

WebAdMIT

Admissions Processing Best Practices

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Accepted Management Tool Naming Convention

Whenever you create a new Local Status, Email Template, Requirements, or Assignments for your program, **be sure** to add Academic Group Code or Program Code. For more details see the [Management Tool Agreement](#) for those in the Directors of Admissions Work Group.

- Example Program Code for Local Status:
 - BIOG6 – Missing Transcripts, BIOG6– Pending Pre-Reqs
- Example Academic Group Code for Email Templates:
 - SPEA – In Progress Outreach 1, SPEA – Application Status Update

In Progress Applications

Admissions decisions CANNOT be processed on In Progress applications. DO NOT add the Deny, Applicant Withdrawn, or Recommend for Admissions for any application that is In Progress. You are only able to communicate with applicants who have not yet submitted their application (In Progress applications). You can create your own Local Status (must be tied to the Internal Review Decision or no decision code), and add that to In Progress applications.

| Designation | Local Status | Decision Code | Application Status | Submitted Date | Completed | Last Exported | Details |
|-------------------------|--------------|---------------|--------------------|----------------|-----------|---------------|---------|
| Business PhD, Fall 2020 | None | Unassigned | In Progress | N/A | N/A | - | Details |

Indiana University Graduate CAS ID:
Last Indiana University Graduate CAS Update on Oct 24, 2019 at 5:56 AM
Program Plans:

Add to Clipboard

University ID
App Center

Using Local Statuses

To Admit

In order to admit, select **Recommend for Admission** to move an application to the Graduate Office for review.

Purdue programs will select **Purdue – Recommend for Admission**.

- NOTE: Application must have an ID and must not be In Progress in order to go into SIS

To **Admit** an applicant, you must use the Local Status: **Recommend for Admission**, using a customized Local Status that you created will not move the application to the Graduate Office of SIS.

IU Programs - Select *Recommend for Admission*:

| Designation | Local Status | Decision Code | Application Status | Submitted Date | Completed | Last Exported | Details |
|--------------------------|-------------------------|---------------|--------------------|----------------|-------------|---------------|---------|
| Musicology MA, Fall 2020 | Recommend for Admission | Enroute | Complete | Nov 29 2019 | Nov 29 2019 | - | Details |

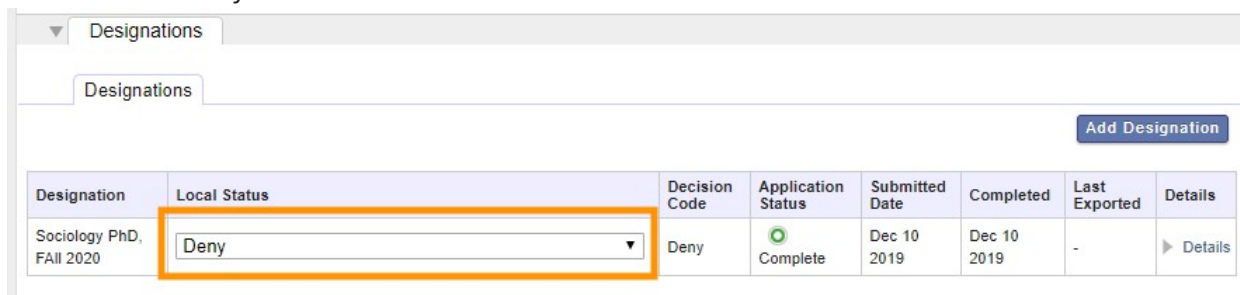
Purdue Programs - Select *Purdue - Recommend Admission*:

| Designation | Local Status | Decision Code | Application Status | Submitted Date | Completed | Last Exported | Det |
|--|----------------------------------|---------------|--------------------|----------------|-------------|---------------|-----|
| MS Technology - Organizational Leadership concentration - Online - Su 20 | Purdue - Recommend for Admission | Admit - GRAD | Complete | Mar 31 2020 | Apr 10 2020 | - | Det |

Deny

To **Deny** an applicant, you must use the Local Status: **DENY**

- The applicant must have a University ID in WebAdMIT BEFORE you can Deny them
- The application must NOT be In Progress
- Using a Local Status created by the department will NOT route the admission decision to SIS
- **DENY** should never be used after you have added the *Recommend for Admission* or *Purdue – Recommend for Admission* Local Status



