

## Canned Responses re Applicants and Potential Applicants

### Interest

Response 1: Sent out when a potential applicant approaches us with questions about the MS BAIS program.

Hi,

Thank you for your interest in our program. Can I ask you to look at the MS BAIS web site (<https://www.usf.edu/business/graduate/ms-bais/index.aspx>) as it will answer many of the questions you will have? The FAQ page may prove especially useful.

Once you have done so, and there are questions remaining, please feel free to contact us again.

### Prerequisite Review:

Response 1: Sent out when the applicant has not registered for orientation yet.

Hi,

Thank you for your request to do a prerequisite check.

However, according to my records you have not yet registered for orientation, and I cannot do the prerequisite check until you do so. So, please register for orientation and send me an email once you have done so. I can then do the prerequisite check.

Thanks.

Response 2: Sent out after we have completed the prerequisite review. We obviously filter out the prerequisites that the applicant has met.

Hi,

Thank you for your request to do a prerequisite check.

I have reviewed your transcripts and resume from your application, and you have the following prerequisites to complete:

- Systems Analysis and Design - - This has to be completed before you can take Advanced Systems Analysis and Design
- Database Design-- This has to be completed before you can take Advanced Database Systems
- Object Oriented Programming -- This has to be completed before you can take Distributed Information Systems
- Economics
- Financial Accounting
- Statistics - This has to be completed before you can take Analytical Methods for Business

You can find a link with courses you can take to satisfy the prerequisites at

<https://usf.box.com/s/9qoqve46ew4re0gdlsrdmwts8enefdl>

It is of course possible that I overlooked something in either your resume or your transcript that would allow us to waive more prerequisites. If so, please let me know within 30 days of receipt of this email. ***Please do so by responding to this message, and do not create a message from scratch.***

Response 3: Sent out if applicant has met all prerequisites.

Hi,

Thank you for your request to do a prerequisite check.

I have reviewed your transcripts and resume from your application, and you met all prerequisites. I look forward to seeing you on campus.

Response 4: Sent after an applicant has sent a certificate of completion for the assigned courses. If the applicants still has outstanding prerequisites, we adjust the message to make them aware of the remaining prerequisites.

Hi,

Thanks for sending the certificates. You have now met all prerequisites and I look forward to seeing you on campus.

## Registration for First Semester

Before we can register students for the first semester, they must

1. Complete the academic integrity course.
2. Clear their insurance hold.
3. Clear their immunization hold, and
4. Send us their visa if they are an international student, or let us know that they are not.

Response 1: Sent when we receive a student's visa but they have not complete the other steps yet. We again edit it to make sure it reflects which of the first 3 steps above they still have to complete.

Hi,

Congratulations on getting your visa and thank you for sending it to us.

According to my records, you still need to complete the academic integrity course and clear the insurance and immunization holds. You can do so at

[www.SHS.usf.edu](http://www.SHS.usf.edu)

Once you have done so, can you let me know so that I can register you for the first semester courses.

I look forward to seeing you on campus.

Response 2: Sent when we receive a student's visa and they have completed the other steps yet. We again edit it to make sure it reflects which of the first 3 steps above they still have to complete.

Hi,

Thank you for sending us your visa and clearing your holds. I registered you for the first three courses. Can you check it out on OASIS and let me know if you see any problems?

Although we strongly recommend against it, if you really want to take a fourth course, please let me know. We highly recommend that you take ISM 6124 Advanced Systems Analysis and Design.

I look forward to seeing you on campus.

Response 3: In order to ensure that we can control which courses students register for in their first semester, we place a COB hold on their records. Although this is explained in the next steps email that they receive, we still get plenty of emails asking us about the COB hold.

Hi,

As explained in the next steps email, we use the COB hold to make sure we can register you for the first semester classes. We will remove it when registration for the next semester opens up.

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