

HAMPCAS

Intent to Participate Agreement

HAMPCAS is the national centralized application service for students applying to master's programs in health administration, healthcare management, and health policy programs in the United States. The third cycle (2013-2014) launched on September 12, 2013.

HAMPCAS is administered through a partnership between the AUPHA and Liaison International, the leader in centralized application services for the health professions.

For participating programs, HAMPCAS will:

- Facilitate the admissions process for applicants to Health Administration, Healthcare Management and Health Policy programs nationwide
- Enhance student recruitment efforts by giving programs access to a more diverse applicant pool
- Provide admissions offices with web-based management tools for processing, analyzing, and reviewing applications
- Verify transcripts and calculate multiple grade point averages to meet institution-specific needs
- Collect and manage reference letters
- Serve as a clearinghouse for state and national applicant data (aggregate data only)
- Promote participating programs and the field to enhance awareness and recruitment efforts

Programs submitting this Intent to Participate Agreement will gain access to:

- A secure, web-based application and applicant portal
- Admissions software designed to manage and customize program-specific applicant data (WebAdMIT)
- On-demand application PDF files
- Dedicated customer support for applicants, admissions officers, and reference writers
- Access to data and reports against any segment of your applicant pool or against the aggregate of all HAMPCAS applicants
- Technical assistance and one-on-one support throughout the launch and implementation of HAMPCAS

Programs are expected to do the following:

- Accept applications via HAMPCAS
- Provide accurate and timely application information within the directory portal annually
- Market HAMPCAS via the inclusion of specified HAMPCAS marketing materials on program website

Programs have the option to do the following:

- Collect official GRE scores within HAMPCAS by submitting a GRE-ETS form
- Submit a banner advertisement and program bio for use in AUPHA marketing efforts
- Participate in training and orientation events
- Complete an annual survey to guide HAMPCAS enhancements and decisions for the following year

In order to meet the needs of a diverse and unique group of schools and admissions processes, HAMPCAS offers two types of Participation; Full HAMPCAS Participation and HAMPCAS-Light:

Full HAMPCAS Participation Description:

HAMPCAS will be used as the program's sole application service. All applications submitted to the program will be submitted through HAMPCAS and processed in WebAdMIT.

OR

HAMPCAS will be used in tandem with another application service, but applications submitted via HAMPCAS will be processed in WebAdMIT.

Full HAMPCAS programs will participate in training sessions, WebAdMIT demos, and will integrate software systems and scoring rubrics with WebAdMIT (Academic Software Plus staff assistance provided).

HAMPCAS-Light Participation Description:

HAMPCAS will be used to collect applications as a supplement to current application systems utilized. Applications will be exported from WebAdMIT and processed in another system (Banner, PeopleSoft, etc.).

HAMPCAS-Light programs may choose to opt-out of any/all WebAdMIT training, as the system will be utilized only to export applications. Light programs will not require extensive training, however, Academic Software Plus will offer whatever assistance necessary.

Note: All HAMPCAS programs will be promoted equally and receive the same level of service from AUPHA/HAMPCAS. The two forms of participation are intended to assist AUPHA in identifying the needs of each HAMPCAS program to better tailor communications and program support.

This agreement to participate in HAMPCAS is non-binding; programs reserve the right to withdraw participation at any time. Fees will not be assessed to programs participating in HAMPCAS. Programs are encouraged to return a signed intent form as soon as possible to begin receiving benefits and guarantee inclusion in the third cycle of HAMPCAS. Programs are not expected to have all internal systems and software interfaces in place upon signing this agreement.

- My institution will **fully participate** in HAMPCAS during the 2013-14 academic year
- My institution will participate in **HAMPCAS-Light** during the 2013-14 academic year
(See above for full vs. light participation descriptions)

Signature	Name (please print)	Date
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University/College	School/Setting
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AUPHA Member Program Name	Master's Degree(s) to be included in HAMPCAS
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Main HAMPCAS Contact	Email
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HAMPCAS User(s)*	Email(s)
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*HAMPCAS Users are individuals who should be included in HAMPCAS-related communications about marketing opportunities, launch dates, and training sessions. Print information above or email to swilliams@aupha.org.