Admissions Decision Processing (ADP)

User Guide

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Admissions Decisions Processing (ADP)

ADP was primarily designed to replace the distribution of the paper-based applicant file which contained an application form and associated documents.

Tracking key stages of the application process is an important principle of ADP. The system also delivers relevant information to tutors in an effective and a timely manner. To gain access to ADP please follow the step outlined below:

1. Log in to My Students and select Admissions from the left hand menu. This will take you to the Admissions decision processing (ADP) screen.

Note – Depending on your level of access the number of containers that are viewable on screen will differ.

Available Actions in ADP:

<table>
<thead>
<tr>
<th>‘ADP Information’ container</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>User collections by course</strong></td>
</tr>
<tr>
<td>This option allows you to look up administrative details for each course such as the tutor group membership. You must first enter the course code to retrieve the details.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>‘View Applications’ container</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Track applications</strong></td>
</tr>
<tr>
<td>View details, including full application form, for any application, track where it is in the process and record communications with applicant</td>
</tr>
<tr>
<td><strong>Search</strong></td>
</tr>
<tr>
<td>Find applicant by name, date of birth or post code to access their application details.</td>
</tr>
<tr>
<td><strong>Interviews</strong></td>
</tr>
<tr>
<td>This screen can be used to view a list of applicants attending a particular interview event by searching on the Interview Event Code or the MAS Course Code.</td>
</tr>
</tbody>
</table>
### ‘Main paperless workflow options’ container

| Group Actions | Displays applications that require your action. The applications here will be at various stages such as:  
|               | - new applications awaiting initial processing applications part processed, awaiting next step  
|               | The actions are grouped by course. (Actions only shows here for courses where a=-. current application exists and is in process) |
| Saved actions | Display applications that you have started working on, but not yet completed:  
|               | - These are taken out of the ‘new group action’ list Grouped by label e.g. Interview arranged  
|               | - Visible to others in Group Work In Progress |
| Group saved   | Applications that others have started work on for your courses only. You can action these, save to My Work In Progress or reset and return to Group actions. |

### ‘Special offers’ container

| Identify special offer applicants | This option allows you to review conditional offers and flag applicants that may qualify for a special offer. Please seek guidance from your school ASIS Manager. |
| Scholarships                      | This option allows you to review conditional offers and flag applicants that may qualify for a special offer. Please seek guidance from your school ASIS Manager. |

### ‘Reports and lists’ container

| Applications missing from ADP | This option runs a report to show applications without an ADP action |
| Missing decisions             | This option runs an exception report to pick up any decisions that have been marked completed in ADP but have not yet been entered in ASIS. |
| BTEC Results                  | Report to show BTEC results from UCAS |
Understanding ADP Groups

Staff members involved with ADP are assigned to one of three groups depending on their role.

- STUDENT REC
- ADMIN
- TUTOR

The groups are set up by ASIS Support and maintained by Student Recruitment. As the application moves through the ADP workflow it can sit with a particular person within that group until it has been actioned. It is worthwhile speaking to your school senior admissions staff to understand how applications are moved while out in the school.

Track Applications

Using the Track Applications screen will allow you to search ASIS for a specific student application record. To use the screen from Admissions decision processing:

1. Select the Track applications link from the View Applications container. This will then display the View application forms and track ADP progress screen.

2. To perform a search with in the screen fill in the search criteria form with the applicant's details. Note - It is best practice to fill in as much of the requested information as possible.
3. Select **Retrieve**

With the search displaying the required student the following options are available to you:
- **Stu Code** – Click the student number link to see application
- **ADP state** - See where the application is now
- **Log** - View or record communications with applicant

**Offer Codes in Dec/Rsp column**

**Stage 1**

**Decision (University)**
- **C** Conditional Offer, applicant has some requirements to meet
- **R** Reject the applicant [No follow up required]
- **U** Unconditional Offer, applicant has met all the requirements [No follow up required]

**Response (Applicant)**
- **D** Decline the offer
- **F** Accept firmly

**Stage 2**

**Decision (University)**
- **U** Unconditional Offer
- **R** Reject applicant [not met the conditions set at Stage 1]

**Response (Applicant – final stage)**
- **D** Decline the offer
- **F** Accept firmly
Checking your Group Actions

Once you have logged in to My Students and navigated to the Admissions section of the site the first link in the Main paperless workflow options container is entitled Group actions. If there are any pending group actions will be appended with a number e.g. (50). When navigating in ADP it is important to remember that an item is underlined it will usually be selectable.

