AD Transition

ASAP

1. Change website contact info
2. Change campus directory listing
3. Change phone voicemail
4. Hobson’s CRM changes – access, inquiry form, communication plan, views: connect with Amanda and Jo
5. CMS: access to MPA pages, training
6. Adminweb: access, reports used and for what
7. Email students and community: mpa-all, mpa-jobs, mpa-alumni
8. Get on email lists: all faculty, GPAC
9. Office sign
10. Business cards

Summertime tasks

F17 Admissions

1. See goals on board: goal = 51 BIS at Orientation, admit from WL at 50
2. See F17 spreadsheet
3. Check Admissions report in Adminweb weekly to make sure admits have not withdrawn; in September, check daily
	1. If someone withdraws and you need to admit from WL, follow procedure to withdraw person and admit from WL
4. Manage reporting of statistics prerequisite completion by Sept 15:
	1. Email students to report plan to complete
	2. Record/report completion on spreadsheet, to Reg, etc (see emails)
5. Help plan Orientation:
	1. Check on agenda – will there be just one panel (Alumni/Student) or 2 panels (1 Alum, 1 Student)?
	2. Invite/get people to sit on panel (see past years)
	3. Other tasks (check with Doreen)

Current students:

1. Check Adminweb for report
2. Email all standard email re: checking credits and internship requirement

Graduates/”OK to award” email from Lori K in Reg

1. Ask Jan to generate Academic Progress Report/”SZRPGPR” in Banner for each
2. Check credits and requirements and email Lori if “OK to award” or not
3. Send congrats email/request for personal email to new grad

Prospective Students/Inquiries

1. Prep/attend July 20 info session – see PNAPP cohort Recruiting Materials Planning spreadsheet (shortcut or Marketing/Events)
2. Respond to questions in Radius
3. Send inqs standard email (I’ve been doing it from Outlook)
4. Review spreadsheet, see future events

Other important topics

* Admission: cycle, processes, electronic and physical file location, presentation structure
* Financial Aid – calendar, structure, strategy, files
* Website
* Listserves
* File structure and location: O drive, file cabinet
* Mailbox