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To: CSU Presidents

From: Allison G. Jones 

**Subject: Implementation of Executive Order No. 881:
Electronic Admission Applications**

On September 24, 2003, Chancellor Charles B. Reed sent a memorandum to CSU campus presidents announcing Executive Order No. 881, *Policy Governing the Electronic Admission Application Submission to the CSU and the Redirection of Unaccommodated Applications*. Responding to requests from high school and community college counselors who have encouraged the California State University to designate one preferred method of filing an admission application, students applying for admission for the 2005-06 academic year and thereafter will be expected to submit an electronic admission application unless they do not have access to a computer.

Consultation Process

The policy outlined in Executive Order No. 881 is a result of a two-year consultation process with CSU presidents, provosts, vice presidents for student affairs, the Admission Advisory Council, the CSU Academic Senate, admission officers, school counselors, and students. This policy was supported by all of these constituent groups, and the CSU Academic Senate passed a resolution of support in May 2003 (AS-2610-03/AA).

Since 1996 when CSU first introduced its electronic admission application as part of CSUMentor, the number of students who file electronic admission applications has grown exponentially. Over 343,400 students filed an electronic admission application during the first two months of the priority application period of October 1 through November 30, 2003 for admission to the fall 2004 term compared to over 232,600 students who filed applications during the same two-month period for fall 2003. Based upon this 47.6 percent increase, it is anticipated that over 90 percent of all admission applications for 2004-05 will be filed electronically.

Benefit to Students

The electronic admission application policy was adopted because it benefits students directly. The web-based CSU electronic admission application is available to students 24 hours a day, 7 days a week, and allows students complete access at any time day or night. The electronic admission application allows students to submit more complete and accurate information as a result of CSU's electronic admission internal data checking. Because an electronic admission application is completed more accurately by students and requires less follow-up, campuses are

able to evaluate applications and to notify applicants in a more timely and efficient manner. CSU's electronic admission application system provides online and telephone support to applicants who are completing the electronic admission application and need assistance.

Paper Admission Applications Still Accepted

The CSU will continue to accept paper applications, recognizing that there will be instances in which a student may not have access to a computer or other extenuating circumstances that may prevent a student from filing an electronic admission application. In these instances, the student may need to file a paper admission application that the CSU campus will need to enter into the CSU electronic admission application system. CSU campuses have agreed that they have an absolute obligation to assist every student who needs to complete and submit a paper application in order to apply for admission to the CSU. To accommodate these students, the Chancellor's Office will maintain a printable version of the admission application online through CSUMentor that may be downloaded and printed by campuses, counselors, students, families, and the general public. In addition, CSU will make paper applications available to high schools that may not have the resources to print a PDF version of the admission application or that have requested paper applications for other reasons.

Students who submit paper applications will have the same priority for admission as students who submit electronic admission applications.

Redirection

Additionally, it is the responsibility of the campus in cases where the campus or a major is impacted, or the campus is no longer accepting applications, to redirect applications (both electronic and paper applications) to an alternate campus that is open and accepting applications without an additional application fee.

As originally designed, redirection occurred when a campus received an application for an admission category or major that was closed or when the applicant to an impacted admission campus or major did not to meet the supplementary admission criteria for that campus or major. As more CSU campuses declare either campus or major impaction and more students apply to the CSU, the time required to make admission decisions has increased. Even campuses that are not impacted are closing admission categories earlier, leaving few if any options for redirected applicants. As an example, seven CSU campuses stopped accepting admission applications on November 30, 2003 for fall 2004 from first-time freshmen and upper division transfer students, and four additional campuses stopped accepting applications from first-time freshmen. We expect more CSU campuses to stop accepting admission applications from students in early 2004.

As a result of moving to an electronic admission application environment, CSU campuses will be able to provide an additional opportunity to students who apply for admission to impacted campuses or major. Applicants who apply electronically to an impacted campus or major will be notified by the CSU electronic admission application system that they may apply to one additional CSU campus that is not impacted with no additional application fee. Applicants who apply to an impacted campus or major using paper applications will designate a second choice, non-impacted campus or major on their admission application. The receiving campus will

forward the paper applications to the second choice campus at no additional cost to the applicants. Should students wish to apply to more than one additional campus, they will be charged an additional fee for each application beyond the one additional campus.

Campus Initiatives to Provide Computer Access

A principal concern of the presidents, provosts, student affairs vice presidents, faculty, students, high school counselors, and community college academic advisors is the possibility that this new policy might result in denying access to some students who may want to apply to CSU but who may not have access to a computer. In response to these concerns, chancellor's office representatives met with CSU provosts and vice presidents for academic affairs, vice presidents for student affairs, deans and directors of admission and records, and directors of outreach and recruitment to discuss the Executive Order and the implications it might have on students who may need to file a paper admission application and on campuses that will need to enter the paper application into the CSU electronic admission application system. From these discussions, a number of strategies, including the examples described below, have been identified that the Chancellor's Office and campuses may implement.

- The Chancellor's Office will continue to make paper applications available to high schools that may not have the resources to print a PDF version of the admission or have requested them for other reasons.
- The Chancellor's Office will maintain a printable and scannable copy of the CSU application on CSUMentor and the Chancellor's Office web site that may be downloaded by high school, community college counselors, and other individuals and community groups that may copy the admission application for distribution.
- Students may download, complete, and submit a copy of the admission application.
- Campuses may establish an application "hotline" to which applicants may provide the admission application information over the telephone to a campus representative who enters the information into the campus' electronic application system.
- Some campus admission and outreach staff may carry laptop computers on visits to high schools and community colleges in areas with limited computer access and assist applicants complete the online application.
- Campus admission and outreach staff will host onsite campus-based and offsite community-based admission workshops to assist applicants with completing online admission application.
- CSU campuses may partner with local community college districts to provide online application assistance to high school and community college applicants.

Campus Implementation Plan

In accordance with policy of the CSU, campus presidents have the responsibility for implementing executive orders where applicable. Toward that end and to help CSU to respond to questions about its electronic admission application policy, we are asking each campus to develop and submit an implementation plan to help students and the campus during the transition from paper to the online admission application process. The plan should describe the strategies,

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such as those listed above, that the campus will implement to assist students who wish to apply to the CSU but who need to complete and submit a paper application in order to apply. Campus implementation plans should be forwarded by February 27, 2004 to Mr. J. Leon Washington, Associate Director, Enrollment Management Services, Academic Affairs, Student Academic Support.

Please feel free to contact Mr. Washington or me if you have any questions regarding the new policy on electronic admission application submission or the campus implementation plan. Mr. Washington may be reached at (562) 951-4726 or lwashington@calstate.edu.

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cc: Provosts/Vice Presidents of Academic Affairs
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