA. If not official, change the transcript status to Not Received. Click Save. Repeat for all transcripts.
    a. Note any transfer credit on the official transcripts. If the credit is AP or test credit, no need to do anything further. If the credit is from another institution, check to see whether the applicant has reported the institution. If not, enter the college or university under Transcripts as Not Received.
10. Note GRE and/or TOEFL scores. Scores uploaded into the application are NOT official. If the applicant has sent them to the NU code, they will appear in the Standardized Test Scores section of the Supporting Documents.
    a. If scores are not received, check the program requirements to determine whether or not they are required.
    b. If GRE scores are not required, enter the GRE with the status of Not Applicable.
    c. If they are required and not received, enter the GRE with a status of Not Received.

    d. If they have been received in hard copy, enter the raw scores and the percentiles with a status of Received (Official).
    e. If the applicant has not received a degree in which the language of instruction was English, and the score has not be received, enter a TOEFL. If the applicant uploaded an IELTS, you may enter an IELTS instead.
11. Check Other Supporting Documents. All applicants should upload a Personal Statement and Resume. Enter each of these into Other Supporting Documents.
    a. If the program is Nursing: 2nd Degree or RN-BSN, additional documents are required (either a Prerequisite form or a Nursing License). Check to see that this is received and enter under Other Supporting Documents as Miscellaneous. If not received, enter as Not Received so that the applicant may send in the document.
        i. Prerequisite forms sometimes appear garbled or with missing information. If the information is missing or unreadable, go to the Supplementary Section and click on "Health Sciences (Bouve)". Scroll down to Prerequisite Forms and click View. The document will usually be readable. Print it and the scan it and email it to yourself. Then manually upload it into the Prerequisite Forms section. Click Save and refresh the application. The uploaded form should then appear under View application.
12. Once you have checked all sections of the application, cascade all sections of the application under Supporting Documents to see what is fulfilled and what is missing. Check off the check boxes under Complete Status appropriately.
    a. Note: PharmSci apps should have Transcripts checked off as complete as long as an unofficial transcript or WES is uploaded.
    b. References that are completed online will automatically be checked off as complete or not complete.
13. Change the In Process Status section to App: Complete or App: Incomplete as appropriate. Select today's date in the In Process Status Publish Date and Status Publish Date sections. Click Save.
14. Cascade sections of the application again under Supporting Documents and **print**.
15. Return to "Running A New Applicants List" step 8 for instructions on creating the folder.

How to Add New Programs in AY

- Information comes from either the Program Director or Neal Kelley.
    - When the info comes through Neal, check with the PD to confirm that the program should be coming through AY.

1. Form is found in Documents => Program Documents => New Program Template.
    a. Degree Offered vs. Official name
    b. Enrollment Status: PT/FT
    c. Banner/Program Info: comes from Registrar's office
    d. Be aware of Certificate vs. CAS vs. CAGS
2. Send corrected form to Neal. Ask him who should have user access to the new program.

3. After Neal has confirmed that the program is in AY, ensure that the program has its own report or that it is checked off in a report that already exists. Also, add the program to all reports that pull applicants from every program.
    a. For dual degree programs: add the program to both reports that already exist (e.g., HI MS/MPH was added to both HI and MPH reports).
    b. For new programs:
        i. WebCenter Administration => Manage Queries => Bouve => click Add.
        ii. Click Application.
        iii. For the first field, select Program Name => "In this list" => select program name.
        iv. Add a row. Select Internal Term => "In this list" => select "%" (wild card)
        v. Click Save. Enter the query name: "Bouve – [PROGRAM NAME]". Enter a description: "[PROGRAM NAME" applications". Select Folder: "Bouve".
        vi. **Do not lock.** Click Save.
4. Add the program to the Term Options list in Excel. Send to Maira and Mariana so they can update the website and deadlines lists accordingly.
5. Save the document to the Program Documents folder.
6. Create the info sheet.

