

CUSTOMIZING THE APPLYTEXAS APPLICATION

ApplyTexas Conference

July 18, 2018



Legislation was passed in 1997 that led to the creation of the ApplyTexas application

- The law called for common freshman and transfer applications for the 35 public universities in Texas
- An advisory committee would be organized and charged to develop the questions on the application



The application would include questions for determining the residency status of the applicant and would incorporate other information that was deemed appropriate

The committee was to ensure as much uniformity in the applications as possible, regardless of the category of institution for which the applications were adopted



The Core Application

The Core Application

Required Pages

4-year institutions

- Biographical information
- Educational background
- Educational information
- Test scores
- Residency
- Certification of information

2-year institutions

- Biographical information
- Educational background
- Educational information
- Residency
- Certification of information

The Core Application

Optional pages

4-year institutions

- Extracurricular information
- Employment information
- Custom questions
- Essays

2-year institutions

- Extracurricular information
- Employment information
- Custom questions

The core application is designed to ask the basic questions institutions need for making admissions decisions

Because the application serves such a wide range of institutions, there will always be a need for customization

The three tools used to customize an application are:

- **General Application Settings**
- **Messaging**
- **Custom Questions**

ApplyTexas Executive Menu

The executive menu is used to make all changes to an application

Within the executive menu, different sections are used to update general application settings, majors, and custom questions.

Information for All Administrators

- ★ [Administrator's Frequently Asked Questions \(FAQ\)](#) ★
- [Changes for the 2019-2020 Academic Cycle](#)
- [Essay Prompts for the 2019-2020 Cycle \(no change from 2018-2019\)](#)
- [Creating an ApplyTexas Account \(PDF\)](#)
- [Completing a Two Year Application \(PDF\)](#)
- [Completing a Four Year Application \(PDF\)](#)
- [ApplyTexas Software Quality Assurance and Deployment Policies](#)
- [List of mutually defined school codes](#)
- [High school counts spreadsheets](#)
- [Changes for the 2018-2019 Academic Cycle](#)
- [Essay Prompts for the 2018-2019 Cycle](#)
- [NEW: Quick and Easy for Applications - 2019-2020 \(v9.0\)](#)
- [NEW: Quick and Easy Readme 2019-2020](#)

admissions menu scholarship menu send a request

Admissions Application Administrative Menu

Search for Admissions Applications

- search by application ID
- search by last name, first name, date of birth
- search by semester and application status within a date range
- search by semester and school or school/major within a date range

go

Search for Admissions Payments

SETUP *or* LIVE

search payments

Admissions Executive (UPDATE) Functions Menu

- general application information
- manage majors
- custom questions
- graduate application custom essays

go

All changes to an application should be made using the SETUP executive menu

★ ApplyTexas Administrative Tools Sign out Admin Tools Home Application Search **Executive Menu**

Quick Links ApplyTexas Go

Executive Menu - Maintain Applications to Test Univ for ApplyTexas

Important Instructions

The executive functions allow you to modify your institution's ApplyTexas majors, deadlines, display messages, custom questions and contact information. You must choose whether to make these changes in the SETUP or LIVE environment. **Changes in LIVE will be immediately visible to all users.** Changes in SETUP will be visible only in the setup site and must be migrated to LIVE before they will be visible to all users. Changes in SETUP must be migrated to the TEST environment for application testing.

[*NEW: Instructions for Gatekeepers*](#)

Select the SETUP or LIVE database, then click on the "view the executive menu" button.

Select SETUP or LIVE view the executive menu

Select SETUP or LIVE
SETUP
LIVE

If you wish to migrate all or part of your ~~current~~ settings from setup to live or setup to setup, contact the ApplyTexas Team via the Administrator Request page. Before contacting us with a question, please review the [Administrator's FAQ](#) for answers to your question(s).

