

# Quadrant 4 (Q4) Program Materials

## Multiple Deadlines per Program

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### Overview

In this document, we will cover how to add a separate program deadline for international applicants. When applicants select a program and answer the Extended Profile question (question set used to determine international or domestic applicant), their deadline date can update based on the program's configurations. If an applicant selects an answer that offers multiple deadlines, then the deadline that the program selected displays. If an applicant's answer is linked to only expired programs, the applicant receives a warning message, advising them to select an alternate program or to contact their program.

### Steps

#### Configure Multiple Deadlines per Program

You can use the [Change Deadline Question Rule](#) to set a different deadline for international students who may need additional time to obtain the required visa documentation before classes begin. If an applicant selects an answer that offers multiple deadlines, then the deadline that you select will display.

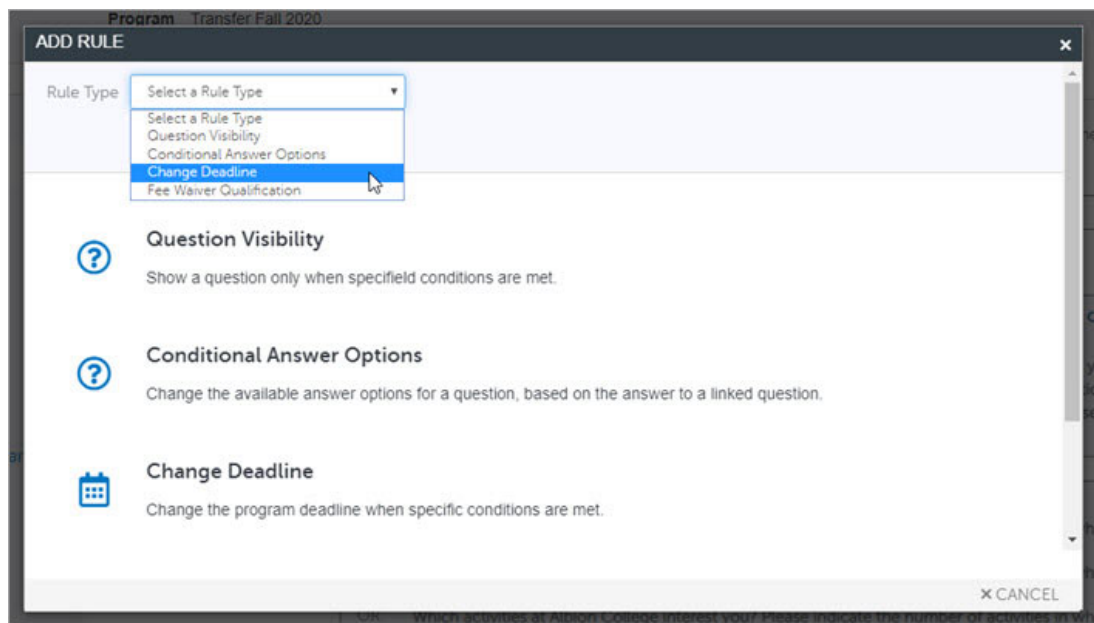
To configure change deadlines:

1. Log into the Configuration Portal.
2. Select the program you wish to set multiple deadlines for.
3. Navigate to the **Editor**.
4. Enable the **Questions tab**, if you have not already, but checking the box.
5. Click **Rules Builder** under **Settings**.
6. Click **ADD RULE**.
7. Select **Change Deadline** from the **Rule Type** drop-down.

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8. Under Name, enter a name for the deadline that only you and your program see (e.g. International Applicant deadline).
9. Under Conditions, select the alternate deadline and how it displays to applicants in the Applicant Portal from the drop-down (deadline date, earlier date, or as Rolling).
10. Select if you want the alternate deadline to occur based on any or all of the conditions you establish.
11. When establishing the question triggers, select from the first drop-down '**Citizenship Status**'.
12. In the second drop-down, select, '**Select a citizenship status**' in the drop-down.
13. In the third drop-down, select '**International**'.

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The screenshot shows the 'ADD RULE' dialog box with the following fields and values:

- Rule Type:** Change Deadline
- NAME:** Provide a recognizable name of your new deadline. Value: International Applic
- CONDITIONS:** Change deadline to 01/22/2021 and display as Same Date. A warning message reads: "Please be advised, this deadline is earlier than the default deadline."
- Logic:** if ANY of the following condition are true
- Condition 1:** Citizenship Statu question Select a citizenship status is International
- Buttons:** + Add Condition, XCANCEL, SAVE

14. Click **SAVE**.

If you return to the Program Details page, you will see the deadlines listed.

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BACK TO ORGANIZATION		PROGRAM DETAILS		BRANDING		EDITOR																	
Indiana University Graduate... IUPUI		Indiana University 2020-2021																					
Test Graduate Non-Degree		Graduate Non-Degree Sp 21		Program ID		231541																	
WebAdMIT Name		Graduate Non-Degree Sp 21		Unique ID		4549256587413126671																	
Location		Indianapolis, IN		Program Code		GCND9/GCONN/																	
<b>Status</b>	Review	<b>Deadlines</b>	<b>Date</b>	<b>Display As</b>	<b>Fees</b>	<b>\$</b>																	
Open Date	12/10/2019	Default	02/01/2021	Rolling	Default	\$	\$ 70																
Start Term	Spring	International Applicant Deadline	01/22/2021	01/22/2021																			
Start Year	2021																						
Degree	Non-Degree		Career Code	GRAD																			
School	University Graduate School		Delivery	On Campus																			
Program Settings <table border="1"> <thead> <tr> <th>OPTION</th> <th>ENABLED</th> <th>LAST UPDATED</th> <th>PREVIEW</th> </tr> </thead> <tbody> <tr> <td>Home Page/Branding</td> <td>Yes</td> <td>2019-12-10</td> <td></td> </tr> <tr> <td>Questions</td> <td>Yes</td> <td>2019-12-10</td> <td></td> </tr> <tr> <td>Documents</td> <td>No</td> <td>2019-12-10</td> <td></td> </tr> </tbody> </table>								OPTION	ENABLED	LAST UPDATED	PREVIEW	Home Page/Branding	Yes	2019-12-10		Questions	Yes	2019-12-10		Documents	No	2019-12-10	
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## Viewing Multiple Deadlines in WebAdMIT

If a program offers multiple deadlines, you can view the applicant's deadline in WebAdMIT in the **Applicant Specific Deadline** field, available in the **Details** button under the Designations panel. This field is also available in the List Manager and Export Manager.

To watch a video containing the information above, visit the [Liaison training site](#).