Admission Processes
Office of Undergraduate Admissions

Gabrielle Dupree Fogle
Nick Brown
Becky Marsh
Agenda

• Introductions
• Transcript Holds
• Test Score Verification/Holds
• Readmit Process
• Matriculation/Term Activation
• Transfer Equivalency
• Evaluation of Unknown courses
• In-State Tuition Fee Waivers & Residency
Introductions

Nick Brown
Assistant Director
Operations

Gabrielle Dupree Fogle
Assistant Directors
Prospective Student Services

Becky Marsh
Residency Specialist
Prospective Student Services
Transcript Holds

- Freshman admission decision can be made on self reported data
- Official transcripts are required
- Prevents students from enrolling
Transcript Holds

When are transcript holds applied?
– After 1st enrollment the hold is applied

Why are transcript holds applied/important?
– KBOR requires tx & fin aid implications for not reporting/documentation all completed college coursework
– HS tx must have a grad date for fin aid, we will work to reconcile
– Cannot apply transfer credit w/o official transcripts
Transcript Holds

Why do students think that they have already sent it in?

• Sometimes the tx come in with out a grad date
• In progress courses listed for college course work
• Transcript does not match academic dates listed in the application
• Not an official transcript, student issued—Not Official
• Must be from each institution including concurrent enrollment from high school students
  – Will make an admission determination on the hs transcript but official tx from the college/university is required
Transcript Holds

Why do students think that they have already sent it in?

• Any college listed on their application will be require official & separate transcript

• If a student withdraws or does not attend, documentation will be required to validated
  – Transcript that reflects the W or a letter of non-attendance or letter that verifies enrollment dates form the university/college
Transcript Holds

How the student is made aware of this hold?

– First get missing time letter mailed to them
– It is reflected on their task list & student center to-do list
Transcript Holds

How you can help
• Encourage & emphasize that these transcripts will be **required** and the hold will prevent them from enrolling for the next term
• **Do not** assume that the hold can/will be lifted
• Eventually the student will **NOT** be able to enroll without all official transcripts on file
• When we lift these holds and do not hold students accountable they forget until they need to enroll or adjust their enrollments
• This causes a backlog in regular admissions processing when staff are riddled with emergency requests
• These holds are on the student’s accounts all semester

We will work with you, but that should be the exception
Official Test Score Verification

- Official test score (ACT/SAT) verification is required
- Students may have been admitted on self reported information
- This can drive changes to scholarship offers
- Can drive changes to admit type
- A test score verification hold may be applied to student accounts
Official Test Score Verification

When are they applied?
• After 1st enrollment

Why are they applied?
• Holds are applied to students who have not sent official scores verifying their highest scores and subscores.
• Student may have been admitted on self reported information
• University policy is that official scores are required to verify self reported information
Official Test Score Verification

Why does the hold remains when students think that they have submitted test scores?

• They assume what was reported on their high school transcript is sufficient
• Simply forgot because they have already been admitted
• May have submitted a score but self reported a higher score.
• Need verification of highest score and subscores for scholarship purposes
Official Test Score Verification

How the student is made aware of this hold?

– It is reflected on their task list & student center to-do list
Official Test Score Verification

How you can help

• Encourage & emphasize to students that official test scores will be required and the hold will prevent them from enrolling later
• Do not assume that the hold can/will be lifted
• Eventually the student will NOT be able to enroll without all official test scores on file
• When we lift these holds and do not hold students accountable they forget until they need to enroll or adjust their enrollments
• This causes a back log in regular admissions processing when staff are riddled with emergency requests
• These holds are on the student’s accounts all semester

We will work with you, but that should be the exception
How to Remove Holds

• Send in test score/transcript
  – Typically removed within 24 hours (delays can be caused by the school, vendors or if it is a high volume time of year).

• Holds can be temporarily lifted-Advisors/students call Admissions 2-6250
  – Every situation will be considered
  – Student is sent an email from processor w/instructions
  – Must have to provide information on their request for the official data such as confirmation of their request
How to Remove Holds

• Depending on response and time of year
  Admissions may
  (1) temporarily lift hold
  (2) move it back
  (3) deny request until document received

  *Typically 1 or 2 if first request, 3 if this hold has been pushed several times already.
Readmit Students

- Do need to reapply if they are not a continuous student.
- Do NOT need to pay application fee again (mark already paid on payment screen).
- For all readmits, admission and term activation happen manually by Records staff as soon as the student applies.
- Exception: selective programs.
- Directed to contact advisor/Dean’s Office to schedule enrollment.
Dismissed Students

Dismissed students (non-continuous) will go through reinstatement process in addition to applying.