General Application Settings

Non Semester-Specific

Customizing Settings

General Application Information

General Application Information

Update Institution Information Including Address, Contacts, Credit Cards and Informational Links

- Update your institution's address
- Update your ApplyTexas contacts
- Update credit cards your institution accepts
- Update your Gateway and Special Instructions links
- Update ApplyTexas Counselor Suite preferences

go

This section is used for:

Entering institutional information

Selecting custom options that are not specific to a semester or app type

Updating and Customizing Non-Semester Specific Information

contact addresses	online payments	credit cards taken	institutional payments	dual credit apps
school major list	informational links	admin contact	technical contact	financial contact
alternate address	alt admin contact	alt technical contact	alt financial contact	

- Enter institutional contact information
- Activate online payment system
- Add credit card payment information
- Activate the dual credit message switch
- Organize “school/major” screens
- Add informational links

Although the information in this section does not change each semester, it should be reviewed each year and updated if needed

Non-Semester Specific Information

TIP: For institutions that use ApplyTexas essays and will accept them through email, a submission email address may be added in this section

Institution Admissions Contact Address (displayed to applicants)

Line 1: < required

Line 2:

Line 3:

City: < required

State:

Zip Code: < required

Email:

Help Phone Number: < required

Fax Number for Credentials:

Fax to the Attention of:

Admissions URL:

URL Title:

This text will display instead of the above URL when a link to the above URL is displayed.

Email Address for Electronic Documents (e.g. Essays):

If you specify an email address here, it will be displayed with instructions for the applicant to email their essays to your school at that address.

Dual Credit Question

Applicants will see a dual credit question on the 2-year and freshman applications if it is not opted out of on this screen.

Getting Ready to Start Your Application

create a new application for admission

Please select your target university and your application type.

Target University

Test Univ for ApplyTexas (Anytown) ▼

Application Type

Freshman, U.S. ▼

Are you applying to take college courses to be completed while you are still a high school student (Dual Credit or Concurrent Enrollment)?

Yes No

Dual Credit Apps Opt-Out

Your applicants may have the option to answer the following question: "Are you applying to take college courses to be completed while you are still a high school student (Dual Credit or Concurrent Enrollment)?" If your institution does not want applicants to answer this question, please opt-out by marking the checkbox below.

NO - Do not allow applicants to answer the question, "Are you applying to take college courses to be completed while you are still a high school student (Dual Credit or Concurrent Enrollment)?"

To remove the question, check the "NO" box and submit the change at the bottom of the screen

School/Major Screens

The default setting for choosing a program of study is to select a first and second choice school/college and then a first and second choice major. The schools/colleges and majors are listed in order of the code assigned to them when they are added to the major screen on an institution's executive menu

Applications may be customized to:

1. Skip the "school/college" selection screen and go directly to the major screen
2. Organize undergraduate majors in alpha rather than code order on the application
3. Organize graduate majors in alpha rather than code order on the application

School/Major List options

When an applicant begins an undergraduate application, Apply Texas displays by default a school selection page listing the available schools at the institution, then displays a list of the available majors in the selected school(s) in major-code order. Institutions have the option of skipping the school selection page for undergraduate applications and going directly to the major list. (Graduate applications always go directly to the major list).

In addition, institutions may choose to display the undergraduate and/or graduate majors in alphabetical order, rather than the default major-code order.

- Skip the school selection page for Test Univ for ApplyTexas undergraduate applications and go directly to the major list.
- List the UNDERGRADUATE majors in alphabetical order, instead of major-code order.
- List the GRADUATE majors in alphabetical order, instead of major-code order.

Informational Links

Two informational links may be added to all applications. The "Gateway" link will be displayed after the application is submitted. A "Special Instructions" link will be shown in the top left corner of every application page

Informational Links

Specify a "Gateway" link to your school (displayed after a student submits an online application to your school - optional):

YES - "Post" application data to our gateway page when a student links to it. ([View instructions for passing data to your gateway page](#))

Special Instructions Link:

If you wish, you can link to a page containing special instructions for filling out the application for your school.

General Application Settings

Semester-Specific

Customizing Settings

General Application Information

General Application Information

Update Institution Information Including Address, Contacts, Credit Cards and Informational Links

- Update your institution's address and contacts
- Update payment types accepted
- Update your Gateway and Special Instructions links
- Update Dual Credit preference
- Update school/major display preferences

View and Change Fees, Deadlines, Essay Requirements and Display Messages

- Update application deadlines and fees
- Update application type availability
- Opt in or out of using the extracurricular and employment pages
- Update display messages for application types
- Update **undergraduate** essay requirements
- Opt in or out of parental information questions

The “View and Change Fees, Deadlines, Essay Requirements and Display Messages” section is used to update or customize an application by semester and application type.

