

Contact: Diana Gonzalez

TIER UPDATE
COMMON APPLICATION PORTAL TEAM FINAL REPORT

Action Requested: Consider approval of the Common Application Portal Team proposal to adopt and implement the Common Application Portal for use by direct from high school U.S. students (both resident and non-resident) who wish to apply to multiple Regent universities beginning for Fall 2016.

Executive Summary: During its work with the Board of Regents on the Efficiency Study in 2014, Deloitte Consulting identified a business case regarding the development of a Common Application Portal – SS-05: “Create a Common Application Portal.” The Board of Regents assigned this business case to the Board Office for implementation.

Between November 2014 and May 2015, Chief Academic Officer Diana Gonzalez and the Common Application Portal Team (Attachment A) met to evaluate the business case and to develop a Common Application Portal which would meet the intent of the business case. The first step in the process was to conduct research regarding a common application process at other post-secondary education systems. There were discussions with representatives from the University of California System and the Pennsylvania State System of Higher Education. The Team discovered that both systems have dedicated offices that process admissions applications and that the development of a common application process in those systems included 2-3 years of planning and an allocation of funds to implement the process.

In order to address the development of the Common Application Portal within the given timeframe, three sub-teams were created – (1) Common Questions Team; (2) Infrastructure Team; and (3) Communications Team. The purpose of the *Common Questions Team* was to review the admission application at each of the Regent universities and identify all of the questions that were in common to the three universities. The Team discussed and evaluated the remaining questions to determine if it would be possible to find common wording. The questions that were not in common typically were the result of unique data collection needs at each university. The Team will continue to discuss these questions. The purpose of the *Infrastructure Team* was to develop the mechanics for the application, including field lengths, data structure, and Portal process. This is the critical component and it has been the most time consuming and the most complex. Each institution had to create a process (through web services) to receive the common questions data from the Portal and load them into their own admissions applications. The *Communications Team* was responsible for providing explanations on the Portal, a set of frequently asked questions (FAQs – Attachment B), and communication to Iowa high schools about the Portal.

Development of the Common Application Portal:

- ⇒ Fall 2014 application data revealed that there were 35,305 applications to the three Regent universities. Of that number, 324 (0.9%) applied to all three universities; 3,969 (11.2%) applied to two universities; and 31,012 (87.8%) applied to only one university.
 - 📁 There were 278 (0.8%) residents who applied to all three universities; 2,110 (6.0%) residents who applied to two universities; and 9,574 (27.1%) who applied to only one university.
- ⇒ Iowa State University agreed to serve as the host institution where the system will reside.

- ⇒ Students will enter the Portal and create a user name and password. This allows students to re-enter the Portal at a future time.
- ⇒ Students complete the common questions and identify the university(s) to which they wish to apply. They will then be directed to those universities where they will complete the application process and submit their payment.
- ⇒ The Common Application Portal is understandable and easy to use by students and families.
- ⇒ Students who use the Common Application Portal because they wish to apply to multiple Regent universities will save time because they will not have to complete the same set of questions multiple times.
- ⇒ Further changes in the Portal will result from continued discussions by the Common Application Portal Team.
- ⇒ The Portal will be available on July 1, 2015 for admission of students to the Class of 2016 at <http://apply.regents.iowa.gov>.
- ⇒ On-going budgetary support and continued development will be shared by the three universities. ISU will require the addition of one full-time equivalent staff member to handle the Common Application Portal and to provide a service desk/call center to respond to questions about the Portal.
- ⇒ In order to complete the development of the Common Application Portal within the given timeframe, significant reallocations of personnel and time occurred. The dedication and commitment of team members to this project was impressive especially considering other pressing time commitments for Admissions and IT staff members at the universities.

Development and Implementation Costs

The cost to develop the Common Application Portal during the period November 2014 – June 2015 was approximately \$90,000, primarily in the IT area. For the first year of implementation, July 2015 – June 2016, the anticipated cost is projected to be approximately \$200,000; this includes the cost of additional web changes that may need to occur. Annual on-going costs are expected to be approximately \$100,000. These costs are above and beyond the on-going IT and other support costs of each of the admissions offices.

Next Steps

- ⇒ The Board Office will inform all Iowa high schools of the availability of the Common Application Portal.
- ⇒ The Board Office will work with the universities to publicize the Portal. Team members will meet with different groups, e.g., high school counselors, to inform them of the availability of the Portal.
- ⇒ The Board Office will make the necessary website changes to make the Common Application Portal available.
- ⇒ Monitor and evaluate use of the Portal and make any necessary adjustments.

