University Graduate School

Admissions Workshop 2017
Staff

- Kim Bunch, Director of Finance and Administration, k bunch@iu.edu, eDocs, student problems

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

- Anna Vinson-Chastain, av c@iu.edu, Database Analyst, IUIE questions

- Beth Nicodemus, ej nic@indiana.edu, Systems and Database Specialist, eDoc support
Topics to discuss

- Announcements
- Application Processing and One.IU
- Application Fees
- Payment Options
- Fee Waivers and Refunds
- Criminal and Behavioral History
- Paper and Electronic Transcripts
- Deferrals/Student Withdrawals
- Document Search
- Common Questions
Announcements

- Onbase roll out
- CRM
- E-App
University Graduate School Website
www.graduate.indiana.edu
Online Graduate And Professional Admissions Application

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

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>
<th>Action</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate</td>
<td>Education Doctor of Education degrees EdD</td>
<td>IU002046643</td>
<td>In progress</td>
<td>Modify</td>
<td>Copy</td>
<td>Delete</td>
<td></td>
</tr>
<tr>
<td>Graduate</td>
<td></td>
<td>IU002273469</td>
<td>In progress</td>
<td>Modify</td>
<td>Copy</td>
<td>Delete</td>
<td></td>
</tr>
</tbody>
</table>

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?
UGS ........ University Graduate School
ID ............ 10-digit student number
eApp ........ electronic graduate application IU000xx
eDoc ........ electronic form

GINT ........ International graduate applicant
GRAD ........ Domestic applicant, Permanent resident

SIS .............. Student Information System
How to get access to eDocs?

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

• Searching for eApps in One.IU
### IU eApp Administrative Summary

#### Filters / Selectors
- **Campus:** Bloomington
- **Career:** Grad
- **App Center:** All
- **Prog Os:**
- **App Status:** All
- **Pay Status:** All
- **Admit Type:** Select
- **Application Mix:**
- **NameLast:** Bum's
- **NameFirst:** S.
- **K%:** Birth Date

#### List

<table>
<thead>
<tr>
<th>App No</th>
<th>Applicant Name</th>
<th>Birth Date</th>
<th>Email Address</th>
<th>Career</th>
<th>Career Code</th>
<th>Career Description</th>
<th>Degree Offered</th>
<th>Grad Date</th>
<th>Program</th>
<th>Program Code</th>
<th>GPA</th>
<th>Admission Status</th>
<th>Financial Aid Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>L00012950a</td>
<td>James Jones</td>
<td>01/01/1991</td>
<td><a href="mailto:james.jones@iu.edu">james.jones@iu.edu</a></td>
<td>Grad</td>
<td>F121789</td>
<td>Grad Master</td>
<td>Degree Seeking</td>
<td>12/20/2013</td>
<td>Undergrad</td>
<td>4.0</td>
<td></td>
<td>Approved</td>
<td>Approved</td>
</tr>
<tr>
<td>L00012950b</td>
<td>扰扰扰扰扰扰扰</td>
<td>01/01/1991</td>
<td><a href="mailto:you@inu.edu">you@inu.edu</a></td>
<td>Grad</td>
<td>F121789</td>
<td>Grad Master</td>
<td>Degree Seeking</td>
<td>12/20/2013</td>
<td>Undergrad</td>
<td>4.0</td>
<td></td>
<td>Approved</td>
<td>Approved</td>
</tr>
</tbody>
</table>
eApp Administrative Center in One.IU

• Quickest way to search is by App ID #
• May need to change ‘Career’
• May want 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 unsubmitted application and look at an error the student may have.
Go to ‘Read Only View’ to see the actual application
Desired Degree

* 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

A response to this question is required.

* Academic Plan: Select...

Term

A response to this question is required.

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

Next Page >

Questions?   Technical problem?
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.

- You may add a document to an eDoc in your workflow.
Can a student add or resend a link to a recommender after the application is submitted?

- The applicant can go back to the application log in and add a recommender or resend a recommendation.
eApp Workflow Processing

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

– Use ‘Cntl-F’ to find
– Sort by clicking on the headings
– eDoc number is ‘Id’
– Select “Preferences” to change settings

11/15/2017
### General

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automatic Refresh Rate</td>
<td>300 in whole minutes - 0 is no automatic refresh.</td>
</tr>
<tr>
<td>Action List Page Size</td>
<td>200</td>
</tr>
<tr>
<td>Delegator Filter</td>
<td>Secondary Delegators on Action List Page</td>
</tr>
<tr>
<td>Primary Delegate Filter</td>
<td>Primary Delegates on Action List Page</td>
</tr>
</tbody>
</table>

