

## Website Features that Benefit Colleges

CollegInColorado.org is provided free of charge to every middle and high school student in Colorado. The Website provides extensive information to students, parents and others about participating colleges and universities in Colorado, including direct links to college Websites' home, office of admissions, financial aid, services for students with disabilities and non-traditional student services pages. The scope and accuracy of the information on the site is possible only with your knowledge and assistance to keep information fresh and informative.

In May, 2007 we added two premier career exploration and planning programs – as well as ACT/SAT/GRE test preparation – to the existing resources to help students and families Plan, Apply and Pay for college, and all still free of charge.

As we have expanded our offerings, so has student and school usage expanded. During September through December 2007, **over 33,000 students created accounts** and began using CollegInColorado.org, and nearly 1,000 educators received training on the site statewide. To date, over 130,000 student accounts have been created on the site with an average of over 11,000 virtual campus tours of Colorado colleges taken *each month*. We are excited to work this year with numerous school districts and schools as their designated tool for individual career and college planning.

While every effort has been made to minimize the data maintenance required by colleges, some work on your part is necessary to keep your information comprehensive and current. This is absolutely essential to ensure that your school is presented in the best light to students who are browsing alternatives and may seriously consider an application to your institution based upon information they find on CollegInColorado.org.

This document describes the modules and features in which colleges with a full listing on the Website participate, including:

- Virtual Campus Tours
- C-Info Requestor
- Campus Matching Assistant
- Comparative View
- Distance Search
- Distance Learning Catalog
- High School Coursework Planner
- Career Module
- Financial Aid Award Estimator
- Event Calendar
- Direct to College Connections
- CollegInColorado Mail
- MentorSearch
- Online Admissions Applications

Other documents in the welcome package will discuss how to work with us to design and develop content about your institution on the site, as well as how to use the college administrators' Web portal to keep your data and content up-to-date.

### [Virtual Campus Tours](#)

- Participating Colorado colleges and universities are listed alphabetically during student selection.
- Each Campus Tour contains seven screens of data that can be modified by the school itself through the administrator Control Center's portal. Those screens are: At A Glance, Admissions, Academics, Costs & Financial Aid, Student Life, Transfer Students and Students with Disabilities.
- Campus Tours may contain up to 10 graphic files used throughout the seven screens (images of the campus, sports-related images, school logo, etc.).
- Campus Tours may contain up to 10 minutes of campus movies (individual movie may not exceed two minutes).
- Users can add colleges of interest to their account from the Campus Tour. The school will then appear in the "My Colleges" section of My Account, where the student may quickly access the school's online application if available, view the Campus Tour or use in various comparisons on the site.

### [C-Info Requester](#)

Participating institutions are eligible to receive information from students who are interested in the school. The C-Info Requester displays a list of participating schools from which the student may select. When the student selects the school, that institution will have immediate access, through the Control Center, to data stored in the student's profile on their [CollegelInColorado.org](#) account, including the student's contact information, educational background, activities and interests.

The recruitment data may be organized and downloaded in up to 30 formats by the institution. Formats may be customized to interface with student information systems or other data management software. Filters may also be applied to any download project to limit or organize the results.

### [Campus Matching Assistant](#)

Participating institutions' data is screened during student use of the Campus Matching Assistant and displayed when criteria matches occur. Data for this module is pulled from information provided by administrators through the Control Center portal. The following data fields are offered to students when searching for colleges and universities in Colorado:

- **Institution Type:** Public, Private (non-profit), Private (proprietary)
- **Total Enrollment:** Less than 1,000, Less than 5,000, Less than 10,000, Less than 20,000, 20,000 or more

- **College housing available to undergrads:** Yes, No
- **Student/Faculty ratio:** Less than 10, Less than 15, Less than 20, Less than 25, Less than 30
- **Setting:** Rural, Small town, Large Town, Small/Medium City, Major City
- **Sports:** Archery, alpine skiing, badminton, baseball, basketball, bowling, boxing, canoe and kayak, cheerleading, crew, cricket, cross-country, curling, cycling, diving, fencing, field hockey, figure skating, football, golf, gymnastics, handball, equestrian sports, ice hockey, lacrosse, lightweight football, martial arts, nordic skiing, polo, racquetball, riflery, rodeo, rugby, sailing, soccer, softball, squash, swimming, tennis, track (indoor), track (outdoor), track and field (indoor), track and field (outdoor), ultimate Frisbee, volleyball, water polo, water skiing, weight lifting, wheelchair basketball, wrestling
- **Major:** *(manual text entry)*

### [Comparative View](#)

Participating institutions are included in the Comparative View. Data for this module is pulled from information provided by administrators through the Control Center portal as well as College In Colorado's internally-managed database. The Comparative View shows all participating institutions at a glance with the following information displayed side-by-side for each school:

- **Resident tuition & fees**
- **Non-resident tuition & fees**
- **Room and board**
- **Number of full-time students receiving financial aid**
- **Full-time undergrad students**
- **Institution type**

### [Distance Search](#)

All participating institutions are shown in the result set from this feature. The Distance Search allows users to enter a U.S. zip code to view the number of miles from that zip code each college or university is located. The results are calculated from the participating institutions' address information in the Control Center.

