Admissions Update Bulletin

Welcome to the Admissions Update Bulletin, sharing information on College admissions applications management.

You asked…

My grey menu bar with the save button has disappeared?
Something else to add, we’ve had a couple of users report that the grey menu bar with the save button has been disappearing, leaving only an “Other Activities” button. If this happens then you need to clear the cache. If you are not sure how then follow the steps below:

1. Log out of the Admissions System
2. Clear the cache on their browser
   a. Firefox – Settings > Privacy and Security > Cookies and Site Data > Clear Data
   b. Chrome – History > Clear browsing data > Clear Data
   c. IE – Settings > Internet Options > General - Browsing History > Delete > Select “Temporary Internet files and website images” and “Cookies and website data” > Delete
   d. Edge – Settings > Clear browsing data > Select “Cookies and saved website data” and “Cached data and files” > Clear
3. Log back in to the Admissions System
4. The save bar should now be present again

Users can also try private browsing windows if they have issues.

Are there any guidance notes for exporting and importing interview data?
It is possible to import data from a spreadsheet into the Applications Management system. This is facilitated using reports that you export from the system, edit and then re-import. A quick notes guide has been created to help which can be located on the Applications Management, User guides and resources web pages Export/Import Quick guide.

Is there a report that shows all withdrawn offers?
As part of our ongoing development and release of reporting from user feedback we have added the ‘IC – Offer Withdrawn – Direct’ report to the ‘IC Reporting Dashboard – Direct’. You can now see all withdrawn offers here.
Has there been any updates to course change offers and PGR second choice processing?
Yes, Registry admissions staff can now generate a course changes and second choices using a button on the application folder. Guidance will be provided by David Parrott, but this will enable quicker course change offers and PGR second choice processing.

What has happened to the Registry decision status of Unconditional Firm Temp?
We have now hidden Unconditional Firm Temp as a selectable decision status for Registry, teams will only need to select Unconditional Firm to accept an applicant, as this value will be translated when it gets to Banner.

Are the drop-in sessions still in room 402 in the Sherfield building?
Normally the drop-in sessions are in room 402 however sessions on the 8th and 15th of May are being held in room 441 instead of 402 at the same time of 2-3pm. Other dates are back in room 402.

What happens with PGR Decisions if the mandatory field "Research Start Date" is not populated?
There is a quirk in the system that has been identified that allows the submission of PGR decisions without a "Research Start Date" being populated, which is a mandatory field. Investigations show that the system allows this to happen when a decision of "Offer" is entered, and then "Decision Made Send to Registry" is ticked before any of the mandatory decision fields are filled in. This then makes the "Research Start Date" field lock (by a Business Rule) and so the Research Start Date cannot be entered, and it is also not enforced as a mandatory field anymore. This results in the decision being able to send to Registry without the Research Start Date being completed.
Any users will need to ensure that when adding offers to PGR applications, enter "Offer", complete all mandatory fields, THEN tick "Decision Made Send to Registry" otherwise there will be delays in processing PGR decisions and the missing information will need to be added.

**What is happening with regards to a rehearsal of the UCAS confirmation process?**
The College has planned a UCAS Confirmation Rehearsal to test the end to end process prior to August to ensure that all users have some familiarity and confidence as well as an opportunity to test system integrations between UCAS and the new Admissions system. The date for this exercise has been agreed as the first week in June in consultation with the Faculty representatives on the Student Administration Transformation group. We are very sorry for any inconvenience this may cause, however it is very important if we are to ensure that this critical admissions process will work and that departmental staff are able to make time to participate in this practice run.

A brief summary of the week activities is as follows:

Monday 3rd – Tuesday 4th June - Test data is imported from UCAS and the automatching process is run between ICT and Registry Admissions.
Wednesday 5th – Thursday 6th June – Confirmation spreadsheets are sent from Registry Admissions to Departments. Department complete their check and confirm decisions to return to Registry Admissions.
Friday 7th June – Registry Admissions uploads decisions to UCAS.

Departmental staff will need to commit time to reviewing the spreadsheets during the Wednesday and Thursday of this week. It is not expected that Departments carry out the full detailed checks and reference back to the individual UCAS forms for all of the test data however a sample number of the decision should be fully completed referencing back to UCAS weblink to give a realistic experience of the duration and internal processes.

A Briefing Meeting will take place on **Thursday 23rd May** in **SALC 6** on the 5th floor of the Sherfield Building between **11:00 - 13:00**. This session will cover how the exercise will work and flag and changes to previous confirmation rounds (which will hopefully be minimal from a Department point of view).

**Tell us…**

Keep sending us your suggestions for improvements, as well as anything you want to see in future Bulletins, by emailing **admissions.users@imperial.ac.uk**.

The next bulletin will be published from the **20th May**.

**Help!...**

**Call us…. 020 7594 0956** if you have a query.

**Raise a support request…** click **here** using the Admissions ASK category. Remote assistance is available when you contact us so that we can see what you see to help resolve the issue.

**Drop-in sessions** every Wednesday 2-3pm Room 402 Sherfield to ask questions.

**Contact us to book Training.** Online guidance and resources including **User guides**, **Videos** and **FAQs** are regularly updated. Missed an Admissions Update Bulletin? Copies are available **here** for reference.

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