Staff

• Kim Bunch, Director of Finance and Administration, kbunch@iu.edu, eDocs, student problems

• Judy Post, Admissions and Continuing Non-Degree Coordinator, jpost@Indiana.edu, eApp support and processing, non-degree program contact

• Becca Creath, Database Analyst, bcreath@Indiana.edu, IUIE questions

• Beth Nicodemus, ejnic@indiana.edu, Systems and Database Specialist, eDoc support
How to get access to eDocs?

• Go to One.IU.edu
• Search for “Add/Remove User Access Request – eDoc”
• Complete and submit the form
Applying to the University Graduate School

• Go to the UGS Website
https://graduate.indiana.edu/

• Select: Admissions

• Select: How to Apply

• Select: Begin your online application

*It is helpful to make your own un-submitted sample.*
Create new guest account

Don't have a guest logon? Click the button below to create a new guest account and begin an application for admission.

Please Note: this guest account will work for all IU campus applications.

Create new guest account

Logon

Or, click the button below if you already have a guest-id or IU network-id. You can change an application that you've started, review an application that you've already submitted, or begin a new application.

Logon with guest/network-id

Forgot your guest account passphrase?

ATTENTION SAFARI AND CHROME USERS: Please allow popups and enable third-party cookies to assure the payment system screens behave correctly for submission of your application.

Questions?  Technical problem?
Online Graduate And Professional Admissions Application - Select an Application

Your applications

Here are the Admissions applications you have entered. You can modify applications that are not yet submitted and review submitted applications. You may copy applications to a different program. Please note that you are not able to copy a Degree-Seeking application to a Non-Degree application, you must begin a new application for when applying under a different degree-seeking status.

<table>
<thead>
<tr>
<th>Career</th>
<th>Program</th>
<th>Term</th>
<th>Application Number</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate</td>
<td>Cybersecurity Risk Management</td>
<td>Fall 2019</td>
<td>IU002215283</td>
<td>In progress</td>
<td>Modify, Copy, Delete</td>
</tr>
</tbody>
</table>

Begin New Application

Click to create a new application for Bloomington at the Graduate level. Please use this if you have previously submitted an application and would like to submit a new one or if your degree intentions have changed from your original application.

Questions? Technical problem?
Application Fees

- Domestic Fee $60 for most programs.

- International Fee $65

- An application fee is required for each application to each school. Multiple applications to the same school (COAS, EDUC, etc.) do not require an additional fee.

- If the student is denied and re-applying, then the fee is good for 12 months and applicants will not need to pay again. If after 12 months, another fee is required.
Fee Waivers and Refunds

What IUB Fee Waivers are available?
https://graduate.indiana.edu/admissions/apply.html

• Fee Waiver Code-Department pays the fee once student uses the code.
• Fee Waivers that require documentation attached to eDoc:
  • McNair
  • BTAA FreeApp www.btaa.org
  • Military, AmeriCorp and Peace Corp
  • Getting U into IU/CSC/SUR programs
• Refunds for overpayment
  • Applied to incorrect program or campus
  • Contact Kim Bunch to process refund
How to search for eApps in One.IU
May change Career. May change App Status to All. May enter Application Number or Name. Then hit Search.

IU eApp Administrative Summary

Filters / Selectors

Campus: Bloomington
Career: GRAD
Appl Center: All
Prog Cd: 
Term: 
Submit Dt From: 
Submit Dt To: (mm/dd/yyyy)
Create Dt From: (mm/dd/yyyy)
Create Dt To: (mm/dd/yyyy)
App Status: All-Past 14 Days
Pay Status: All
Admit Type: Select
Adm Obj: Select
Application Nbr:
Name(Last): XX
Name(First): 
Birth Dt: (mm/dd/yyyy)

Search... Print Pdf

List

<table>
<thead>
<tr>
<th>App Nbr</th>
<th>Applicant Name</th>
<th>Birth dt</th>
<th>E-mail Addr</th>
<th>Campus</th>
<th>Career</th>
<th>Appl Center</th>
<th>Prog Cd</th>
<th>Term</th>
<th>Admit Type</th>
<th>Acad Obj</th>
<th>CreateDt</th>
<th>SubmitDt</th>
<th>App Status</th>
<th>Pay Status</th>
</tr>
</thead>
</table>

