Texas Higher Education COORDINATING BOARD

Important Update: Two-year Institution Applications

This message is intended for two-year institutions only

ApplyTexas Partners,

During last night's maintenance window, the school search logic was modified. Due to this update, we recommend two-year institutions add a school-required question, as described below.

Below is a summary of the school search fix and recommended next steps to help institutions track the various application types going forward.

Updated school search logic: We have confirmed that applicants designated with any of the following application types will be able to search for, see, and apply for open two-year undergraduate applications without changing their responses to the application screening questions.

- Undergraduate (two-year)
- Transfer
- Returning student (readmission)
- Visiting student (transient)

- International undergraduate (four-year)
- International transfer
- Dual credit

Recommendation: Implement new required application question: To help two-year institutions better track the applicant types above, we recommend adding a school-required question to all applications. This will help institutions see the various application types when they receive these applications. Follow these steps to add a new required question:

1. **Navigate to App Settings:** Start by accessing the application settings in your administrative panel.
2. **Select School Required Question:** Choose this option to add questions that will be displayed to all applicants applying to your institution.
3. **Create New Custom Question:** Click on 'create new custom question' button.
4. **Question Setup:**
   - **Question Title:** Application Type
   - **Question Text:** "Which of the following best describes you?"
5. **Complete All Required Fields:** Confirm all necessary fields are filled to proceed.
6. **Application Types Selection:** Select dual credit and two-year undergraduate.
7. **Set as a Required Question:** Make sure this question is mandatory for applicants to answer.
8. **Response Format:** Choose 'multiple choice, single answer radio' for clear and straightforward responses.
9. **Add Choices:** Include all the application types you offer as multiple-choice answers (refer to the list above).
10. **Save and Implement:** Once completed, save the changes and replicate them in live or publish settings as necessary.

By implementing this new question, your institution will be able to efficiently categorize and manage applications based on the specified types for two-year institutions. We will review this process during Thursday's webinar, which you may register for here.

As always, thank you for your continued patience and partnership.