

## Admitting to a Different Program

To admit to a different program than the original application (i.e. MS instead of PhD, MEng instead of MS) follow these steps:

1. Move the application to the Admit/Conditional Admit bins as usual. Instead of verifying that the letters are correct, you will choose “No, I am indicating correct program below” and choose the correct program. Please be extremely careful in this selection.

**Verify Decisions**

**Any change to program and term must be made prior to releasing the decision by selecting the correct change below and contacting the Grad School representative.**

\*\*\*The decision for this application for the specified program and term and attached letters are correct and ready for release.\*\*\*

No, I am indicating correct program below ▼

If applicable, select different program. The Grad School will contact you when changes are complete.

Aerospace Engineering, Master of Engineering ▼

2. Submit the form by choosing a Next Bin of the current bin.

**Decision - Admit**

Add final decision

Admit ▼

**Send to Bin**

Current Bin  
Admit

Next Bin (required)

Admit (current) ▼

Next Reader (optional)

3. Notify Matt Guido. Wait for the Grad School to make the appropriate updates and clone the application. The Program Change decision will be released when the application is cloned which will notify the applicant that a different decision will be coming.
4. Make the admit decision on the cloned application with the appropriate program and term as you would on any other application. When you are ready to release the decision, verify that the decision letters are correct through the Verify Decision reader form.
5. Use the **Program to be Changed** query to monitor those who are waiting to be updated. Use the **Program Changed** query to monitor those whose program has been changed and are ready for their decisions to be released.

## Admit to a different program

1. Run the **Admit to other program** query and confirm the record is there. Clone the original app by going to Edit Application Details and clicking Clone.

**Edit Application Details**

Round	<input type="text" value="Graduate Pro"/>
Extend Deadline	<input type="checkbox"/>
Submitted	<input checked="" type="checkbox"/> January 15
Priority	<input type="text" value="Normal Priorit"/>
Application ID	<input type="text" value="364683436"/>
External ID	<input type="text"/>
Bin	<input type="text" value="Decision - Ad"/>
Add Reader	<input type="text"/>
Queues	

2. Remove Catalyst Application ID from the clone. Add Admit decision to clone. Do **NOT** confirm or release the decision.
3. Click Edit Application Details and place clone in Admit bin.
4. Click Application Details to view Admit Program. Edit the record so that the Program Selection matches the Admit Program. If there is a subplan or concentration, contact the program to see whether it should be changed or deleted.

<b>Admit Program</b>	Aerospace Engineering, Master of Engineering
AIM	
<b>CECH Subplan</b>	
<b>Continuing to Doctoral</b>	
<b>Decision Verified</b>	No
<b>Dossier Service</b>	Yes
<b>Entry Term</b>	Fall 2017
<b>External Application ID</b>	
<b>Full-time or Part-time preference</b>	Full-time
<b>Minority Scholar Advisor</b>	
<b>Minority Scholar Indicator</b>	No
<b>Program Selection</b>	Anthropology, Master of Arts
<b>Radius Iteration name</b>	
<b>Subplans</b>	
<input type="button" value="Edit"/>	

- Return to the original application. Click Overview. Add a Program Change decision and confirm and release. In Edit Application Details, move the program to the Program Change bin. Email the program.

Decision for Test\_Bluejeans, Test\_Barry

Code: Program Change Not an

Letter: Default for Decision

Confirmed:  Date: 04/21/2017 Time (ET): 10:51:56 AM

Released:  Date: 04/21/2017 Time (ET): 10:51:56 AM

Expires:

Notification:  Decision has been received by applicant.

Merge Fields (Field=Value):

Comments:

Custom Letter Upload: Choose File No file chosen

Custom Letter Override: Show both assigned letter and custom letter

Save Cancel

## Admit to a different term

- Run the [Admit to other program](#) query and lookup the record. Clone the original app and remove Catalyst Application ID from the clone.
- Click Application Details to view Admit Term. Edit the record so that the Entry Term matches the Admit Term.

Admit Program: Corporate Taxation - Distance Learning, Post-Baccalaureate Certificate

Admit Term: Spring 2018

Agent Indicator

AIM

CECH Subplan

College

Continuing to Doctoral

Decision Verified: Yes

Dossier Service: No

Entry Term: Summer 2017

- Return to the original application. Click Overview. Add a Defer Enrollment decision and the correct Reason (1 Semester, 1 Year). Choose the Term Change letter. Confirm and release. Email the program.

Code: Defer Enrollment

Reason: 1 Semester

Letter: 2017-03-27 - Defer Enrollment - Term Change

Confirmed:  Date: 03/28/2017 Time (ET): 09:07:42 AM

Released:  Date: 03/28/2017 Time (ET): 09:07:42 AM

Expires: