

# Rediker Software <sup>Inc.</sup>

---

## School Administrative Software

# ADMISSIONS PLUS PRO

## PRE-INSTALLATION

### WORKBOOK

Rediker Software      Phone 800-882-2994  
2 Wilbraham Road      Fax 413-566-2194  
Hampden, MA 01036      [www.rediker.com](http://www.rediker.com)



# TABLE OF CONTENTS

<b>TABLE OF CONTENTS</b>	<b>3</b>
<b>INTRODUCTION</b>	<b>4</b>
<b>THE BIG PICTURE</b>	<b>5</b>
<b>GETTING THE RIGHT PEOPLE INVOLVED</b>	<b>6</b>
Exercise – Getting the right people involved	6
<b>SCHOOL</b>	<b>7</b>
Exercise – School	7
<b>REQUIREMENTS</b>	<b>8</b>
Exercise – Requirements	8
<b>PROGRAM</b>	<b>10</b>
Exercise – Programs	10
<b>STEPS</b>	<b>11</b>
Exercise – Steps	12
<b>PUTTING IT TOGETHER – REQUIREMENTS, STEPS AND PROGRAMS</b>	<b>13</b>
Exercise – Putting it together	13
<b>CLOSING THOUGHTS</b>	<b>15</b>
<b>APPENDIX 1 – PUTTING IT TOGETHER</b>	<b>16</b>

## INTRODUCTION

Welcome to Admissions Plus Pro! Rediker Software is pleased to introduce our new **Admissions Plus Pro (APP)**, the complete software solution for the Admissions Office. From the worldwide leader in school administrative software solutions, APP organizes and streamlines the entire admissions process – from initial inquiry through acceptance and enrollment.

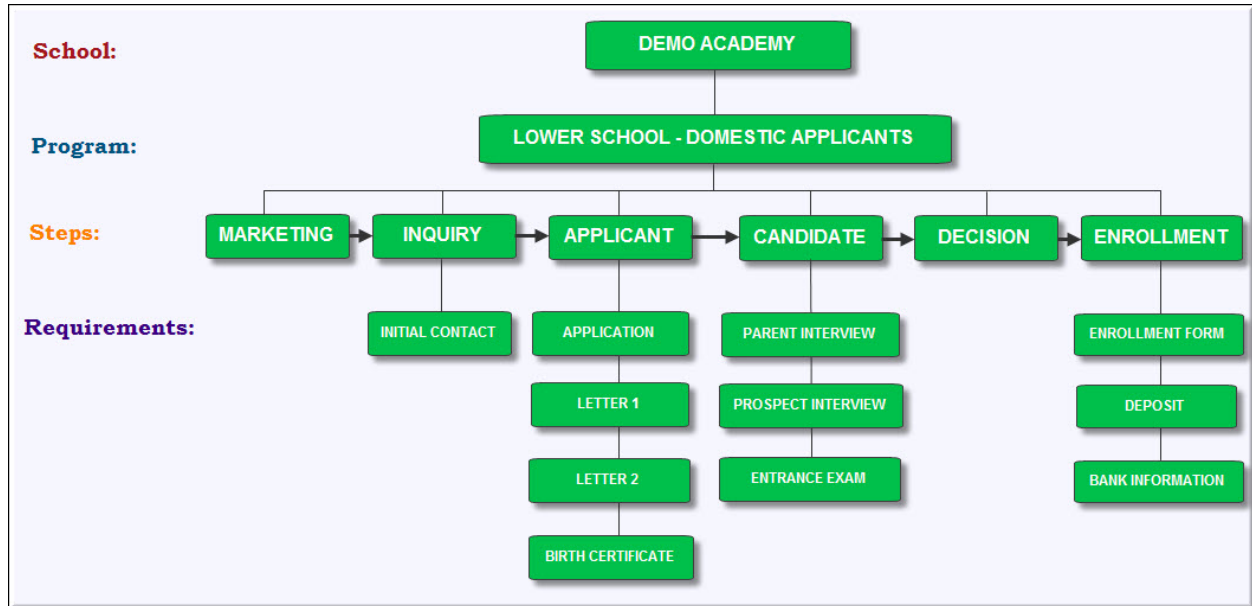
Some of the features of Admissions Plus Pro:

- Track each applicant step-by-step through the entire admissions process.
- Automatically keep parents, applicants and staff informed about applicant progress.
- Scan and store documents in electronic portfolios and access them with one click.
- Save time and effort by taking inquiries, applications and payments from the Web.
- Integrated e-mail streamlines communication and reduces paper costs.
- Examine the entire history of an applicant's record and enter data with one touch.
- Analyze marketing, acceptance and demographic statistics to improve recruitment.
- Customize your admissions requirements for each school, grade and program.
- Document financial aid requests and disposition.
- Automatically send attending applicants to Administrator's Plus.
- Enter and process multiple children in one family all at once.

This document was designed for schools new to Admissions Plus Pro. It was written specifically to assist admissions staff in documenting the requirements and steps needed for admission into the different programs. These programs, steps and requirements will then be combined to form flow charts which you can then create in Admissions Plus Pro.

# THE BIG PICTURE

Prior to going into Admissions Plus Pro for the first time, the admissions staff should meet to determine the Programs, Steps and Requirements for admission. The end result of this meeting will be at least one if not a series of flow charts. These charts (sample below) represent a graphical view of the admissions process for a particular program at your school. When you go into APP for the first time, you will be required to create these flow charts by entering in your school's admissions processes.



The terms listed in the flow chart above will be used extensively throughout Admissions Plus Pro. Below is our definition of these terms.

- SCHOOL School represents the final location of an applicant.
- PROGRAM A grouping of students who all must meet the same requirements in order to become members of the school.
- STEPS The different phases in the admissions process that an applicant must go through in order to become a member of the school.
- REQUIREMENTS All of the materials, contacts, etc that must be submitted by the prospect in order to complete each step and move onto the next one.

## GETTING THE RIGHT PEOPLE INVOLVED

In order to make the decisions necessary to set up Admissions Plus Pro, you will need to meet with the people responsible for Admissions at your school. These people could include Admissions Directors, Admissions Personnel, Deans/Principals of the various schools, Registrars, etc.

### EXERCISE – GETTING THE RIGHT PEOPLE INVOLVED

WHO ARE THE PEOPLE RESPONSIBLE FOR ADMISSIONS AT YOUR SCHOOL?

NAME	TITLE

DATE AND TIME OF MEETING: \_\_\_\_\_

*SAMPLE AGENDA FOR THE ADMISSIONS PLUS PRO SET UP MEETING*

1. Define all potential Requirements
2. Define the different Programs
3. Map out the different Steps for each Program
4. Group Requirements by Program and Step
5. Now it is time to put all of this information into Admissions Plus Pro (This could happen at a later date and will be covered in the Usage Manual.)

# SCHOOL

In Admissions Plus Pro, School represents the final destination of a prospect. You will have to identify the school to which the applicant is applying for each prospect. Once a prospect has completed the requirements needed for enrollment for a particular program their data can then be sent to the correct school. You can set up APP with more than one school. You will be asked to choose the correct school when entering a prospect into APP.

## EXERCISE – SCHOOL

WHICH SCHOOLS ARE YOU GOING TO SEND STUDENTS TO UPON ACCEPTANCE?

---

---

---

---

---

---

---

WHAT ARE THE GRADE LEVELS IN THESE SCHOOL(S)?

---

---

---

---

# REQUIREMENTS

Requirements are all of the materials, contacts, etc that must be submitted in order to complete each step and move onto the next one.