### Fields Displayed In Action List

<table>
<thead>
<tr>
<th>Field</th>
<th>Visible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Type</td>
<td>✔</td>
</tr>
<tr>
<td>Title</td>
<td>✔</td>
</tr>
<tr>
<td>ActionRequested</td>
<td>✔</td>
</tr>
<tr>
<td>Initiator</td>
<td></td>
</tr>
<tr>
<td>Delegator</td>
<td>✔</td>
</tr>
<tr>
<td>Date Created</td>
<td>✔</td>
</tr>
<tr>
<td>Date Approved</td>
<td>✔</td>
</tr>
<tr>
<td>Current Route Node(s)</td>
<td></td>
</tr>
<tr>
<td>WorkGroup Request</td>
<td>✔</td>
</tr>
<tr>
<td>Document Route Status</td>
<td>✔</td>
</tr>
<tr>
<td>Clear FYI</td>
<td>✔</td>
</tr>
<tr>
<td>Use Outbox</td>
<td>✔</td>
</tr>
</tbody>
</table>

### Document Route Status Colors for Actionlist Entries

<table>
<thead>
<tr>
<th>Status</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saved</td>
<td></td>
</tr>
<tr>
<td>Initiated</td>
<td></td>
</tr>
<tr>
<td>Disapproved</td>
<td></td>
</tr>
<tr>
<td>Enroute</td>
<td></td>
</tr>
<tr>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>Final</td>
<td></td>
</tr>
<tr>
<td>Processed</td>
<td></td>
</tr>
<tr>
<td>Exception</td>
<td></td>
</tr>
<tr>
<td>Canceled</td>
<td></td>
</tr>
</tbody>
</table>

### Email Notification Preferences

<table>
<thead>
<tr>
<th>Preference</th>
<th>Value</th>
</tr>
</thead>
</table>
eApp eDoc

• Suspense Files
  • eApp error with SIS (see example below)
    – Has to be corrected manually by UGS

• DO NOT “Take Action” until message no longer shows
eApp eDoc

Route Log will tell you where the eDoc has routed. Click to view Route Log.

<table>
<thead>
<tr>
<th>ID</th>
<th>Application Type</th>
<th>Name</th>
<th>Status</th>
<th>Action</th>
<th>Date/Time</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>21966509</td>
<td>Graduate Admissions Application</td>
<td>BeMiller, Mark IUC0120581 IUBLA-GRAD9</td>
<td>ENROUTE</td>
<td>APPROVE</td>
<td>04:35 PM 07/16/2013</td>
<td>SIS.ADM.BL.GRAD.GRAD9.GCONV2.APPROVAL NONE</td>
</tr>
<tr>
<td>23435609</td>
<td>Graduate Admissions Application</td>
<td>McKinney, K L IUC0120581 IUBLA-GRAD9</td>
<td>ENROUTE</td>
<td>APPROVE</td>
<td>11:15 AM 10/15/2013</td>
<td>SIS.ADM.BL.GRAD.GRAD9.GCONV2.APPROVAL NONE</td>
</tr>
<tr>
<td>23195452</td>
<td>Graduate Admissions Application</td>
<td>Jiaxian IUC0120581 IUBLA-GRAD9</td>
<td>ENROUTE</td>
<td>APPROVE</td>
<td>07:17 PM 10/03/2013</td>
<td>SIS.ADM.BL.GRAD.GRAD9.GCONV2.APPROVAL NONE</td>
</tr>
<tr>
<td>14805690</td>
<td>Graduate Admissions Application</td>
<td>Sackley, David IUC0120581 IUBLA-GRAD9</td>
<td>ENROUTE</td>
<td>APPROVE</td>
<td>02:17 PM 03/20/2013</td>
<td>SIS.ADM.BL.GRAD.GRAD9.GCONV2.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>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Group Id:</strong></td>
<td>6186471</td>
</tr>
<tr>
<td><strong>Group Namespace:</strong></td>
<td>KUALI - Kuali Systems</td>
</tr>
<tr>
<td><strong>Active?</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Type Name:</strong></td>
<td>Default</td>
</tr>
<tr>
<td><strong>Group Name:</strong></td>
<td>SIS.ADM.UGS.BL,GRAD,GRAD,APPROVAL</td>
</tr>
<tr>
<td><strong>Group Description:</strong></td>
<td>Graduate admissions routing - Bloomington UGS Approval</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assignees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Members:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Type Code</td>
</tr>
<tr>
<td>1</td>
<td>Principal</td>
</tr>
<tr>
<td>2</td>
<td>Principal</td>
</tr>
</tbody>
</table>
View of eDoc

IU Admissions Application

Doc Nbr: 1000229
Initiator: User 1000229
Status: ENROUTE
Created: 10:42 AM 10/23/2017

Document Overview

Description

Graduate eApplication Routing

Name: Valerie Lauren Beard
Campus: DL - Bloomington
School: EDUC - School of Education
Career: GRAD - Graduate
Application Center: GRAD - GRAD Admissions
Program: EDUC5 - Education Master of Science in Education degrees MSEd
Plan: ELDROMSEd - Educational Leadership MSEd (online/hybrid)
Subplan: Subplan ...
Admit Term: Spring 2018
Action: Admit
Reason: Fully Qualified
Residency: Residency...
Original Application

Download PDF
Download All Documents
Combine All Documents

save take action close remove from workflow copy resubmit
What can I change on an eDoc in my Workflow?