INDIANA UNIVERSITY
eApp Administrative Center in One.IU

- Quickest way to search is by App ID # IU00...
- May need to change ‘Career’
- May need to change ‘Date’ to “All”
- If searching by name, change ‘App Status’ to “All”. Wildcard % can be used after a letter or by itself.
- This allows you to go into an un-submitted application and look at an issue the student may be having.
# eApp Administrative Summary

## IU eApp Administrative Summary

### Filters / Selectors

- **Campus:** IUPUI
- **Career:** GRAD
- **App Status:** All
- **Pay Status:** All
- **Admit Type:** Select
- **Acad Obj:** Select
- **Application Nbr:**
- **Name (Last):** hernandez
- **Name (First):**
- **Birth Dt:**
- **Submit Dt From:**
- **Submit Dt To:**
- **Create Dt From:**
- **Create Dt To:**
- **Prog Cd:**
- **Term:**
- **Email:**
- **Birth D:**

### List

<table>
<thead>
<tr>
<th>App Nbr</th>
<th>Applicant Name</th>
<th>Birth Dt</th>
<th>E-mail Addr</th>
<th>Campus</th>
<th>Career</th>
<th>Appl Center</th>
<th>Prog Cd</th>
<th>Term</th>
<th>Admit Type</th>
<th>Acad Obj</th>
<th>CreateDt</th>
<th>SubmitDt</th>
<th>App Status</th>
<th>Pay Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>IU001</td>
<td>Hernandez, Ana</td>
<td>07/20/1991</td>
<td><a href="mailto:e.dezandez2@gmail.com">e.dezandez2@gmail.com</a></td>
<td>IUPUI</td>
<td>GRAD</td>
<td>GRAD</td>
<td>SHRS5</td>
<td>4165</td>
<td>Degree-seek</td>
<td></td>
<td></td>
<td></td>
<td>In-Progress</td>
<td>Unknown</td>
</tr>
<tr>
<td>IU002</td>
<td>Hernandez, Pedro</td>
<td>08/16/1981</td>
<td><a href="mailto:mdez@iu.edu">mdez@iu.edu</a></td>
<td>IUPUI</td>
<td>GRAD</td>
<td>GRAD</td>
<td>GCND9</td>
<td>4158</td>
<td>Non-degree</td>
<td></td>
<td></td>
<td></td>
<td>Submitted</td>
<td>Credit Card</td>
</tr>
</tbody>
</table>
Go to 'Read Only View' to see the actual application. This allows you to go into an application and help the applicant troubleshoot problems.

### Details for Application IU001

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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<tbody>
<tr>
<td>Appl Nbr</td>
<td>IU001xxx</td>
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<tr>
<td>Status</td>
<td>Unknown</td>
</tr>
<tr>
<td>App ID</td>
<td>IUBLA-GRAD-DEGR-MASTER-V3</td>
</tr>
<tr>
<td>Create ID</td>
<td>smithtim</td>
</tr>
<tr>
<td>App Fee</td>
<td>0.00</td>
</tr>
<tr>
<td>Cr Card Resp</td>
<td></td>
</tr>
<tr>
<td>Cr Card Refund Dt</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>App Group</td>
<td>ADM-GRAD</td>
</tr>
<tr>
<td>Last Update</td>
<td>smithtim</td>
</tr>
<tr>
<td>Last Update Dt</td>
<td>10/22/2013 16:09:20</td>
</tr>
<tr>
<td>Name</td>
<td>null,</td>
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<tr>
<td>Payment Status</td>
<td>Unknown</td>
</tr>
<tr>
<td>Submit Dt</td>
<td></td>
</tr>
<tr>
<td>E-Mail Addr</td>
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<tr>
<td>Cr Card Status</td>
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<tr>
<td>Cr Card RsLt Msg:</td>
<td></td>
</tr>
<tr>
<td>Cr Card Conf ID:</td>
<td></td>
</tr>
</tbody>
</table>

### Actions

- View PDF
- Download All Docs
- Read Only View
- Submit Application
A red tab indicates incomplete pages or errors.

**Desired Degree**

An * marks a required field.