Take some time to brainstorm the different materials that any one student would need to submit to be eligible for admittance in your school. Even if only one student ever needed it, write it down. Also think about the different groups of applicants that would need each specific form. This will help when you discuss and list the different Applicant Programs you will need to create.

## EXERCISE – REQUIREMENTS

### SCHOOL SPECIFIC DOCUMENTS (E.G. APPLICATION, REGISTRATION, FINANCIAL AID FORMS, ETC)

DOCUMENT NAME	GROUP THE REQUIRED INFORMATION APPLIES TO
<i>Example: School Application Form</i>	<i>All applicants</i>

### OFFICIAL DOCUMENTS (E.G. BIRTH CERTIFICATES, VISAS, PASSPORTS, ETC)

DOCUMENT NAME	GROUP THE REQUIRED INFORMATION APPLIES TO
<i>Example: Birth Certificate</i>	<i>Domestic applicants only</i>

ACADEMIC DOCUMENTS (E.G. RECOMMENDATIONS, TRANSCRIPTS, ETC)

DOCUMENT NAME	GROUP THE REQUIRED INFORMATION APPLIES TO
<i>Example: Previous Year's Report Card</i>	<i>Middle School and Upper School (9<sup>th</sup> grade)</i>

PERSONAL CONTACT (E.G. INTERVIEWS, PHONE CALLS, ETC)

DOCUMENT NAME	GROUP THE REQUIRED INFORMATION APPLIES TO
<i>Example: Parental Interview</i>	<i>All applicants</i>

FINANCIAL INFORMATION (E.G. BANK INFORMATION, DEPOSIT, ETC)

DOCUMENT NAME	GROUP THE REQUIRED INFORMATION APPLIES TO
<i>Example: Bank Information Form</i>	<i>All applicants</i>

# PROGRAM

Programs are a way to identify a group of prospects all of whom have to meet the same set of requirements in order to become members of the school. If there is even one difference in the requirements between one group of applicants and another group (which is not based on grade level), this indicates that you will need another Program. For example, the requirements for Lower School admission might be identical for domestic and international students with the exception that international students need a Visa instead of a Birth Certificate. In this case, you will need a Program called Lower School – Domestic and one called Lower School – International. If the requirements for the Lower School are the same except that applicants for kindergarten and first grade do not need to submit the previous year’s report card and all other grade levels do, there is no need to create two separate programs. Since requirements can be limited by grade level, create one Lower School program and limit the requirements.

Look at the list of Requirements that you came up with and look at the **GROUP THE REQUIRED INFORMATION APPLIES TO** column. Any requirement (which is not based on grade level) that does not apply to All Applicants should be flagged as a potential program.

## EXERCISE – PROGRAMS

WHAT HAS BEEN DETERMINED AS THE DIFFERENT APPLICANT PROGRAMS (GROUPS)? ARE THESE PROGRAMS LIMITED TO CERTAIN GRADE LEVELS\*?

APPLICANT PROGRAM (GROUP) NAME	APPLICABLE GRADE LEVELS
<i>Example: Lower School – Domestic</i>	<i>K – 5 (no previous year’s RC for grades K &amp; I)</i>

*\*Grade Levels here apply to the Program’s applicable grade levels (e.g. Lower School is K-5) and not Requirement grade levels. You may, however, want to note if that program will have any grade limited Requirements.*

## STEPS

Now that you have determined the Programs and which Requirements go with each program, the next “step” in the process is to determine the different stages a prospect needs to go through in order to become a member of your school. In APP these stages are called Steps. Having steps is a way to facilitate the tracking of students through the admissions process. You can run reports on the different steps so that at any time, you will know how many students are in each step of the admissions process. You will also be able to clearly see exactly which step a prospect is on at any time.

*There are eight steps that come with APP: Marketing List, Inquiry, Applicant, Candidate, Ready for Decision, Registered, Enrolled and Ready for Attendance. You can add/edit/remove these Steps in order to tailor them to what your school has.*

**MARKETING LIST** – Prospects at this step have arrived in Admissions Plus from an electronic list purchased or otherwise obtained from an outside source. No one at this step has ever contacted your school, but you may have sent the Prospects at this step a letter, post-card, e-mail or some other piece of marketing material.

