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University Graduate School

Admissions Workshop 2015

# Staff

- Kim Bunch, Director of Finance and Administration, [kbunch@iu.edu](mailto:kbunch@iu.edu), edocs, student problems
- Autumn Winfrey, Admissions and Continuing Non-Degree Coordinator, [alwinfrey@iu.edu](mailto:alwinfrey@iu.edu), e-app support and processing, non-degree program contact
- Nan Harvey, [nlharvey@iu.edu](mailto:nlharvey@iu.edu), Database Analyst, Contact for IUIE questions
- Beth Nicodemus, [ejnic@iu.edu](mailto:ejnic@iu.edu), Systems and Database Specialist, back-up edoc support

# Topics to discuss

- Application processing and One.IU.edu
- Paper and Electronic Transcripts
- Deferrals/Students withdrawals
- Application fees
- Fee Waivers and Refunds
- Payment Options for Applicants
- Criminal History Question
- Retention policy

# Action List *Kuali Rice*

- Sorting/searching for eApps in One.iu
  - Old eApps found in “Outbox”



- Where is the pie chart?
  - “Filter by Document Type” drop down menu

Action List

Action List | [Outbox](#)  
Document Type

Clear document type filter

33 items retrieved, displaying all items.

<u><a href="#">Id</a></u>	<u><a href="#">Type</a></u>	<u><a href="#">Title</a></u>
<a href="#">39417008</a>	Graduate Admissions Application	Graduate Admissions Application - Hernandez, M IU001700193 IUBLA-GRAD9
<a href="#">39568671</a>	Graduate Admissions Application	Graduate Admissions Application - Hooper, Roy T IU001702304 IUBLA-GRAD9
<a href="#">40602584</a>	Graduate Admissions Application	Graduate Admissions Application - Tondel, Ewa M IU001707048 IUBLA-GRAD9
<a href="#">40849656</a>	Graduate Admissions Application	Graduate Admissions Application - Theobald, K J IU001715448 IUBLA-GRAD9

# Action List

- Use 'Cntl-F' to find
- Sort by clicking on the headings
- Edoc number is 'Id'

Action List preferences refresh filter

[Action List](#) | [Outbox](#) delete selected items

413 items retrieved, displaying 1 to 300. [First/Prev] 1, 2 [Next/Last]


<u>Id</u>	<u>Type</u>	<u>Title</u>	<u>Route Status</u>	<u>Action Requested</u>	<u>Initiator</u>	<u>Delegator</u>	<u>Date Created</u>	<u>Group Request</u>	<u>Delete Item</u>	<u>Log</u>
7880117	Graduate Admissions Application	Graduate Admissions Application - IU00000000 IUINA-PMTH6 sun,	FINAL	APPROVE	SISE		12:11 AM 01/25/2011	SIS.ADM.IN.GRAD.PMTH6.APPROVAL		
8923145	Graduate Admissions Application	Graduate Admissions Application - IU00000000 IUINA-PMTH6 Rahman,	FINAL	APPROVE	SISE		07:04 PM 07/25/2011	SIS.ADM.IN.GRAD.PMTH6.APPROVAL		
9074759	Graduate Admissions Application	Graduate Admissions Application - IU0007 IUINA-PMTH6 Sebhatur,	CANCELED	APPROVE	SISE		09:52 PM 08/23/2011	SIS.ADM.IN.GRAD.PMTH6.APPROVAL		
9144488	Graduate Admissions Application	Graduate Admissions Application - IU000788130 IUINA-PMTH6 Roth,	FINAL	FYI	SISE		02:00 PM 09/02/2011	SIS.ADM.IN.GRAD.PMTH6.NOTIFY		
9167714	Graduate Admissions Application	Graduate Admissions Application - IU00000000 IUINA-PMTH6 Fessuh,	FINAL	APPROVE	SISE		04:56 PM 09/07/2011	SIS.ADM.IN.GRAD.PMTH6.APPROVAL		
9168224	Graduate Admissions Application	Graduate Admissions Application - IU00000000 IUINA-PMTH6 Karne,	CANCELED	APPROVE	SISE		07:16 PM 09/07/2011	SIS.ADM.IN.GRAD.PMTH6.APPROVAL		
9262490	Graduate Admissions Application	Graduate Admissions Application - Azizi IU00000000 IUINA-PMTH6	FINAL	APPROVE	SISE		12:43 PM 09/22/2011	SIS.ADM.IN.GRAD.PMTH6.APPROVAL		
9286409	Graduate Admissions Application	Graduate Admissions Application - Sorrell IU00000000 IUINA-PMTH6	FINAL	APPROVE	SISE		10:10 AM 09/28/2011	SIS.ADM.UGS.IN.GRAD.GRAD.APPROVAL		