How to Change an Enrollment Deposit Amount

1. Email Neal and request that the amount be changed.
2. Once he confirms that it has been done, update the letter or email template(s) to reflect the new amount.
3. Update our enrollment list document.

How to Email Newly Submitted and In-Progress Applicants in NursingCAS

1. Log into WebAdMIT. Go to the Applicant Lists section in the left-hand toolbar on the main screen. Both the "Newly Submitted Applicants" and "New In-Progress Applicants" should appear in the toolbar.
2. Click on the Newly Submitted Applicants list. If any applicants appear in the list, click List Actions => Change Checked Applicants' Status => select Application Screening => check all programs => Submit. Allow the system to email all applicants.
3. Click on the New In-Progress Applicants list. If any applicants appear in the list, click List Actions => Change Checked Applicants' Status => select In-Progress Emailed => check all programs => Submit. Allow the system to email all applicants.
4. Record the number of applicants emailed in the Work Tracking spreadsheet.

Reports and Exports

Running a New Applicants List

1. Go to https://webcenter.applyyourself.com/ and log in. Select Application System => Application for Admission.

2. Select WebCenter Administration => Manage Queries => Bouve => Daily Applicant List (select the one that's not locked- does not have lock icon next to it).
3. Change the Submitted Date to the end date of the last list that was run.
4. Click "Run" (do **not** click "Save and Run" or "Save").
5. Print the list.
6. Check the Miscellaneous folders for each applicant.
7. Process applications. Note the program for each and any maiden names.
    a. If you find a maiden name, write a name alert and file it in Miscellaneous. Then check for the maiden name in Miscellaneous.
    b. Cross off any programs we don't process: Exercise Science MS, Biotech, Pop. Health, MPH, PharmD, SLP, graduate-level Nursing programs (all but ABSN and RN-BSN), PA, DPT. Note: we still process most MPH combined programs (BS/MPH, JD/MPH, PharmD/MPH)
8. After processing the applications and associated documents, create labels and print them.
9. Attach the labels to folders. Place applications and materials into corresponding folders and deliver to Ilira's desk in alphabetical order.
10. Check folders (preferably done by a different employee).

Application requirements not covered on the cheat sheet:

- WES is required by HI unless they came from an English-speaking institution.
- WES is entered for all PharmSci apps but is not required if it is not received and the PharmSci admissions committee does not indicate it is required. WES substitutes for an official transcript if transcript is not received and the PharmSci admissions committee does not indicate the transcript is required.
- ECE, CED, or another foreign transcript evaluation may substitute for WES in most programs.
- IELTS may be substituted for TOEFL.

Running "All Checkmarks Incomplete"

1. Go to https://webcenter.applyyourself.com/ and log in. Select Application System => Application for Admission.
2. Select WebCenter Administration => Manage Queries => Bouve => All Checkmarks Incomplete.
3. Change term to include all terms from Fall 2016 forward. Click "Run".
4. Go into each applicant. Cascade all sections to check that all documents are received.
5. Change application status to Complete and click Save.
6. When done, refresh page to see if anyone was missed.

Running Test Scores

1. Go to https://webcenter.applyyourself.com/ and log in. Select Application System => Application for Admission.
2. Select WebCenter Administration => Manage Queries => Bouve => Bouve Test Scores Domestic

3. Change term to include all terms from Spring 2017 forward. Click “Run”.
4. Click on each applicant. Check off Test Scores and hit Save.
5. When done, refresh page to see if anyone was missed.

Test Scores International:

- Same as above.
- Catches all applicants in Other citizenship status and have GRE ***and*** TOEFL received.
- If TOEFL is waived, the person processing the application MUST enter it as such. Otherwise, the applicant will not appear in the report.

Running A GRE Score Export

- This report should only be run with approval from Catherine Hamilton.

1. Select WebCenter Administration => Manage Queries => Bouve => select the report corresponding to the program name. Run.
2. Use export template “Bouve – Program Information” and export.
3. Delete all unnecessary columns. Save.
4. Send the information to the requestor.

Closing Out A Semester

- Do this 2 weeks before the term, preferably before the Errors Report has been reconciled. Run the Declines report ***before*** closing out the semester.

1. Select WebCenter Administration => Manage Queries => Bouve => Bouve – Applications All => Select Fall 2018 => Run.
2. Use export template “Bouve – Program Report”.
3. Clean up the file:
    a. Sort by Last Name and Stage of Process
    b. Remove all Withdrawals and then delete the Stage of Process column
    c. Sort be Decision
    d. Remove all Denials and Enrolled then Declined
    e. Sort by Enrollment Decision
    f. Remove everyone with a response. You’ll be left with those who have not responded to our offer of admission.
4. Email the list of outstanding applicants by program to each PD – High Importance. Ask what they want to do for each applicant (see Ilira’s example from 5/16/18).
5. Track responses to your emails to PDs to ensure they get back to you.
6. Look through folders to ensure the applicants from your list are either in the regular applicants section or in the Response section.
7. Separate out the ones already on your list.
8. Check all remaining folders.
9. For those who declined online, re-print the summary, highlight “Enrollment Declined”, file, and move the folder.
10. After the 8/1 deadlines pass, clean up the folders from last cycle.

11. If applicants fail to respond, when the Department says to go ahead and withdraw, change the In Process Status in AY to Withdrawn By College. If the applicant was previously admitted and is changing the decision from Yes to No, change the Decision to Enrolled then Declined and change the Enrollment Record to No. Save.
12. Print the summary, file, and move the folder.
13. Once steps 1-12 have been completed for all programs, run a list of all Fall 2018 confirmed students. Split the list among student workers with Banner access. They will check Banner to ensure the students are indeed registered, and then move the folders to the Current Students section.

Errors Report

- Sent by Vicki Hall from Institutional Research. This report checks for errors (see Ilira's list of possible errors). The email states when the data freeze will take place— errors **MUST** be dealt with before then.
- Refer to Ilira's report from Fall 2017 for examples as to why students can be cleared. Ask Mariana to help clear students.

1. Check with Maira regarding special students.
2. Check each student's registration status in Banner. If they are registered, change them to green (same for anyone else you can clear). Anyone not coming should be changed to red. Add a column for your comments.
3. Respond to reminders regarding the Errors Report with an in progress report (those students you have already cleared) so you don't have to send everything all at once.
4. All Continuing students listed as undergraduate should be automatically cleared (e.g., BS/MPH, and all accelerated students).
5. Deferred applicants: enter in green to clear. Make sure AY has been updated to reflect the future term.
6. When changing Enrollment Accepted to Enrollment Declined, you ***must*** change the Decision in AY from Bouve Admit to Enrolled Then Declined.

CAS Imports to AY

- Tipoff that an import needs to be done: Maira is getting a bunch of checks from accepted applicants, but they don't show up as accepted in AY; Neil checks in about it; CAS import request
- In running weekly reports, you may notice a glut of applicants from one CAS. This is a time to do a CAS import.
- MPH and PT are the only ones reviewing applicants for Spring '19 during the Fall semester. They and PA and all handle import issues themselves. SLP might need some assistance with this again.

Weekly Program Reports

1. Use the folder from the previous week. Copy it and update to the current date.
2. Run most reports and then clean them up.

a. WebCenter Administration => Manage Queries => Bouve => [Program Name].
b. Nursing and Pharm Sci are different because they pull all programs (Pharm Science All and Bouve – Nursing). Exercise Science MS and Certificate are in one report.
c. Select only the terms currently open for admissions
d. When selecting the report type, use "Bouve Program Report" in most cases, as this is a simple report. If the program name, GPA, GREs, ect. are needed, select "Bouve – Program Information".

3. Cleaning up the reports
    a. Font = 9
    b. Sort by Last Name.
    c. Sort by Stage of Process for all but Pharm Sci and Nursing.
    d. Auto-adjust the size of all columns
    e. Remove any extraneous columns (in which all information is the same for the whole column) EXCEPT term and degree level.
    f. Close to the beginning of the term, you may highlight applicants with no decision.
    g. Remove test applicants in Pop. Health (Neal, C.T.). & Nursing (Shivkumar Budhal).
    h. ABSN – you can sort by term after the first two sorts if there are multiple terms open for admission
    i. Pharmaceutical Sciences
        i. Sort by Last Name and then Degree Sought.
        ii. Copy and paste the whole report into a new tab.
        iii. Name one tab PhD and the other Masters.
        iv. Remove MS from the PhD tab and PhD from the MS tab.
        v. Sort by Stage of Process and then by Program Name.
        vi. Separate programs with a line break in between & turn the breaks blue.
            - Interdisciplinary goes in the same category as Pharmaceutics & Drug Delivery.
    j. Nursing
        i. Remove Campus Preference.
        ii. Sort by Last Name, Stage of Process, and then Program Name.
        iii. Separate programs with a line break in between & turn the breaks purple.
        iv. Highlight just Nursing Program applicants (including the blank row before the section) and sort by Degree Sought. Separate PhD and DNP.
        v. Highlight all NP applicants (including the blank row before the section) and sort by Concentration. Separate the concentrations with line breaks except for Pediatrics.

Comparative Reports

- Comparative reports compare historical data with the current data.
- Weekly reports are the basis of this report. It compares three data points:
    - Number of applicants
    - Number of people in the applicant pool that have been admitted

- Number of confirmations.
- The report format is already set to calculate everything for you.
  - Copy the old file, rename it with today's date, and delete the outdated data.

1. Start with the first program requested. Open the closest weekly report. Update the dates on the spreadsheet.
2. Note the total number of applicants in the applicant pool for that program.
3. Sort the report by Decision and count all applicants initially accepted.
4. Count the number of applicants for whom Enrollment Decision = Yes.
5. Repeat for all other programs requested.
6. Delete the old numbers from the report (BUT NOT TOTALS) and add in the new numbers.
7. If adding or deleting a row, ensure the color pattern is retained.
   a. E.g.: If the report is for Spring, delete all programs without Spring admissions.
8. Text for closed designations (deadline has passed) is black. Open designations are in green.
9. Anything that starts with a zero gives an error in the calculated fields. Replace errors with "N/A".
   a. If you need to replace an N/A with a calculation, copy and paste from a field in the same column with the same color text.
10. The report format is meant to imitate the parameters of the actual applicant pool (same as weekly reports) EXCEPT that the Exercise Science Certification is separated out.
    a. In Fall, Dual Degrees are not separated out, but they are in Spring.
       i. E.g., PharmD/MPH is in the MPH report and therefore goes into the MPH pool.
    b. For a Spring report, run Applications – All.
11. If the program only admits in Fall but makes an exception for one student, enter the deadline as N/A.

Admissions Decision Letters

Running Decision Reports & Issuing Acceptance Letters

1. Go to https://webcenter.applyyourself.com/ and log in. Select Application System => Application for Admission.
2. Select WebCenter Administration => Manage Queries => Bouve => Final Review Report.
   a. This report pulls Final Review = Yes AND Decision = Null.
   b. People changing from Waitlisted or Denied to Admitted are NOT caught by this list. Therefore, if a PD tells you that they took someone off the waitlist, go into the application and remove the decision. That way they will go into the next list.
3. Select all terms currently open for admissions.
4. Run the report.
5. Select Export => Apply to All => Go.
6. Select export template "Bouve Enrollment Information".

7. Check "Include Data Element Names in First Row of File" and "Generate in Microsoft Excel. Click Run.
8. Open the report and save to the desktop.
9. Rename it "AY Report [DATE]" and place it in the appropriate folder by date.
10. Sort the Excel sheet using a custom sort => by Last Name => custom sort again => Program Name
11. Delete the following columns: Maiden Name, Email, Phone Number, Enrollment Decision, Campus Preference, and anything including and after Financial Aid.
12. Questions international applicants admitted to all programs that are not F1-eligible—inquire with Mariana.
13. Separate by program with a full row in between each and make it a different color.
14. Separate out Denies and Waitlists by program.
15. Check the gender against the Salutation and correct if necessary.
16. Delete the contents of the Citizenship column for all U.S. citizens.
17. Turn the font red for all Other citizens, all CAGS, and all Part-Time applicants.
18. Change the ZIP column to a text field.
19. Change all State fields to abbreviations and write out all street names. Fix any capitalization errors.
    a. For international applicants, put the country in the State field.
20. Save the report and print the list.
21. Go to letter templates and open the template for the first group of programs.
22. Edit the letter to reflect today's date and the response deadline (3 weeks from today's date).
    a. Look for applicants admitted within 4 weeks of the start of term— give them a tighter deadline (must be by 2 days before the start of the term).
    b. If the applicant is admitted within a week of the start of term, set the deadline as the first day of the term.
    c. If the applicant is admitted within a week of the start of term, scan and email the letter to them as well.
23. Mail Merge:
    a. Mailings => Start Mail Merge => Step-by-Step Mail Merge Wizard.
    b. Go to the bottom of the right-hand menu that appears and click "Next Starting Document" => keep clicking options in the same place until the end of the prompts.
    c. The pop-up window that appears asks where to merge from. Select the report you just save and click OK.
    d. Uncheck everything and select only the program whose letters you are doing now. Click OK.
    e. Go back to the right-hand menu and click "Write Your Letter". Keep clicking through until Step 6 of 6. **DO NOT** click the 6th step!
    f. Select "Edit Individual Letters" toward the top of the right-hand menu; click OK.
    g. A new document will pop up. Save it and click out of the template without saving.
        i. Naming convention:
            1. 1 applicant: "FirstName LastName [DATE]"

            2. Multiple applicants: "Accept Letters [DATE]"
    h. Save the document in the program folder.
24. Cascade each application and do a quick check of the Documents and Final review. Update the decision with the date and add a comment.
25. Go to the steps for editing and completing letters.

Notes:

- ***Always*** check with Mariana if a Program Director admits an international student after the deadline!
    - If it's a no go, email the PD to tell them we need to defer admission to next term.
- When checking Final Review = yes, always check that the person who submitted it is the PD. If not, email the PD and say, "Just want to confirm this decision, as it was submitted by [NAME]".
- If interrupted mid-process, to resume, query all applicants with accept letters: Bouve => Applicants All => add row => Decision Date equal to [DATE letters were posted] => Run.
- **Certificate programs and International applicants are not eligible for Financial Aid, so remove that paragraph from their letters.**
- ABA International applicants don't need to do an I-20 because their program is online.
- All other international, replace financial aid paragraph with the one from "Conditions and Names" document. Remove SSN from 2nd page of letter.
- International students cannot study part-time unless they're already here on a spouse visa or similar that limits them to part-time study. Check with Mariana on these issues.

Editing & Completing Acceptance Letters

1. Look up the applicant in AY => View Full Application => Contact Information. Check the address on the letter to ensure it matches AY, and that the applicant will be at that address for at least the next two weeks. Make sure address appears correctly on both the first and second pages of the letter.
    a. If the applicant will be moving within the next two weeks, change the address to the permanent address.
2. Check the Final Review. Ensure "Final Review" = Yes and that the person who finalized the review is the Program Director. If not, contact the PD to confirm the correct decision info.
3. Check for missing documents (e.g., official transcripts, GRE scores, References, ect.).
    a. WES evaluations can be deleted for PharmSci applicants admitted when they have not been received and the final review does not specify that they are needed.
    b. WES or other evaluations can be accepted in lieu of an official transcript (must be official).
    c. Graduation certificates are required for all applicants whose transcripts do not specify the degree was earned and for <u>all applicants from India.</u>
4. Check ImageSilo of Proof of Degree and a GPA of 3.0 or higher.
5. Enter a comment.
    a. "Full admit letter sent on [DATE]"
    b. "Conditional admit letter sent on [DATE]"

c. "Provisional admit letter sent on [DATE]"
d. "Conditional and provisional admit letter sent on [DATE]"

