Indiana University WebAdmit Best Practices
5/14/2020

1) Whenever you are creating a Local Status, **be sure** to add your School name or Department Name.
- Example Program Code for Local Status:
  - BIOC6 – Missing Transcripts, BIOC6– Pending Pre-reqs
- Example Academic Group Code for Email Templates:
  - SPEA – In Progress Outreach 1, SPEA – Application Status Update

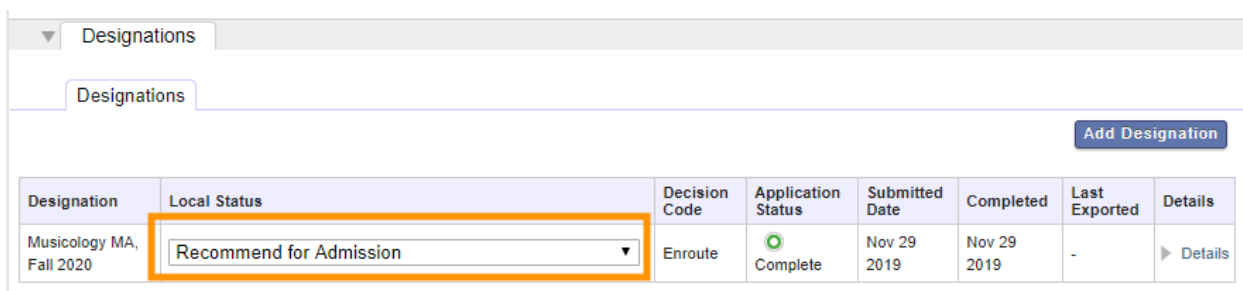PLEASE NOTE DECISION CODE SHOULD BE BLANK OR INTERNAL REVIEW ONLY

2) Please **DO NOT** load or assign in-progress applicants to a local status of Recommend for Admissions, Recommend for Admission to the college, Admit, Deny, Withdraw decisions for **in-progress** applications. In progress apps should never receive a 'Red' or 'Green' colored local status as this will attempt to load to SIS.

3) If you are a department within the College of Arts and Sciences (Bloomington Only), to admit you must select **Recommend Admission to College**. Application must route to the College first. Do not select Recommend for Admission as this will go to UGS first and bypass the College. All departments or schools outside of the College of Arts and Sciences should select Recommend for Admission.

4) To **Admit** an applicant, you must use the Local Status: **Recommend for Admission** or if in the college(Bloomington Only), **Recommend Admission to College. This cannot be used for in-progress applicants**
- Using a department-created Local status named Admit will not load to SIS, so we recommend that you name internal local statuses something different.

Select *Recommend for Admission* if outside the College of Arts and Sciences for Admission:

Select *Recommend Admission to College* if within the College of Arts and Sciences:

To **Deny** an applicant, you must use the Local Status: **DENY**
- Application must have an ID and must not be In-Progress in order to go into SIS
- Using a department-created deny status will not go into SIS

To **Withdraw** an application that has not yet been moved to *Recommend for Admission* or *Recommend Admission to College*, you must select **Applicant Withdrawn**
- Application must have an ID and must not be In-Progress in order to go into SIS
- Using a department-created withdrawal will not go into SIS
- *Applicant Withdrawn* should never be used after you have already moved to *Recommend for Admission* or *Recommend Admission to College*

To **Withdraw or Decline** an application that you have moved to *Recommend for Admission* or *Recommend Admission to College:*
- For domestic students within the College of Arts and Science, please send memo to the College

- For domestic students in professional programs or schools outside College of Arts and Sciences, please send a memo to Judy Post(jpost@indiana.edu) in University Graduate School(UGS), listing the name and ID, and the change needed.
- For International students, please contact OIS
- Never move an application to Applicant Withdrawn or a department-created withdrawal status which has been moved to *Recommend for Admission* or *Recommend Admission to College* or is FINAL in any way

To **defer or change** an application/student to another term which you have moved to 'Recommend for Admission' or 'Recommend Admission to College':
- For domestic students within the College of Arts and Science, please send memo to the College
- For domestic students in professional programs or schools outside College of Arts and Sciences, please send a memo to Judy Post(jpost@indiana.edu) in University Graduate School(UGS), listing the name and ID, and the change needed.
- For International students, please contact OIS
- **Never** move an application to Program Term Change in order to defer, if you have already changed it to 'Recommend for Admission' or 'Recommend Admission to College.'

5) NEVER CHANGE the below Local Status for any reason for any application that is in a final status:

Final Grad Admit (UGS Only Use)
Final GINT Admit (GINT office use only)
Final Grad Conditional Admit (UGS Only Use)
UGS Admit-GINT (UGS Only)
Final GINT Conditional Admit (GINT Office Use Only

Do not select *DENY*, *Applicant Withdrawn*, or Recommend for Admission, or Recommend Admission to College for any application that does not have a student ID. Please allow time for a recently submitted application to have Student ID's assigned. It can take anywhere from 24 hours to a few days for an application to load to SIS.

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

6) Do not select *DENY, Applicant Withdrawn,* or Recommend for Admission, or Recommend Admission to College for any application that is ***In-Progress***. If you have In-Progress applications still in your workflow and your deadlines have passed or you want to move these out, please **do not ever use** Applicant Withdrawn or Deny. Please do either leave as In-Progress or create your own local dept status for these such as **EDUC WILL NOT APPLY** or **ANTH WILL NOT APPLY**

7) Never use Add Designation and Manual to create a new program or new admission. This will not go into SIS.
- Add Designation and Manual **are 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

8) 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 Recommend Admission to College when ready to Admit or change status to DENY or Applicant Withdrawn depending on your decision

Example of how to change the term:

Example of how to change the program:

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

9) Transcripts

Transcripts found under the "Transcripts" tab under Documents in Web Amit are loaded there by the student and are **always unofficial**. UGS cannot accept these as official and will not be able to enter degree information to Education Panels in SIS from these transcripts.

Under Documents, staff should load 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.

▼ Documents

Applications (1) | Transcripts (2) | Applicant Uploaded Documents Application Level (0)

Applicant Uploaded Documents Program Level (4) | Admissions Uploaded Documents (2)