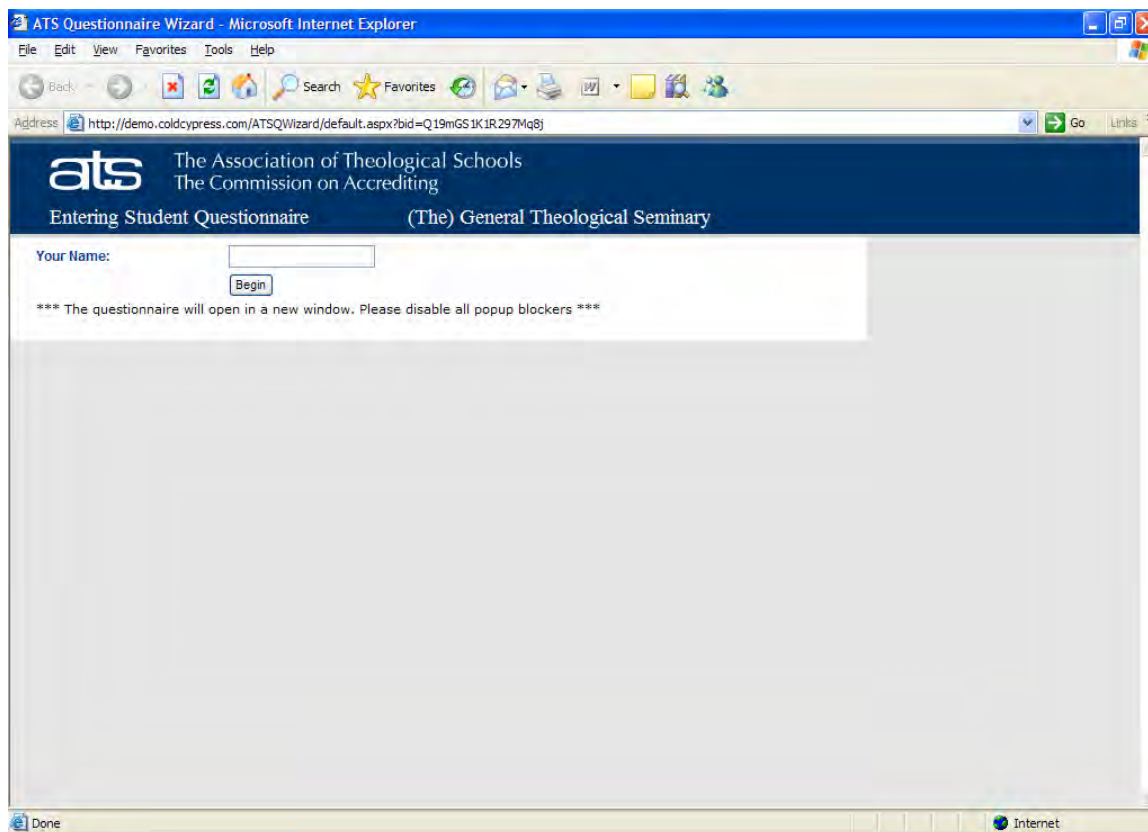


## Completing a Student Profile Questionnaire

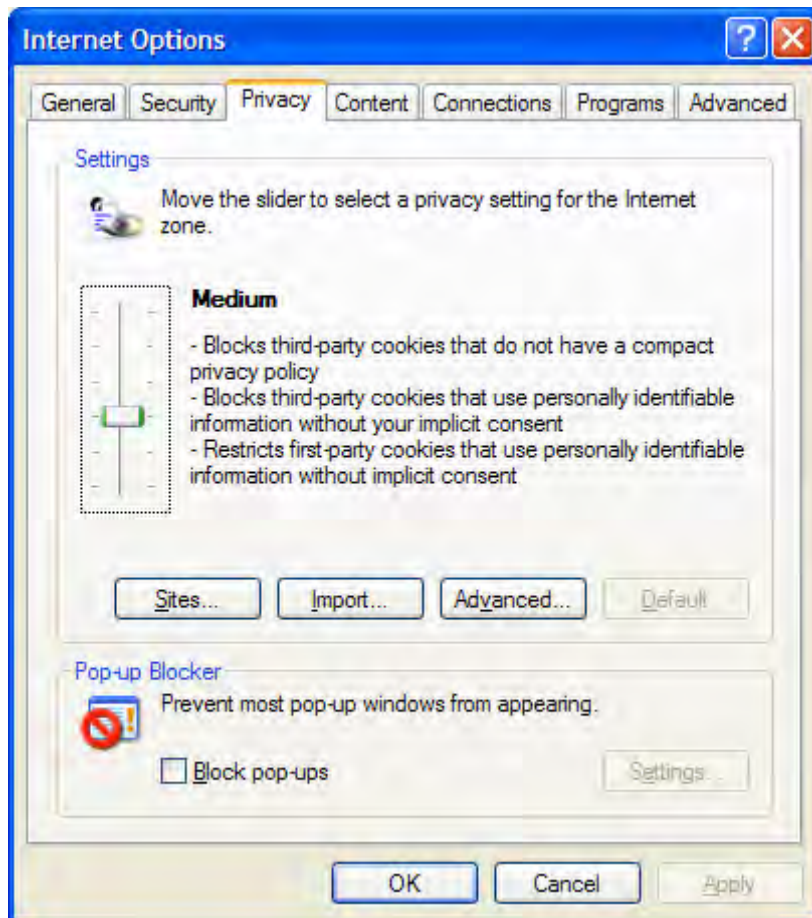
You have been invited to participate in a student profile questionnaire for the Association of Theological Schools (ATS). You should have already received an email with the details for participating in the survey. Click on the URL provided in the email to launch your browser (or copy the URL and paste it into the address bar of your browser). A page similar to the following page will be displayed:



You must disable popup blockers in order to proceed with the questionnaire. Skip to page 35 if you are sure that popup blockers have been disabled within your browser.

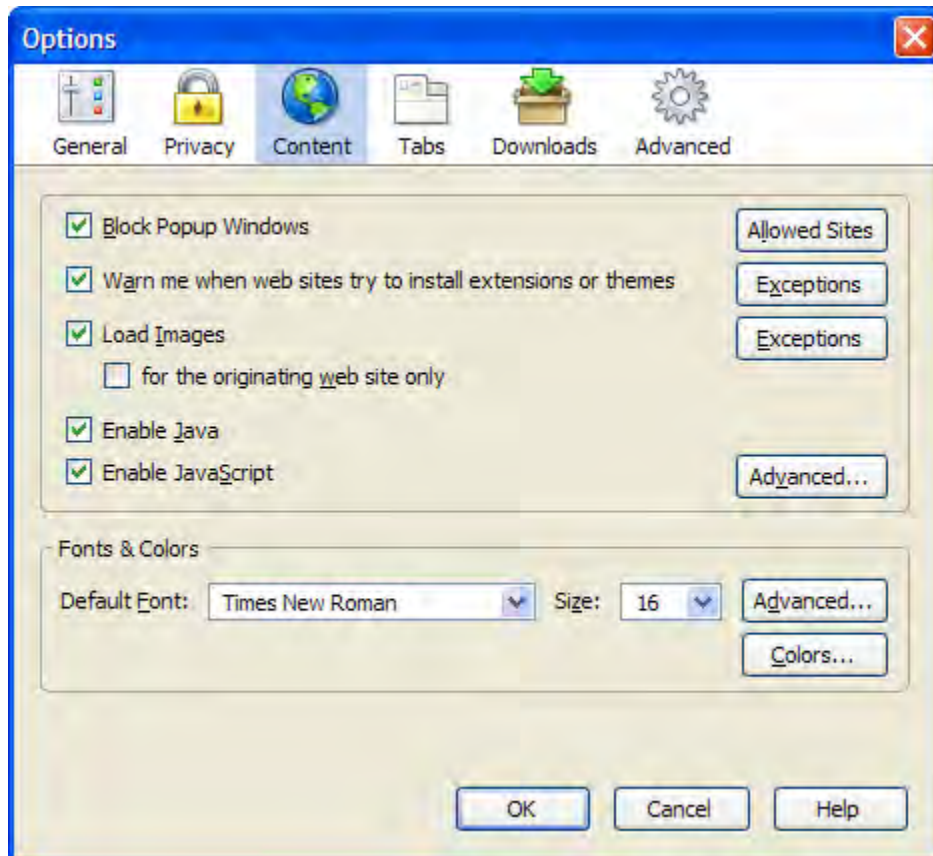
## Disabling PopUp Blockers – Internet Explorer

In Internet Explorer, navigate to “Tools | Internet Options”. Click the “Privacy” tab. Ensure that the “Block popups” box is not checked and then click the “Apply” button.



