Admissions Update Bulletin

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

You asked…

Is there a report on applicant deposit information?
On top of CRM Recruit deposit conditions information (basic met or not met the condition report) the Student Finance Team have developed an interim deposit report which will assist Departments in confirming offer holders. The report is updated on a every couple of days (you can check to see when the report was last updated at the top of the spreadsheet), and can be located here.

Have there been any updates to reports in the system?
The Admissions support team have been working to update and create new reports to continually develop and enhance the reporting capabilities for users during the admissions cycle. The latest updates are:

- **IC - Pending Deposit Conditions** – parameters have been changed to only show Decision Status = Condition Firm.
- **IC – Waived Deposit Conditions** – new report to show records where the deposit has been waived.
- **IC – Deposit conditions met (CF only)** – new report to show applicants who have paid their deposit.

Our programme has different streams – can we use the system to record this information?
The new admissions system has been updated to accommodate capturing additional information for programmes with streams. "Proposed Stream" is now visible to Department and Registry users. Where an applicant applies to a programme with streams as a 1st choice, the ‘Proposed Stream’ selected at the point of application will be surfaced under ‘Application Processing’ details on the ‘Application Review Tab’:

This new field has been added so that if a stream change is required, Departments will be able to update this to a different stream from a drop-down list that shows the streams available for that programme. This field will be ‘read-only’ to Registry.
The new “Proposed Stream” field will be blank if the programme does not have any streams, or if it is a 2nd choice application where the 2nd choice programme has streams (this is because the stream is not captured at application stage for 2nd choice). Department users will be able to populate this field with the applicant's stream choice if the 2nd choice programme has streams.

Please note that we are unable to hide the stream field where a programme does not offer streams, as this would hamper the second-choice process.

I don’t seem to be on the distribution list or why do I keep getting these bulletins?
The Bulletin is circulated to all staff with a Recorder role on the new admissions system (new members are added after their access is created), members of the Student Administration Transformation Action Group and to those who have requested to be copied as part of the SIMP programme. The circulation list as just been transferred to an email distribution list managed through the Admissions Users account. If you wish to stop receiving the emails or wish to be added, click here Bulletin Distribution List and indicate whether the request is to add or remove.

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 26th March.

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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