

# Admissions Management Services

featuring

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*AMS Lead*



# The Business of AMS

- AMS assists supported program offices with the acquisition of all required documentation needed to be submitted by the prospective applicant in order to initiate, follow-up, and complete the application record.
- AMS strives to maintain accurate admission records for supported program offices updated within a 24 hour turnaround with the goal to provide the program offices with completed applicant files for admissions review.



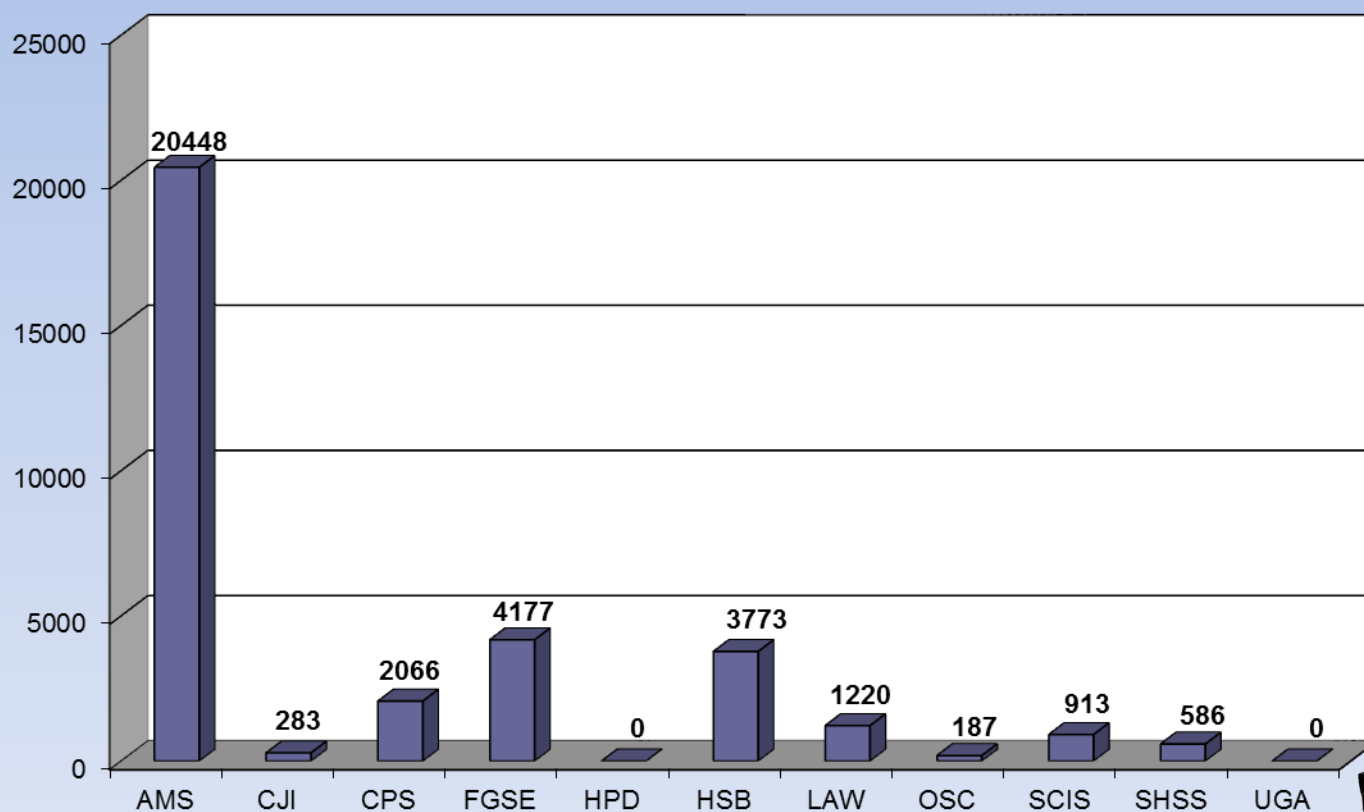
# AMS Supported Programs

- Health Professions Division
  - 7 Colleges
  - 84 programs
- Fischler School Of Education
  - EDD
  - Ph.D.
  - Master's in Speech and Language Pathology
  - ITEP/GTEP



# AMS By Numbers

Total Admissions Applications Processed by Program  
2014



# AMS Process

- New Applications
- Imaging Updates
- Systematic Follow Ups
- Quality Control



# AMS Process

## New Applications

- Daily New Application Reports
- Review All Documents
- Check Orphans
- Update Transcripts
- Update Checklist
- Update Status Code
- Ready for Review or Complete File
- Make Introductory Call

## Follow Ups

- Daily Follow Up Reports
- Review Documents
- Check Orphans
- Update Status Code
- Ready for Review or Complete File
- Make Follow Up Call

## Imaging Updates

- Daily Imaging Reports
- Review Documents
- Update Checklist
- Review Status
- Update Status Code
- Ready for Review
- or Completed File

## Quality Control

- Maintain Accurate Records
- Program office Status changes
- Call center updates



# Program Fact Sheets

[APPLY NOW / REQUEST INFO](#)

## ENROLLMENT AND STUDENT SERVICES

**FACT SHEET PREVIOUS YEARS**

- 2014-2015 Fact Sheets
- 2013-2014 Fact Sheets
- 2012-2013 Fact Sheets
- 2011-2012 Fact Sheets

**NSU Home**

### 2015 - 2016 ENTERING CLASS FACT SHEETS

Fact sheets for programs facilitated by the Department of Enrollment and Student Services can be found below. Please note that the fact sheets are valid for specific academic years. Updates will be made to individual fact sheets as they become available.