You may save your responses by clicking the save button at the bottom of the screen. If you log out and intend to return to the application at a later time, please click save prior to logging out to ensure your work up to that point has saved.

When a date is requested, please use Month, Day, Year (mm/dd/yyyy), to input the value. Additionally you may use 01 as the day if you are unsure of an exact date.

**Intended Program and Plan**

* Academic Program: [Education Doctor of Education degrees EdD]

**Term**

* When do you wish to enroll in classes? [Select...]

[Next Page]
eApp Workflow Processing

**Action List** is where documents awaiting your approval remain until you take action.

![Action List Image](image-url)
Action List

- Use 'Ctrl-F' to find
- Sort by clicking on the headings
- "Id" here refers to eDoc number not student ID
- Documents you take action on will be sent to your outbox and can be viewed by clicking Outbox in your Action List.
- Select “Preferences” in change settings.

<table>
<thead>
<tr>
<th>Id</th>
<th>Type</th>
<th>Title</th>
<th>Route Status</th>
<th>Action Requested</th>
<th>Initiator</th>
<th>Delegator</th>
<th>Date Created</th>
<th>Group Request</th>
<th>Delete Item</th>
<th>Log</th>
</tr>
</thead>
<tbody>
<tr>
<td>7850117</td>
<td>Graduate Admissions</td>
<td>Application - IL 03440 ECHL6 sun, g</td>
<td>FINAL</td>
<td>APPROVE</td>
<td>SISE</td>
<td></td>
<td>12:11 AM 01/25/2011</td>
<td>SIS. ADM. IN.GRAD. PMTH6, APPROVAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>89231145</td>
<td>Graduate Admissions</td>
<td>Application - IL 64180 ECHL6</td>
<td>FINAL</td>
<td>APPROVE</td>
<td>SISE</td>
<td></td>
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</tr>
<tr>
<td>9074279</td>
<td>Graduate Admissions</td>
<td>Application - US 0000 NA-PMTH6</td>
<td>CANCELED</td>
<td>APPROVE</td>
<td>SISE</td>
<td></td>
<td>09:52 PM 08/22/2011</td>
<td>SIS. ADM. IN.GRAD. PMTH6, APPROVAL</td>
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<tr>
<td>9143498</td>
<td>Graduate Admissions</td>
<td>Application - IL 08133 ECHL6 PMTH6 Roth, S.</td>
<td>FYI</td>
<td>SISE</td>
<td></td>
<td></td>
<td>02:06 PM 08/02/2011</td>
<td>SIS. ADM. IN.GRAD. PMTH6, NOTIFY</td>
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<tr>
<td>9167714</td>
<td>Graduate Admissions</td>
<td>Application - IL 05637 ECHL6 PMTH6 Fessuh, S.</td>
<td>FINAL</td>
<td>APPROVE</td>
<td>SISE</td>
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<td>04:56 PM 09/07/2011</td>
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<td></td>
</tr>
<tr>
<td>9168224</td>
<td>Graduate Admissions</td>
<td>Application - IL 20431 ECHL6 PMTH6 Kanne, S.</td>
<td>CANCELED</td>
<td>APPROVE</td>
<td>SISE</td>
<td></td>
<td>07:16 PM 09/07/2011</td>
<td>SIS. ADM. IN.GRAD. PMTH6, APPROVAL</td>
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<td></td>
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<tr>
<td>9262490</td>
<td>Graduate Admissions</td>
<td>Application - IL 20431 ECHL6 PMTH6 Kanne, S.</td>
<td>FINAL</td>
<td>APPROVE</td>
<td>SISE</td>
<td></td>
<td>12:43 PM 09/22/2011</td>
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<td></td>
</tr>
<tr>
<td>9266490</td>
<td>Graduate Admissions</td>
<td>Application - IL 00000 USHAN-PMTH6</td>
<td>FINAL</td>
<td>APPROVE</td>
<td>SISE</td>
<td></td>
<td>09:10 AM 09/26/2011</td>
<td>SIS. ADM. UGS. IN.GRAD. PMTH6, APPROVAL</td>
<td></td>
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</tbody>
</table>
eDoc Workflow

Access your old eDocs after they have left your action list in the Outbox.
## eDoc Workflow