- For domestic applicants, you may change the Admit Term.
- SAVE
- For GINT applicant term changes, contact OIS for instructions.
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’. 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.
- If the applicant has changed their mind and wants a different department and no decision was made, then a transfer is appropriate. Exception: The College requires a new application.
- Incorrect application could be removed from workflow.
Residency

• Do not code residency. The University Graduate School determines residency, so please leave this blank.
Uploading Documents to eDocs/workflow

- UGS programs
  - Transcripts
  - Offer Letter

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

- Admit
  - Fully Qualified
- Applicant Withdrawal
  - 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
eApp eDoc

• Notes
  – Utilizing “Notes” as an application processor 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
Verification

• Once you are ready to route the e-App verify that the following are correct:
  • Program/Plan
  • Admit Term
  • All required documents are attached
  • Action
  • Reason
E-App Actions

• After loading the decision and reason, you will normally want to hit ‘Take Action’
• ‘Resubmit’ can be use to route an application to another department after changing the program/plan to the correct department (The College prefers not to use this and wants a new application)
• We do not recommend using ‘Remove from Workflow’ as this cancels the application
Application Fees

• Domestic Fee $55 for most programs. This will be increasing to $60 on 7/1/18.

• 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 student is denied and re-applying, then the fee is good for 12 months and will not need to pay again. If after 12 months, another fee is required.
Payment Options for Applicants

• Applicants have several options for paying the application fee:
  • Credit Card
  • Debit Card
  • E-Check

**If a student pays via E-Check and a refund needs issued, the process can take a little longer. Credit/Debit cards are refunding in 48 hours.**
Fee Waivers and Refunds

What IUB Fee Waivers are available?

• [http://graduate.indiana.edu/forms/index.shtml](http://graduate.indiana.edu/forms/index.shtml)
• 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
  • Project 1000
  • 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
Criminal History Question

- Students are asked to attach a statement to explain previous criminal history or disciplinary history.
- If charge was expunged, then it is not required.
- eDoc will be held by Judy until approved.
- Campus committee reviews those with criminal history and may request further information and this can take two weeks or more.
- 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.
Paper and Electronic Transcripts

• Final Official paper transcripts are required to be kept by the department in the degree programs conferred by UGS.

• Electronic transcripts from third parties or directly from an institution are accepted. Please be aware that access to these can expire.
Deferrals

• Two ways to process these:

  • For domestic (GRAD) applicants, change the eDoc to correct semester and route the eDoc if still in action list.

  • If eDoc has already routed, we can accept a memo or email with new information. If in the College, these 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

• Two ways to process these
  • 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.
  
  • If eDoc has already routed, we can accept an email or memo with new information. If in the College, these are routed through Mitchell Byler.
  
  • 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.
Document Search App

sis.adm.nonugrdapp entered in "Document Type" then TAB out to expand the search window.
- "Document Search" tab
  - Search using UID or IU App Number
Document Search

• If you search by ID number, you will receive a listing of all eDocs ever submitted by this applicant.

• If you search by eDoc number or Application number, you will receive only that particular application.
You may open an eDoc after the search results are listed by clicking on the eDoc number.
You may click the route log to see where the eDoc as been or where it currently is.

<table>
<thead>
<tr>
<th>Document Id</th>
<th>Document Type</th>
<th>Status</th>
<th>Date Created</th>
<th>Initiator</th>
<th>Approvers</th>
<th>Institution</th>
<th>Academic Group</th>
<th>Career</th>
<th>Application Center</th>
<th>Program</th>
<th>Plan</th>
<th>Admit Term</th>
<th>App Number</th>
<th>UID</th>
<th>Route Log</th>
</tr>
</thead>
<tbody>
<tr>
<td>65834619</td>
<td>Graduate Admissions Application - Strategy</td>
<td>ENROUTE SISE</td>
<td>10/1/2017</td>
<td>9:47 PM</td>
<td>IUINA</td>
<td>IUINA.BUS</td>
<td>IUINA.GRAD</td>
<td>IUINA.GRAD</td>
<td>IUINA.BUPA</td>
<td>IUINA.ACCTGMSA</td>
<td>4185</td>
<td>IU002244959</td>
<td>0012780872</td>
<td></td>
<td></td>
</tr>
<tr>
<td>61976459</td>
<td>Graduate Admissions Application - Strategy</td>
<td>FINAL SISE</td>
<td>6/6/2017</td>
<td>9:03 PM</td>
<td>IUBLA</td>
<td>IUBLA.BUS</td>
<td>IUBLA.GRAD</td>
<td>IUBLA.GRAD</td>
<td>IUBLA.BUPA</td>
<td>IUBLA.ACCTGMSA</td>
<td>4188</td>
<td>IU002205843</td>
<td>0012780872</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Common Questions