Use the pull-down menu to select the semester to update

Semester Specific Information

Application opening dates and deadlines must be entered each time a new application is opened, but this screen includes many other optional features

Four-year institutions may select custom features by application type

Change Deadlines, Fees, & Messages

[Setup Environment](#)

Fall 2019 Semester

Semester availability and messaging

Application Open Date:

The application open date is the date the application will become available for applicants to complete, as long as one of the options below is selected to make the semester available. Filling in this date is optional, and opening the semester may still be done manually, if desired. (In the LIVE environment, the application open date cannot occur before August 1. Open dates earlier than August 1 in the SETUP environment for use when testing will be changed to August 1 when migrated to LIVE.)

Display Deadline:

Enforced Deadline:

Application Fee: «whole dollars only, no decimal points

You can also specify major-specific fees for applications via the update major function. The fee you specify here will be displayed to the applicant if you do not define a major-specific fee.

- Make this semester available for applications, and display the below message BEFORE the deadline has passed.**
- Make this semester available for applications, and display the below message AFTER the deadline has passed.**
- Do NOT make this semester available for applications. (This option overrides the above open date.)**

This message can be up to 253 characters long. It will be displayed to applicants after they choose their application type and semester. You can leave it blank if you don't want to display any messages.

Updating and Customizing Semester Specific Information

Two-year and four-year institutions update the following sections of the application using the “Change Deadlines, Fees, & Messages” screen:

- Opening date and deadlines
- Optional message
- Parent Information
- Opt-out of “Second Choice School”
- Opt-out of extracurricular activities and awards and honors pages
- Application fee
- Custom essay deadline
- Essay submission instructions
- Optional deadlines
- Fee waiver information link

Updating and Customizing Semester Specific Information

Institutions may enter opening dates and deadlines in the future and migrate the application to LIVE. The application will not open until the opening day is reached

The deadlines displayed on the application may be different than the date that an institution will no longer accept applications

A message may be added specifically for a semester or application type

Change Deadlines, Fees, & Messages

Setup Environment

Fall 2019 Semester

Semester availability and messaging

Application Open Date: Mar | 1 | 2019

The application open date is the date the application will become available for applicants to complete, as long as one of the options below is selected to make the semester available. Filling in this date is optional, and opening the semester may still be done manually, if desired. (In the LIVE environment, the application open date cannot occur before August 1. Open dates earlier than August 1 in the SETUP environment for use when testing will be changed to August 1 when migrated to LIVE.)

Display Deadline: Aug | 21 | 2019

Enforced Deadline: Aug | 25 | 2019

Application Fee: \$ 0

«whole dollars only, no decimal points

You can also specify major-specific fees for applications via the update major function. The fee you specify here will be displayed to the applicant if you do not define a major-specific fee.

- Make this semester available for applications, and display the below message **BEFORE** the deadline has passed.
- Make this semester available for applications, and display the below message **AFTER** the deadline has passed.
- Do NOT make this semester available for applications. (This option overrides the above open date.)

Paper applications may be downloaded from the school website and brought to the admissions office u

This message can be up to 253 characters long. It will be displayed to applicants after they choose their application type and semester. You can leave it blank if you don't want to display any messages.

Supplemental Parental Information

Executive Menu Set Up

Parent Information

If you would like to display the parental information questions, select "Yes." Note: Some of these questions may take the place of custom questions you are already using, so please review your custom questions.

Show Parent Information Questions: Yes No

When this option is chosen, applicants will be required to enter a response for at least one parent, guardian, or other adult

Application View

5. Supplemental Parental Information: Parent/Guardian 1 - REQUIRED

Relationship to you < required
Title < required
First Name < required
Middle Initial
Last Name < required
Suffix

Is this person still living?

Yes No < required

Add another parent/guardian

Opt out of second choice school selection

This option allows institutions to allow only one school and one major selection. The application default is for two schools and two majors to be chosen

Executive Menu Set Up

Default setting

Opt out of second choice school

If you would like your applicants to skip selecting a second choice school, select "Yes."

Skip second choice school: Yes No

Opt out of second school

Opt out of second choice school

If you would like your applicants to skip selecting a second choice school, select "Yes."

Skip second choice school: Yes No

Application View

Select School

First Choice School	Select your first choice school ▼
Second Choice School	Select your second choice school ▼

Select School

School	Select your school ▼
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Opt out of extracurricular activities & employment information pages

Institutions may not opt out of these pages if they use the ApplyTexas scholarship application

When an institution opts out of a page, the applicant will see a message that the page isn't required and a "save changes" box to move on to the next page

Executive Menu Set Up

Application View

Opt out of extracurricular and volunteer activities and awards and honors page

If you would like your applicants to skip the extracurricular and volunteer activities and awards and honors page, select "Yes."