### Change Action List Preferences here

<table>
<thead>
<tr>
<th>Id</th>
<th>Type</th>
<th>Title</th>
<th>Action Requested</th>
<th>Last Approved Date</th>
<th>Actions</th>
<th>Log</th>
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</thead>
<tbody>
<tr>
<td>51040622</td>
<td>Graduate Admissions Application</td>
<td>Graduate Admissions Application - OPPORTUNITY (ID: P1563531 IU: 749099 CHD9)</td>
<td>APPROVE</td>
<td>02/18 PM 05/11/2017</td>
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<td>v</td>
</tr>
<tr>
<td>66835262</td>
<td>Graduate Admissions Application</td>
<td>Graduate Admissions Application - OPPORTUNITY (ID: P1563531 IU: 749099 CHD9)</td>
<td>APPROVE</td>
<td>02/18 PM 10/13/2017</td>
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<tr>
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<td>69874388</td>
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<td>APPROVE</td>
<td>02/18 PM 10/02/2017</td>
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</tbody>
</table>

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*Admissions Workshop 2018 December 2018*
Check the box for which columns you would like to see in your action list and SAVE.

<table>
<thead>
<tr>
<th>General</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automatic Refresh Rate:</td>
</tr>
<tr>
<td>Action List Page Size:</td>
</tr>
<tr>
<td>Delegator Filter:</td>
</tr>
<tr>
<td>Primary Delegate Filter:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fields Displayed In Action List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Type:</td>
</tr>
<tr>
<td>Title:</td>
</tr>
<tr>
<td>ActionRequested:</td>
</tr>
<tr>
<td>Initiator:</td>
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<tr>
<td>Delegator:</td>
</tr>
<tr>
<td>Date Created:</td>
</tr>
<tr>
<td>Date Approved:</td>
</tr>
<tr>
<td>Current Route Node(s):</td>
</tr>
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<td>WorkGroup Request:</td>
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<td>Document Route Status:</td>
</tr>
<tr>
<td>Clear FYI:</td>
</tr>
<tr>
<td>Use Outbox:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Document Route Status Colors for ActionList Entries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saved</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
**eApp eDoc**

- **Suspense Files**
  - eApp error with SIS (see example below)
    - May be new and need 24 hours to route through system.
    - May be a duplicate or an error in the system to be resolved.

- **DO NOT “Take Action” until message no longer shows**
Residency

• Do not code residency.
• The University Graduate School determines residency.
• Leave as is with “Residency” in box.
eApp eDoc

• Graduate eApplication Routing
eApp eDoc

Recommendations
– Resending recommendations requests
  » “Resend” on eApp eDoc

» “Resend” button also on Applicant’s “Your Applications” page after logon
eApp eDoc

Uploads  – Shows Applicant’s uploads
eApp eDoc

• Notes
  – Utilize “Notes” as a way to communicate with UGS or to post notes in regard to the application.
  – If an application is routed back to you, check the “Notes” for the reason or request.
eApp eDoc

Attachments

• You are able to upload documents to eApp eDoc.
• This is where you will attach the admit letter and transcript for a degree granted by the University Graduate School.
Behavior Questions

We are committed to maintaining a safe learning environment. As part of that commitment, Indiana University requires applicants to disclose if they a) have been subject to formal disciplinary action (including for example, but not limited to, suspension or expulsion) for academic or non-academic reasons at any high school, post-secondary institution, college or university; b) have been charged with or convicted of a crime (or a foreign legal equivalent) that has not been expunged by a court; c) and/or have engaged in behavior that caused injury to person(s) or personal property (including for example, but not limited to, vandalism or behavior that led to a restraining order against you) which resulted in some form of discipline or intervention. A previous disciplinary action, charge, conviction, or conduct of the sort identified here does not automatically disqualify applicants from admission to IU, but they do require review by the campus admissions committee.

PLEASE NOTE: By submitting your application to Indiana University, you acknowledge and agree that you have a continuing obligation to inform the University of any formal disciplinary action for academic or non-academic reasons at any educational institution; any legal charges and/or convictions (or foreign legal equivalents) that have not been expunged by a court; and/or any behavior that causes injury to person(s) or property which results in some form of discipline or intervention that occurs from now until your enrollment at IU. You must provide updated information to the campus admissions committee prior to class registration or class attendance, whichever is applicable. At that time, the campus admissions committee will review the information provided and may consider whether to delay or rescind your admission to IU.

