

# Admissions Center

The Admissions Center presents comprehensive application data for the current admit term(s). It is available in both Campus Solutions (under the STORM menu) and DukeHub. Access is granted by the SISS Office at the request of the admissions offices.

## Functionality:

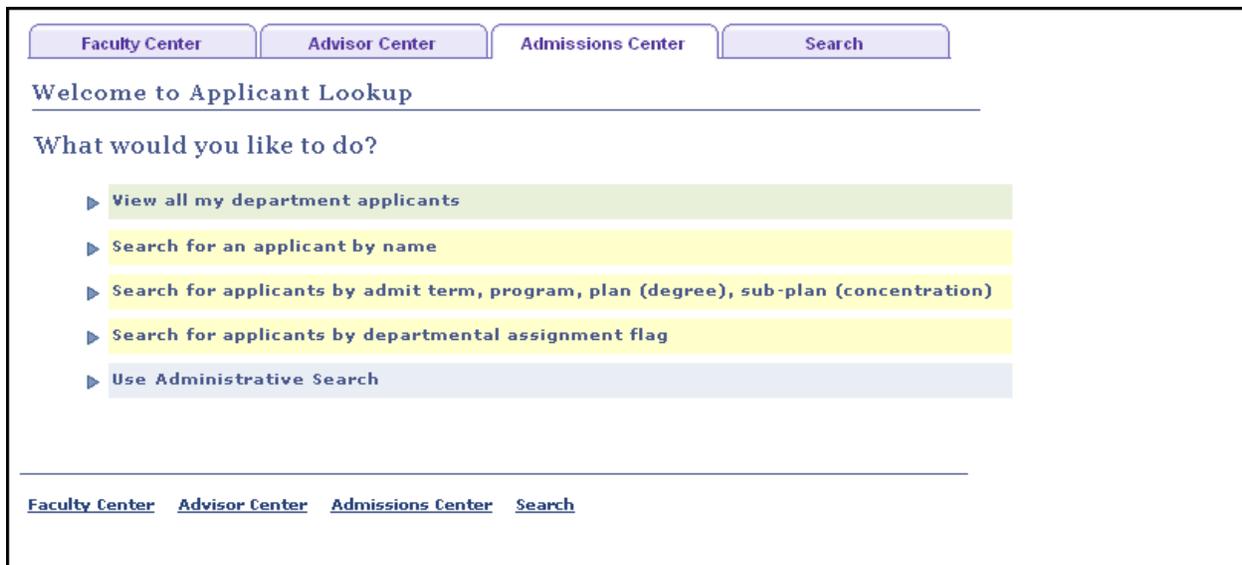
In the Admissions Center, users can:

- Generate a summary of application data, and download it to Excel
- Scroll through pages for each applicant to see more detailed information
- Access PDFs of application material for each applicant (e.g., the application, letters of recommendation, transcripts)
- Send email notifications to selected applicants
- Enter and/or submit decisions

*Please note: Using your browser back button is not recommended as it does not behave consistently among browsers.*

## Searching for Applications:

On the first page, you will have several search options:



1. View all my department applicants:
  - If you only have access to one department/program, you will automatically get a list of all applicants when you click on this search option; otherwise you will be prompted to select a program/department before performing the search.
2. Search for an applicant by name

3. Search applicants by admit term, program, plan, sub-plan
4. Search for applicants by departmental assignment flag
  - Administrators can set up “flags” for grouping applications (e.g., to manage the distribution of applications among readers). This is not used by all programs. Your admissions office or other administrator will let you know if it applies to you.
5. Use Administrative Search
  - Used mainly by administrative users; provides more detailed search criteria.
6. View fellowship/shared applications
  - Allows applications to be shared across programs; your administrator manages this and will let you know if it applies to you. You will only see the option if you have “shared” applications to read.

### Search Results List:

The search results list includes application data organized on four tabs.

The screenshot shows the 'Applicant Lookup Results' page. At the top, there are navigation tabs: Faculty Center, Advisor Center, Admissions Center, and Search. Below this, the title 'Applicant Lookup Results' is displayed. A summary line indicates: '6 applicants selected using criteria Career (School): Graduate (GRAD), Admit Term: 2011 Fall Term (1380), Program: Grad-Physics (G-PHY)'. There are links for 'Start a new search' and 'Change Sort Order: Name (Ascending)'. A 'View All Applicants' link with a download icon is present. Below this are four tabs: 'GPA, Schools & Scores', 'Applicant Profile', 'Administrative', and 'Decision'. The 'GPA, Schools & Scores' tab is active, showing a table with columns: Notify, Name (Click for details & documents), Plan (Degree), Concentration(s), Overall Undergrad GPA, Undergraduate Schools, GRE Verbal, GRE Quantitative, and W. The table contains four rows of applicant data.

Notify	Name (Click for details & documents)	Plan (Degree)	Concentration(s)	Overall Undergrad GPA	Undergraduate Schools	GRE Verbal	GRE Quantitative	W
<input type="checkbox"/>	<a href="#">Brehler, Brian</a>	G-PHYS-PHD	Exper. High Energy Physics Exper. Nuclear Physics Nuclear and Particle Theory Quantum Optics/Ultra-Cold Atom Theoret. Nonlinear Dynamics	3.70	Mi Technological University	530	730	
<input type="checkbox"/>	<a href="#">Cristo, Christopher Allen</a>	G-PHYS-PHD	Quantum Optics/Ultra-Cold Atom Theoret. Nonlinear Dynamics	3.30	Carleton College	570	760	
<input type="checkbox"/>	<a href="#">Donahue, Donald</a>	G-PHYS-PHD	Exper. Nonlinear Dynamics Exper. High Energy Physics Exper. Nuclear Physics Nuclear and Particle Theory Theoret. Nonlinear Dynamics	2.90	China University Of Geoscience	320	740	
<input type="checkbox"/>	<a href="#">Jones, Julie Juliana</a>	G-PHYS-PHD	Biological Physics Exper. Condensed Matter Phys. Quantum Nanoscience Accel. Phys. & Electron Lasers	2.90	West University Of Timisoara	340	590	

