Automatic Admission Meeting Summary  
Friday, June 30, 2017, 9-11am  
Bachman 113 w/ VTC to Hawai‘i and Kaua‘i

Present: Amy Cook, Sharon Fowler and Cheri Souza (KAP); Sean Tomlinson (MAN); Ralynn Kobashigawa (WOA); Carla Rogers (WIN); Marilynn Ito-Won and Jean Maslowski (HON); Blake Hunrick (LEE); Kenoa Dela Cruz (HAW); Kalamana Ishihara (MAU); Zachary Street (HIL); Pua Palmeria (KAU); Sharon Widup and Gary Rodwell (STAR); Susan Nishida (SYS)

Tuition Deposit Waiver

Mānoa reported they started waiving tuition deposits for Auto Admit students and are just processing them with the intent to enroll (changing home campus to MAN, opening registration, etc.). For students that accept by March 1, they should have a final decision with transfer credit evaluation by April 1. For Fall 2017, new students could begin registration as early as May 23.

West O‘ahu reported that if the student applied for financial aid, they automatically get waived from paying a tuition deposit.

Hilo reported they have been waiving the tuition deposit for Auto Admit students already.

ACTION – MAN & WOA: Mānoa will check to see if waiving the tuition deposit for Auto Admit students will continue. West O‘ahu will determine if they would be OK waiving all Auto Admit students from paying the deposit. If Mānoa and West O‘ahu are agreeable to waive the deposit for all Auto Admit students, we will update the Operating Guidelines, emails to students and counselors/advisors will share the additional benefit.

Ka‘ie‘ie vs. Auto Admit

Mānoa began waiving the application fee for Ka‘ie‘ie students, so Mānoa-bound students may opt into Ka‘ie‘ie over Auto Admit. Mānoa is requesting that Ka‘ie‘ie students do not get Auto Admit offers.

ACTION - STAR: STAR to modify script that identifies eligible Auto Admit students to exclude students identified as Ka‘ie‘ie.

Late Adds/Exceptions

Group agreed to allow UHCC authorized representatives to add late students to get an Auto Admit offer for up to one month after the deadline (i.e., For Spring admission students can be added late until October 31 and for Fall admission until March 31). UHCC campuses do not need approval for the four-year campus to add a student; however, they should ensure the students understands their application and transfer credit evaluation processing may have a delay. Also, when doing a late add, it is highly recommended that counselors/advisors encourage students to accept the offer when they are still with them. Students will have seven days (or until October/March 31) to accept the late offer.

Switching Campuses

UHCC authorized representatives will process students that wish to change campuses in STAR. They will create an exception to cancel admission at one campus (which will notify the four-year campus of the
cancellation) and create a new Auto Admit offer so the student can select the “right” campus. This functionality is still being build. Students wishing to change campuses should be directed to the UHCC authorized representative for their home campus.

**ACTION – STAR, SHARON & SUSAN:** STAR will work to complete this desired functionality. Once complete, Sharon and Susan will provide guidelines on how to manually add students and process campus switches via STAR.

**Auto Admit Criteria**

**ACTION – ALL CAMPUSES & SUSAN:** Advisors to notate students that they feel should have received an Auto Admit offer but had to be added manually. Please collect the student’s ID and what campus/major they intend to transfer to. Susan will collect this list after the Auto Admit period and research if we can identify an issue with the criteria or identify common issues.

**Auto Admit Students that Fall below Admission Criteria**

Auto Admit students receive a provisional acceptance and once final grades are completed, are reviewed for formal acceptance. For students that may fall below the admission criteria (normally a 2.0 cumulative GPA) after final grades roll, the student is either accepted as an unclassified student, accepted on probation or their acceptance is rescinded.

**Campus Representatives**

**ACTION – ALL CAMPUSES:** Four-year campuses will identify a primary and secondary contact. The UHCCs may now have up to three authorized representatives that can manually add Auto Admit students. UHCC campuses should also identify who is the primary representative for their campus.

**Ideas to Increase Students that Participate in Auto Admit and/or Make the Transfer**

Use other means (other than email) to notify students of Auto Admit. Perhaps text messages that direct eligible students to check email for offer, application fee is waived.

Modify eligible email to include information for students that may have already applied to still accept offer so they can receive an application fee refund.

For programs that are not clear 2+2 programs where a students may benefit by transferring prior to the 60 credits, use the exception option.

Encourage and leverage the use of financial aid.

Survey students that did not make the transfer.

Review the Ed Goals for the students that don’t transfer.

**Operating Guidelines**

**ACTION – SUSAN:** Update based on agreed upon changes and share with the group for review. Include information on reoffers (students that may have sit out one semester may still be eligible for a reoffer)

Auto Admit website: [http://www.hawaii.edu/offices/aa/aapp/auto_admit.html](http://www.hawaii.edu/offices/aa/aapp/auto_admit.html)