Application Processing Checklist/Timeline

Daily Application Verification

* Check Radius for new applications submitted, not verified
	+ Export into Excel the list of current apps submitted, not verified – save in GPAC folder
	+ Check Radius for duplicate contact records (search on last name, first name, preferred name, email address, etc.)
	+ Check Radius for self-identified A#
	+ Check Banner for A# - confirm on legal name, DOB, email, mailing address, etc.
	+ Merge duplicate records – make sure to either move current application to master record or confirm master record has current application (make note in Notes and Touches)
	+ If A# missing on Radius, add A# to master record
	+ If missing Major ID – add correct program info
	+ If in Banner Confidential record – add to Radius
* Check for app fee payment/fee waiver request
	+ Check Invoice info for payment/fee waiver info
		- If paid, confirm payment showing on Payment tab (paid in person) and/or Payment Gateway (paid through CashNET)
		- Once fee payment confirmed, VERIFY and add submit date to SSC app submitted field and check app fee paid box
	+ If fee waiver requested, check for which type of fee waiver
		- If AmeriCorps, Peace Corps, Military – check for supporting docs received. If not received, send email to applicant through Radius (see templates)
		- If Financial Need – check BANNER ROARMAN for EFC – if FAFSA & EFC not yet processed, send email to applicant (see template)
			* Make sure to add app fee waiver approved date and fill in check box
		- Once app fee waiver approval confirmed, VERIFY and add submit date to SSC app submitted field
* Check for Application Attachments and Letters of Recommendation in Radius – PRINT for app file
	+ Create PDF doc of all application attachments
		- Print PDF (double-sided, if possible)
	+ Create PDF doc of all LOR forms, details and attachments
		- Print PDF (double-sided, if possible)
* Check for supporting documents (Grad Admissions and UG Admissions)
	+ Transcripts
	+ Test Scores
	+ LORs (sent by postal mail, dropped off or emailed)
* Create application file
	+ File label
	+ Control Sheet
	+ Merge document for GPAC APPLICATION PROCESSING in Banner
	+ Merge document for ADMISSIONS REVIEW COMMITTEE
	+ Program Pre-requisites
	+ Educational Supplement
	+ Transcripts
	+ Test scores
	+ Essays
	+ Resume
	+ Letters of recommendation
	+ Other documents (per program)
* Process application in Banner/Radius
	+ BANNER – QUICKFLOW – ADM and then check in Admissions module
		- Legal Name, former names
* Calculate GPA
	+ Add GPA to SOATEST as GGPA with date processed
* Confirm application file is complete and documents are in the correct order
	+ See GPAC standards for requested order and required documents
* Clean up Requirements in Radius
* Confirm status of application after processing
	+ IF COMPLETE: Email complete to AD
	+ IF INCOMPLETE: Email incomplete to applicant with missing pieces info
* File processed application in program drawer in correct section (Incomplete, Complete, Ready for Review)