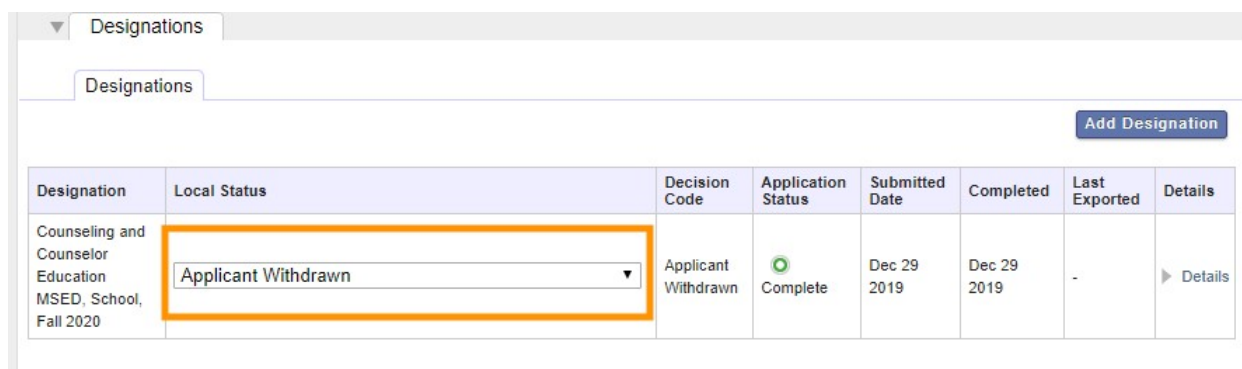
The screenshot shows a web interface for managing designations. At the top, there is a 'Designations' tab and a button labeled 'Add Designation'. Below this is a table with the following columns: Designation, Local Status, Decision Code, Application Status, Submitted Date, Completed, Last Exported, and Details. The first row of the table is for 'Sociology PhD, Fall 2020'. The 'Local Status' dropdown menu is highlighted with an orange box and shows 'Deny' selected. The 'Decision Code' is 'Deny', the 'Application Status' is 'Complete' with a green circle icon, and the 'Submitted Date' and 'Completed' dates are both 'Dec 10 2019'.

| Designation | Local Status | Decision Code | Application Status | Submitted Date | Completed | Last Exported | Details |
|--------------------------|--------------|---------------|--------------------|----------------|-------------|---------------|---------|
| Sociology PhD, Fall 2020 | Deny | Deny | Complete | Dec 10 2019 | Dec 10 2019 | - | Details |

Withdraw Before Admission

To **Withdraw** an application that has not yet been moved to *Recommend for Admission*, you must select **Applicant Withdrawn** (Before Admission only)

- The applicant must have a University ID in WebAdMIT BEFORE you can Withdraw them
- The application must NOT be In Progress
- Using a Local Status created by the department will NOT route the admission decision to SIS
- **Applicant Withdraw** should never be used after you have added the *Recommend for Admission* or *Purdue – Recommend for Admission* Local Status



The screenshot shows a web interface for managing designations. At the top, there is a 'Designations' tab and a button labeled 'Add Designation'. Below this is a table with the following columns: Designation, Local Status, Decision Code, Application Status, Submitted Date, Completed, Last Exported, and Details. The first row of the table is for 'Counseling and Counselor Education, MSED, School, Fall 2020'. The 'Local Status' dropdown menu is highlighted with an orange box and shows 'Applicant Withdrawn' selected. The 'Decision Code' is 'Applicant Withdrawn', the 'Application Status' is 'Complete' with a green circle icon, and the 'Submitted Date' and 'Completed' dates are both 'Dec 29 2019'.

| Designation | Local Status | Decision Code | Application Status | Submitted Date | Completed | Last Exported | Details |
|---|---------------------|---------------------|--------------------|----------------|-------------|---------------|---------|
| Counseling and Counselor Education, MSED, School, Fall 2020 | Applicant Withdrawn | Applicant Withdrawn | Complete | Dec 29 2019 | Dec 29 2019 | - | Details |

Withdraw or Deny After Admission

To **Withdraw or Deny** an application that you have moved to *Recommend for Admission* or *Purdue – Recommend for Admission*:

- For domestic students, please submit a ticket through Request Tracking System (RTS) in One.IU
- For International students, please contact OIAgrad@iupui.edu
- Never move an application to Applicant Withdrawn or a department-created withdrawal status which has been moved to *Recommend for Admission* or is FINAL in any way