# eApp eDoc

- Graduate eApplication Routing
  - Printing/Saving App
    - Download PDF” = just eApp
    - “Download All Documents” = eApp, all files applicant uploaded, and recommendations received

Graduate eApplication Routing hide

<b>Name</b>	Dewayne Kelly Watson , Jr
<b>Campus</b>	IN - IUPUI
<b>School</b>	INFO - Sch of Informatics & Con
<b>Career</b>	GRAD - Graduate
<b>Application Center</b>	GRAD - GRAD Admissions
<b>Program</b>	INFO5 - Informatics
<b>Plan</b>	INFOHMS - Health Informa
<b>Subplan</b>	Subplan ...
<b>Admit Term</b>	Spring 2014
<b>Action</b>	Action...
<b>Reason</b>	Reason...
<b>Residency</b>	Residency...
<b>Original Application</b>	<a href="#">Download PDF</a> <a href="#">Download All Documents</a>



# eApp eDoc

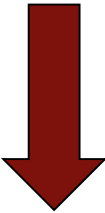
- eApp eDoc Overview
  - Notes
    - Utilizing “Notes” as an application processor to communicate with UGS or to post notes in regard to the application
    - If an application is routed back to you, check the “Notes” for the reason or request

Notes (1) hide

Posted Timestamp	Author	Document Note Text	Actions
04:57 PM 07/05/2013	sise	Sent recommendation request to tedhall@indiana.edu	
		<input type="text"/>	<input type="button" value="add"/>

# eApp eDoc

- Click on route log on right side



<a href="#">21066609</a>	Graduate Admissions Application	Graduate Admissions Application - BeMiller, Mark IU001220581 IUBLA-GRAD9	ENROUTE	APPROVE	<a href="#">SISE</a>	04:35 PM 07/16/2013	<a href="#">SIS.ADM.BL.GRAD.GRAD9.GCONN2.APPROVAL</a>	NONE ▾	
<a href="#">23435609</a>	Graduate Admissions Application	Graduate Admissions Application - McKinney, K L IU001293209 IUBLA-GRAD9	ENROUTE	APPROVE	<a href="#">SISE</a>	11:15 AM 10/15/2013	<a href="#">SIS.ADM.BL.GRAD.GRAD9.GCONN2.APPROVAL</a>	NONE ▾	
<a href="#">23139452</a>	Graduate Admissions Application	Graduate Admissions Application - HE, Jiaxian IU001282920 IUBLA-GRAD9	ENROUTE	APPROVE	<a href="#">SISE</a>	07:17 PM 10/03/2013	<a href="#">SIS.ADM.BL.GRAD.GRAD9.GCONN2.APPROVAL</a>	NONE ▾	
<a href="#">14808690</a>	Graduate Admissions Application	Graduate Admissions Application - Sackley, David IU001174921 IUBLA-GRAD9	ENROUTE	APPROVE	<a href="#">SISE</a>	02:17 PM 03/20/2013	<a href="#">SIS.ADM.BL.GRAD.GRAD9.GCONN2.APPROVAL</a>	NONE ▾	



# eApp eDoc

- Route Log-shows who's inbox the eDoc is currently located in.

ID: 20831669 ▼ hide

<b>Title</b>	Graduate Admissions Application - Klein, Neil E IU001217093 IUBLA-EDUC6		
<b>Type</b>	<a href="#">Graduate Admissions Application</a>	<b>Created</b>	0
<b>Initiator</b>	<a href="#">SISE</a>	<b>Last Modified</b>	1
<b>Route Status</b>	<b>ENROUTE</b>	<b>Last Approved</b>	
<b>Node(s)</b>	SIS.ADM.NonUgrdApp.UniversityGraduateSchool.Career.ApplCenter.Approval	<b>Finalized</b>	

**Actions Taken** ▼ hide

	Action	Taken By	For Delegator	Time/Date	Annotation
<a href="#">▶ show</a>	COMPLETED	<a href="#">SISE</a>		04:57 PM 07/05/2013	
<a href="#">▶ show</a>	COMPLETED	<a href="#">SISE</a>		04:57 PM 07/05/2013	Completed processing at node SIS.ADM.NonUgrdApp.Campus.Career.Plan.Review
<a href="#">▶ show</a>	APPROVED	<a href="#">Hobbs, Betsy G.</a>		11:08 AM 10/18/2013	
<a href="#">▶ show</a>	COMPLETED	<a href="#">SISE</a>		11:08 AM 10/18/2013	Completed processing at node SIS.ADM.NonUgrdApp.Campus.Career.School.Review
<a href="#">▶ show</a>	COMPLETED	<a href="#">SISE</a>		11:08 AM 10/18/2013	Completed processing at node SIS.ADM.NonUgrdApp.UniversityGraduateSchool.Career.ApplC
<a href="#">▶ show</a>	COMPLETED	<a href="#">SISE</a>		11:08 AM 10/18/2013	Completed processing at node SIS.ADM.NonUgrdApp.Domestic.Review

