Admissions Update Bulletin

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

You asked…

The all applications review tab is not showing all applications to see if applicants have applied twice?
We have had a request for this view to show all active applications for an applicant. Unfortunately, we cannot amend the “All Applications Records” view on the Application Review tab to show all active applications linked to an applicant due to the limitations of the entity relationships between Person/Opportunity/Application/Application Folder.

There is an Ellucian delivered table that is hard coded to show all applications despite the system limitations, however we are not able to edit any of the columns in this table. The intention is to surface this view from next week however it is worth noting that:

- The view also shows applications that were started but not submitted (see example below).
- The Decisions Status field is not displayed, but we will work with the supplier to get this field added.

What should I use the ‘Scholarship Funding’ field in the department decision section for?
Departments should use the ‘Scholarship Funding’ field in the department decision section of the new Applications Management system to confirm to Registry the details of awarded internal scholarships/funding. Departments should not use this field to detail external funding sources, or pending scholarship awards. The details should confirm the amount of financial sponsorship in relation to the applicant’s tuition fees, in the form of either: 100% or 50% (where applicable), or as a specific amount in all other cases, where 100% or 50% would not be appropriate.

What changes have been made to the IC Reporting Dashboard – UG?
The following amendments to reports have been made:

- Amended the IC – Current Offer Holders – UG report by adding a new column added showing the ‘Latest Offer Text’ – this is a view of the offer as the applicant sees it at UCAS.
- A new report has been added - ‘IC – Active UCAS Conditions’ – this is a view of the individual offer conditions on the record, and the status of that condition

A SQL report has also been created titled ‘UCAS_Offer_Marvin’ which can be requested on an ad-hoc basis by raising an ASK. This report shows the latest Marvin String sent to Banner.

I had a withdrawn applicant appearing in my Departmental Dashboard?
We have experienced a withdrawn application appearing in a Departmental dashboard. To avoid this from happening in future, we have an interim process (until a workflow can be built) where a daily report to update the Folder Status of any withdrawn applications to “Registry – Review Cancelled”. This will stop those applications from still appearing in the workflow dashboards.

We have created two new Departmental Dashboards named **IC Department Data Quality Dashboard - UG** and **IC Department Data Quality Dashboard – Direct**. A report has been added to each dashboard to highlight to departments any applications that were previously assigned to them but have since been withdrawn in the last 14 days.

How do I obtain information on applicant deposits?
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](#).

How do I remove unwanted shared reports?
You may find that you have several shared reports that you no longer require that are clogging up your saved views. If the user that shared them with you did not give you permission to delete them then you can remove them from your saved views by doing the following:

1. Navigate to the Advanced Find (filter icon in the main blue toolbar)
2. In the Look For field, select the entity that the report is built on (usually the Application Folder)
3. Click on Saved Views
4. Click to the left of the report to highlight and tick it
5. Click on Deactivate (in the toolbar) then Deactivate in the pop up box

This will then remove the report from the default Active Saved Views

Do the UG application reports include deferred applicants?
The UG reports have been reviewed and updated to include the ‘Unconditional Firm Temp’ status for deferred applicants. This amendment has been applied in both the ‘IC - Department - All Applications - UG’ and ‘IC - Current Offer Holders - UG’ reports so they will now include the deferred applicants from last year.

Can we have a record the name of the person submitting the decision and to record the date it was submitted?
We have delivered two read-only fields that will display the date the decision is sent to registry, and who sent it.

Please note that this data was only recorded from when the enhancement was put in, so data will only exist from the end of January.
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 7th 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.

Assisted Support sessions available every Tuesday 2-3.30pm, where you can work through your application queries online or to tailor reports with help on hand. Sign up by clicking here.

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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