— Step 1-Apply, app fee not required, select “Already Paid”
— Step 2-Meet with department/college they wish to enter.
— Step 3-Department/college must submit reinstatement form to Admissions
Academic Warning

Students who left on academic warning (not dismissed)

*MUST go back into the major from which they left, can apply for an internal transfer later*
Matriculation/Term Activation

- Admissions Matriculates
- Registrar Term Activates (every 15 minutes)
- Students registered for Orientation and Enrollment are automatically term activated on a predetermined timeline
- Timeline set in coordination with Registrar’s current student enrollment timeline
Matriculation/Term Activation

- Exceptions: Online, Non-degree seeking students & returning students are matriculated immediately and instructed to contact Advisor/Dean’s office to schedule advising time.
- Early term activation is done on rare occasions with approval of New Student Services’ O&E Coordinator.
  - Try to maximize fairness
  - Avoid classes filling up
Transfer Equivalency

• Transfer courses are entered manually off official college transcripts into DARS
• Many of the courses have already been evaluated and have rules created in DARS
• Equivalencies with existing rules are automatically connected
• Process runs to bring those into KSIS at time of admissions
Transfer Equivalency

• Some courses that have not already been evaluated for equivalency have pre-approval to create universal equivalencies by the academic departments
• All other courses are entered with the equivalency left as “unknown” in DARS
• DARS updates the transfer equivalency website daily with the most effective dated “rule” displaying
• Older rules that may impact a student do not currently display on website

https://www.k-state.edu/admissions/apply/transfer/equivalency.html
Evaluation of Unknown Courses

- **Community Colleges** - Complete catalog reviews are done for all in-state community colleges on a rotating basis every two years. Exception: AG courses reviewed by college on own schedule (typically every three years).

- **Future Students** – Evaluations for unknown courses can be requested by a student (or staff on their behalf)
  - Will need syllabus for each course
  - Submit request for evaluation
Evaluation of Unknown Courses

• Requests for evaluation
  – Verify that the course has not already been evaluated on transfer equivalency site.
Evaluation of Unknown Courses

• Requests for evaluation
  – If course is not found on equivalency site, submit evaluation request form.
  – Must upload a course syllabus for each course.
  – [Link](https://kstate.qualtrics.com/jfe/form/SV_9HwVeZXDFxToUn3)
Evaluation of Unknown Courses

Continued...

- Request received by admissions.
- Evaluation packet sent to department.
- Due back in two weeks.
- Outcome of evaluation request communicated back to student.
- Outcome is either no transfer, transferable general elective, departmental elective, or direct equivalency.
In state Tuition Fee Waivers/Residency

What is an in state tuition fee waiver versus a residency determination?

• If on a waiver, student will remain out of state but granted in state tuition
  – Shows up as a deduction on the student’s financial tab

• Status may be adjusted to in state, record updated to in state resident status
In state Tuition Fee Waivers/Residency

Who is notified that they are classified as a nonresident for tuition purposes?

• All admitted students that have one of the following conditions on their application including but not limited to:
  – Military affiliation-dependent/veteran
  – Out of state address-living, high school, college or ER contact
In state Tuition Fee Waivers/Residency

How & when are students notified?

– Via email 2 weeks after admission
– Notification covers all possible KBOR residency/in state waiver rules & regulations
– Student must respond to the initial email so that eligibility can be determined
– Student is sent 2nd notification explaining what forms and documentation is required
In state Tuition Fee Waivers/Residency

Why do students often remain out of state or are not issued waiver?

• 99.9% of the time the student did not complete all required actions

• Two part process
  – 1st notification survey to determine eligibility and which scenario may apply to the student
  – 2nd notification also through email, gives instructions on required documentation

• Students often think that they are complete after the 1st notification

• Students often fail to respond to the email

• Students assume military affiliated waivers are automatic or included when VA benefits are applied
In state Tuition Fee Waivers/Residency

Common FALSE assumptions about residency/in state waivers!!!!

• Students of alumnus **do not** automatically qualify for in state residency for tuition purposes
• Students that graduate from a KS high school **do not** automatically qualify for in state residency for tuition purposes—such as when a student lives in MO and attends a KS high school
• Just because a parent works in KS and pays KS income taxes, student **does not** automatically qualify for in state residency for tuition purposes—such as when a student has a parent that works on the KS side, they assume they will qualify for residency
In state Tuition Fee Waivers/Residency

Common FALSE assumptions about residency/in state waivers!!!!

• Students family owns property in KS does not automatically qualify for in state residency for tuition purposes

• Prior service in the military/being a military dependent does not automatically qualify for in state residency for tuition purposes

• Previously attended a university/college in KS-- does not automatically qualify for in state residency for tuition purposes
In state Tuition Fee Waivers/Residency

Common FALSE assumptions about residency/in state waivers!!!!

• If a student is a US citizen/dual citizen or permanent resident of US the student does not automatically qualify for in state residency for tuition purposes

• If a student/parents live in the KC metro area blended MO/KS life the student does not automatically qualify for in state residency for tuition purposes
In state Tuition Fee Waivers/Residency

Incoming Freshmen & Military Affiliated Students contact:
Becky Marsh-Undergraduate Admissions

Current Students with changes to residency status contact:
Barb Nagel-Registrar’s office

*Residency & in state Tuition Fee waivers rules and regulations are VERY complicated, please direct students to correct office and avoid sharing misinformation*