
University Graduate School

Admissions Workshop 2014

Staff

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Completing Grad/Professional School eApp

- Create new guest account, OR...
- If they are a current student they can logon with their existing username and password - Logon with guest/network-ID
- Applicant should store their username and password in a SAFE place
- Allows applicant to save and log back in at a later date to complete the application
- We recommend that YOU create an application, but do not submit it

Admission Decisions and Reasons

- Admit
 - Full 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 change the program/plan to the correct department
- We do not recommend using 'Remove from Workflow' as this cancels the application

Uploading Documents to eDocs

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

Verification

- 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.

Completing Grad/Professional School eApp

 IUPUI INDIANA UNIVERSITY-PURDUE UNIVERSITY INDIANAPOLIS

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.

<u>Career</u>	<u>Program</u>	<u>Term</u>	<u>Application Number</u>	<u>Status</u>	<u>Action</u>
Medicine	IU Medical School		IU000673555	In progress	Modify Copy Delete
Dentistry	Dentistry Professional		IU001169527	In progress	Modify Copy Delete
Graduate 1	Kelley Business of Medicine MBA (Physician Only)		IU001172320	In progress	Modify Copy Delete
Graduate 1	Kelley Business of Medicine MBA (Physician Only)	Fall 2013	IU001139814	In progress	Modify Copy Delete
Graduate	-IBMG Program for PhD Study		IU001227862	In progress	Modify Copy Delete
Graduate			IU001223170	In progress	Modify Copy Delete

[Begin New Application](#)

Click to create a new application for IUPUI 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?](#)

Criminal History

- Students are asked to attach a statement to explain previous criminal history
- If charge was expunged, then it is not required
- Campus committee reviews those with criminal history and can request further information
- Departments/Admissions committees should also be reviewing this information before making an admission decision

eApp Workflow

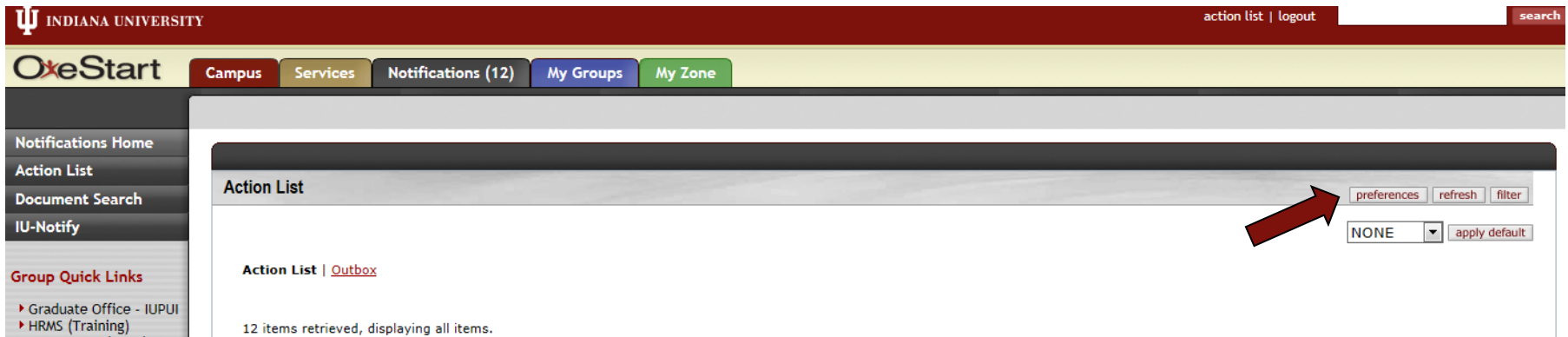
- Different Stops (Nodes) are determined on program needs and if the applicant is domestic or international

Program	INFO5 - Informatics
Plan	INFOHMS - Health Informatics MS
Subplan	Subplan ...
Admit Term	Spring 2014
Action	Admit
Reason	
Residency	Residency...
Original Application	Download PDF Download All Documents

[approve](#) [take action](#) [close](#) [remove from workflow](#) [copy](#) [resubmit](#)

Onestart

- Email Notifications for eApps
 - “Preferences” button in “Action List”



The screenshot displays the Onestart web application interface. At the top, there is a dark red header with the Indiana University logo and the text "INDIANA UNIVERSITY". To the right of the header, there are links for "action list" and "logout", and a "search" button. Below the header is a navigation bar with tabs for "Campus", "Services", "Notifications (12)", "My Groups", and "My Zone". The main content area is titled "Action List" and contains a "preferences" button, a "refresh" button, and a "filter" button. A red arrow points to the "preferences" button. Below these buttons is a dropdown menu set to "NONE" and an "apply default" button. The page also shows "Action List | Outbox" and "12 items retrieved, displaying all items."