If there are any Group actions they will be listed by Course title with Course code and Total number of actions available for each entry.

1. To select one of the available courses, click on the (underlined) Course title.

Once selected the list of available applications will be listed.

2. Again to select one of the applications select the corresponding Stu Code.
Whichever account has been selected from the **New group actions** will now be displayed (please see over page for full layout of record). This record is broken down into 3 distinct sections.

The first part of the record displays the **Application Summary** and holds information such as:
- Application reference number
- Student name
- Course – MAS code and full name
- Interview status
- ADP state
- Application status

The second part of the record displays the list of options that are available for action depending on the application stage and may consist of:
- Enter decision
- Invite applicant
- Query school admin
- Query ARO
- Reject and refer to another course tutor

The final section of the record displays the tabs that are available on the record held in the ACD screen in the ASIS client. These tabs contain information such as the workflow of the record (displaying the process steps that have been taken up to press and building an audit trail), the qualifications that are held against the applicant’s record and any statement that the applicant has provided. Most of the information held on this screen is taken from the UCAS application made by the student.
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Application summary

<table>
<thead>
<tr>
<th>Application ref</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>1655191/01/01 (UCAS)</td>
<td>H137UU/HPQ Podiatry BSc(Hons)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student name</th>
<th>Further info/course options</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Block 1/A - 18/19</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UCAS Personal id</th>
<th>Date received &amp; RBD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1369778481</td>
<td>04/Dec/2017 14:00:33 RBD 03/May/2018</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Interview: invited/response/date</th>
<th>Application status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y / A 07/Feb/2018</td>
<td>A - Applicant</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Option name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit decision</td>
<td>School Admin: accepts tutor decision or enters own decision. This will be submitted to central admissions (ARO/EIO) to enter the official decision on ASIS.</td>
</tr>
<tr>
<td>Send query to tutor</td>
<td>School Admin: Decision not acceptable or cannot be made. Return application to tutor with query</td>
</tr>
<tr>
<td>Reject and refer to another course tutor</td>
<td>Reject applicant from course applied for, but suggest an alternative course. This option allows you to refer this applicant for consideration for a different course (outside their remit).</td>
</tr>
</tbody>
</table>

Application detail

Workflow

Workflow for this application record

<table>
<thead>
<tr>
<th>Date</th>
<th>Created by</th>
<th>State</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/Dec/2017</td>
<td>ADOSEJS Jane Scaramuzza</td>
<td>ARO-CHECK/1 - Push to ARO or IEO workflow</td>
<td>Fee Status: VHEU</td>
</tr>
<tr>
<td>10:36:00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15/Jan/2018</td>
<td>SHUMSIM SAMANTHA JANE MELTON</td>
<td>SCHOOL-REFER/1 - Make recommendation</td>
<td>Notes/query: Can you confirm you are happy with BTEC applied science and advise if you wish to interview.</td>
</tr>
<tr>
<td>20:22:52</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25/Jan/2018</td>
<td>SHUMNPFL NATASHA LEVY</td>
<td>TUTOR-DEC-RETURN/2 - Invite applicant</td>
<td>Notes/query: Please can we invite this applicant for interview</td>
</tr>
<tr>
<td>14:05:50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30/Jan/2018</td>
<td>SHUMSIM SAMANTHA JANE MELTON</td>
<td>INVITE-ADMIN/1 - Update invitation status</td>
<td>Notes/query: This applicant has been invited to interview. Please retain until the interview has taken place.</td>
</tr>
<tr>
<td>21:14:08</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>07/Feb/2018</td>
<td>SHUMNPFL NATASHA LEVY</td>
<td>TUTOR-DEC-RETURN/1 - Enter decision</td>
<td>Notes: Decision: C - Decision notes: Pass BTEC extended diploma at DDM</td>
</tr>
<tr>
<td>14:19:11</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All course applications at University of Huddersfield

<table>
<thead>
<tr>
<th>Entry year</th>
<th>Course name</th>
<th>Decision code</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>18/19</td>
<td>H137UU/HPQ - BSc(H) Podiatry</td>
<td>Blank</td>
<td></td>
</tr>
</tbody>
</table>
**To Action Records in ADP**

To perform an action on the selected student record there are a number of choices you can make.

