

# Module 5: Admission Status

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## Objectives:

- **Define Department Status**
- **Define AIS Status**
- **Set an individual Department Status**
- **Set Department Status using the Mass Assignment commands**
- **Log Out**

## Department Status

The Department Status displayed in GARP is controlled by the department to which an applicant has applied. Below are the values allowed in the Department Status field:

Value	Description
No decision	The department has not yet set an admission decision.
Admit	The department has chosen to admit the applicant, but not offer any financial support. An admission notification email will be sent to the applicant by the Graduate Admissions Office.
Admit w/\$	The department has chosen to admit the applicant with a financial support offer. An admission and financial support notification email will be sent to the applicant by the Graduate Admissions Office.
Waitlist	The department has chosen to postpone making an admission decision. No notification email will be sent by the Graduate Admissions Office, but the department is encouraged to contact the student.
Deny	The department has chosen not to offer the applicant admission. A denial notification will be sent to the applicant by the Graduate Admissions Office.

The Department Status field can be set by authorized department representatives only when the AIS Status is either Applicant or Waitlisted. The Department Status can be set in one of two way:

- Individual Assignment
- Mass Assignment

Notes:

## AIS Status

The AIS Status is a display-only field that is updated from AIS through a series of processes run by the Graduate Division. Below are the values allowed in the AIS Status field:

Value	Description
Applicant	The applicant has applied and is awaiting an admission decision.
Admit No Response	The applicant was admitted by the department. An admission notification email was sent to the applicant by the Graduate Admissions Office, but the student has not responded.
Waitlisted	The applicant has applied and is awaiting an admission decision. The department has chosen to postpone making an admission decision and may have contacted the applicant directly.
Denied	The applicant was denied admission. A denial notification email was sent to the applicant by the Graduate Admissions Office.
Accepted Offer	The applicant was admitted and has officially accepted the admission offer. They will attend.
Declined Offer	The applicant was admitted and has officially declined the admission offer. They will not attend.
Deferred	The applicant was admitted and has been approved by their department to defer their admission to a later term.
App Withdrawal	The applicant chose to withdraw their application prior to an admission decision. No admission decision is necessary.
Admin Withdrawal	The Graduate Admissions Office has withdrawn the application for administrative purposes. No admission decision is necessary.

By looking at both the Department Status and the AIS Status, the user will gain a full understanding of where the application is in the admission process. For example, a Department Status of “Admit” and an AIS Status of “Applicant” would mean that the department has chosen to admit the applicant, but the Graduate Admissions Office has not yet processed the decision and sent an admission notification email. A Department Status of “Admit w/\$” and an AIS Status of “Accepted Offer” would mean that the department approved a financial support offer and that the student has official accepted the offer and will attend.

Notes:



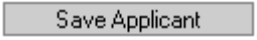
## Lesson 25: Setting an Individual Admission Decision

+ Set Decisions



Notes:

*There are two places where you can set an individual admission decision: The Review Applicant page and the Manage Applicant page. This lesson will cover both.*

1. Navigate to the Applicant List page. Using the Quick Search filters, find all applicants with an AIS Status of “Applicant.”
2. Click on the name of an applicant.  
*The Review Applicant page opens.*
3. In the dropdown menu in the Status section, select “Admit.”
4. Click .  
*GARP will verify that the save completed successfully.*
5. Navigate back to the Applicant List page by clicking [Back to Search Results](#).
6. Click .  
*The applicant will now display a Department Status of “Admit.”*
7. Click on the [Imanage](#) link next to the same applicant.  
*The Manage Applicant page opens.*
8. Using the dropdown menu, change the Department Status back to “No Decision.”
9. Click .

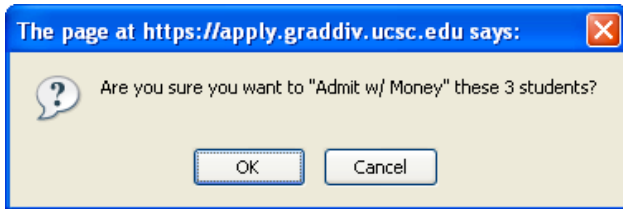
# Lesson 26: Using Mass Decision Commands

Notes:

+ Set Decisions



1. Continue from Lesson 24.
2. Return to the Applicant List page by clicking **Back to Search Results**.
3. Using the checkboxes before each applicant's name, select three applicants.
4. Click **Admit w/ Money** at the bottom of the page (you may need to scroll).  
*A dialog window opens.*



5. Click **OK**.  
GARP will ask you to confirm that you would like to update the statuses of the 3 applicants you have selected. Click **Confirm**. *GARP will verify that the three records were updated successfully.*
6. Click **Back to Applicant List** to return to the Applicant Listing page.  
*The three applicants you chose will now have Dept. Statuses of "Admit w/ \$."*

*NOTE: If you attempt to submit a Department Status for an ineligible applicant (i.e. someone who does not have an AIS Status of either Applicant or Waitlist), an error message similar to the one below will display. You will have the option to continue processing all eligible applicants you selected, but ineligible applicants will not be processed.*

One or more of the applicants you selected can not be updated.  
Applicants must have an AIS Status of "Applicant" or "Waitlisted" in order for their Dept Status to be changed.

- 1 applications are ineligible.
- 1 applications are eligible.

**Are you sure you want to perform the following mass update: Admit w/ Money?**

This will affect the following users:

- Wendy Williams (*ww@ucsc.edu*)

Confirm

Cancel

These users will NOT be updated:

- Nicole Williams (*nrmw@gmail.com*)