May not be used if there is an active scholarship application for this application type and semester, as these pages are required for scholarship applications.

Skip extracurricular activities and awards: Yes No

Opt out of employment information page

If you would like your applicants to skip the employment information page, select "Yes."

May not be used if there is an active scholarship application for this application type and semester, as these pages are required for scholarship applications.

Skip employment information: Yes No

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employment information

This institution does not require this page. Please click "save changes" to move on to the next page.

Customizing Essays

Although the essay topics are the same, institutions may choose which ones to use and whether they will be required or optional

To use the “pick one” or “pick two” essay choice option, institutions must make one essay topic “Required”. In the example below, essay topic A is required, but the applicant may choose from topics B, C, or D for their second essay.

Executive Menu Set Up

- [Essay Topic A:](#) **Required** **Optional** **Not Used** **Pick One** **Pick Two**
- [Essay Topic B:](#) **Required** **Optional** **Not Used** **Pick One** **Pick Two**
- [Essay Topic C:](#) **Required** **Optional** **Not Used** **Pick One** **Pick Two**
- [Essay Topic D1:](#) **Required** **Optional** **Not Used** **Pick One** **Pick Two**

Application View

Essays Test Univ for ApplyTexas requires applicants to choose ONE of the following essay topics to answer: Topic B Topic C Topic D Test Univ for ApplyTexas also uses the following essay topics: Topic A (Required)	February 8, 2019
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Customizing Essay Deadlines

Admission essay deadlines may now be customized by application type. Institutions enter a display deadline and an enforced deadline and essays may not be submitted through ApplyTexas after the enforced date

The custom deadlines must be either the same date as or a date later than the application deadline. If dates are not entered, ApplyTexas will not prevent an essay from being submitted at any time

Executive Menu Set Up

Essays deadline

If you would like to enforce an essays deadline for this application type please fill in the dates below. If you choose not to fill in an essays deadline applicants will be able to submit essays after the application deadline has passed. The essays deadline must be the same date or later than the application deadline.

Essays Enforced Deadline: Feb 8 2019

Essay Display Deadline: Feb 8 2019

Application View

Essays

Test Univ for ApplyTexas requires applicants to choose ONE of the following essay topics to answer:

Topic B
Topic C
Topic D

Test Univ for ApplyTexas also uses the following essay topics:

Topic A (Required)

February 8, 2019

Customizing Essay Submission Instructions

The standard essay instructions are to submit the essay online at the time the application is submitted. However, ApplyTexas will allow applicants to submit essays online later using an essay tab on the account dashboard

If the institution has a preferred way to accept essays, a message with customized instructions may be added

Essay Submission Instructions

Institutions now have the ability to change the standard essay submission instructions. The second part of the instructions currently reads: "2. Type your essay(s) and mail to:" followed by the institution's mailing address. Options for these instructions now include:

- Use the default part 2 essay submission instructions, which reads "2. Type your essays and mail to:" followed by your institution's mailing address.
- Do not display anything for part 2 of the essay instructions.
- Replace part 2 of the standard Admissions Application Essay Submission Instructions for U.S. Freshman applications with customized submissions instructions. The standard instructions currently read: "2. Type your essay(s) and mail to:" followed by your institution's address. If choosing to replace these standard submission instructions, please fill out the text box below. Up to 253 characters are permitted.

Essay Submission Instructions:

Please email your essay to

Optional deadlines

In addition to the regular display and enforced deadlines for each semester, up to three additional optional deadlines may be added to an application

When an optional deadline date is reached, it will be removed as a choice on the application, but the applicant may continue with the application using another available deadline

Executive Menu Set Up

Optional application deadline 1
If you would like to offer an additional deadline for this application type please fill in the dates and description (i.e. Early Decision) below.

Deadline Description:

Optional Enforced Deadline 1:

Optional Display Deadline 1:

Please contact the ApplyTexas Help Desk if you wish to change early deadlines after your application is open.

Optional application deadline 2
If you would like to offer an additional deadline for this application type please fill in the dates below.

Deadline Description:

Optional Enforced Deadline 2:

Optional Display Deadline 2:

Please contact the ApplyTexas Help Desk if you wish to change early deadlines after your application is open.

Optional application deadline 3
If you would like to offer an additional deadline for this application type please fill in the dates and description below.