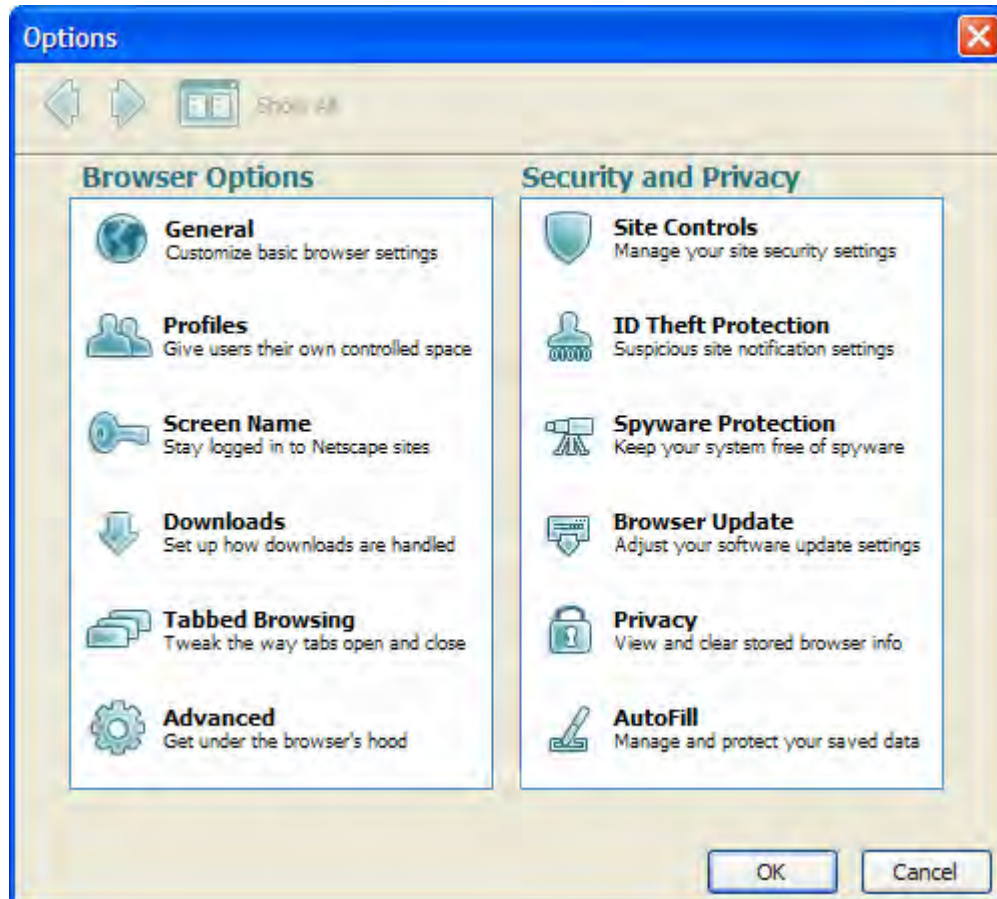
## Disabling Popup Blockers – Firefox

Navigate to “Tools | Options” and click on the “Content” icon. Ensure that the “Block Popup Windows” box is not checked and click the “Ok” button.

