

REFERENCE 2 - TOPICS

Category I: Admissions Process

Admission Criteria/Requirements

- Conditional/Provisional Admission
- Home Schooled
- Standardized Testing
- Co-admission

Application Processing

- Applications
- Credential Tracking/Evaluation
- Transcripts
- Test scores
- Candidate GPAs and prerequisites
- Distinctions
- Deposits
- Evaluation of the Candidate
- Internal Control Procedures
- International Applications
- Interpreting Transcripts
- Interviews
- Mapping and Tracking Applications
- Processing
- Reading Essays
- Reading Recommendations
- Refund Policies
- Reporting
- Types of Applications
- Writing Recommendations

Authentication of Identity

- Passwords
- Personal Identification Numbers
- Social Security Numbers
- Student Identification Numbers

Category II: Student Registration and Related Functions

Registration preparation

Registration schedule

- Access Schedules

Registration

- Bars/Holds
- Registration Information for Academic/Administrative Units
- Time-Conflict Checking

Methods of registration

Schedule adjustment

- Adding, Dropping, and Registering for Classes

Wait-listing
Class Limits
Cancelled Classes
Late registration

Category III: Student Academic Records, Transcripts, Grading Processes, and Verification

Grade related systems and processing
Class Roster Information
Student Record/Database Information
Transcript Processes and Procedures
Grading Processes and Procedures
Transfer Evaluation – Undergrad/Law
Degree/enrollment Verification
 Components of Enrollment Verifications
 Determination of Enrollment Status
 Residency Verification

Category IV: Advising/Degree Audit/Graduation/Commencement

Transfer Evaluation – Grad College
Transfer Evaluation
Degree Audit
 Communicating Degree Requirements
 Identifying Degree Requirements
 Integrating Degree Audit with Advising and Registration
 Methods of Auditing Degree Requirements
Graduation Processing
Commencement
 College or Departmental Participation
 Logistics
 Program
 Timing and Frequency of Commencement
Diplomas
 Components
 Design
 Issuance
 Printing