Deadline Description:

Optional Enforced Deadline 3:

Optional Display Deadline 3:

Please contact the ApplyTexas Help Desk if you wish to change early deadlines after your application is open.

Application View

ApplyTexas [Logoff](#) [My Account Dashboard](#) [Admissions Information](#) [Application Instructions](#)

Application Details
Test Univ for ApplyTexas
[Special Instructions](#)
4 Year University

Quick Links
[4 Year University Instructions](#)

TEST application - for testing only

Getting Ready to Start Your Application
select a semester

Semester of Entry

Test Univ for ApplyTexas offers multiple deadlines for U.S. Freshman applications for Fall (Aug - Dec) 2018. Please select the deadline for which you would like to apply. For more information about these deadlines, please contact Test Univ for ApplyTexas.

- The regular deadline for U.S. Freshman applications (02/01/2018)**
- Early Decision (Deadline is 11/01/2017)**
- Early Action I (Deadline is 12/01/2017)**
- Early Action II (Deadline is 01/01/2018)**

To recap: General Application Information

The first section is used for:

Entering information and choosing custom options that are not specific to a semester or app type

The second section is used for:

Entering semester-specific information that must be updated each time a new application is opened

The screenshot shows a web interface for 'General Application Information'. It is divided into two main sections. The first section, 'Update Institution Information Including Address, Contacts, Credit Cards and Informational Links', lists five update options: 'Update your institution's address and contacts', 'Update payment types accepted', 'Update your Gateway and Special Instructions links', 'Update Dual Credit preference', and 'Update school/major display preferences'. Below these options is a 'go' button. The second section, 'View and Change Fees, Deadlines, Essay Requirements and Display Messages', lists six update options: 'Update application deadlines and fees', 'Update application type availability', 'Opt in or out of using the extracurricular and employment pages', 'Update display messages for application types', 'Update **undergraduate** essay requirements', and 'Opt in or out of parental information questions'. Below these options is a dropdown menu set to '2019 Fall' and a 'go' button.

General Application Information

Update Institution Information Including Address, Contacts, Credit Cards and Informational Links

- Update your institution's address and contacts
- Update payment types accepted
- Update your Gateway and Special Instructions links
- Update Dual Credit preference
- Update school/major display preferences

go

View and Change Fees, Deadlines, Essay Requirements and Display Messages

- Update application deadlines and fees
- Update application type availability
- Opt in or out of using the extracurricular and employment pages
- Update display messages for application types
- Update **undergraduate** essay requirements
- Opt in or out of parental information questions

2019 Fall go

Messaging

Messages are a great way to communicate information specific to a semester or application type

Messages may be added to the following screens:

- Semester selection screen-information on future semester opening dates
- School/major selection screens- general messages about the application or about school/major choices
- Biographical Page- major-specific messages

Messages are limited to 253 characters so longer messages will have to be communicated through a custom question

Semester Selection Screen

Adding Opening Dates For Future Semesters

Select a semester from the pull-down menu:

Enter the opening date, deadlines, and other information to complete this screen

Executive Menu Set Up

View and Change Fees, Deadlines, Essay Requirements and Display Messages

- Update application deadlines and fees
- Update application type availability
- Opt in or out of using the extracurricular and employment pages
- Update display messages for application types
- Update **undergraduate** essay requirements
- Opt in or out of parental information questions

2019 Summer

Summer 2019 Semester

Semester availability and messaging

Application Open Date: Jan 2019

The application open date is the date the application will become available for applicants to complete, as long as one of the options below is selected to make the semester available. Filing in this date is optional, and opening the semester may still be done manually, if desired. (In the LIVE environment, the application open date cannot occur before July 1. Open dates earlier than July 1 in the SETUP environment for use when testing will be changed to July 1 when migrated to LIVE.)

Enforced Deadline: Apr 2019

Display Deadline: Apr 2019

- Make this semester available for U.S. Freshman applications, and display the below message BEFORE the Enforced deadline has passed.**
- Make this semester available for U.S. Freshman applications, and display the below message AFTER the Enforced deadline has passed.**
- Do NOT make this semester available for U.S. Freshman applications. (This option overrides the above open date.)**

The application information and majors must be migrated to LIVE for the messages to appear, but the future applications will not become available until the opening date is reached

Application View

Getting Ready to Start Your Application
select a semester

Semester of Entry
Spring (Jan - May) 2019
Summer I 2019
Fall (Aug - Dec) 2019

Applications for the following semester(s) are scheduled to become available on the date shown.