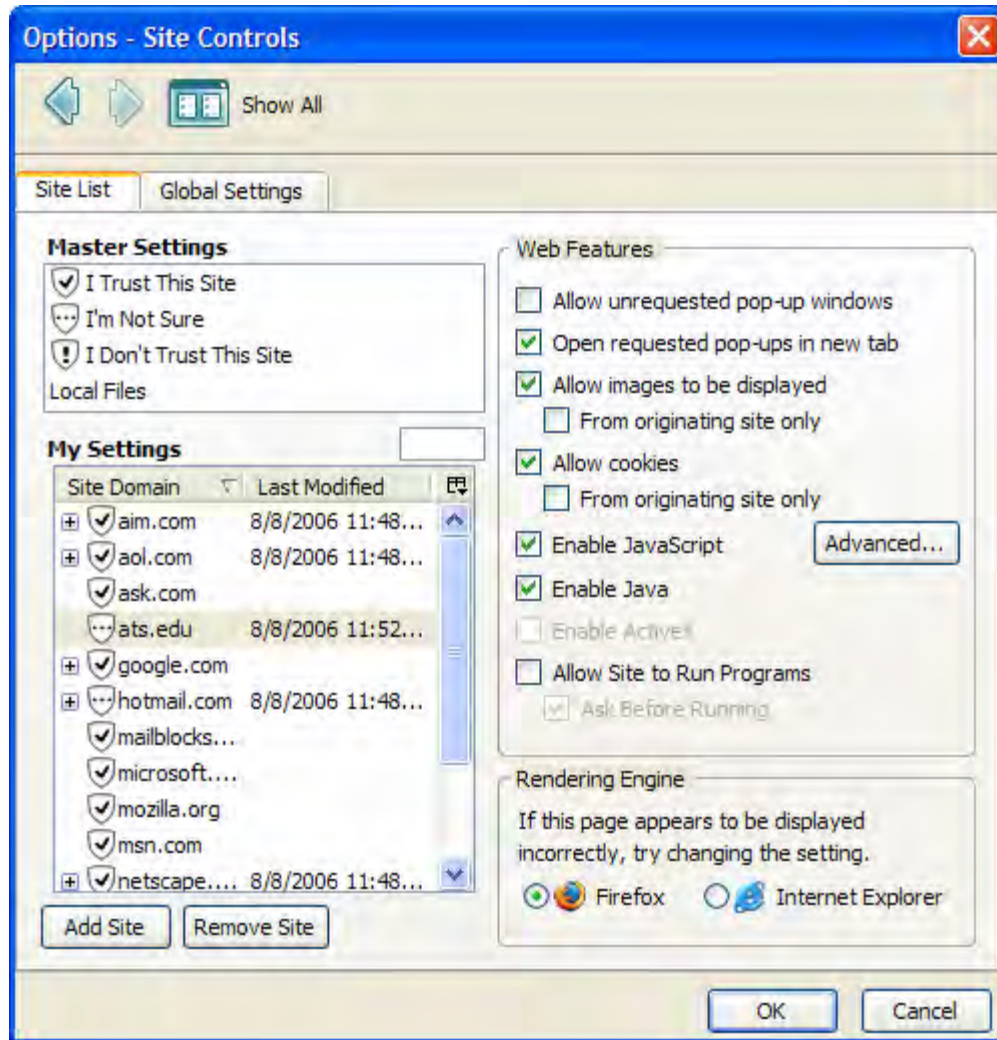


## Disabling Popup Blockers – Netscape

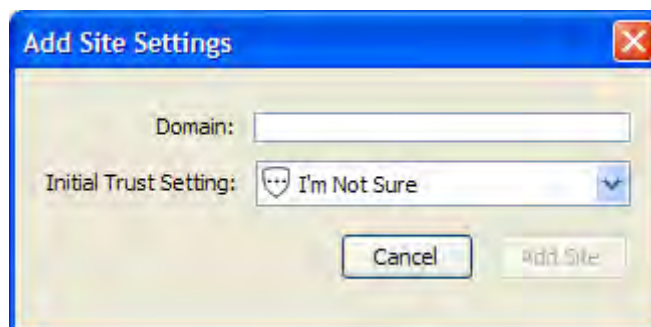
Navigate to “Tools | Options”. In the “Security and Privacy” section, click on the “Site Controls” icon. The following window will be displayed:



A list of sites will be displayed:



If necessary, add ats.edu to the site list by clicking the “Add Site” button. A box prompting for the domain name will appear. Enter “ats.edu” as the domain (without the quotes) and click the “Add Site” button.



