Process Name: Undergraduate New Student Application
Date: September 15, 2005
Time: 11:03
Location: ACR207
Participants:
Session Lead:

Narrative/Description: New students must complete an admission application via ApplyTexas.org. When the application is completed and submitted it is stored on the UT Austin server until UT Austin uploads the information onto the SRSU computer. OIT runs the data through the Texas Connections software and enter the application information to appropriate SIS screens. If data has errors, the admissions clerk reviews the data and makes appropriate changes or corrections. If data is clean, the admissions clerk may review the data and add supplemental information. At the same time, the automatic decisions table in SIS reviews data for an admission decision. The admissions clerk may make a manual acceptance decision. Once an acceptance decision is made (manual or automatic) the matriculation record is created and the student may register. Applications that are rejected are sent a letter manually produced by the Registrar. After a student matriculation is created, OIT may send various lists to campus departments.

Electronic Inputs: Data file from UT Austin server.

Manual/Paper Inputs: None

Key Decision Points (list all): If ID, name does not match, no record is loaded in SIS

Related Policy(s): SB 150

Interface to Other Systems: Interface with Texas Connections software
Interface with UT Austin server

Web Features: Application is web based

Electronic Outputs: Letter generation and reports to campus departments

Manual/Paper Outputs: Acceptance letter SIS generated. Reject letter manually produced

Customer(s): SRSU Staff, students, department chairs

Regulatory Items: SB 150

Frequency/Volume: Admissions cycles and ongoing
Potential Break Points: Data not complete

Automation: Mostly automated

Issues: Incomplete or misread data