Semester	Scheduled Open Date
Summer 2019	02/01/2019
Summer II 2019	02/01/2019
Spring (Jan - May) 2020	05/01/2019

School/Major Selection Screens

Messages are added on the executive menu below the opening date and deadlines

Radio buttons are used to display messages either BEFORE or AFTER the enforced deadline

Messages set to appear BEFORE the enforced deadline will be displayed on the "select school" screen. If the institution opts out of using the "select school" screen, the message will appear on the "select major" screen

Semester availability and messaging

Application Open Date: Jul | 1 | 2018

The application open date is the date the application will become available for applicants to complete, as long as one of the options below is selected to make the semester available. Filling in this date is optional, and opening the semester may still be done manually, if desired. (In the LIVE environment, the application open date cannot occur before July 1. Open dates earlier than July 1 in the SETUP environment for use when testing will be changed to July 1 when migrated to LIVE.)

Enforced Deadline: Feb | 1 | 2019

Display Deadline: Feb | 1 | 2019

Make this semester available for U.S. Freshman applications, and display the below message BEFORE the Enforced deadline has passed.

Make this semester available for U.S. Freshman applications, and display the below message AFTER the Enforced deadline has passed.

Do NOT make this semester available for U.S. Freshman applications. (This option overrides the above open date.)

Message: You will be reviewed for your first choice major.

This message can be up to 253 characters long. It will be displayed to applicants after they choose their application type and semester. You can leave it blank if you don't want to display any messages.

Getting Ready to Start Your Application
select school

You will be reviewed for your first choice major.

Deadline:	02/01/2019
Application Fee:	\$45

Select School

First Choice School Select your first choice school

Second Choice School Select your second choice school

School

continue

Messages set to display AFTER the enforced deadline will be shown on the “select a semester” screen instead of the “school” or “major” screen

Executive Menu Set Up

Semester availability and messaging

Application Open Date: Jul 1 2018

The application open date is the date the application will become available for applicants to complete, as long as one of the options below is selected to make the semester available. Filling in this date is optional, and opening the semester may still be done manually, if desired. (In the LIVE environment, the application open date cannot occur before July 1. Open dates earlier than July 1 in the SETUP environment for use when testing will be changed to July 1 when migrated to LIVE.)

Enforced Deadline: Feb 1 2019

Display Deadline: Feb 1 2019

- Make this semester available for U.S. Freshman applications, and display the below message BEFORE the Enforced deadline has passed.
- Make this semester available for U.S. Freshman applications, and display the below message AFTER the Enforced deadline has passed.
- Do NOT make this semester available for U.S. Freshman applications. (This option overrides the above open date.)

Message: The deadline for submitting all supporting documents is February 7, 2019.

This message can be up to 253 characters long. It will be displayed to applicants after they choose their application type and semester. You can leave it blank if you don't want to display any messages.

Application View

Getting Ready to Start Your Application

select a semester

Semester of Entry

continue

Applications for the following semester(s) are scheduled to become available on the date shown.

Semester	Scheduled Open Date
Summer 2019	01/01/2019
Spring (Jan - May) 2020	05/01/2019

The following semesters are past their deadlines for applications for U.S. Freshman:

Semester	Deadline	Message
Fall (Aug - Dec) 2019	07/15/2018	The deadline for Fall 2019 has passed. Please apply for Spring 2020.

Major-Specific Messages

- Messages are used to communicate additional information about applying for a major
- Messages be customized by semester as well as application type

Major-specific messages will appear on the biographical information screen below the summary of the school and major choices

Executive Menu Set Up

School Code	Major Code	Major Title	Maj Msg?	U.S. Frsh App	U.S. Trfr App	Frmr App	Trst App	Intl Frs App	Intl Trf App	U.S. Grad App	Intl Grad App
N		School of Nursing		Y	Y	N	N	Y	Y	Y	Y
N	BSN	Bachelor of Science in Nursing		Y	Y	N	N	Y	Y	N	N
N	FNP	Family Nurse Practitioner		Y	Y	N	N	Y	Y	N	N
N	MSN	Master of Science in Nursing		N	N	N	N	N	N	Y	Y
N	MSNA	Nursing Administration		N	N	N	N	N	N	Y	Y
N	NGH	Nursing Global Health		Y	Y	N	N	Y	Y	N	N
N	NPRAC	Nurse Practitioner		N	N	N	N	N	N	Y	Y
N	RNBSN	RN to BSN	Y	N	Y	N	N	N	Y	N	N

Major Code:

Note: The major code must be unique and cannot be blank. Majors will be displayed to applicants in major code order. If you are unsure of what to assign as a major code, you may wish to review major codes already assigned for this semester by clicking the "return to the major selection page" button at the bottom of this page.