**Pending Action Requests** ▼ hide

	Action	Requester Of	Time/Date	Annotation
<a href="#">▶ show</a>	<b>IN ACTION LIST APPROVE</b>	<a href="#">SIS.ADM.UGS.BL.GRAD.GRAD.APPROVAL</a> (SIS.ADM.UGS.BL.GRAD.GRAD.APPROVAL)	11:08 AM 10/18/2013	University Graduate School Approval Workgr

**Future Action Requests** ▶ show

# eApp eDoc


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

IU Admissions Application		Doc Nbr: [REDACTED]
		Initiator: <u>sise</u>

Samuel, J IU00 [REDACTED] IUINA-GCND9

Document Overview <span>hide</span>	
Description	Samuel, J IU00 [REDACTED] IUINA-GCND9
Emplid	Application Currently in Suspense

Graduate eApplication Routing hide



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

# OneStart group page to One.IU.edu task center

<https://one.iu.edu/collection/iub/university-graduate-school>

- eApp Administrative Center(in-progress/submitted apps)
- Add/Remove User access request
- Other Edocs (defense announcement, research committees, commencement participation, etc.)
- Guides and Job Aids

# E-app Administrative Center in One.iu

- Quickest way to search is by App ID # (do not change anything else)
- If searching by name, change 'App Status' to 'ALL'. Wildcards can be used
- This allows you to go into an application and look at an error the student may have

## IU eApp Administrative Summary

### Filters / Selectors

Campus:  Career:  Appl Center:  Prog Cd:

App Status:  Submit Dt From:  To:  Term:

Pay Status:  Create Dt From:  To:

Admit Type:  Acad Obj:  Email:

Application Nbr:  Name(Last):  Name(First):  Birth Dt:



### List

App Nbr	Applicant Name	Birth dt	E-mail Addr	Campus	Career	Appl Center	Prog Cd	Term	Admit Type	Acad Obj	CreatedDt	SubmitDt	App Status	Pay Status
IU001294935	James, Jessica	11/10/1991	james5@udayton.edu	Bloomington	GRAD	GRAD	PSY6	4148	FYG	Degree - seeking	10/16/2013		In-Progress	Unknown
IU001294873	Hyder, ConstanceMarie	10/11/1991	conniehyder@gmail.com	Bloomington	GRAD	GRAD	FOLK6	4148	FYG	Degree - seeking	10/16/2013		In-Progress	Unknown
IU001294854	Hyder, ConstanceMarie	10/11/1991	conniehyder@gmail.com	Bloomington	GRAD	GRAD	ILS5	4148	FYG	Degree - seeking	10/16/2013		In-Progress	Unknown
IU001294852	BAR SADEH, ROY	01/01/null	roybars@mail.tau.ac.il	Bloomington	GRAD	GINT	HIST6	4148	FYG	Degree - seeking	10/16/2013		In-Progress	Unknown
IU001294848	null	01/01/null		Bloomington	GRAD	GINT	SPE55		FYG	Degree - seeking	10/16/2013		In-Progress	Unknown
IU001294843	Sweeney, SarahJordan	09/11/1991	sarah.sweeney@franklincollege.edu	Bloomington	GRAD	GRAD	SPE55	4148	FYG	Degree - seeking	10/16/2013		In-Progress	Unknown
IU001294840	Fuentes, KayiaDominique	04/05/1992	fuentes@mc.edu	Bloomington	GRAD	GRAD	MUSD	4148	FYG	Degree - seeking	10/16/2013		In-Progress	Unknown
IU001294838	Yoost, Whitney	02/27/1980	whitwray@yahoo.com	Bloomington	GRAD	GRAD	EDUCT	4148	FYG	Degree - seeking	10/16/2013	10/16/2013	Submitted	Credit Card
IU001294815	Maas, KelseyElizabeth	09/12/1989	kmaas@indiana.edu	Bloomington	GRAD	GRAD	CMCL6	4148	FYG	Degree - seeking	10/16/2013		In-Progress	Unknown
IU001294813	Davis, EmilyAnna	01/23/1990	emildavi@indiana.edu	Bloomington	GRAD	GRAD	EDUC5	4148	FYG	Degree - seeking	10/16/2013		In-Progress	Unknown
IU001294809	chidepudi, keerthisaran	10/13/1988	keerthisaran@gmail.com	Bloomington	GRAD	GINT			FYG	Degree - seeking	10/16/2013		In-Progress	Unknown
IU001294807	Virivinti, Sri Delta	09/08/1992	vsridatta@gmail.com	Bloomington	GRAD	GINT	CSCI5	4148	FYG	Degree - seeking	10/16/2013		In-Progress	Unknown
IU001294804	null	01/01/null		Bloomington	GRAD	GINT	EDUC6	4148	FYG	Degree - seeking	10/16/2013		In-Progress	Unknown
IU001294591	Matsunami, KillianO'mara	09/17/1992	kmatsunami@unomaha.edu	Bloomington	GRAD	GRAD	SPH5	4148	FYG	Degree - seeking	10/16/2013		In-Progress	Unknown