Onestart

- Sorting/searching for eApps in Onestart
- Use Control/F to search












The screenshot displays the Onestart interface for Indiana University. The top navigation bar includes 'Campus', 'Services', 'Notifications (12)', 'My Groups', and 'My Zone'. A left sidebar contains navigation options like 'Notifications Home', 'Action List', 'Document Search', and 'IU-Notify'. Below the sidebar, there are 'Group Quick Links' and 'Most Popular' sections. The main content area shows an 'Actions:' section with links for 'Go to Full Action List' and 'Disable Action List popup'. A red arrow points to this section. Below the actions is a pie chart showing the distribution of document types: 1 Timesheet Document (red) and 11 Graduate Admissions Applications (blue). A legend to the right of the chart identifies these counts. At the bottom, a table lists the documents.

Document Id	Type	Title	Route Status	Action Req
23337806	Timesheet Document	10/26/2013 Typ...	SAVED	COMPLETE
23424771	Graduate Admissions Application	Graduate Admiss...	ENROUTE	APPROVE


Another way to search

- Search by App ID number or University ID number

detailed search superuser search clear saved searches Searches

Document Type:	<input type="text" value="sis.adm.nonugrdapp"/>	 
Initiator:	<input type="text"/>	 
Document Id:	<input type="text"/>	
Date Created From:	<input type="text"/>	
Date Created To:	<input type="text"/>	
Institution:	<input type="text" value="Campus ..."/>	
Academic Group:	<input type="text" value="School ..."/>	
Career:	<input type="text" value="Career ..."/>	
Application Center:	<input type="text" value="Application Center ..."/>	
Program:	<input type="text" value="Program ..."/>	
UID:	<input type="text"/>	
App Number:	<input type="text"/>	
Name this search (optional):	<input type="text"/>	

search clear



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 hide	
Description	Samuel, J IU00 [REDACTED] IUINA-GCND9
Emplid	
Application Currently in Suspense	

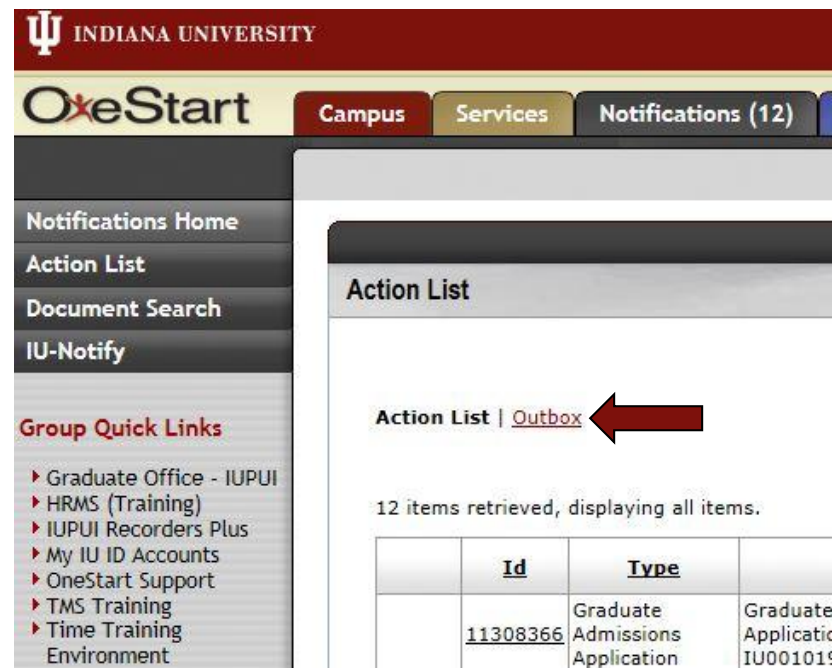
Graduate eApplication Routing hide



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

Onestart

- Sorting/searching for eApps in Onestart
 - Old eApps found in “Outbox”