Have you been subject to formal disciplinary action (including for example, but not limited to, suspension or expulsion) for academic or nonacademic reasons at any high school, post-secondary institution, college, or university? YES

Have you ever been charged with or convicted of a crime (or a foreign legal equivalent) that has not been expunged by a court? YES

Do you have any currently pending criminal charges (or a foreign legal equivalent) against you? No

Have you engaged in any behavior that caused injury to any person(s) or property (including, for example, but not limited to, vandalism or behavior that led to a restraining order against you) which resulted in some form of discipline or intervention? No
Criminal History Questions

• Students who check “YES” are asked to attach a statement to the application to explain previous criminal history or disciplinary history.

• Each applicant is reviewed by the Campus Behavioral Conduct Committee prior to being offered admission to the university. Committee meets about every two weeks.

• Please route the application to the Graduate School and add all relevant information such as transcripts and admission letter but do not notify applicant of admission status until they are reviewed.

• eDoc will be held by Judy until approved. UGS will contact you once it is reviewed/approved. Only then should you send the admit letter.

• Departments/Admissions committees should not use this information when making an admission decision.

• Please do not send an admission letter to the applicant until cleared by the committee.
Upload Documents to eDocs while in department workflow

For UGS Programs you must
• Attach Admit Letter
• Attach Official Transcripts

• Professional Programs can use this area, but it is not a requirement.
Admission Decisions and Reasons

- Admit
  - Fully Qualified
- Applicant Withdrawal *(Not to be used to cancel a duplicate.)*
  - After Admission
  - Before Admission
- Conditional Admit
  - Cautionary Conditional
  - Inadequate Financial Documents
  - Need to Complete Prerequisites
  - Standard Conditional Admit
  - Stipulation College Transcript
More Decisions and Reasons

- Deny
  - Better Qualified Candidates
  - Failed to Complete Application
  - Fraudulent Credentials
  - Late application
  - Low Standardized Test Scores
  - Not Eligible to Major
Verification

Once you are ready to route the eDoc, verify that the following are correct:

• Program/Plan
• Admit Term
• All required documents are attached
• Action
• Reason
eApp eDoc

• Buttons on eDoc
  
  – **Save** (saves changes but eDoc stays in your Action List)
  
  – **Take Action** (routes eDoc to next node = leaves action list)
    
    *Those in College route to the College before coming to UGS.*
  
  – **Close** (closes eDoc without saving changes)
  
  – **Remove from Workflow** ( Cancels Application; No way to retrieve eDoc again.)
  
  – **Copy** (Used by Graduate Office only)
  
  – **Resubmit** (routes eDoc back to original node)
Deferrals - domestic applicants

• If the eDoc is still in your Action List and you know of the deferral for a domestic (GRAD) applicants, change the eDoc to the correct semester and route the eDoc.

• If eDoc has routed our of Workflow, UGS can accept an email with deferral information for domestic applicants. Include: name, ID, program, and semester being deferred to. If in the College, email lists of deferrals are routed through Mitchell Byler first.
Deferrals for GINT students

• Please contact OIS for instructions.
• UGS does not enter the deferrals for GINT students.
Students who decline admission

- If domestic is still in your workflow, mark the eDoc as Application Withdrawal for the Action with a Reason of before admission or after admission (before or after admit letter sent).

- If eDoc has already routed, we can accept an email with new information. Include: name, ID, program. If in the College, these are routed through Mitchell Byler first and he will pass the list to UGS.

- It is important for us to receive this information in a timely manner to remove before the semester begins. Watch for Wash Out Date on USSS site.
How can I search for and view an eApp – even if it has routed out of my workflow?

• Go to One.IU.edu and select Document Search.
Enter sis.adm.NonUgrdApp in “Document Type” Then Tab out to expand the search window.
• “Document Search” tab
  – Search using UID or IU App Number
eDoc Workflow

• Search Results look like this. Access the eDoc by clicking on the Document ID number at the left.

• Because we searched on ID # we got all eDocs for this applicant. If you search on App # you will get only that one.
Route Log will tell you where the eDoc has routed. Click to view Route Log.

