

Illinois "One Click College Admit" — Best Practices for Community Colleges (ICCB)



Purpose: A quick-reference guide to help ICCB institutions configure, communicate, and manage their Direct Admissions (DA) population. For full configuration steps, see the Jumpstart Configuration Guide (AY26).

Official program site: <https://www.oneclickadmit.org/>

Know the 1.0 vs. 2.0 difference

- **2.0** – Students opted in; ISAC supplies DA offers directly to Common App. No student GPA entry required.
- **1.0** – Students self-report GPA in Common App; the system matches them to your offer. Offers are **conditional** pending your record review.

Configuration quick tips (details in Jumpstart guide)

- Configuration occurs in the **Control Center**.
- Set **minimum GPAs 0.0**.
- **ICCB residency = zip code list provided by ICCB**.
- List any **excluded majors alphabetically**.
- Remember: **application fee, personal essay, counselor recommendations, and teacher evaluations are waived** for all members participating in One Click College Admit.
- Document **guaranteed aid** and any **rescinding conditions** in student-facing language.
- Use your **test account** to familiarize yourself with how everything looks to the student.

Communications Timeline

- *****UPDATE*** September 1:** IL 2.0 match will start appearing in the system
- *****UPDATE*** September 2-3:** IL 2.0 offer emails will be sent out
- **September 8:** IL 1.0 starts (calculation of DA offers for students that did not opt-in)
- **September 10:** Email notifications start going out to students on a weekly basis
- **September 21:** Parent emails start (only if a student has added parent info in their app)

Managing the DA population

Q: How do students accept a Direct Admissions offer? To accept, a student must submit their **Common App** to your institution, including their **school report and official transcript**. Your institution then makes its **official offer after reviewing the student's records**. If you have additional rescinding conditions or stipulations associated with your direct admissions offers, like requirements around criminal history or English proficiency, it's important to include language to ensure students are aware before submitting.

Q: How should we set our offer campaign dates? Choose your **campaign start and end dates** so that admitted students still have **enough time to apply before your latest deadline**. Two things to keep in mind:

- Your campaign begins on the **next scheduled campaign run** after your chosen start date – not necessarily the exact date you enter.
- **2.0 offers will start appearing in the system the week of August 24th**, regardless of your selected start date; **1.0 offers begin September 8** and run weekly through the end of May.

Communication with Students

Initial contact should explain to the students why you are communicating with them directly (i.e., the offer is coming to them from **X** college because the students opted into One Click College Admit and they met the minimum GPA required for admission.)

Initial message should include steps students must take to accept the offer:

- Log into the Common App, complete required information, and apply
- Explain that this step allows college to:
 - Validate student admission record
 - Provide program specific guidance and next steps
 - Review for merit scholarships and other opportunities
 - Should consider identifying specific financial aid packages (scholarships, merit and MAP funds, etc.) they may receive if they maintain the GPA provided during their senior year
 - Should provide, if necessary, any deadlines by which materials must be submitted for scholarship awards.

Should try to customize the message to the students, assigning them directly to an admissions counselor who will personally guide them on their journey when needed.

Sample initial letter:

Dear [Name (you have the list – can personalize it by using their name)],

Welcome to [College]. We're pleased that, by opting into One Click College Admit, you have been directly admitted to our college based on your current (or end of junior year) grade point average (GPA). We believe you will find our college the place for you in the fall of 2027.

To continue your path with us, please create/log in to your Common App account and complete the information required for [College] by [Date]. This step allows us to:

- Validate your admission record
- Provide program specific guidance and next steps
- Review you for merit scholarships and other opportunities

Taking this step does not require you to enroll in our college, rather it provides you the opportunity to explore the majors, opportunities, experiences, and scholarships that will help you determine where you want to start your higher education journey. It will connect you with enrollment specialists to help you explore these opportunities and answer your questions.

By using your verified end of junior year GPA, we find that your GPA qualifies you for the following merit scholarship at [College]:

- [Scholarship Name] and [award amount]

These awards are confirmed once you complete the required steps in Common App by [date (or if this letter is going to a transfer student - wherever they are being sent to for CCs not on Common App)].

This admissions offer is based on your verified junior year GPA and remains contingent on successful high school graduation and completion of required coursework.

Some majors and programs at [College] have additional or more selective requirements. If you are interested in one of those programs, we will guide you through any further steps after you complete your information in the Common App.

We're excited to support you as you explore your options. If you have questions, our team is here to help at [Contact Information].

Contact campaign – items to consider:

- Timing of initial outreach and follow-up communications
- Plan for follow-up – what would that look like?
- Creation of “yield specialists” to provide personalized communication