University Graduate School

Admissions Workshop 2015
Staff

- Kim Bunch, Director of Finance and Administration, kbunch@iu.edu, edocs, student problems

- Autumn Winfrey, Admissions and Continuing Non-Degree Coordinator, alwinfrey@iu.edu, e-app support and processing, non-degree program contact

- Nan Harvey, nlharvey@iu.edu, Database Analyst, Contact for IUIE questions

- Beth Nicodemus, 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

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

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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 Table](image)
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
eApp eDoc

• Click on route log on right side

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**eApp eDoc**

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

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**Actions Taken**

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**Pending Action Requests**

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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
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:** Bloomington
- **Career:** GRAD
- **App Center:** All
- **Prog Ctl:**
- **Admit Type:** Select
- **Application Mtr:** Bum% NameLast
- **NameFirst:** K5% NameLast
- **Birth Dt:**

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Sample Page

-- Go to ‘Read Only View’ to see the actual application

![Indiana University Bloomington logo]

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<td>Read Only View</td>
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<td>Submit Application</td>
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![Indiana University logo]
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 used 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 the student has not enrolled for a full year, the department can shred the transcript.
- Electronic transcripts (same as paper) are forwarded to the department. Please scan and save these if possible.
- Paper residency classification forms: 2 years in case of residency appeals after deferrals.
Questions, Comments?