Defer After Enrollment

To **defer or change** an application/student to another term which you have already moved to “Recommend for Admission” or “Purdue - Recommend for Admission” or is in a “FINAL” local status (has gone into SIS):

- For domestic students, please submit a ticket through Request Tracking System (RTS) in One.IU
- For International students, please contact OIAgrad@iupui.edu
- Never move an application to Program Term Change in order to defer, if the applicant has already been admitted

NEVER update an application’s Local Status that is in a FINAL Local Status, see below. Also, **DO NOT** change the name or color of the following Local Statuses:

- Return to Department
- Grad Office Admit-GINT
- Final Grad Admit
- Final GINT Admit
- Final Grad Conditional Admit
- Final GINT Conditional Admit
- (DO NOT CHANGE) OIA Incomplete - GINT

If you would like to check the official admissions decision status for an applicant check the Admissions tab in SIS PeopleSoft. If the decision is showing as ADMT or MATR, their admit decision has been processed through the WebAdMIT Workflow.

Defer Before Admission Decision: Manual Designation & Program/Term Change

Add Designation is **only to be used after** you have selected **Program/Term Change** for a submitted application and are changing that program to a different plan or term.

How to complete a Program/Term Change for a submitted application in order to change the program/plan or to change the term.

- Change the Local Status of the original application to Program/Term Change
- Click the Add Designation button to the right side in the Designations section
- Select from the drop down the program or term you need
- Then change the new one you created to “Recommend for Admission” or “Purdue - Recommend for Admission” when ready to Admit, or change status to DENY or Applicant Withdrawn depending on your decision

Example of how to change the term:

Designations

Designations

Add Designation

| Designation | Local Status | Decision Code | Application Status | Submitted Date | Completed | Last Exported | Details |
|---|---------------------|---------------|--------------------|----------------|-------------|---------------|---------|
| Kelley MS Information Systems-Fall 2020 | Program/Term Change | Unassigned | Complete | Nov 15 2019 | Nov 16 2019 | - | Details |
| Kelley MS Information System, Summer 2020 | None | Unassigned | Manual | N/A | N/A | - | Details |

Example of how to change the program:

Note: There may be circumstances where the Applicants will have to reapply.

COVID-19 Deferral Process Exceptions

In light of the current COVID-19 situation there has been significant concern from departments that asking students to reapply when deferring an application to a term outside of the current CAS cycle creates more obstacles for enrollment. The IUPUI Graduate Office has proposed the following when deferring domestic applicants. **To defer International applicants to the next CAS cycle, please email OIAgrad@iupui.edu.**

| What is being deferred? | Requester | Where do we process this? | Do we provide a fee waiver? |
|---|--|---------------------------|---|
| Admission decision *not yet able / ready to make a decision in WA on an application | Department | WebAdMIT | The department is encouraged to make an admission decision and process it in WA ASAP (prior to the end of the CAS Cycle. The department should process deferral to Spring 2021 via RTS. |
| Application *applicant wishes to be considered for a later term | Student (no longer wants to be considered for Fall 20, and wants to move their app to Sp 21) | WebAdMIT | Waive application fee at Graduate School level for 20-21 CAS application. Contact gapiupui@iupui.edu for a coupon code. The department will not be charged for these fee waivers. |
| Enrollment *applicant has been admitted in SIS, but unable to enroll for admitted term | Student (unable to enroll for Fall 20, wants to start classes Sp 21) | SIS | Free – no new application needed – as ADMIT decision has already been processed in WebAdMIT. The department should process deferral to Spring 2021 via RTS. |

Uploading Transcripts

Transcripts found under the “Transcripts” tab under Documents in WebAmit are uploaded by the student and are always considered **unofficial**. The Graduate Office accepts unofficial transcripts at the time of admission. For UGS and Purdue programs, a transcript hold will be placed on the student’s account at the time of admission to allow us to obtain those official/final documents.



Under Documents, staff can upload official transcripts received from institutions or transcript services to “Admissions Upload Documents.” Please include the college name. If loading a paper copy received in a signed envelope, please scan in the envelope and attach. If the transcript you received from the student is unofficial or not final, please label it as Unofficial and include the college name.



Local Status History

Check who changed a local status in the Applicant’s Page under “History” (last section of application)