# Sample Page

-- Go to 'Read Only View' to see the actual application



## Administrative Detail - eApp

### Detail for Application IU001300457

Appl Nbr:	IU001300457	App Group:	ADM-GRAD	Name:	null,
Status:	Unknown	Last Update:	smithtim	Last Update Dt:	10/22/2013 15:09:20
App ID:	IUBLA-GRAD-DEGR-MASTER-V3	Payment Status:	Unknown	Pay Click Dt:	
Create ID:	smithtim	Submit Dt:		Institution:	IUBLA
App Fee:	0.00	E-Mail Addr:		Cr Card Status:	
Cr Card Resp:		Cr Card Rslt Msg:		Cr Card Conf ID:	
Cr Card Refund Dt:					

### Actions

[View PDF](#)[Download All Docs](#)[Read Only View](#)[Submit Application](#)

# Verification and Routing the E-doc

- Once you are ready to route the e-app verify that the following are correct:
  - Program/Plan
  - Semester
  - App Center (GINT vs. GRAD)

\*\*International applicants who were previously enrolled as an undergraduate or prior graduate can be updated from GINT to GRAD so that the application is processed as domestic. It doesn't need to route to International Admissions.

\*\*Please do not pre-load Residency as this decision is researched by The University Graduate School

# 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

- Defer Enrollment (change semester to the semester of enrollment)
- Deny
  - Better Qualified Candidates
  - Failed to Complete Application
  - Fraudulent Credentials
  - Late application
  - Low Standardized Test Scores
  - Not Eligible to Major

\*\*Waitlist is not normally used in Bloomington

# 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

# Uploading Documents to eDocs

- UGS programs
  - Transcripts
  - Offer Letter
- Professional Programs can use this area but it's not a requirement.

# Paper and Electronic Transcripts

- Final Official paper transcripts are required to be kept by the department in the degree programs conferred by UGS. UGS can request to see this at any time.
- Electronic transcripts from third party transcript companies (eg: E-script, Parchment) or directly from an institution are accepted. **Please be aware that access to these can expire.**
- List will be sent out each semester for students missing 'FINAL' transcripts

# Deferrals

- Two ways to process these:
  - Change the e-doc to correct semester and route the e-doc if still in action list
  - If e-doc has already routed, we can accept a memo or email with new information. If in the College, these are routed through Mitchell Byler first.

# Students not coming

- Two ways to process these:
  - Mark the e-doc as Applicant withdrawal with a reason of 'before admission' or 'after admission'
  - If e-doc 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.**

# Application Fees

- Domestic Fee \$55
- 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.

# Fee Waivers and Refunds

- **Fee Waivers that require documentation**
  - McNair
  - CIC FreeApp [www.cic.net](http://www.cic.net)
  - Project 1000
  - Military, AmeriCorp and Peace Corp
  - Getting U into IU/SUR programs/ISURP
  - Refunds for overpayment
  - Applied to incorrect program or campus
  - Contact Kim Bunch to process refund



# 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.

# Criminal History Question

- Students should attach a statement to explain previous criminal history
- If charge was expunged, then it is not required
- E-doc should be routed as normal, but will be held by UGS until approved
- Campus committee reviews those with criminal history and may request further information
- Departments/Admissions committees should also consider reviewing this information before making an admission decision
- Please do not notify the student of admission unless the application is cleared by the committee. This can take up to two weeks.

# Retention Policies

- Paper transcripts-Departments are required to keep the original transcript for the entire time the student is enrolled. Once student has not enrolled for a full year, dept can shred transcript.
- Electronic transcripts(same as paper) are forwarded to dept., please scan and save these if possible.
- Paper residency classification forms-2 yrs. in case of residency appeals after deferrals.

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**Questions, Comments?**