- Test Scores
- GINT to GRAD
- Transcripts for admission
- Duplicate applications
- Matriculation status
- Term or Plan changes once out of Workflow
Where can I find test results (GRE)?

- Applicants should select IU code ‘1324’ with ETS
- Departmental codes are not used for GRE
- Scores will electronically go into SIS under Test Results
Where can I find test scores?

- Go to SIS, then to Test Results
- Enter ID or name, hit Search
Click “View All” to see all scores posted
ETS = Official
Self-reported (not official)

Test Results

<table>
<thead>
<tr>
<th>Component</th>
<th>Score</th>
<th>Percentile</th>
<th>Test Date</th>
<th>Data Source</th>
<th>Acad Level</th>
<th>Letter Score</th>
<th>Date Loaded</th>
<th>Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>QUNW</td>
<td>135.00</td>
<td>2</td>
<td>09/06/2017</td>
<td>ETS</td>
<td>Unknown</td>
<td></td>
<td>09/15/2017</td>
<td></td>
</tr>
<tr>
<td>QUNW</td>
<td>139.00</td>
<td>6</td>
<td>07/11/2017</td>
<td>ETS</td>
<td>Unknown</td>
<td></td>
<td>07/21/2017</td>
<td></td>
</tr>
<tr>
<td>VENVW</td>
<td>147.00</td>
<td>35</td>
<td>09/06/2017</td>
<td>ETS</td>
<td>Unknown</td>
<td></td>
<td>09/15/2017</td>
<td></td>
</tr>
<tr>
<td>VENVW</td>
<td>153.00</td>
<td>61</td>
<td>07/11/2017</td>
<td>ETS</td>
<td>Unknown</td>
<td></td>
<td>07/21/2017</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>3.00</td>
<td>18</td>
<td>09/06/2017</td>
<td>ETS</td>
<td>Unknown</td>
<td></td>
<td>09/15/2017</td>
<td></td>
</tr>
</tbody>
</table>
When do I change the appcenter from GINT to GRAD?

• International applicants who were previously enrolled in a degree program at IU and have not enrolled in another university since leaving IU, may be updated from GINT to GRAD so that application is processed as domestic. It does not need to route through International Admissions. Please place a note (GINT to GRAD) in note section if you make a change. UGS will catch as well and will code residency.
Can an unofficial transcript be accepted for the admissions process?

- A school or department can admit with an in-progress transcript and then UGS recommends that the official transcript be obtained no later than the end of the first semester.
What if there are two applications with the same application number for a student?

• If there are two applications with the same application number but with different eDoc numbers, remove one of them from workflow.
How can I see if a student’s admission is matriculated?

- Go to SIS
- Go to: Administrative Center
- Select: View Data for Students
- Enter student 10-digit ID or name
- Hit Search
- Select: Academics tab
There will be a separate listing for each program application.

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.
# Admissions Workshop 2017

## Institution / Career / Program

### IUBLA - Bloomington
- **GRAD - Graduate**
  - **GRAD9 - Graduate School Nondeg**
  - **BIOL6 - Biology -GrSch**

### Program
- **GRAD9**

### Graduate School Nondeg

### Student Career Nbr
- 0

### Status
- Discontinued

### Admit Term
- 4172
- Spring 2017

### Expected Graduation

### Degree Status

### Approved Load
- Full-Time

### Plan
- GCONN2

### Grad Cont Nondegree-Masters
- Spring 2017

### Requirement Term
- 4172

## Term Summary

### IUBLA - Bloomington
- **GRAD - Graduate**
  - **4182 - Spring 2018**
  - **4178 - Fall 2017**
  - **4175 - Summer 2017**
  - **4172 - Spring 2017**

### Spring 2018

### Eligible to Enroll
- Yes

### Primary Program
- **BIOL6 - Biology -GrSch**

### Academic Standing Status
- Data unavailable

### Level / Load

#### Academic Level - Projected
- Graduate

#### Academic Level - Term Start
- Graduate

#### Academic Level - Term End
- Graduate

#### Approved Academic Load
- Full-Time

#### Academic Load
- Enrolled Half-Time

### Classes
Application Summary is not the current status. Use Administrative Center to view current status.
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 will 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.
Questions, Comments?