6. Check Decision to ensure it matches the comment (full admit, conditional, provisional). Change the decision if it is not correct. Post the Decision Date and the Enrollment Deadline Date per the letters.
7. Edit the letters and save.
   a. Add conditions and/or provisions
   b. Edit Full-Time/Part-Time status
   c. Remove financial aid information for all certificate programs
   d. Replace financial aid information with immigration information for all international admits
   e. If admitting an international student to a program that's not F-1 eligible, they have to attend online (if that is offered). Verbiage for the letter is in the Conditions and Names template.
8. Print letters and envelopes.
   a. Place envelope face-down with the bottom tip of the flap aligning with the left-hand gap in printer.
   b. The 2nd page of the letter goes face-down with the logo closest to you; the 1st page should be on top of it (same orientation).
   c. Print letter.
   d. Highlight or place the cursor on the address. Click Mailings => Envelopes => Print.
   e. Check letters once printed to ensure they are centered on the page.
9. After printing, make photocopies of letters (2 copies if conditional). Put one copy into the folders and hole-punch the other one and put it into the orange binder.
10. Move the folders to the Response section for their respective programs.
11. Seal all letters and mail.

- Note: DE has a Student Financial Services sheet that goes out with all '18-19 accept letters. It is located in the flash drive in Frequent Access. This should be printed on glossy paper and enclosed with the accept letter.

NursingCAS Letters

12. Look up the applicant in both WebAdMIT and AY.
13. Check the following:
    a. Citizenship
    b. Confirm the BSN is received and note whether GPA is 3.0 or above
    c. Ensure concentration in AY matches the one in WebAdMIT
    d. Put the admissions decision and the response deadline into AY and save. ***Do not enter a Decision Date or Decision Publish Date, as these trigger emails to the student.***
    e. Check the notes from the PD. If the person who made the notes is not the PD, email the PD to confirm.
    f. Double-check that the applicant has not yet been emailed with an admissions decision.

    g. If applicable, change the Enrollment Status to Part-Time.
14. Change the local status in WebAdMIT to Admit (Regular, Conditional, or Provisional).
15. Email the applicant and CC the bouvegrad email. Edit:
    a. Enter the date and bold it
    b. Insert full-time/part-time status and bold it
    c. Repeat a & b for the acceptance form
    d. Remove Street Address 2 line if it's not present in AU
    e. Confirm entry term per AY.
16. Hit send.
17. Go into the bouvegrad email box and move the letter to NursingCAS => admit.
18. If conditional or provisional, print a copy for the conditional binder.
19. If Double Husky, notify Mariana.

Denial and Waitlist Letters

- Newly waitlisted applicants: after following steps 1-20 for Acceptance Letters above, skip to step 24 to post the decision and post the letter. Check the Final Review to confirm. Select Bouve Waitlisted and Decision Date; save. Print letter and move folder.
    - These letters are not sent in hard copy.
- Taking someone off the waitlist:
    - Post date of original waitlist in the Comments.
    - Remove the decision and decision date.
    - If the decision has already been viewed: check the box next to the applicant's name in AY => System Batch Update => click checkmark next to "Remove Decision Viewed" => OK
- Denial letters: check the Final Review to confirm. Select Bouve Denial and Decision Date; save. Print letter and move folder.
    - These letters are not sent in hard copy.

Withdrawals

- Change the In- Process Status field to Withdrawn By Applicant or Withdrawn by College.
- Print the application main page sheet, place in folder, and file under Withdrawals/Denials.

