

## 1. Program Designation Setup

Decide on institutional structure: one university with sub-programs, or fully separate designations for SLP vs. audiology.

Determine whether specialty programs (residential, distance, bilingual) get separate designations or one combined designation with branching questions.

Confirm separate designations for any programs with different start dates or deadlines.

Set your open & end dates: earliest available is July 15, 2026, latest available July 1, 2027

\*\*See important cycle dates [here](#).

Deadline definition: [application submitted by deadline](#), [application and transcripts received by deadline](#), [application verified by deadline](#)

Enter program delivery method: on-campus, distance, or hybrid.

Enter full-time or part-time designation.

Select degree: click [here](#) for more Information.

GRE: required, not required, optional

Enter number of available seats (CAPCSD internal information only, not visible to students).

Supplemental Application and/or Fee: If you are still requiring applicants to submit additional applications to your university, you may benefit from learning how to plan a project to integrate the data from CSDCAS into your campus student information systems. Click [here](#) for more information.

## 2. Homepage Branding

Choose a branding image that features people or recognizable campus landmarks, avoid images of only buildings or text.

Write a brief program overview that highlights your program and what makes it stand out from the rest.

Provide a bulleted list of application requirements, including details for international applicants.

Confirm consistency with institution website and catalog.

Describe what makes a successful candidate: qualitative traits, GPA minimums, other metrics.

Review all hyperlinks: Limit links that take applicants away from the application.

### 3. Custom Questions

Review and ensure questions align with admissions decision criteria.

Remove duplicate questions that are already asked in the standard application (e.g., degree program, observation hours).

Group questions logically by topic.

Clearly state word limits and expectations.

Set expiration dates on term-specific questions if offering fall and spring terms.

Use organizational-level questions for university-wide requirements.

Consider essay alternatives: reflective questions, situational judgment prompts, or video submission links. Ensure these are tied to a well-defined rubric.

### 4. Documents Section

Provide structured prompts that are paired with a well-defined rubric.

Select only the document types you will actually require (personal statement, CV/resume, or other).

Verify the documents are of high value to your admission process.

Double-check the number of items allowed per category, this cannot be changed after approval.

### 5. Prerequisites

Use generic course titles (e.g., 'Speech-language Development, Hearing Sciences'), avoid department-specific codes like SLP 123.

Write clear descriptions for each prerequisite, including example courses, acceptable departments, and equivalency notes.

Clarify in the instructions which prereqs are required vs. recommended, and when they must be completed.

Instruct applicants to match only one course per requirement to prevent over-matching that can skew prerequisite GPA.

Include ASHA certification standard prerequisites if applicable: biology, physical science (chemistry or physics only), social science, and statistics.

## 6. Pre-Approval Review

Preview all sections using the eyeball/preview function in the portal before submitting.

Coordinate with IT or central admissions if data export fields need to match Banner or other institutional systems.