

**To make a request to have corporate update deadlines, do the following:**

- a. Submit a list of colleges
- b. Send email to [ops@class101.com](mailto:ops@class101.com)
- c. We will respond within 24 hours

### Protocol for verifying College Admission Deadlines with Notes

1. Establish the list of schools you will be reviewing.
2. Login to College Planner Pro.



Good morning

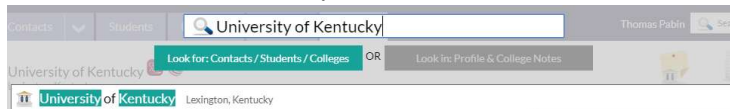
Email

Password

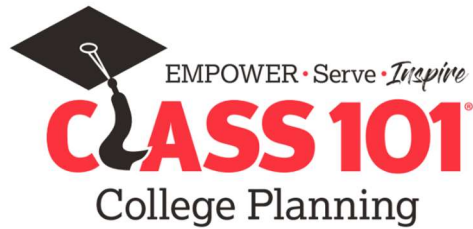
[Forgot my password](#)



3. Search for the first school you wish to review.

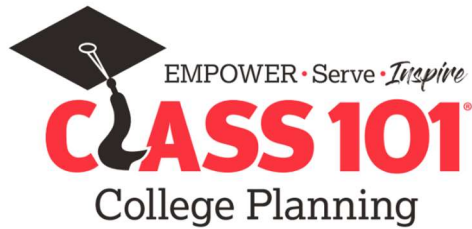


4. When found, click on the school to open its page.
5. Open the school's website in another tab or window using the 'College Website'.



The screenshot shows the University of Kentucky Class 101 website. On the left is a navigation menu with options like 'College Profile', 'Students, Deadlines & Requirements', 'Notes & Tags', 'Degree Programs', 'Fiske Guide Profile', and 'Essay Requirements'. The main content area is divided into sections: 'Quick Facts' with 'Total Cost' (\$29,530 in-state, \$45,634 out-of-state), 'Less selective' (90% admitted), 'Average institutional aid' (\$8,795), 'Students receiving aid' (93%), and 'Average net price' (\$----). Another section shows '20,833 total full-time undergrads', 'City: Large', and 'February 15 priority date'. At the bottom, there are buttons for 'Online Application', 'College Website' (highlighted with a red box), 'Net Price Calculator', and 'Financial Aid Info'.

- a. Find the reference to the school’s deadlines. Generally, this will be in ‘Undergraduate Admissions’
  - b. If found and current, continue to step 6. If the reference is not current, proceed to step 7.
6. Within CPP, click on the Students, Deadlines & Requirements tab on the left side of the screen.
- a. In the top right portion of the screen you will see the ‘Application Deadlines’.
  - b. Make note of these dates then cross-reference the dates with the school’s website.
  - c. If the dates match, click on the outline of the checkmark to change it from ‘Not verified’ to ‘Verified’. **Be sure to note that the year of the deadline matches.**
  - d. Once verified, go to the ‘Core Application Requirements area of the school’s CPP page.
    - i. If a Class 101 NOTES section exists, choose ‘Edit notes’ and update the notes to reflect the date and name of the location doing the verification. Please enter the text in a uniform way using the exact terminology below while inserting the location name – ‘Deadlines confirmed by XXXXXXXXX 7/08/2019’
    - ii. If no ‘Class 101 NOTES’ section exists, choose ‘Show quick add’
      1. Click on the + icon in the Class 101 Notes section.
      2. Choose ‘Edit notes’
      3. Type the text as described above.
      4. Select ‘Done/Save’
      5. Select ‘Hide quick add’