You can either use one of the radio button options to make a selection from the action list or you can choose **Save to WIP**.

Choosing this option will store the record in your **Saved actions** and also the **Group saved**.

*Note* – The "**Group saved**" section relates to both the tutor and admin groups that have been set up against each course within ADP.

1. **Select** the required decision from the list options and choose **Next**

2. **Complete** any further notes that are required in the **Decision notes**.

Once you have completed any required options there are 4 buttons that can be used:

- **Next** – Will take you to the next step in the process.
- **Change option** – Will navigate you back to the previous screen to enable you to change your option.
- **Save to WIP** – This will store the record at this point in the **Saved actions** and **Group saved** to be completed at a later date.
- **Reset** – If at any point you wish to rest the record and drop it back in to the **Group actions** then select reset. Use this one to reset right back to the beginning of your groups workflow.

Once you have completed your action on the student record you will be navigated to the final screen (over page) where you will be presented with a break down of the record in its new actioned state. The break down will display the students details as before and also display the new updated status with the completed action and the next action.
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The last section of information is where the record has now been sent to. In this instance the record has been sent to the appropriate student recruitment team for processing. As before you now have a set of options to choose from:

- **Course code actions** - Returns to New Group Actions for this course
- **New group actions** - Goes to all New Group Actions (grouped by course)
- **Work in progress** - Goes to In Progress (grouped by label)
- **FINISH** - Goes to Admissions home page
**Change Course Process**

If you feel that an applicant is not suited to your course but you can identify a course that you believe the applicant would be better suited to you can use the option within the record to **Reject and refer to another course tutor**. The process that should be adhered to is as follows:

1. Original course tutor selects **Reject and refer to another course tutor** option. Enters new course code (enter either course code or name to search, entering the beginning of the course will bring back options) and detail of why referred to that course.

2. New course tutor receives in **Group Actions** and now can either:
   a. Reject application which rejects from original and referred course, or
   b. Consider for referred course

   **Please note, the course tutor (of the referred course) MUST contact the applicant to ask for their approval of the course change before they return the application to ARO. They must also confirm the applicant’s approval in the Query/notes text box. Otherwise, ARO will query this and this will delay the response to the applicant.**

3. With approval from applicant, **Save to WIP (Work in Progress – Saved Actions)**, add closing remarks, and arrange for applicant to be contacted outside of this process.

4. **IF APPLICANT ACCEPTS** then either:

   a. **Make an offer immediately** (for courses that don’t require an interview)

      **For Non-PAR courses**, tutor retrieves application from WIP and selects ‘Accept application for further consideration’, entering details of offer in Query/notes text box. The application then comes through to ARO. ARO then process the change of course offer.

      **For PAR courses**, tutor retrieves application from WIP and selects ‘Accept application for further consideration’. The application comes through to ARO who change the course and if the applicant meets the standard PAR criteria, the applicant automatically receives the PAR offer. Or, if the applicant does not meet the standard PAR criteria, either ARO will make the offer if they can, or they will return it to the tutor for the offer details. **NB. Some PAR courses may have individual arrangements agreed in advance by ARO so if this is the case for your course, please disregard this.**

   b. **Accept for further consideration** (for courses that require interview - these will be Non-PAR courses)

      Tutor to retrieve from WIP and **accept for further consideration.** This will return application to ARO to update the course. ARO will then return it to the tutor group who will select ‘Invite applicant’ to ask the Admin Group to invite the applicant to interview.
5. **IF APPLICANT REFUSES** alternative course then tutor to retrieve from WIP and **Reject application**, with a note to ARO of the applicant’s refusal of the change of course. ARO then process the reject.

**Applicant Communications Log**

The Applicant **Communications Log** can be accessed via the **Retrieved** student results (as above). This log should be used to record communications (letters, email, telephone or fax) between an applicant and a member of staff. A record should be made of any communication pertinent to that applicant’s application to the University. Also (if the student has provided one) you may view and edit proxy contact details for said student.