**INQUIRY** – Prospects at this step has shown some interest in finding out more information about your school. All prospects at this step have contacted your school in one way or another.

**APPLICANT** – Prospects at this step have returned an application and possibly other required documents to the school, either online or on paper. This could also be called the “Paperwork” step as that is the major requirement of this step. When this step is complete, the prospect moves on to the Candidate (or possibly the "Interview" step).

**CANDIDATE** – This could also be called the “Interview” step. Prospects at this step have completed and submitted all of the required paperwork, and now the school is taking their application to the next level by conducting interviews.

**Ready for DECISION** – A prospect at this step has completed all pre-acceptance requirements and is ready to be considered for membership in the school. This step contains any requirements necessary for the school to make a final decision on the applicant. This could include a full review of the application and approval by various school officials.

**REGISTERED** – Prospects at this step have been notified that they have been accepted to your school and are now being asked to submit forms to indicate that they would indeed like to attend your school.

**ENROLLED** – The in-coming student has submitted all of the required registration materials, and now arrangements for tuition are made at this step.

**Ready for ATTENDANCE** – The student’s final information forms (health, etc) have been submitted and their information has been sent to your Student Information System.

*Note: A student can be sent to the school before completing all the requirements to be “Ready for Attendance”. Schools frequently do this to get the student’s schedule ready for the New Year. Student information can be sent again when the student has fulfilled all of the “Ready for Attendance” requirements.*

## EXERCISE – STEPS

WHAT ARE THE DIFFERENT STEPS THAT STUDENTS MUST PASS THROUGH IN ORDER TO BECOME MEMBERS OF YOUR SCHOOL? ARE THERE SPECIFIC REQUIREMENTS THAT GO WITH EACH STEP?

<b>STEP NAME &amp; LEVEL</b>	<b>RELATED REQUIREMENTS</b>
<i>Example: Applicant - 3</i>	<i>Application Submitted, Birth Certificate, 2 Letters of Recommendation</i>

## PUTTING IT TOGETHER – REQUIREMENTS, STEPS AND PROGRAMS

Now that you have your Requirements, Steps and Programs documented, it is time to group the specific Requirements with their corresponding Programs and Steps. You can match the same requirement to multiple Programs and even have the same requirement referenced more than once for a program. Remember that **one** difference in the requirements (which is not based on grade level) indicates that you will need another Program. For example, the requirements for Lower School admission might be identical for domestic and international students with the exception that international students need a Visa in addition to a Birth Certificate. In this case, you will need a Program called Lower School – Domestic and one called Lower School – International.

