Role of Admissions Offices

- Admissions Office (domestic) and International Student Affairs (international) have responsibility of ensuring university meets admissions standards and is consistent
- Must ensure UMKC will stand up to an audit of applicants by the CBHE and Department of Homeland Security
- ISAO staff (Sandra Gault and Leo Sweeney) expert in international admissions, foreign credential evaluation and identifying fraudulent documents
Role of Admissions Offices

- Must be the central location for gathering required documents (i.e., transcripts, test scores, applications)
- Screen applicants to ensure all credentials are in hand and basic requirements met
- Ensure that applicant data and admission decisions are input into the PeopleSoft system (data integrity)
- For internationals, issue I-20s or DS-2019s and ensure compliance with Dept. of Homeland Security and US State Department
Role of Admissions Offices

- Collaborate with academic units, especially at the graduate and doctoral level, in the admission process
PS Background

- Both Admissions and ISAO live with Admit/Recruit module in October 2003
- Online application- April 2004
- Student Financials, Records and Cashier will all be live by June 1, 2007
Current UMKC Web Application Features

- Downloads in PS overnight
- Confirmation e-mail immediately
  - Includes pdf supplemental application, further instructions, or communication.
- Credit Card payment for application fee accepted immediately
- Ability to print one page summary of the web application.
- Interfaces with current SIS system next night
Application Process

- Students may complete UMKC Web application and are then provided additional information regarding supplemental materials.

- If student selects the i.Ph.D. program or one of several other masters or doctoral programs, directed to GRASP (Graduate Application Supplementary Process)

- GRASP initially developed by Dr. Jakob Waterborg as a solution to the SBS graduate admission needs and for the SGS interdisciplinary Ph.D. program

- Fills a gap that the UMKC web application left and has been adopted by the following departments:
GRASP-Participating Programs

- Art History i.PhD
- Biology - Cell Biology and Biophysics i.PhD
- Biology - Cellular and Molecular Biology MS
- Biology - Molecular Biology and Biochemistry i.PhD
- Chemistry MS, i.PhD
- Computing - Computer & Electrical Engineering i.PhD
- Computing - Computer Science and Informatics i.PhD
- Computing - Telecommunications and Computer Networking i.PhD
- Dentistry - Oral Biology i.PhD
- Economics i.PhD
- Education - Curriculum and Instruction i.PhD
- Education - Urban Leadership and Policy Studies in Education i.PhD
GRASP-Participating Programs

- Engineering i.PhD
- English i.PhD
- Entrepreneurship and Innovation i.PhD
- Geosciences i.PhD
- History MA i.PhD
- Interdisciplinary Ph.D. (i.PhD)
- Mathematics i.PhD
- Music Education i.PhD
- Nursing MSN
- Nursing Post-Master's
- Pharmaceutical Science MS i.PhD
- Pharmacology i.PhD
- Physics i.PhD
- Public Affairs and Administration i.PhD
- Religious Studies i.PhD
GRASP

- Due to PeopleSoft implementation across four UM campuses, system IT could not provide support that UMKC needed to enhance web application.
- Developed out of a need for a solution at no cost to UMKC (vs. the nearly $1 million estimated by the system).
GRASP

- Provides the ability to track all Admission materials, references and other required forms from the units.
- Student can type in up to 3 co-disciplines for i.PhD
- GRADE gives faculty information to know all applicants even if they have not done GRASP.
- GRADE gives automatic updates for test/transcript entered by Admissions/ISAO and access to transcripts and other documents
- Not supported by university IT
Image Now

- Imaging software implemented in Admission in July 2006 and in ISAO in January 2007
- In use in Financial Aid & Scholarships Office, Records & Registration, School of Medicine, and Accounting Services
- Via WebNow, appropriate individuals are granted access to view applications and materials
- May search on keywords or by name of student
Image Now

- From July 2006 through February 2007, Admissions had scanned 102,825 documents; purchased a second scanner.
- In first two months of implementation, ISAO has scanned 18,193 documents.
Less likelihood for lost documents
Cost savings over time (paper, files, etc.)
Feedback from academic units has been mostly positive – they like being able to see who has applied
Turnaround time on transmittals is 3-5 days vs. 2 weeks
Documents received in the Academic Units may be faxed to admissions offices so they are part of imaged file (does not require manual scanning)

Admissions (domestic students):
- 573-884-4898

ISAO (international students):
- 573-884-4894
Security

- Access to both PeopleSoft and ImageNow/WebNow is controlled and allowed to only those with a need for access
- Based on userid and password (i.e., dehaemersj and xxxxxxxxx)
- Systems are protected by several layers of firewalls
Identified Gaps

- For more than three years, both admissions offices have been working in two systems (PeopleSoft and Legacy) – requires applications to be touched twice for every step of the process.
- This will be fixed when remainder of student system is live June 1, 2007.
- Federal law (FLSA) changed the nature of positions in both admissions offices in February 2005 – in effect Admissions lost 3 staff and ISAO lost 1.
Identified Gaps

- Staff are still learning to be proficient with ImageNow
- It takes longer to scan a transcript than it did to merely note in system that it had been received
- Academic Units still learning to become familiar with and proficient at using WebNow
- System changes as vast as the PeopleSoft and ImageNow implementations usually bring inefficiencies initially. However staff are working very hard to continue to provide good service
Program Deadline Dates

- Deadlines for PhD programs confusing
  (e.g. Psychology i.PhD: Deadline March 15
   Regular PhD Psychology: Deadline Jan. 15)
- Number of programs with the same deadline:
  - Jan. 15 = 3
  - Feb. 1 = 3
  - Feb. 15 = 9
  - March 1 = 6
  - March 15 = 3
  - April 1 = 4
  - April 15 = 3
  - April 30 = 1
  - July 1 = 1
  - Sept. 1 = 1
  - Oct. 1 = 7
  - Oct. 15 = 1
  - Oct. 30 = 2
  - Nov. 1 = 1
  - Nov. 15 = 1
- Flow of information between Admissions/Units
Other – Continued

- Request
  - Assist by reviewing deadline dates to see if they can be altered
- What are your needs?
- What questions do you have?