

## Demonstration Script

<b>Session</b>	Student Administration	<b>Estimated Time</b>	1 hour
	Admissions		
<b>Attendees</b>	Student Team		

<b>Scenario</b>	<p>Applications arrive at the University in a number of ways. The most common routes are via an external UK Clearing House (of which there are currently four – UCAS, GTTR, NMAS and SWAS) or directly to the institution, particularly for part-time and postgraduate provision. Institutions receive applications from the Clearing Houses electronically as well as in paper form. Direct applications are generally received in paper copy and then input to the system, although the University is interested in the possibilities offered by web-based application in future.</p>
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<b>Preparation</b>	Please set up in advance:	
	<ul style="list-style-type: none"> <li>• Country codes, ethnic codes and disability codes as per Appendix 1.3</li> <li>• Personal details records, as per Appendix 3</li> <li>• Programme data should have been previously set up.</li> <li>• Staff information as per Appendix 6 and their roles as per Appendix 2.7</li> <li>• Sponsor, Qualifications and Education institutions' frameworks as per Appendix 2.8</li> <li>• Link the following personal details records to the indicated courses to emulate application records received electronically from UCAS and NMAS.</li> </ul>	
	99000009 Zoë Cook	BSc (Hons) Computing (UCAS G501)
	99000314 Tracey Anne Lindsay	RN/DipHE Nursing Studies (Adult Branch) (NMAS 3000) – for Sept entry
	99003959 Timothy Richard Elliott	RN/DipHE Nursing Studies (Child Branch) (NMAS 3300) – for March entry
	99042063 Tracy Wood	HND Computing (UCAS 105G) and HND Computing (Carlisle franchise) (UCAS 105GX) as choices 1 and 2 respectively
	99086037 Terry O'Neil	RN/DipHE Nursing Studies (Mental Health Branch) (NMAS 3100) – for March entry

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Activity		Intending to show:
	<p>How an initial enquiry for programme information may be logged. The enquirer's details are:</p> <p>Mr Andrew Smith      DOB 22/06/1960</p> <p>Home Address          99 Ellison Place Newcastle Upon Tyne NE1 8ST</p> <p>Phone:                    0191 227 1234 E-mail:                    a.smith@applicant.com</p> <p>and they are requesting details of course 105GX (HND Computing at Carlisle College).</p>	<ul style="list-style-type: none"> <li>• Logging of initial enquiry</li> <li>• Entry of address and related details (bio-geographical details)</li> </ul>
	<p>How a standard offer of 14 points at A Level may be recorded against applicant 99000009 Zoë Cook for transmission to UCAS as a conditional offer.</p>	<ul style="list-style-type: none"> <li>• Standard offers (against student)</li> <li>• Recording offer decisions (Conditional offer)</li> </ul>
	<p>Show how Zoë Cook's previous school, Southmoor School (code 10602 in Appendix 2.6) and final year of attendance (1999) may be recorded on the system.</p>	<ul style="list-style-type: none"> <li>• Entry of previous school details (bio-geographical details)</li> </ul>
	<p>A decision has been made to reduce the entry requirements of the HND course franchised to Carlisle College (UCAS code 105GX). The requirements have dropped from A level Grade C to A Level Grade D, and from A levels Grades D and E to A level Grades E and E. The equivalent Newcastle City Campus course 105G is unaffected. Demonstrate how these new requirements would be represented on your system.</p>	<ul style="list-style-type: none"> <li>• Maintenance of standard offers</li> </ul>

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**Intending to show:**

	How a change of course offer for 99000009 Zoë Cook, from G501 to 105G, may be prepared for UCAS transmission, together with; a change of conditions to A Level Grade C for the new course offer.	<ul style="list-style-type: none"> <li>• Clearing House processing</li> <li>• Recording change of offer</li> <li>• History and tracking of applications</li> </ul>
	How an eventual application from Mr Andrew Smith in 1 above, for the Masters in Business Administration programme, may be logged directly on the system (as this is a non-UCAS course), as unconditional offer status. Also demonstrate the relationship between this application and the initial enquiry from Mr Smith for course 105GX.	<ul style="list-style-type: none"> <li>• Direct applicant processing</li> <li>• Recording offer decisions (Unconditional offer)</li> <li>• Enquiry history</li> </ul>
	How a letter inviting 99000009 Zoë Cook to an open day may be generated automatically from the system.	<ul style="list-style-type: none"> <li>• Generation of standard letters</li> </ul>
	Demonstrate how interview arrangements may be logged on the system for 99042063 Tracy Wood's choice 2 (UCAS 105GX). The interview is to take place on 1 July 2000, with staff member P10056 Mr Anthony Robinson. Show how the system may log an accommodation booking for the interview	<ul style="list-style-type: none"> <li>• Recording interview arrangements</li> <li>• Demonstrate links with HR and Accommodation</li> </ul>
	Demonstrate how the system may store a record of when references for applicants were requested and when they were received.	<ul style="list-style-type: none"> <li>• Logging of requests and receipts of academic references</li> </ul>

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<b>Intending to show:</b>		
	Applicant Terry O'Neil (99086037) decides to defer entry from March 2001 to September 2001, demonstrate how the system would enable this transaction to be recorded for transmission to NMAS.	<ul style="list-style-type: none"> <li>• Clearing House processing</li> <li>• Deferred applicant</li> <li>• Change of entry month/year</li> </ul>
	<p>Demonstrate how a rejection decision may be recorded against 99042063 Tracy Wood's choice 1 application and; a non-standard conditional offer can be logged against her choice 2 application. The offer text should state:</p> <p>'GCE advanced level Grade C in Design &amp; Technology The following additional charges for which you will be responsible will apply to the above programme An annual course materials fee which for next year is fifteen pounds'</p>	<ul style="list-style-type: none"> <li>• Recording Decisions (rejection)</li> <li>• Recording Decisions (non-standard offer)</li> <li>• History and tracking of applications</li> </ul>
	<p>Update the following applications to 'Unconditional Firm Acceptance status' in preparation for their admission as students to the University: 99000009 Zoë Cook (course 105G) 99000314 Tracey Ann Lindsay (course 3000, Sept intake) 99003959 Timothy Richard Elliott (course 3300, March intake)</p> <p>The applicants in (b) and (c) above have had satisfactory health and police clearance, please show how this may be logged on the system.</p>	<ul style="list-style-type: none"> <li>• Clearing House processing</li> <li>• Recording student replies to offers(firm acceptance)</li> <li>• Health and Police check clearance</li> </ul>
	Show how the current status of applicants may be easily displayed for the applications currently logged.	<ul style="list-style-type: none"> <li>• Ease of system use</li> <li>• How information is displayed on the system regarding applications</li> </ul>

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<b>Intending to show:</b>		
	Does your system allow for the recording of 'preferred forename' as well as forename? Does the system allow for 'previous surname', and is it possible to store multiple 'previous surnames'? If so, are these date-stamped?	<ul style="list-style-type: none"> <li>• Bio-geographical details</li> <li>• History and tracking</li> </ul>
	Discuss how other standard letters may be generated either directly from the system or by means of mail merging with Microsoft Word.	<ul style="list-style-type: none"> <li>• Export of data/mail merge/standard reports</li> </ul>
	Discuss how a web-enabled solution may allow direct applications via the internet.	<ul style="list-style-type: none"> <li>• Web enablement for application processes</li> </ul>