COMMON APPLICATION PORTAL TEAM

Board Office

Diana Gonzalez – Chief Academic Officer

University of Iowa

Lon Moeller – Associate Provost for Undergraduate Education and Dean of University College

Emil Rinderspacher – Director of Admissions

Ed Hill – Senior Application Architect

Jeff Waechter – Senior Associate Director, Operations and Research

Karen Knight – Admissions IT

Iowa State University

Katharine Johnson Suski – Director of Admissions

Karen Zunkel – Director Undergraduate Programs and Academic Quality

Geoff Janes – Manager, Information Systems, Office of Admissions

University of Northern Iowa

Matt Kroeger – Associate Vice President for Enrollment Management

Tom Reburn – Associate Director – Data and Operations, Admissions

Kevan Forest – Interim Director, ITS – Information Systems

Chad Wittrock – Information Systems Manager/Web Applications, ITS – Information Systems

**IOWA PUBLIC UNIVERSITIES COMMON APPLICATION PORTAL
FREQUENTLY ASKED QUESTIONS (FAQs)**

Why was the Common Application Portal created?

The Common Application Portal was created to make the process of applying for admission to more than one of the Regent universities (University of Northern Iowa, University of Iowa, and/or Iowa State University) easier by identifying the same application questions that are used by all three universities. Students applying to more than one of these three universities will only have to answer the common questions one time as their answers will automatically fill-in the application form for admission to the Regent universities of their choice.

Who can use the Common Application Portal?

The Common Application Portal is intended for first-time, first-year U.S. students who wish to be considered for admission beginning Fall 2016 at more than one of Iowa's Regent universities.

Am I required to use the Common Application Portal if I am applying to only one of Iowa's Regent universities?

No. In fact, if you intend to apply to only one of Iowa's Regent universities, you may complete that university's regular admissions application directly. However, using the Common Application Portal will make it easier for you if at a later date you decide to apply to another Regent university.

If I use the Common Application Portal to apply for admission at more than one of Iowa's Regent universities, will I have to pay an application fee to each of the universities?

Yes. You must pay the required application fee for each university to which you apply for admission through the Common Application Portal.

How is my application to Iowa's Regent universities processed once I answer the common application questions through the Common Application Portal?

Your responses to the common application questions will automatically fill-in on the application forms for the Regent universities to which you apply. After completing the common application questions, you will receive an e-mail notification from each university to which you apply with directions on how to complete the remaining questions on that university's application form.

What information should I have on hand before I begin my submission on the Common Application Portal?

The Common Application Portal will ask you to fill out academically related information used to determine your Regent Admission Index (RAI) which is used for admission. Before you can complete the questions on the Common Application Portal, you will need the following information:

- ⇒ Your high school cumulative grade point average;
- ⇒ Your ACT and/or SAT test information – date(s) taken, composite scores, and subscores;
- ⇒ Your high school class rank and your class size, if your high school provides class rank;
- ⇒ The list of courses you have taken and plan to take in high school (including courses taken at a community college, college, or university while still in high school).

Is the user ID and password for the Common Application Portal the same as the user ID or password at one of the Regent universities?

No. The user ID and password for the Common Application Portal is used only on this Portal. You will need to create a new user ID and password at each university (or use one you have already created at the university) to complete the remaining university specific application questions.

We have more than one student applying from our family. Can we use the same user ID and password to submit applications for more than one student?

No. Each applicant must have a unique user ID and password.

How do I enter information about college credit courses into the boxes for courses taken while in high school?

Enter Advanced Placement (AP) or International Baccalaureate (IB) courses in the high school year in which you took the course(s).

Enter courses for which you received (or will receive) credit directly from a community college, college, or university in the “College” column. Examples include college courses which are taken (a) in your high school building; (b) on a college campus; (c) on-line; and/or (d) remotely. Do not enter the same course into both the high school and college columns. Each college credit course should be counted only one time (either for a year in high school or for college).

The grid to enter mathematics doesn’t have a “pre-9” box for some of the higher level math courses. What should I do if I took one or more of these courses prior to 9th grade?

You should enter any of those courses into the box(es) for 9th grade.

Once I have submitted the common questions through the Common Application Portal, can I change my answers (or change my term of entry) and resubmit through the Portal?

No. Once you have submitted your answers to an Iowa Regent university, you will need to contact the admissions office at the university to which you submitted your information to make any changes.

- ⇒ University of Iowa: admissions@uiowa.edu, (319) 335-3847
- ⇒ Iowa State University: admissions@iastate.edu, (800) 262-3810
- ⇒ University of Northern Iowa: admissions@uni.edu, (319) 273-2281

How do I send my information to another Iowa Regent university?

If you have already submitted your common questions information to an Iowa Regent university and now want to send to another Regent university, do the following:

When you log into the Common Application Portal, you will see a summary page. On this page, you may select the "Send to Additional University" option.

If you have entered your common questions information but have not yet submitted the information to any Iowa Regent university, do the following:

On the final screen, before you submit your common questions information, you will be asked to reconfirm the university(s) that you want to receive your application information. You may add another university on that screen.

Who do I contact if I have questions about the Common Application Portal?

For general admissions questions, you may contact the admissions office at any of the three Iowa Regent universities:

University of Iowa: admissions@uiowa.edu, (319) 335-3847

Iowa State University: admissions@iastate.edu, (800) 262-3810

University of Northern Iowa: admissions@uni.edu, (319) 273-2281

If you have specific questions about the Common Application Portal, you may submit them through the web form available on the "Contact Us" tab. A staff member will respond to your questions either by e-mail or by phone within 1-2 business days.