### [Distance Learning Catalog](#)

Users may search or browse through the Distance Learning Catalog to view online courses offered by participating institutions.

### [High School Coursework Planner](#)

When requested by the user, the admissions requirements and recommendations for participating institutions may be viewed in a student's High School Coursework Planner. The academic subject requirements and recommendations for the institutions are set by the

institution through the Control Center portal. These criteria are displayed to students who have added the institution to the My Colleges module of their CollegeInColorado.org account. Students may compare their planned high school coursework against the particular admissions requirements and recommendations of the institutions in which they have expressed interest.

### [Career Module](#)

Particular careers posted in the career module on CollegeInColorado.org are associated with related academic majors. The module lists the institutions on the site that offer these majors. Participating institutions who maintain their offered majors in the Control Center may be included in the description of particular careers, majors related to these careers and institutions offering those related majors.

### [Financial Aid Award Estimator](#)

When appropriate and requested, participating institutions are included in the Financial Aid Award Estimator process. In this tool, students select an institution in which they are interested and supply several other fields of pertinent data regarding their educational plans and financial information. The results display the estimated cost of attendance at the selected institution, as well as an estimate of their financial aid award. Cost of attendance for each participating institution is obtained from College In Colorado's internally managed data for all schools.

### [Event Calendar](#)

Participating institutions may post events to the Event Calendar on CollegeInColorado.org. Students who have indicated an interest in participating institutions by adding it their account will see upcoming events in the following areas: admission, enrollment, registration, financial aid, private, sports and chat.

### [Direct to College Connections](#)

A directory of participating institution Website links are maintained in the Help/Contact Us section resources. Students may access and visit institutions' own Website page for colleges in which they are interested. Postings include direct links to the institutional page for the following:

**Homepage**

**Admissions**

**Financial Aid**

**Non-Traditional Student Services**

**Services for Students with Disabilities**

## CollegelInColorado Mail

Users may send and receive e-mail through CollegelInColorado.org. E-mail addresses for colleges in which students have expressed interest will appear in their e-mail address book.

## Mentor Search

Participating institutions may be posted as results/options during students' use of the Mentor Search tool. Areas of CollegelInColorado.org in which the institution is represented are eligible for inclusion in search results through matching terms. Students may also search documents on the participating institution's own Website through the Mentor Search module.

## Custom Applications on CollegelInColorado

Electronically manage, retrieve and process in real time admission applications from prospective students. Xap's feature-rich admission application is the most functionally advanced and widely used electronic application for college enrollment. We offer a broad-based solution that allows institutions with different needs and criteria to simplify and manage every aspect of receiving and processing online applications. Colleges and universities can customize the application on the front end to meet the needs of their prospective undergraduate and graduate students, while robust and automatic back-end processing helps to minimize errors and ensure that fully compliant enrollment applications are received.

### Key Benefits

- **Customization Ability:** Customize the online application with your branding, questions, attachments, announcements, special instructions, contact information and more.
- **User Friendly:** The admission application contains multiple conveniences for prospective students. Applicants input their data one time. Information retained about the student can be used to auto-populate applications submitted for other terms or other campuses, the FAFSA and other modules on College In Colorado.
- **Save Time:** We can help expedite the time it takes to download and process applications as well as respond to potential students. Xap's processing, address verification and data checks help ensure that accurate, fully compliant applications are submitted. No more mailing the student requesting missing information and no more bad addresses. The sooner you get the information, the better chance you have of recruiting the student.

## The Control Center

The Control Center is the portal through which college administrators can keep their information current and comprehensive on the Website. Although the list of modules and functions available for college participation are extensive, institutions can quickly and easily maintain the data required to populate all of this functionality in the Control Center – we do the rest. From the Control Center, institution representatives can update campus data, configure preferences, download admission applications, manage recruitment and perform many other functions. And while much of the data can be provided automatically through your provision of information to Wintergreen Orchard House, you have the flexibility to modify and update that data at any time.

### Key Benefits

- **Total Control:** You control online applications by term, major or by your own custom rules. Update campus data and tailor the system to meet your needs; all in real time.
- **Secure:** You can feel confident that student data is safe. Xap takes care of the encryption, redundancy and backups so that your data is secure and available for your continued use for years to come.
- **Easy to Use:** “Non-technical people” can accomplish most activities on the site. Specify custom file formats using the Export Wizard or use one of the pre-configured options for Banner, PeopleSoft, Datatel or TS189. Create your own forms using the Supplemental Design Kit. Filter the database using the Rules Wizard. No programming skills are required and in addition, support is always available from your Xap program manager or College In Colorado staff.
- **New Technology:** The system is here whenever you need it, 24-7 – no waiting for scheduled batch runs; no nightly shutdowns. The system supports the latest standards and is flexible enough to fit your custom processes.

Continue reading about how your institution can effectively develop and manage data on [CollegInColorado.org](http://CollegInColorado.org) in the following documents:

- **Design & Development Process – Establishing Your Institution’s Presence**
- **Design & Development Process – Online Admissions Applications**
- **Maintaining Your Institutional Data**
- **Scheduling Institutional Data Updates**