Title:

Message:

If you wish, you may enter a message for this major which will be displayed to the applicant on the first page of the web application. The message can be up to 250 characters long (including spaces). It is optional.

U.S. Freshman

Available Not Available

U.S. Transfer

Available Not Available

Application View

Page 1 of 9
biographical information

We have assigned an application ID number to this application. Please make note of it, as it is required for all further communication concerning this application and may be needed to retrieve your application password.

Your application ID is 1200

First choice school/college and major/program	School of Nursing: RN to BSN
Second choice school/college and major/program	College of Natural Sciences: Biology

Want to change your school(s)/college(s) and/or major(s)/program(s)? [Go back to the "select major" page.](#)

Test Univ for ApplyTexas has a message for RN to BSN applicants:

This major is offered online only.

To recap:

Messages may be added to the following screens:

- Semester selection screen-information on future semester opening dates
- School/major selection screens- general messages about the application or about school/major choices
- Biographical Page- major-specific messages

Messages are limited to 253 characters so longer messages will have to be communicated through a custom question

Custom Questions

Custom Questions

Custom questions are used to:

1. Gather information that is not on the core application
2. Deliver a specific message to the applicant

Different response formats allow institutions to relay or gain information in the way that best suits the type of question being asked

Response formats:

- Text box: 250-300 word responses
- One-line text answer: 10-20 word responses
- Multiple choice: one or multiple responses
- No input: custom messaging

There are two types of custom questions:

- Institutional
- Major-Specific

Institution-specific questions may be included on all of an institution's applications or only on certain application types. Up to 60 institution-specific custom questions may be added to an application

Major-specific questions are asked only of the applicants who apply for a particular major. There is no limit to the number of major-specific custom questions that may be included on an application

Custom questions are not semester-specific. When creating or updating a question, starting and ending semesters are selected from a pull-down menu and as long as the question falls within those semester ranges, it will systematically move to future semesters when new applications are opened

Care should be taken not to add custom questions that ask for personally identifiable information about an applicant. ApplyTexas does not encrypt this page before transmitting the application and therefore cannot protect the confidentiality of the information

Institutional Custom Questions

Custom Questions

Update Custom Questions Specific to Your Institution

- Add custom questions for your institution
- Update existing institution-specific custom questions
- Delete existing institution-specific custom questions

go

Institutional custom questions will be shown on a list. Click on the question title to edit a question or click in the box to “add a new question”

Custom Question Management (Admissions Application)

Setup Environment

download all questions

Custom Question List

Click a question title below to edit that question.

Question Number	Question Title	Question Module
001	Honors Programs	custom questions
002	Statement of Purpose	custom questions
003	Freshman Fee Waiver	custom questions
004	Other Admissions Requirements	custom questions
005	FAFSA	custom questions
006	Directory Information	biographical information (continued)
007	Application Submission	custom questions
008	Admissions Status Check	custom questions
009	Changes to Applications	custom questions
010	Early College High School	educational background

add a new question

add honor code certification question

Institutional custom questions appear on the custom question page (default setting) or they may be placed on other pages of the application depending on application type

Click on “details” to see the applicable app types for each optional page

Question Module:

custom questions page (default)

[Select a different module to display this question](#)

You may choose to have this custom question display on an application module other than the custom questions page.

Some modules listed below have the **SAME NAME**, but are different modules that appear in different application types. Please see the details of the module to make sure it is the one you want to select.

Please note: Some modules are not included in every application type. A question assigned to a module other than the custom questions page will appear ONLY in those applications that include the selected module.

