

Application Gateway Campus Advisor Training
Session 1, The Student Perspective
Video Notes

Christopher Bennett and Giustina Pelosi have been in charge of developing the Application Gateway Online Application.

We will be going live with the online application for student use on NOVEMBER 17th.

- Applications will begin being collected for summer applicants. We will still accept summer applications in paper format from those who have already started. Any students that start their application processes after November 17th will only use the online application system.
- Fall applications (2010) will only be accepted using the online system.

What does this mean for you as a campus advisor?

- You need to be comfortable accessing the information in the online application system.

Today's session will focus on what the students see when they apply. Tomorrow (Wednesday, November 4th) will focus on how campus advisors access the data.

Next week we have two sessions - focusing on how to access the data and some Q and A sessions. If you have questions after attending these sessions/watching the videos, contact Chris, Giustina, or Natanya for support and tutoring. Or join us with your questions on the 11th and 12th of November.

STUDENT EXPERIENCE

Students will use the website the same way they always have as they search for an internship that is a good fit.

Once a student has decided on the internship, the application will be accessed THROUGH the position description. The application button will say "Apply online" rather than "Learn how to apply". **THIS APPLICATION IS SPECIFIC TO THIS INTERNSHIP** - it is no longer a general application to the IE3 program.

- NOTE: students have an opportunity later in the process to fill in their **second** and **third** choices. These can be manually changed on the back end by the Regional Director if a student is changed to their second or third (or other) choice. They will not have to complete a separate application.
- NOTE: Students are restricted to one application per term, however they can be moved to any internship once they have applied, depending on the outcome of the discussions with campus advisors and regional directors.

This triggers a pop up window that confirms to the student what they are about to do and gives them options to back out and apply to a different internship site instead.

Once the student confirms that they intend to apply for this internship, they enter the Application Gateway System, which asks them to provide their email. They will then receive an email with their username and password.

When students login, they will see the available terms for that internship.

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- Please note: these are academic quarters. Semester students need to familiarize themselves with the correct dates. If they apply for the wrong term by accident that can be remedied administratively by IE3 staff.
- MULTIPLE TERMS: students can also indicate if they wish to intern at that one site for multiple terms.

Applicants then fill in their general information, anything with an asterisk is a required question.

The addresses are all required fields:

Current, permanent, Emergency Contact, and billing.

APPLICANT HOME PAGE

Students have a home page and see a menu offering

- My home
- My inbox
- My applications

Home is an overview.

Applications show all pending applications.

Inbox has messages from regional director sent through the system. All official correspondence and required information will be sent through this system - it maintains an undeletable record of correspondence.

Students have options to upload a photo, include carbon copy email addresses, get SMS messages.

IMPORTANT to recognize the difference between a student and an applicant. Students may have multiple applications in the system (ie. repeat internships and/or scholarship applications).

From the application file, students can check what they need to submit.

- **FIRST** - print the signature verification form and mail a copy with a copy of a legal ID. This allows all digital signatures to hold water.
- Material Submissions - things we need to have mailed to our office. These will be checked off by IE3 staff once they are received:
 - On Campus Interview (submitted by the campus, checked off automatically once that is done)
 - Transcripts
 - IE3 application fee
 - Campus specific fee
 - IE3 Program Deposit
- Signature Documents - things they need to "sign" once we have activated their ability to use electronic signatures:
 - Learning Agreement
- Recommendations -

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- Student requests 2 recommendations through the system (Electronic Recommendations).
 - NOTE: hard copy recommendations are still possible, need to be printed and sent to the main IE3 office.
 - Generally, professors/employers will receive an email with instructions on logging in and using the online system. They will also have the option to print the recommendation form.
 - There are ways for both the student and the IE3 regional director to email the professor with a reminder.
- Application Questionnaires: these are many of the pieces of the old IE3 application form, including
 - Academic Supervision
 - Additional Applicant questions
 - Application Essays
 - Formal Cover letter
 - Optional Applicant Survey
 - Professional Resume

PROCESS:

Once the application is complete, Campus Advisor reviews it (as usual), interviews the student (as usual), and submits the on-campus interview form in the new system.

The Regional Director then reviews and approves the student. Student receives an email that their status has changed. When they next log in, they receive the message that they have been approved AND information about the next steps - including signing the participation agreement.

- Students continue to receive the same information as always - draft budget and participation agreement. But they "sign" the participation agreement equivalent electronically, so it is immediate. No more faxing, emailing, mailing!

NOTES FROM THE QUESTION/ANSWER PERIOD

WITHDRAWAL BUTTON

Students can withdraw from the program at any time. If they withdraw before the deadline, they can reinstate their application until the deadline for that term.

DEFERRAL

Needs to be managed by the administrators.

LATE APPLICATIONS

Regional Directors can manipulate the deadline to accept late applications. Students/Campus Advisors need to contact Regional director to make that arrangement.

SCHOLARSHIPS

Scholarship applications will also be online.

TESTING THE SYSTEM

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Chris will send out campus advisor logins and passwords today or tomorrow to try this out.

SUPPORT FOR LEARNING THE NEW SYSTEM

These are not your only opportunities to get the information you need. Contact Chris and Giustina with any questions. We want you to feel comfortable with the change and to become familiar with the new system. To that end, we'll do everything we can to help you reach that point.