Decline After Enrollment

- Change the Decision field to Enrolled Then Declined.
- Change the Enrollment Record from Enrolled to Declined and save.

Open House

- Fall 2018 Open House will be Saturday, 9/29/18.
- Folder in the NU flash drive called Open House.
    - Create a new folder with the newest open house date.

    - Everything for the previous open houses live in corresponding folders by date.
    - Many folder items are created by someone else and sent to you.
- Meetings and decisions: always ensure Catherine comes to each meeting and is consulted on all decisions.
- Arrive early to set up tables with red NU tablecloths, printed materials, and swag.
- Ensure we have food delivered by LLN and that we have a check-in desk and welcome bags.

Master Spreadsheet

1. List of Rooms/ Room Managers
    a. Anything not highlighted in color is booked by the Registrar
    b. Anything highlighted in color is booked by us
    c. If someone replies and directs you to someone else, update contact in room list
    d. If anything sn unavailable, mark it with strikethrough text
2. To-Do List
    a. "Contact all program directors" => sample emails in Word.doc asking PDs to confirm representatives
        i. Send to all PDs in each department and copy the chair
        ii. Go off the list sent by the marketing folks in LLN
    b. Food: go based on what we ordered last year—just give numbers attending to Michelle Andrews at LLN
    c. Notify NUPD—tell them we will be here so building and rooms are unlocked
    d. Reminders to PDs on the Wednesday before the event—include all info indicated at the bottom of the to-do list in the master spreadsheet
3. Info Sheet List
4. Programs List (provided by the marketing team)
    a. Anything in green is info that has been edited
    b. Anything in red is no longer offered
    c. Watch for duplicates
    d. Naming consistency is important
    e. Check both the PDF and Excel formats (cross-reference both room lists)

How to Book Registrar Rooms

- Note: these instructions are if only we have to do this ourselves; LLN should be doing this for us.

1. Log into myNEU with your staff account => Services and Links => Faculty/ Staff Services => Academic Classroom Scheduling
2. Book using "Create An Event" green button or by clicking "I know where I want to book".
3. Book rooms 8 AM – 2 PM.
4. Set a calendar reminder to do this during the last week in June.

Updating Information Sheets

- Information Sheets are passed out to prospective students at Open Houses and recruiting events. They contain basic information regarding each program and a link to each program's Bouve website.

1. Insert flash drive containing information sheets from the previous semester. Open templates for every program for which you have already received changes for the coming semester. Make those changes and save the templates.
2. Check each template to ensure that each one adheres to the same formatting and types of information.
3. Email each Info Sheet template to the respective Program Director, or if applicable, email to the PD's administrative assistant and copy the PD. Request that they review for correct and up-to-date information.
4. Integrate any changes into the templates. Save as PDFs. Email updated PDFs to any PDs who requested changes.
5. Print the Info Sheets in color on glossy paper using the large printer in the student work room, as it is the only printer that can do large numbers of double-sided copies.
    a. When estimating numbers of Info Sheets to print, start with the number of prospective students who RSVP'd for the event. Add 5 extra copies for smaller programs. Add 10 extra copies for very popular programs, such as PT and PA.

Onboarding New Student Staff

AY/ImageSilo/iLassy Requests

1. OneDrive => Documents => Frequent Access => Term Options => AY Access
2. Get info for all columns in spreadsheet (ask users for it).
    a. iLassy is only for admissions staff.
3. Highlight all new users in yellow.
    a. Keep entries in chronological order by adding them at the bottom of the spreadsheet.
    b. To remove access, highlight in red and request that Neil remove access.
    c. Next time you go into the file, remove all red entries.
4. Select correct role.
    a. AR is for all admissions staff.
    b. Orbis advisors don't get a role because they have read-only access. Program Directors get the CM role.
5. If not admissions staff, make sure they tell you which programs they're reviewing for.
6. Enter the date requested.
7. Send email to users once Neil confirms they have been added.
    a. Some users (PDs): add line offering training; this is not needed for Orbis advisors and admissions staff.

