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.
Grad School Only

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.

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.
5. 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 Form](image)

Admit to a different term

1. Run the Admit to other program query and lookup the record. Clone the original app and remove Catalyst Application ID from the clone.

2. Click Application Details to view Admit Term. Edit the record so that the Entry Term matches the Admit Term.

![Admit Details](image)

3. 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.

![Decision Form](image)