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)