New Hires

- We aren't getting any new students for Fall 2018.
- To-Do at the beginning of the term:
  - Update emergency contacts
  - Re-up confidentiality agreements for all returning workers
  - Prepare Graduate Assistant and Work Study schedule for Fall
- Information can be found in OneDrive => Documents => Grad Assistants and Work Study => New Hires.
  - If we get a new Work Study student, create a sponsored account using the Sponsored Accounts document. Catherine Hamilton should be the sponsor.

List of F-1 Eligible Programs

Program Name	Degree
Adult Primary Care Nurse Practitioner	MS, CAGS
Adult-Gerontology Acute Care Nurse Practitioner	MS, CAGS
AuD Audiology	Doctor of Audiology
Biomedical Nanotechnology	Master of Science
Biomedical Science	MS, PhD
College Student Develop and Counseling	Master of Science
Counseling Psychology	MS, CAGS, PhD
Doctor of Physical Therapy	Doctor of Physical Therapy
Exercise Science	Master of Science
Health Informatics	Master of Science
Health Informatics - Align	Master of Science
Medicinal Chemistry	MS, PhD
MPH Public Health	Master of Public Health
Nurse Anesthesia	MS, CAGS
Occupational Ergonomics & Health	Master of Science
Pediatrics Nurse Practitioner	MS, CAGS
Pharmaceutical Science	MS, PhD
Pharmacology	MS, PhD
PharmD Direct Entry	Doctor of Pharmacy
PhD Nursing Program	Doctor of Philosophy
Physician Assistant	Master of Science
Population Health	Doctor of Philosophy
Psych Educ and Comm	CAGS
Psych-Mental Health Nurse Practitioner	Master of Science, CAGS
School Psychology	MS, CAGS, PhD
Speech-Language Pathology	Master of Science

List of Fee Waiver/Refund Reasons

Application fees are waived or refunded in AY for the following reasons:

- NU Alum (automatically waived)
- Current NU students in **4+1 or accelerated programs *only*.**
- NU Employees
- McNair Scholars or Graduate Education for Minorities (GEM) (if they have proof)
  - Applicant must send us a letter from the organization to prove involvement. Sometimes we may waive the fee if McNair/GEM is listed on their resume.
- AmeriCorps (current/active members ***only***)

List of Programs & Associated Folder Colors

Program Name	Color
Accelerated BSN	**Teal**
Applied Behavioral Analysis	**Pink**
Biomedical Nanotechnology	**Blue**
Biomedical Science	**Blue**
Counseling Psychology	**Pink**
Doctor of Physical Therapy	**N/A – PTCAS**
Exercise Science MS	**N/A – SOPHAS**
Exercise Science Certificate	**Yellow**
Health Informatics	**Beige**
Medicinal Chemistry	**MS, PhD**
MPH Public Health	**N/A – SOPHAS**
MPH Direct Entry (MPH-BSN)	**Brown**
Nursing – DE, NP, DNP, and PhD programs	**N/A – NursingCAS**
Nursing Informatics Certificate	**Purple**
Pharmaceutics & Drug Delivery	**Blue**
Pharmacology	**Blue**
PharmD Direct Entry	**N/A – PharmCAS**
Physician Assistant	**N/A – CASPA**
Physician Assistant Leadership Certificate	**White**
Population Health	**N/A – SOPHAS**
RN-BSN	**Gray**
School Psychology	**Pink**
Special Students	**Orange**
Speech-Language Pathology	**Green**

Misc.

How to Check Ilira's Voicemails from Her Phone

- Dial 7500 to access
- Passcode is 4268#
- Call people back and ask how I can help
    - Award questions are directed to Mariana

Work Tracking

- Send to Catherine at the end of every month.
- Run a report of all applicants that came in from the beginning of the month. Remove Biotechnology.
- Everything else is on the spreadsheet.
    - Remove everything you haven't done this month.
    - Add anything not on the list that you have done.