The screenshot shows the Indiana University OneStart interface. At the top, there is a red header with the IU logo and the text "INDIANA UNIVERSITY". Below this is the "OneStart" logo and navigation tabs for "Campus", "Services", and "Notifications (12)". A left sidebar contains navigation options: "Notifications Home", "Action List", "Document Search", "IU-Notify", and "Group Quick Links". The "Group Quick Links" section lists several services: Graduate Office - IUPUI, HRMS (Training), IUPUI Recorders Plus, My IU ID Accounts, OneStart Support, TMS Training, and Time Training Environment. The main content area is titled "Action List" and contains a link "Action List | [Outbox](#)" with a red arrow pointing to it. Below the link, it states "12 items retrieved, displaying all items." and a table with the following data:

	<u>Id</u>	<u>Type</u>	
	11308366	Graduate Admissions Application	Graduate Applicatic IU001015

Onestart

- Old eApps found in “Outbox”
 - Use ‘Cntl-F’ to find
 - Sort by clicking on the headings

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

- eApp eDoc Overview
 - Recommendations
 - Resending recommendations requests
 - » “Resend” on eApp eDoc



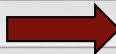
- » “Resend” button on also on Applicant’s “Your Applications” page after logon

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

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



eApp eDoc

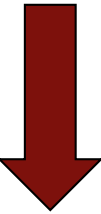
- eApp eDoc Overview
 - Notes
 - Utilizing “Notes” as an application processor to communicate with UGS

Notes (1) hide

Posted Timestamp	Author	Document Note Text	Actions
04:57 PM 07/05/2013	sise	Sent recommendation request to tedhall@indiana.edu	add
		<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>	

eApp eDoc

- Click on route log on right side



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

eApp eDoc

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

ID: 20831669 ▼ hide

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

Actions Taken ▼ hide

	Action	Taken By	For Delegator	Time/Date	Annotation
▶ show	COMPLETED	SISE		04:57 PM 07/05/2013	
▶ show	COMPLETED	SISE		04:57 PM 07/05/2013	Completed processing at node SIS.ADM.NonUgrdApp.Campus.Career.Prog.Plan.Review
▶ show	APPROVED	Hobbs, Betsy G.		11:08 AM 10/18/2013	
▶ show	COMPLETED	SISE		11:08 AM 10/18/2013	Completed processing at node SIS.ADM.NonUgrdApp.Campus.Career.School.Review
▶ show	COMPLETED	SISE		11:08 AM 10/18/2013	Completed processing at node SIS.ADM.NonUgrdApp.UniversityGraduateSchool.Career.ApplC
▶ show	COMPLETED	SISE		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
▶ show	IN ACTION LIST APPROVE	SIS.ADM.UGS.BL.GRAD.GRAD.APPROVAL (SIS.ADM.UGS.BL.GRAD.GRAD.APPROVAL)	11:08 AM 10/18/2013	University Graduate School Approval Workgr

Future Action Requests ▶ show

My Groups Folders

- Located in OneStart under 'QuickLinks'
- Admin Center (in-progress app)
- Add/Remove User edoc
- Other Edocs
- UGS Contacts

Admin Center

- Quickest way to search is by App ID # (don't change anything else)
- If searching by name, change 'App Status' to 'ALL'. Wildcards can be used

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	CreateDt	SubmitDt	App Status	Pay Status
IU001294882	James, Jessica	11/10/1991	jamesj5@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, KaylaDominique	04/05/1992	fuentes@mc.edu	Bloomington	GRAD	GRAD	MUSD	4148	FYG	Degree - seeking	10/16/2013		In-Progress	Unknown
IU001294838	Yost, Whitney	02/27/1980	whitwray@yahoo.com	Bloomington	GRAD	GRAD	EDUCT	4148	FYG	Degree - seeking	10/16/2013	10/16/2013	Submitted	Credit Card
IU001294915	Mass, KelseyElizabeth	08/12/1989	kmass@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	EDUC6	4148	FYG	Degree - seeking	10/16/2013		In-Progress	Unknown
IU001294808	chidepudi, keerthisaran	10/13/1988	keerthisaran@gmail.com	Bloomington	GRAD	GINT			FYG	Degree - seeking	10/16/2013		In-Progress	Unknown
IU001294807	Virivinti, Sri Datta	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
IU001294891	Matsunami, KillianO'mara	09/17/1992	kmatsunami@unomaha.edu	Bloomington	GRAD	GRAD	SPH5	4148	FYG	Degree - seeking	10/16/2013		In-Progress	Unknown

Quick Tips

- Departments can change the Appcenter from GINT to GRAD if student should be processed as domestic
- Application to a PhD program but admitted to a Master's Program
 - Update edoc to reflect correct admission, semester, etc.
- Application to incorrect campus.
 - Request application fee
 - Reapply to new campus