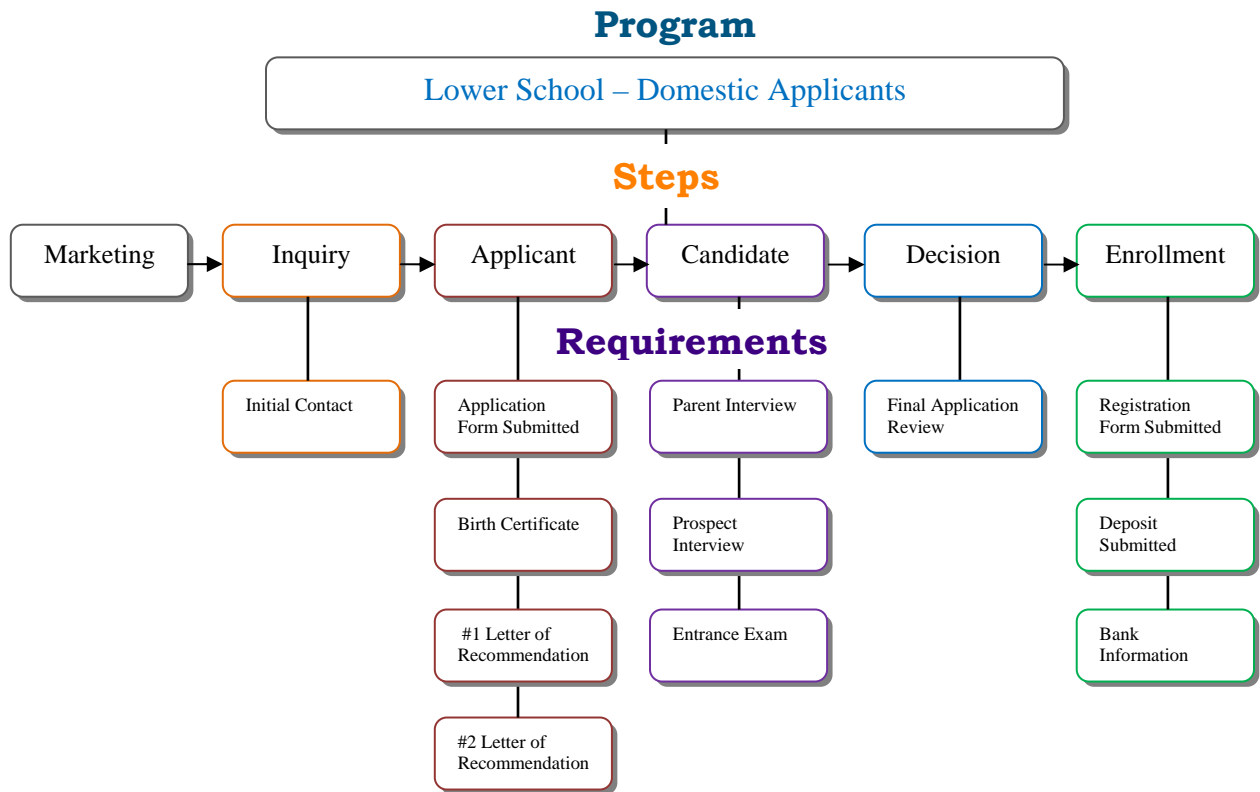
Take the lists that you have created on the preceding four pages and match up the specific requirements to their corresponding programs and list the required steps for each program.

### EXERCISE – PUTTING IT TOGETHER

APPLICANT PROGRAM (GROUP) NAME	STEPS	REQUIREMENTS
<i>Example: Lower School – Domestic</i>	<i>Marketing, Inquiry, Applicant, Candidate, Decision, Enrollment</i>	<i>Initial Contact, Letter of Recommendations (2), Application Form, Entrance Exam, Birth Certificate, Parent Interview, Prospect Interview, Registration Form, Deposit, Bank Information</i>

As you can see below, these groupings become your admissions process flow charts. These charts will be displayed for each different program in Admissions Plus Pro. (See appendix 1 for a blank chart – if you would like to create one.)

This is a sample flow chart for the Lower School – Domestic Applicant Program. Notice how the Requirements are grouped by Step.



## CLOSING THOUGHTS

You can use the data gathered in this workbook to now set up Admissions Plus Pro. See the Usage Guide for information on the following:

- Installing the Program
- Setting Up the Admissions Processes for all of your identified Programs (i.e. creating your flow charts within the program)
- Adding additional users and setting up security
- Mapping the demographic fields
- General Program Usage

Also if you would like more information, please go our website [www.rediker.com](http://www.rediker.com). Click on **Support**, and select **Video Tutorials** to view videos on Admissions Plus Pro.

# APPENDIX 1 – PUTTING IT TOGETHER

BLANK CHART (MAKE AS MANY COPIES AS NEEDED)

**School** (covered on page 6)

**Program** (covered on page 10)

**Steps** (covered on page 11)



**Requirements** (covered on page 8)

