PROCEDURES: ADMISSIONS

Filling out Coding Sheet/Checklist
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Last Name
Found on Part I of Application.

First Name
Found on Part I of Application.

Middle Name
Found on Part I of Application (if applicable - may also use maiden name).

Student Number & Social Security Number
List the student issued number and their Social Security number. The following outlines the criteria for student numbers:

1. Students who attended CU before the 1980's have (sometimes) a 6-digit student number (e.g. 429876). This should be converted for our use by adding 3 0's in front (e.g. 000-42-9876).

2. Applicants that have never attended the CU system and that applied after July 2003 will be assigned a student number such as 850-XX-XXXX. List both the student number (850...) AND the social security number on the student number line.

3. Most foreign applicants will have neither an old CU number or a Social Security Number. When they are inputted into the SIS system, they will be assigned a number, such as 803-XX-XXXX (old) or 850-XX-XXXX (new) if input after July 2003. If this is the case, leave the Student Number section on the Checklist blank until the information is inputted into SIS. Remember, however, to get the number to send to the applicant.

Address
Street address is found on Part I of the Application - however, be sure to check for any correspondence in the file which might indicate a change of address.

E-mail
Current email address needed to send Graduate School admission packet.

City
See above Address.
State
Use Postal two-digit codes. See above Address.

Zip
See above Address.

Phone No.
Found on Part I of the Application - leave blank if none given.

Preferred/Previous Name
Sometimes the student will indicate a preferred name (could be a nickname, the use of a middle name, or a prior name etc.). Check the Application Part I for indication of this.

Birth Date
Found on Application Part I.

Sex
Found on Application Part I - do not guess.

Ethnic Origin
Also found on Application Part I. Abbreviations are:

- A = Asian
- AI = American Indian or Alaska Native
- B = Black
- W = White
- REF = Refused to answer question
- For or X = Foreign
- O = Other
- U = Unknown (student did not answer)
- H = Hispanic
- MC = Multicultural

(please note that this is different from Unknown).

Veteran Status
Found on the Application Part I. If applicant has been in military, indicate branch if known. If applicant is still in the military, also indicate branch as well as note that they are still active (this affects their residency status).

Foreign
Answer Yes or No. Permanent residents (PR) are "Yes", even if they are residents of Colorado.

Citizen Of
Name of country (if China, specify Mainland or Taiwan).
Visa Exp Date
If known - if unknown, leave blank.

P.R.#
Permanent resident number - only if applicable. This number would be found on Part I of the Application.

Program

College
Already filled in (it will always be "GR", Graduate).

Major
See attached list of majors.

Level
Already filled in (will always be "G", Graduate).

Degree
Should be either M.S., M.S.C.S. or Ph.D. (whichever is appropriate).

Career

Level
Always "G" for Graduate

Term
Terms are indicated by a 3-digit number. The first two digits indicate the year and the last digit indicates the term. (e.g. Fall Semester 2007 would be 077).

Semester System
Fall = ___ ___ 7
Spring = ___ ___ 1
Summer = ___ ___ 4

Application Date
This is found on the bottom of the Application Part I (next to the applicant's signature). If not dated, use current date.
Admit Type
Admit types are as follows:

- Masters
- Ph.D.
- MFO DFO = 1st time at CU; 1st time in degree program.
- MFC DFC = Attended CU before.

Tuition Deposit
"Y" - Yes, list check #, "N" - No. IN payments no longer allowed.

Deposit Date
Leave blank - for Grad School use.

TOEFL Required
"Yes" if non-English speaking foreign applicant (e.g., if not from an English-speaking country).
"No" if from an English-speaking country (e.g., Canada, United Kingdom, Australia, etc.) OR if graduated from and English-speaking country with a degree.

Score
Score should be found on TOEFL form in file. Score must be at least 550 if paper/pencil based or 213 if computer/based testing was taken.

Residence Status
"R" or "Res" = Colorado resident; "NR" or "NRes" = non-resident. If Nursing, there should be a residency form in the file. Check the upper-right hand corner for approval and mark accordingly. If not Nursing, give form to Admissions and Records for residency determination prior to submission to the Graduate School. If no form is in the file check the applicant’s address - if applicant is out-of-state, they probably assumed that they did not have to fill out the form (mark them as NR) and request that they fill out a form. All admitted students must submit a residency form.