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Application Status</th>
<th>Applicant</th>
<th>Status</th>
<th>Date/Time</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>212345</td>
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<td>BeMiller</td>
<td>ENROUTE</td>
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<td>SIS ADM BL GRAD GRAD9 GCN02 APPROVAL NONE</td>
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<tr>
<td>223456</td>
<td>Graduate Admissions Application</td>
<td>McKinney</td>
<td>ENROUTE</td>
<td>11:15 AM 10/15/2013</td>
<td>SIS ADM BL GRAD GRAD9 GCN02 APPROVAL NONE</td>
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<tr>
<td>234567</td>
<td>Graduate Admissions Application</td>
<td>HE</td>
<td>ENROUTE</td>
<td>07:17 PM 10/03/2013</td>
<td>SIS ADM BL GRAD GRAD9 GCN02 APPROVAL NONE</td>
</tr>
<tr>
<td>123456</td>
<td>Graduate Admissions Application</td>
<td>Sadler</td>
<td>ENROUTE</td>
<td>02:17 PM 03/20/2013</td>
<td>SIS ADM BL GRAD GRAD9 GCN02 APPROVAL NONE</td>
</tr>
</tbody>
</table>
eApp eDoc

• Route Log - shows in whose inbox the eDoc is currently located in.
Route Log will show who has the eDoc in their Action List

<table>
<thead>
<tr>
<th>Overview</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Group Id:</strong></td>
</tr>
<tr>
<td><strong>Type Name:</strong></td>
</tr>
<tr>
<td><strong>Group Namespace:</strong></td>
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<tr>
<td><strong>Group Name:</strong></td>
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<tr>
<td><strong>Active?:</strong></td>
</tr>
<tr>
<td><strong>Group Description:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assignees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Viewing rows 1 to 2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Members:</th>
</tr>
</thead>
<tbody>
<tr>
<td>**Type Code</td>
</tr>
<tr>
<td>-----------</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
</tbody>
</table>
Common Questions
Can an applicant update/change a submitted application?

• Once submitted, an application CANNOT be changed.

• Applicants will need to contact their programs to make any updates or to submit materials.

• Departments may add a document to an eDoc in workflow.
Can I change the program or plan in workflow?

• If the applicant applied to your program in error and is domestic, you can update the program and/or plan, hit ‘SAVE’ and hit ‘RESUBMIT’ Exception: The College requires a new application.
• You cannot change the career, so some majors are not available for transfer.
• If the applicant was denied and wants the application sent to another unit, a new application is required.
• Incorrect applications could be removed from workflow.
How can the term or plan be updated once the eDoc leaves my workflow?

• If you are within the College of Arts and Sciences, notify that office of your domestic changes.
• If you are not within the College, notify Judy Post of domestic changes.
• If the eDoc is still in UGS workflow, the eDoc can be changed.
• If the eDoc has routed as final, the eDoc cannot be changed. SIS will be updated. Use the route log to see where it is – or Document Search to see status.
What can be done if there are two applications for the same program or the student applied incorrectly?

Applied twice due to technical glitch
  - May need to Remove From Workflow one of the applications. Check documents.

Applied to wrong career or campus
  - Will have to re-apply
1. Shows first as **applicant** under Admissions

2. There will be a separate listing for each program application

3. Shows as **admitted** once UGS approves (and OIS if GINT)
   - No stack yet
   - No Term Activation yet
   - No listing under Academics tab yet

4. If there is no listing for a program under the Academics Tab, but there is under the Admissions Tab, the student has not matriculated yet and cannot register

5. Shows as **active/matriculated** after Batch Matriculation Date
   - Term Activation then will be available once matriculated
   - Stack will be created once matriculated
Continuing Non-Degree

- Contact information: nondegr@indiana.edu or Judy Post
  http://graduate.indiana.edu/admissions/non-degree.shtml This is a different application than the degree program application.

- CND status allows students who hold a bachelors but are not admitted to another program at IU to enroll in courses for a grade. Students may enroll in all graduate or a combination of graduate and undergraduate. Graduate tuition rate charged for all. If enrolling in all undergrad, please see University Division. If enrolling in all audit, please see Registrar.