Ats.edu should now appear in the site list. Highlight that site name by single clicking on it. Ensure that the “Allow unrequested pop-up windows” option is checked under Web Features. Click the “Ok” button.



## Logging In to the Questionnaire

Once all popup blockers have been disabled, you are ready to proceed with the questionnaire. The following page will be displayed. Enter your name and click the “Begin” button.

ATS Questionnaire Wizard - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <http://demo.coldcypress.com/ATSQWizard/default.aspx?bid=Q19mGS1K1R297Mq8j> Go Links

**ats** The Association of Theological Schools  
The Commission on Accrediting

Entering Student Questionnaire (The) General Theological Seminary

Your Name:

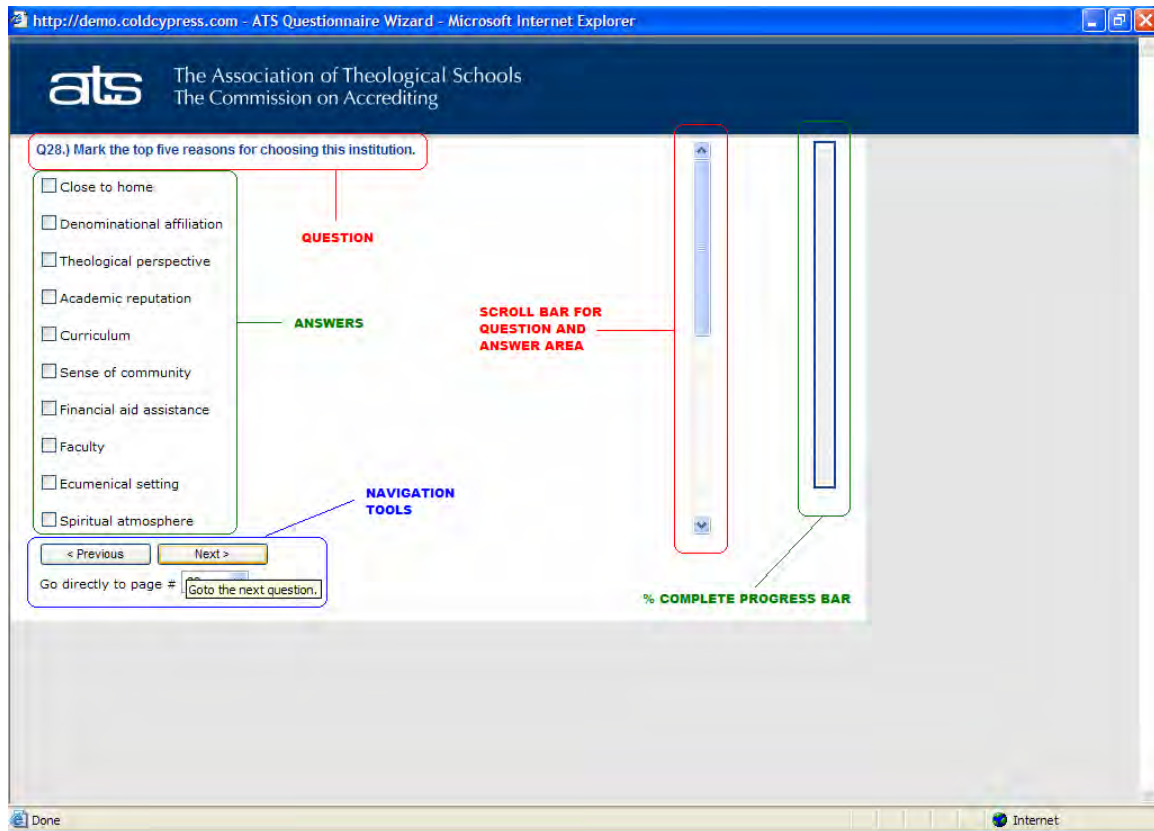
\*\*\* The questionnaire will open in a new window. Please disable all popup blockers \*\*\*

Internet

The questionnaire wizard will now display several question and answer pages. Select your answers on each page and then click the “Next >” button. A “Finish” button will appear on the final page. Click that button to submit all your answers. Note that you will not be able to return to any question once you click the “Finish” button.