- awards and honors [details](#)
- biographical information [details](#)
- biographical information (continued) [details](#)
- educational background [graduate] [details](#)
- extracurricular and volunteer activities [details](#)
- educational background [2-yr and 4-yr] [details](#)
- educational information [4-yr] [details](#)
- employment information [details](#)
- education (high school and college) [details](#)
- summary of educational experience [details](#)
- educational background (continued) [details](#)
- employment, academic references & honors [details](#)
- test scores [graduate] [details](#)
- testing information [4-yr] [details](#)
- preliminary visa information [details](#)

Up to five custom questions may be added to an optional page

Major-Specific Custom Questions

Custom Questions

Update Custom Questions Specific to a Major

Add custom questions to a major

Update existing major-specific custom questions

Delete existing major-specific custom questions

2019 Fall

go

Major-specific custom questions are added using the major screen. To create or update a major-specific question, select a semester to view a list of majors. Click on the major title to add or edit a question

Fall 2019 List of Majors for Test Univ for ApplyTexas

Setup Environment

download all questions

Click on a Major Title to update, add or delete Custom Questions for that major:

School Code	Major Code	Major Title	Currently has Custom Questions assigned
A		College of Fine Arts	N
A	AHIST	Art History	N
A	DAN	Dance	N
A	MUS	Music	N
A	STU	Studio Art	Y
A	THEA	Theatre Studies	N
A	VIS	Visual Arts	N
B		School of Business	N
B	ACC	Accounting	Y
B	ENTR	Entrepreneurship	Y
B	FIN	Finance	Y
B	INTN	International Business	Y
B	MGT	Management	N
B	MKT	Marketing	Y
C		College of Communications	N
C	ADV	Advertising	N
C	JOUR	Journalism	N
C	PREL	Public Relations	N
C	RTF	Radio-Television-Film	N
E		College of Engineering	N
E	BIOM	Biomedical Engineering	Y
E	CHEM	Chemical Engineering	Y
E	CIV	Civil Engineering	Y
E	COMSCI	Computer Science	Y
E	ELCOM	Electrical and Computer Engineering	Y
E	MECH	Mechanical Engineering	N

Major-Specific Custom Questions

★ ApplyTexas Administrative Tools [Home](#) [Application Search](#) [Executive Menu](#)

[Custom Question Help - Read before you start](#) **Quick Links**

Custom Question Management (Admissions Application) - Studio Art Setup Environment

[Return to Major Selection Page](#)

Custom Question List

Click a question title below to edit that question.

Question Number	Question Title	Question Module	★NEW: Copy
001	Admission Requirements	custom questions	Copy to other majors

Click on the major title to edit,
copy, or delete a question

[Return to Major Selection Page](#)

Custom Question List

Click a question title below to edit that question.

Question Number	Question Title	Question Module	★NEW: Copy
001	Admission Requirements	custom questions	Copy to other majors

Edit "Admission Requirements"

Major-specific custom questions are helpful when there are special admissions requirements for a major or if additional information can be relayed through a custom message

If a custom question for one major is applicable to other majors, the question may be copied and added to as many other majors in the same school as desired

As with institution-wide custom questions, major-specific custom questions may be customized by application type

Major-specific custom questions appear on the custom question page (default setting) or they may be placed on other pages of the application depending on application type

Not all application pages may be used for custom questions

Click on “details” to see the applicable app types for each optional page

Question Module:

custom questions page (default)

[Select a different module to display this question](#)

You may choose to have this custom question display on an application module other than the custom questions page.

Some modules listed below have the **SAME NAME**, but are different modules that appear in different application types. Please see the details of the module to make sure it is the one you want to select.

Please note: Some modules are not included in every application type. A question assigned to a module other than the custom questions page will appear **ONLY** in those applications that include the selected module.

- awards and honors** [details](#)
- biographical information** [details](#)
- biographical information (continued)** [details](#)
- educational background [graduate]** [details](#)
- extracurricular and volunteer activities** [details](#)
- educational background [2-yr and 4-yr]** [details](#)
- educational information [4-yr]** [details](#)
- employment information** [details](#)
- education (high school and college)** [details](#)
- summary of educational experience** [details](#)
- educational background (continued)** [details](#)
- employment, academic references & honors** [details](#)
- test scores [graduate]** [details](#)
- testing information [4-yr]** [details](#)
- preliminary visa information** [details](#)

In summary, three tools are used to customize an application

1. General Application Settings
 - a. Settings that are not specific to a semester or app type
 - b. Settings that are specific to a semester or app type that must be updated each time a new application is opened

2. Messaging- shown at the beginning of an application:
 - a. Semester selection screen
 - b. School/Major screen
 - c. Biographical information page

3. Custom Questions
 - a. Institutional- may be added to all apps by app type
 - b. Major-Specific

Questions?

Contact the administrative help desk,
applytexas_adm@austin.utexas.edu