- Students may enroll only in courses for which they obtain permission from the instructor and chair on the Course Enrollment Request Form (paper - not electronic). Form must be submitted to UGS before our office will activate the student to register.

- Bloomington Office of International Services (OIS) processes all international applications after UGS. Allow for extra processing time.

- Financial aid is not available.
Resources:

- Guides and Job Aids webpage found on UGS website [https://graduate.indiana.edu/faculty-staff/guides.html](https://graduate.indiana.edu/faculty-staff/guides.html)
- PowerPoint will be posted in one.iu.edu
- IU Knowledge Base (Search various topics)
- UITS IT Training website or classes (Search topics)
- Attend Graduate Affairs Workshop in the Fall
- You are always welcome to email or call with your questions

Judy Post jpost@Indiana.edu, 812-856-4503
IUIE Reports

- Selected reports set up in Shared Folders under “Univ Grad School for Departments”
  - “Appls – Current Rows”
    - University ID
    - IU App Number
    - Workflow Document Number & Status
  - “GRE Test Scores”
    - Official GRE scores from ETS
  - “eApplication Recommendation Report”
    - Recommendation status
- Decrease need for manual data entry and SIS lookups
You do not need to select your particular program as your row level access to the data will take care of that.

If you prefer to only see one term you may remove the other terms from the parameter box.

Make sure the following are selected:
• Retain Leading Zeros (This keeps student IDs from losing zeros)
• No Limit

Click “Run”
The download file is actually a text file. Answer “Yes” to this question, which will open your output in Excel. Then, do File>>Save As>> to save this file as an Excel workbook or CSV.
IUIE Reports

- **Creating Tables**
  - Click in top left cell of data
  - On insert tab, select “Table”-Excel will automatically detect the data range. Confirm it is correct and click “ok”
  - Use to easily filter and sort the data

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| K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | AA | AB | AC | AD | AE | AF | AG | AH |
| 4172 | Lane, Lynd | 1 | 1 | White | 1 | Y | N | N | N | N | N | N | N | N | N |
| 4170 | Miller, Kay | 1 | 1 | White | 1 | Y | N | N | N | N | N | N | N | N | N |
| 4179 | Garg, Anil | 6 | 1 | N | N | N | N | N | N | N | N | N | N | N | N |
| 4172 | Khandelwal P | 1 | 6 | N | N | N | N | N | N | N | N | N | N | N | N |
| 4171 | Burgos, Co | 4 | 4 | Asian | 4 | N | N | N | N | N | N | N | N | N | N |
| 4178 | Wertz, Carr | 1 | 1 | White | 1 | Y | N | N | N | N | N | N | N | N | N |
| 4178 | Savina, Lii | 3 | 1 | Hispanic/ | 3 | N | N | N | N | N | N | N | N | N | N |
| 4172 | Nigeria | 6 | 1 | N | N | N | N | N | N | N | N | N | N | N | N |
| 4172 | Baker, Mail | 1 | 1 | White | 1 | Y | N | N | N | N | N | N | N | N | N |
| 4172 | Nicholson | 1 | 1 | White | 1 | Y | N | N | N | N | N | N | N | N | N |
| 4179 | Sato, Shiki | 1 | 1 | White | 1 | Y | N | N | N | N | N | N | N | N | N |
| 4172 | Byrissott, LF | 1 | 6 | N | N | N | N | N | N | N | N | N | N | N | N |
| 4172 | China, Zeng, Mon | 4 | 3 | 6 | N | N | N | N | N | N | N | N | N | N | N |
IUIE Training

• Tutorial available in the IUIE
  
  ![Tutorial Help Personalize Feedback Logout]
  
  Master Catalog ▼  Search

• Training through UITS-next available is Feb. 13, 2019
  • https://ittraining.iu.edu/events/events-listing.html

• Will be scheduling a training in early spring
New Electronic Application

- Taskforce formed in early 2018
- Determined core set of requirements for all campuses
- Taskforce recommended the ‘buy’ option
- RPF produced two vendor bids
- Tentative date to be live 9/1/19
Graduate SalesForce Initiative

- Steering Committee formed in Sept 2018
- Functional Committee formed in Nov 2018
- Phase 1 will go live in Fall 2019
  - Very basic functionality
  - Future phases will include event management
Questions, Comments?