## Parts of a Questionnaire Page

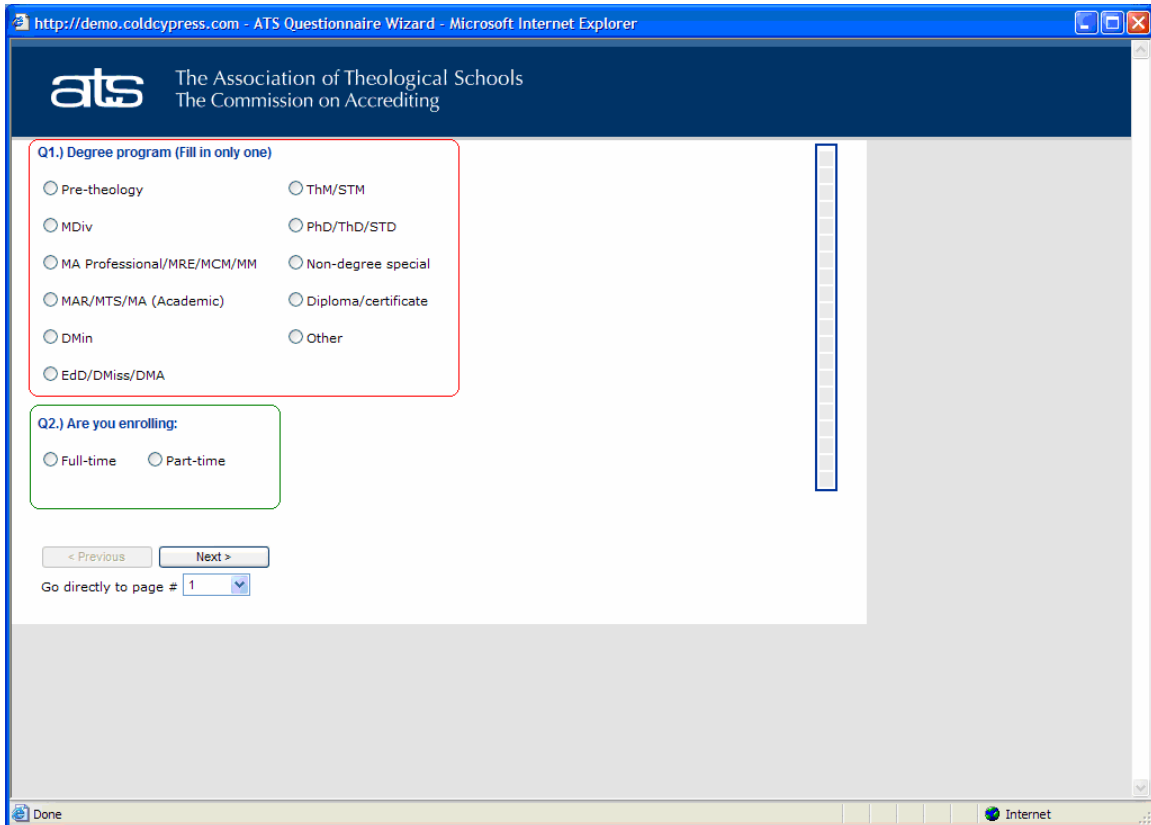
All of the questionnaire pages have a similar appearance with the following sections:



- A question and its acceptable answers. Note that some pages may contain multiple questions.
- A scroll bar will appear for pages with questions and answers that do not fit onto a single screen. Be sure to scroll through all of the questions and answers on those pages.
- A vertical progress bar displays the percentage of questions that you have answered.
- Several tools are available for navigating through the various question pages:
  - Click the “Next >” button to save your answers on that page and then advance to the next page of questions.
  - Click the “< Previous” button to go back to a question that you skipped or to change your answer to a previous question.
  - Select a page number from the drop down list to go directly to a specific question page.
  - A “Finish” button will appear on the final page of questions. Click that button to save all of your answers. Note that you will not be able to change any answers once you have clicked on that button.

## Answering “Select One” Questions

Some questions allow only a single answer. The answers for those questions will appear as radio buttons (i.e. with a circle before the answer). Click on one answer for the question. Note that the following page actually contains two questions, so you would choose one answer for each question:



The screenshot shows a web browser window titled "http://demo.coldcypress.com - ATS Questionnaire Wizard - Microsoft Internet Explorer". The page header features the "ats" logo and the text "The Association of Theological Schools The Commission on Accrediting".