On student's "My List of Colleges"	Application Deadlines															
<ul style="list-style-type: none"> <li>College Profile &gt;</li> <li><b>Students, Deadlines &amp; Requirements &gt;</b></li> <li>Notes &amp; Tags &gt;</li> <li>Degree Programs &gt;</li> <li>Fiske Guide Profile &gt;</li> <li>Essay Requirements &gt;</li> </ul> <p><input type="button" value="Watch CampusReel"/></p>	<p>Add a deadline: <input type="text" value="Type deadline name to add..."/> OR <input type="button" value="Show quick add"/></p> <table border="1"> <tr> <td>Early Action</td> <td><input type="text" value="Dec 1, 2019"/></td> <td></td> <td> Verified</td> <td><input type="button" value="x"/></td> </tr> <tr> <td>Priority Deadline</td> <td><input type="text" value="Feb 15, 2020"/></td> <td></td> <td> Verified</td> <td><input type="button" value="x"/></td> </tr> <tr> <td>Lewis Honors College</td> <td><input type="text" value="Dec 1, 2019"/></td> <td></td> <td> Verified</td> <td><input type="button" value="x"/></td> </tr> </table> <p>Core Application Requirements</p> <p>Add a requirement: <input type="text" value="Type requirement name to add..."/> OR <input type="button" value="Show quick add"/></p> <p>Class101 NOTES <input type="button" value="x"/>  <small>Deadlines confirmed by Headquarters 7/08/2019</small>  <small><a href="#">Edit notes</a></small></p>	Early Action	<input type="text" value="Dec 1, 2019"/>		Verified	<input type="button" value="x"/>	Priority Deadline	<input type="text" value="Feb 15, 2020"/>		Verified	<input type="button" value="x"/>	Lewis Honors College	<input type="text" value="Dec 1, 2019"/>		Verified	<input type="button" value="x"/>
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7. If the information cannot be found or appears to be obsolete, place a call to the school's admissions office to verify the deadlines. Once verified, make note of the individual's name then go back and complete step 6. Please make an additional note of the individual you spoke with in step 6.d.i.
  - a. Ex: Deadlines confirmed by XXXXXXXXX 7/08/2019  
Sarah Jones – Admissions Counselor (Title)
8. If you need to create a deadline which is not listed in the Application Deadlines section of the College page in CPP, follow these instructions to add the deadline.
  - a. Type the deadline name in the 'Add a deadline' section
  - b. When it becomes visible, select +Add as new deadline
  - c. The section will become visible, enter the deadline

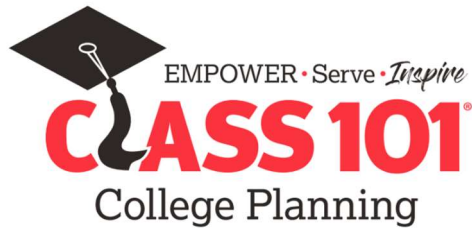
Application Deadlines

Add a deadline:  OR

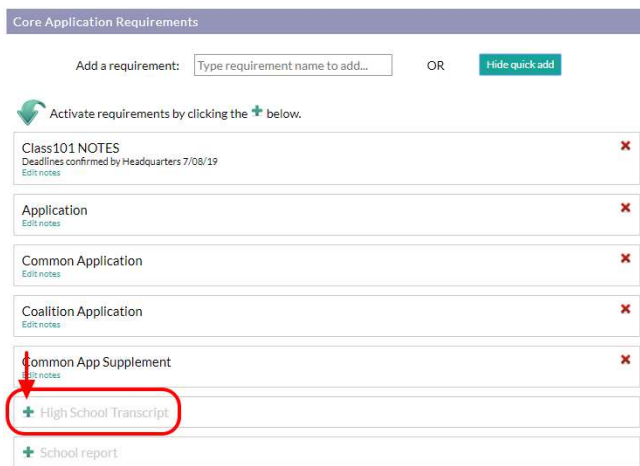
Early Action	<input type="text" value="Dec 1, 2019"/>		Verified	<input type="button" value="x"/>
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To save deadline, be sure to enter a date.

Tests



9. If it is appropriate to add additional Application Requirements, you can do so by:
- First, selecting 'Show quick add' from the Core Application Requirements section to see if there is an appropriate section already available. If not, use the + icon to add the section to the default view. If you add notes, be sure to identify that they are your notes and if verified the information with the school, include the individual and their title as in 8.a. above



- Next, if the category is not visible in the Quick add, type in the requirement in the 'Add a requirement name to add...' field. When prompted with the + icon below the field, select it. The requirement will be added to the list.

