Overview:

This document explains how to understand the online decision status of applicants in Apply Yourself (AY) as well as the applicant’s decision notification experience.

Departments will enter recommended decisions and the Graduate School staff will enter final decisions in Banner (using SAADCRV or SAADCBT) in the same way as before. The following Graduate School decisions will be imported from Banner into AY on a daily basis:

- **GA**: Admit
- **GC**: Conditional Admit
- **GK**: Deferred Admit
- **GN**: Deferral Denied
- **GO**: Waitlist Offered
- **GQ**: Priority Waitlist Offered
- **GD**: Deny
- **GT**: Special Student Admit

Based on these codes, the corresponding admission letter will be assigned to each applicant in AY.

Part I: The Apply Yourself View for Departmental Users

Below is an example of a test applicant’s summary screen in AY after the decision import has been completed.
• After the Graduate School has completed a review of the file to make sure that everything is correct, we will enter a “Decision Publish Date”.
  o If this publish date is the current date, the applicant will be able to view the letter immediately.
  o If this publish date is future dated, for example, January 1, 2018, the applicant will not be able to view the letter until January 1, 2018.
• The Graduate School will also enter an “Enrollment Deadline Date.” This is the date by which an admitted applicant needs to respond to an offer of admission.
  o Once this date hits, the applicant will no longer be able to reply electronically to an offer of admission.

The Departmental recommendations ("Decision Reason") and the Graduate School decisions ("Decision") that are entered into Banner get pushed into AY on a daily basis.

The “Decision Publish Date” is empty so at this stage, the applicant CANNOT view the decision letter on line, even if the Decision and Decision reason fields are populated.
If the student wishes to enroll after this date, they need to initiate contact with the department in order to get a deadline extension. If the department approves, the Graduate School must be notified so we can change this enrollment deadline date.

In this example, the student can view the letter as of 10/19/2011. The "Decision Viewed?" field will indicate whether the student has viewed the decision yet.

Date by which the student needs to respond to the offer of admission.
• To view a copy of the letter that the student will see, click the print button and a pdf will open.

When the student has viewed the letter, the “Decision Viewed?” field will look like this.
In AY, you will be able to see if the student accepted or declined an offer of admission. (This information will also be exported back into Banner so you should continue to run applicant lists and reports out of Cognos to manage your enrollment numbers.)

This is what it will look like when a student accepted an offer of admission.

This student has declined.
Part II: The Apply Yourself View for Applicants

After the Graduate School enters a “Decision Publish Date” in AY, the Graduate School will send the applicant an email informing them that their decision is available. Applicants are able to view their admission decision, pay a deposit, and confirm enrollment online.

- When the student logs into their online application account, they will see a link like this:

- When the student clicks on the link, a printable pdf of the decision letter opens up.
- When the student clicks on the **respond to this offer of admission** link, an enrollment form will open.

- The student can indicate whether or not they are accepting the offer of admission and indicate the primary reason why she/he chose to attend or not attend.
- If the student says yes and a deposit is required, they will be taken to a payment screen where they can choose to pay by electronic check or credit card.
- Once an applicant submits the enrollment form (and pays the deposit, if applicable), the applicant will have an enrollment status in AY (see page 5).
- After another overnight process from AY back to Banner, the applicant will have an updated code in Banner of either IM (Intention to Matriculate) or GS (withdraw before deposit).