Deficiencies
Any deficiencies are listed here (e.g., missing transcripts, GRE scores, residency form, etc.). For example: T-BS-Univ of CO Bldr means we need an official transcript from the University of Colorado at Boulder showing the granting of the BS. Use shorthand codes from School section below.

Examples: T-BA-Univ of TX or Off GRE or Off T-Aurora Comm Coll or Res form.
Test
Generally, there are three possibilities: 1) GRE [Graduate Record Exam]; 2) MCAT [Medical College Admissions Test]; and 3) WAIVED [only w/Graduate School permission]. Circle appropriate choice.

Test Date
If GRE or MCAT, the date the test was taken (month and year).

Score
If old GRE: Verbal/Quantitative/Analytical. List scores and total (e.g. 500/550/470=1520). No need for percentages.
If new GRE: Verbal/Quantitative/Writing. List scores and total (e.g. 500/550/4.5=1054.5). No need for percentages.
If MCAT: Average of the 3 subscores. (e.g., 10-11-P-10=10.33)
If WAIVED: This option may only be used if the student already has a graduate degree granted at the time of admission.

Schools Attended
All schools attended by applicant are listed in chronological order, oldest first, by beginning start date at that school.

School
Name of School or University. List the state, and city if there are multiple campuses for that University (e.g. University of California, Berkeley). Check transcript for accuracy of name (remember: The University of Colorado at Denver is not the same as the University of Denver). There may be a situation in which a school will need to be listed twice - either because the student graduated and continued on at the same school, or went to a school and returned at a later date after a degree had been granted. Contact the Graduate School concerning questions in this area.

When listing schools, abbreviate as follows:
- Univ - University
- Coll - College
- Comm - Community
- Sch - School
- Tech - Technology
- Inst - Institute
- State postal abbreviations (e.g., CO for Colorado)
- HSC - Health Sciences Center (e.g., U of TX HSC)
Attendance Dates
Dates (month and year) the applicant attended the School or University. If exact month is unknown, use your best guess (e.g., Fall 1983 to Spring 1986 = 9/83 to 5/86).

Code
The School's zipcode.

Deg
The degree the applicant received according to the transcript (e.g., BA, BS, MD, DDS, etc). For Nursing, only list a BSN if that is the degree listed on the transcript. A BS in Nursing is a BS.

Units
The number of credits received (MUST be converted to semester hours, if not already). If in quarter hours convert by multiplying by .667.

Pts
The number of points received for credits (e.g., 5 credits with a grade of "A" or 4.0 = 20 pts). Grades with a "+" or "-" added to them are calculated as just the letter grade - without the "+" or "-". If in quarter hours and the units were converted, you do not have any further conversions for the points.

GPA
Divide the points by the units.

Date of Degr
Date the degree was received. If possible, use the exact date (e.g., 5/14/87) as opposed to the month/year (e.g., May 1987). If transcript does not give the exact date and only gives the month, use the first day of the month (e.g., May 1987 = 5/01/87).

The following section is calculated by the Graduate School, however, the program should make these calculations also to ensure that a student meets the minimal qualifications for regular admission.

Undergrad GPA
The combined GPA for all schools attended prior to receiving the baccalaureate degree. In calculating this number, units and points are used - not combined GPA's.

Grad GPA
The combined GPA for all schools attended while working toward a graduate degree (MS, MA, DDS, EdD, PhD, MD, etc). Only calculated here if a degree was awarded - no just for graduate work completed.
Postbacc GPA
The combined GPA for all schools (except GRAD) attended after the baccalaureate degree regardless of level of coursework.

This section is completed by the Graduate School. It appears here for your information.

Degree
Mark if applicant meets all requirements for degree (GPA above 3.00, etc).

Provisional
Mark if applicant is being admitted provisionally (Provisional form must accompany file). Provisional admission is required if UNDERGRAD GPA is less than 3.00 and there is no GRAD GPA. There may be other circumstances which necessitate a provisional admission.

Approved
Signature of Assistant Dean.

Date
Date of approval
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<thead>
<tr>
<th>Code</th>
<th>Department</th>
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<tbody>
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<td>BIOC</td>
<td>Biochemistry &amp; Molecular Genetics</td>
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<td>BIOS</td>
<td>Biostatistics - MS &amp; PhD</td>
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