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.
All changes to an application should be made using the SETUP executive menu.
General Application Settings

Non Semester-Specific
Customizing Settings

General Application Information

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

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

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
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.
General Application Settings

Semester-Specific
Customizing Settings

General Application Information

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.
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.
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
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.
Supplemental Parental Information

Executive Menu Set Up

Application View

When this option is chosen, applicants will be required to enter a response for at least one parent, guardian, or other adult.
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 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.
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
- **Essay Topic B**: Not Used
- **Essay Topic C**: Required
- **Essay Topic D**: Not Used

**Application View**

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)
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.
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:]

- Use the default part 2 essay submission instructions, which reads "2. Type your essay(s) and mail to:" followed by the 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 353 characters are permitted.

Essay Submission Instructions:
Please email your essay to applytexas@austin.utexas.edu.
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

Application View
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
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

Executive Menu Set Up

Select a semester from the pull-down menu:

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

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.
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.
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

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.

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 Select semester

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

<table>
<thead>
<tr>
<th>Semester</th>
<th>Scheduled Open Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2019</td>
<td>01/01/2019</td>
</tr>
<tr>
<td>Spring (Jan - May) 2020</td>
<td>05/01/2019</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Semester</th>
<th>Deadline</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall (Aug - Dec) 2019</td>
<td>07/15/2018</td>
<td>The deadline for Fall 2019 has passed. Please apply for Spring 2020.</td>
</tr>
</tbody>
</table>
Major-Specific Messages

- Messages are used to communicate additional information about applying for a major
- Messages can 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.
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 confidentially of the information.
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”
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.

Up to five custom questions may be added to an optional page.
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.
Major-Specific Custom Questions

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

Custom Question Management (Admissions Application) - Studio Art

Custom Question List

Click a question title below to edit that question.

<table>
<thead>
<tr>
<th>Question Number</th>
<th>Question Title</th>
<th>Question Module</th>
<th>NEW: Copy</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Admission Requirements</td>
<td>custom questions</td>
<td>Copy to other majors</td>
<td>edit question</td>
</tr>
</tbody>
</table>

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.
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