#### 2016 Entering Class Fact Sheets

##### Health Sciences

- Master of Science in Anesthesia

#### 2015 Entering Class Fact Sheets

##### Undergraduate Programs

- Non-traditional main campus evening, SAC and online
- Traditional Day (PAUS)
- Applied Professional Studies
- Undergraduate Post-Bachelors Paralegal Certificate

#### Fischler Fact Sheets

##### Doctoral Degree Programs

- Doctor of Education Degree Only
- Doctor of Philosophy in Education (Ph.D.)
- Doctor of Speech-Language Pathology (SLP-D)

#### Master Degree Programs

- International Teacher Education Program (ITEP) (Degree Only)
- Master of Arts in Teaching and Learning (Degree Only)
- Master of Science in Brain Based Teaching (Degree Only)
- Master of Science in Education (Degree Only)
- Master of Science in Education (Florida State Approved for Certification)
- Master of Science in Education (Florida State Approved for Initial Certification)
- Master of Science in Education (Nevada State Approved for Certification)
- Master of Science in Educational Leadership (Florida State Approved Educational Leadership)
- Master of Science in Instructional Design and Diversity Education (Degree Only)
- Master of Science in Instructional Technology and Distance Education (Degree Only)
- Master of Science in Leadership (Degree Only)
- Master of Science in Medical Education (Degree Only)
- Master of Science Speech-Language and Communication Disorders

#### Educational Specialist Degree Programs

- Education Specialist Degree Only
- Education Specialist in Education Degree Only (Major in Brain Based Teaching)
- Educational Specialist in Educational Leadership Nevada State Approved Educational Leadership
- Educational Specialist Florida State Approved for Certification
- Educational Specialist Florida State Approved for Initial Certification

#### Certificate Programs

- Certificate of Advanced Graduate Studies (Non Degree Seeking)
- Certificate of Educational Diversity Leadership (Non Degree Seeking)
- Certificate of Educational Leadership Modified Core (Florida State Approved Educational Leadership) (Non Degree Seeking)
- Certificate of Leadership (Non Degree Seeking)
- Certificate of School Safety and Violence Prevention (Non Degree Seeking)
- Distance Educator Certificate (Non Degree Seeking)

#### Endorsement Programs

OPEN

- Basic Information
- Admissions Requirements
- Ready for Review
- Complete
- Special Program Information



# Automated Email

September 12, 2012

«GOREMAL\_EMAIL\_ADDRESS»

«FIRST\_NAME» «LAST\_NAME»

NSU ID: «ID»

Dear «FIRST\_NAME»:

Thank you for your application to Nova Southeastern University.

You may access a listing of your outstanding application requirements via our online system, [WebSTAR](#):

- Go to WebSTAR at [www.webstar.nova.edu](http://www.webstar.nova.edu) and select **Admissions**.
- Admissions Login: If you filed your application via the web, use your Admissions Login ID and PIN. If you filed a paper application, use your NSU ID and Personal Identification Number\* (PIN).  
**Note:** If you completed a paper admissions application, your PIN was sent to you in a separate email.
- Under **Processed Applications**, click on the **Admissions Term** value representing your application.  
**Note:** If you have submitted more than one application to the university, multiple Admissions Term values may display.
- Requirements are listed at the bottom of the page; outstanding items will not have a **received date**.  
**Note:** if one of the requirements missing is the "Signature Page", you can access a copy of the document at: [www.nova.edu/signaturepage](http://www.nova.edu/signaturepage).

Please submit all required information or documents to Enrollment Processing Services by fax at (954) 262-3601 or by mail as follows:

**Mailing Address:**

Enrollment Processing Services  
Nova Southeastern University  
3301 College Avenue - P.O. Box 299000  
Fort Lauderdale, Florida 33314-9905

**Mailing Address for Courier Services:**

**Attn:** Enrollment Processing Services  
3301 College Avenue  
Fort Lauderdale, Florida 33314-9905

If you have any questions regarding your required documents, please contact us at 1-866-817-4061. Any questions on access to WebStar, your Login Id, or PIN, please call 1-954-262-4357 or 1-800-541-6682 x24357 – Select Option 1. Please note that we are available to answer your questions 24 hours a day, 7 days a week.

Thank you for your interest in Nova Southeastern University. We welcome the opportunity to work with you during your admissions process.

Sincerely,

Enrollment and Student Services  
Nova Southeastern University





# Conclusion

AMS assists applicants for supported programs in the submission of required admission documents with the goal to provide the program offices with completed applicant files for admissions review.



# CAST & CREDITS

EPS/AMS Intranet Site:

[www.nova.edu/epscenter](http://www.nova.edu/epscenter)

Need Access?

[EPSSystems@nova.edu](mailto:EPSSystems@nova.edu)

Graduate Program Email

[amsqc@nova.edu](mailto:amsqc@nova.edu)

Michelle Migliardi-Supervisor

[mm2674@nova.edu](mailto:mm2674@nova.edu)

(954)262-7464



# THE END



# Additional Questions?

Please email any questions not answered today to  
[esssummit@nova.edu](mailto:esssummit@nova.edu).

Thank you for attending!