Question 1 (Q1.) is titled "Degree program (Fill in only one)" and is enclosed in a red box. It contains ten radio button options arranged in two columns:

- Pre-theology
- MDiv
- MA Professional/MRE/MCM/MM
- MAR/MTS/MA (Academic)
- DMin
- EdD/DMiss/DMA
- ThM/STM
- PhD/ThD/STD
- Non-degree special
- Diploma/certificate
- Other

Question 2 (Q2.) is titled "Are you enrolling:" and is enclosed in a green box. It contains two radio button options:

- Full-time
- Part-time

Navigation controls include a "< Previous" button, a "Next >" button, and a "Go directly to page #" dropdown menu currently set to "1".

The browser's status bar at the bottom shows "Done" and "Internet".



Similarly, some questions may contain multiple parts with radio buttons for each part so that you may select one answer for each part of the question:

ats The Association of Theological Schools  
The Commission on Accrediting

Q18.) Indicate the highest level of education completed by your father (or male guardian) and your mother (or female guardian). (Fill in one only for each parent or guardian)

**Father**

- Grade school
- Some high school
- High school diploma or equivalent
- Business or trade school
- Some college
- Associate or 2-year degree
- Bachelor's or 4-year degree
- Some graduate or professional school
- Graduate or professional degree

**Mother**

- Grade school
- Some high school
- High school diploma or equivalent
- Business or trade school
- Some college
- Associate or 2-year degree
- Bachelor's or 4-year degree
- Some graduate or professional school
- Graduate or professional degree

< Previous    Next >

Go directly to page # 12

Done    Internet

## Answering “Select All that Apply” Questions

Some questions allow you to choose multiple answers. The answers for these questions will be displayed as checkboxes (i.e. with a square before the answer). Click on all of the answers that apply. Some of these question types may limit the number of answers that you may select.

The screenshot shows a web browser window titled "http://demo.coldcypress.com - ATS Questionnaire Wizard - Microsoft Internet Explorer". The page header for "ats The Association of Theological Schools The Commission on Accrediting" is visible. The main content area contains two questions:

**Q17a.) In the past five years, have you held, been elected to, or appointed to a leadership position in all that apply)**

- Your local church
- Other church body or religious organization
- School or college organization
- Civic or fraternal organization
- Other leadership position
- No recent leadership position

**Q17b.) If within your local church:**

**Was the church:**   **Size of church:**

- Rural                       Under 100 members
- Small town                       100 to 249

< Previous      Next >

Go directly to page # 11

The interface includes a vertical scrollbar on the right side of the question area and a "Fill" dropdown menu next to the question title. The browser's status bar at the bottom shows "Done" and "Internet".

## Answering “Rank the Importance of....” Questions

Some questions ask you to rank the importance of something. Refer to the scale on the question page and then select the ranking that you feel is most applicable.

ats The Association of Theological Schools  
The Commission on Accrediting

How important were the following in your decision to attend this institution? (Select answer most closely approximating the importance of each factor) (1 = Of no importance/ 2 = Of little importance/ 3 = Somewhat important/ 4 = Important/ 5 = Very important)

Q27a.) Encouragement of my denomination  1  2  3  4  5

Q27b.) Quality of the facility  1  2  3  4  5

Q27c.) Encouragement of my pastor  1  2  3  4  5

Q27d.) Academic reputation of the school  1  2  3  4  5

Q27e.) Recommended by a graduate  1  2  3  4  5

Q27f.) Encouragement of a faculty member from my college  1  2  3  4  5

Q27g.) Wanted a school close to home/work  1  2  3  4  5

Q27h.) Comfort with the school's doctrinal positions  1  2  3  4  5

Q27i.) Sent by religious superior  1  2  3  4  5

< Previous    Next >

Go directly to page # 21

A “Finish” button will appear on the final page of questions. Click the Finish button to save your answers and indicate that you are done with the questionnaire. Note that you will not be able to return to any question once you click the Finish button.