

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>AMP TO SIS Export/Import &amp; Seat Deposit Tracking</b>		<b>SOP #: RR.012.01</b>
Effective Date	4.29.2020	
Last Revision/Review	4.29.2020, 5/3/23, 5/9/2024	

### **1. Purpose**

To ensure the timely transfer of offer accepted (OA) applicants, as each is exported from AMP and imported into the Student Information system, and the communication of the corresponding seat deposit payments as they are received.

### **2. Related Policy/Authority**

### **3. Faculty/Staff Responsibilities**

Registrar, Associate Registrar, Director of Admissions, Bursar, IT Representative

### **4. Definitions/Abbreviations**

AMP – admissions management program

SIS – student information system

OA – offer accepted AMP status

OF – offered AMP status

OP – offer paid AMP status

### **5. Procedural Steps**

This is a daily process (M-F excluding holidays) conducted for the duration of an admissions cycle up to and including orientation week.

1. Admissions extends offer of admission to applicant. Applicant is listed as offered (OF) status in AMP.
2. Applicant electronically accepts offer in AMP. Applicant automatically switches to offer accepted (OA) status in AMP.
3. At midnight the automated AMP nightly export process is generated/run. Only those applicants with a current status of (OA) are exported.
4. At 3:15 AM an automated process runs to import new OA from the AMP export into the SIS import staging table. Refer to the Office of the Registrar for detailed information pertaining to the import staging table, import process, assignment of cohorts and statuses.
5. At 9:50 AM an automated process runs to extract newly added students from the SIS to create an import file for AD.
6. At 10:00 AM an automated process runs to process the import file and new AD accounts are created for the new OA students.
7. At 3:30 PM an automated process runs to apply M365 Licenses to the new student AD accounts.
8. At 5:15 PM an automated process runs to add new students to the Student Portal. The creation of the portal allows for an applicant with an (OA) status to pay their seat deposit via the portal.

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

9. At 5:45 PM an automated process runs to add the new accounts to the Student Portal Azure Proxy to allow access to the student Portal across the web.
10. These processes run Monday thru Friday regardless of holiday schedule.
11. The Office of the Registrar will notify the Office of Admissions and Bursar via email that the applicant has successfully been imported into the SIS.
12. The applicant will remain with a status of (OA) in AMP until the Bursar communicates the receipt of a collected seat deposit payment. Once received, the Office of Admissions will update the applicant's status from (OA) to offer paid (OP) status in AMP.
13. When an OA applicant's seat deposit is received by the Bursar, via portal payment, paying over the phone by calling the Bursar, mailing a check, money order or wire transfer, the Bursar will communicate its receipt via email to the Office of Admissions, Office of the Registrar, Office of Financial Aid, and Student Affairs.
14. Should the Bursar require an offer accepted (OA) applicant to immediately be added to the SIS for billing purposes, the Bursar will communicate via email with the Office of the Registrar and Office of Admissions. Upon written request by the Bursar, the Office of the Registrar will manually add the individual to the SIS.
15. The applicant will remain with a status of (OA) in AMP until the Bursar communicates the receipt of a collected seat deposit payment. Once received, the Office of Admissions will update the applicant's status from (OA) to offer paid (OP) status in AMP.

### **6. Reports/Charts/Forms/Attachments/Cross References**

### **7. Maintenance**

The Registrar, Associate Registrar, Director of Admissions, Bursar and the Information Technology Department representative will review and update it annually.

### **8. Signature**

Approved by Registrar	5.9.2024 Date
--------------------------	------------------

### **9. Distribution List**

Internal/External

### **10. Revision History**

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
1	[e.g., 3.1]			
5.4.2023	All	Replaced all instances of CAMS to SIS		5.16.2023

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**