- You can download data on any of the tabs into an Excel spreadsheet by clicking the “download” button .
- To get the data on all four of the tabs into your download, first click on the “Show all columns” button  and then click on the “download” button.
- To send an email to one or more of the applicants, click the Notify box beside the applicant(s), and then click “notify selected applicants” at the bottom of the page.
- The default sort order is by name. To change the sort order, click on the “Change Sort Order” link. You can sort on up to 3 data elements.

### Application Details and Documents:

Click any of the applicant names links on the results list to see detailed information and access application documents.

Faculty Center | Advisor Center | Admissions Center | Search

### Applicant Detail

Brehler, Brian

▶ Go back to results list

▶ Start a new search

First ◀ 1 of 7 ▶ Last expand all collapse all

- ▶ Personal & Demographic
- ▶ Contact Information
- ▶ Program/Plan Details
- ▶ Applicant Details
- ▶ Program Action History
- ▶ Education
- ▶ Test Scores
- ▶ Recommendations
- ▶ Communications
- ▶ Graduate Fellowships
- ▶ Graduate School External Funding and Special Programs

Available Documents	Created Date
None	

- Click the “expand all” and “collapse all” buttons to see or collapse information in each section.
- Click the arrow buttons ▶ to scroll through the details pages of applications returned for your search.
- If your applicant has application documents, they will be listed under “Available Documents” and you can click on any that you wish to see. (This functionality does not apply to all programs.)

Available Documents	Created Date
Application GA	08/25/2010

- Clicking on a document will open up a new window. You can have multiple documents open at once and you can click from one to the other and back to the Admissions Center using the tabs at the top of your browser window. Click on the red X  to close the documents when you are done looking at them.



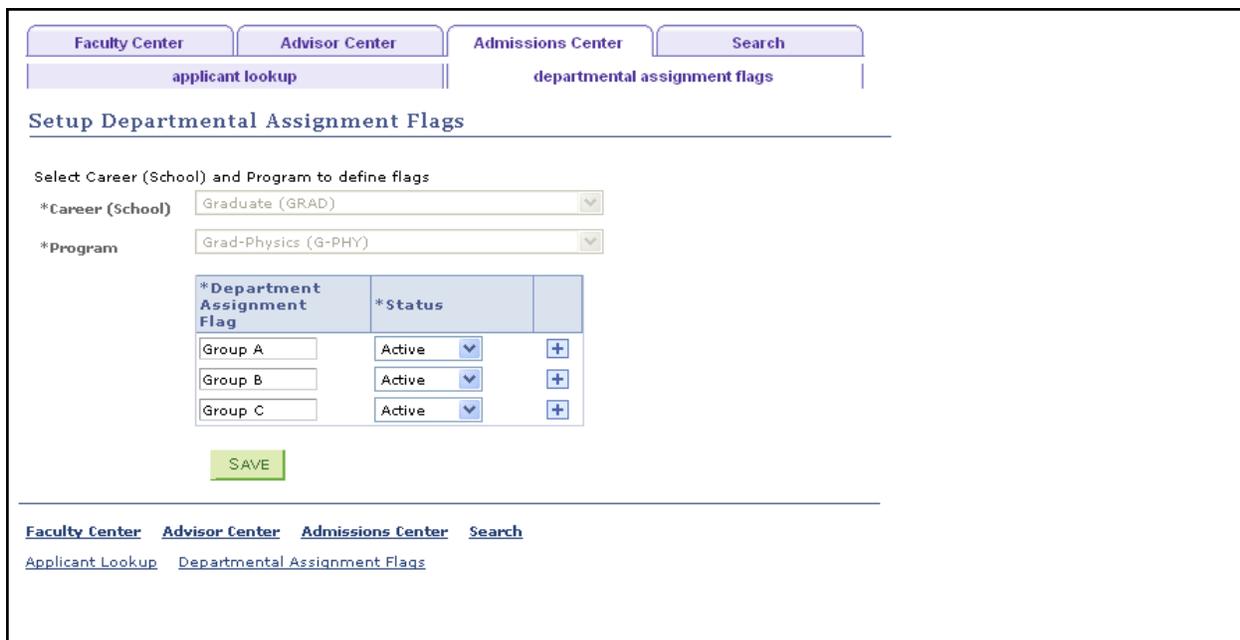
## Additional Items for Administrators

### Departmental Flags:

Departmental flags can be set up and added to applicants. The flags are unique to the program/department and can be used for various internal purposes such as managing the distribution of applications among readers.

### To Set Up Flags:

- First, set up the flags you wish to use. (For example, Group A, Group B, Group C.) Go to the departmental assignment flags tab.
- Click the plus button  to add additional flags.
- Status must be “active” if you wish to add them to applicants and allow readers to search by them. If you no longer wish to use a particular flag, make the status “inactive.” (Flags cannot be deleted, but making them inactive will have the same effect.)
- Save.



The screenshot shows a web interface for setting up departmental assignment flags. At the top, there are navigation tabs: Faculty Center, Advisor Center, Admissions Center, and Search. Below these are two sub-tabs: applicant lookup and departmental assignment flags. The main heading is "Setup Departmental Assignment Flags".

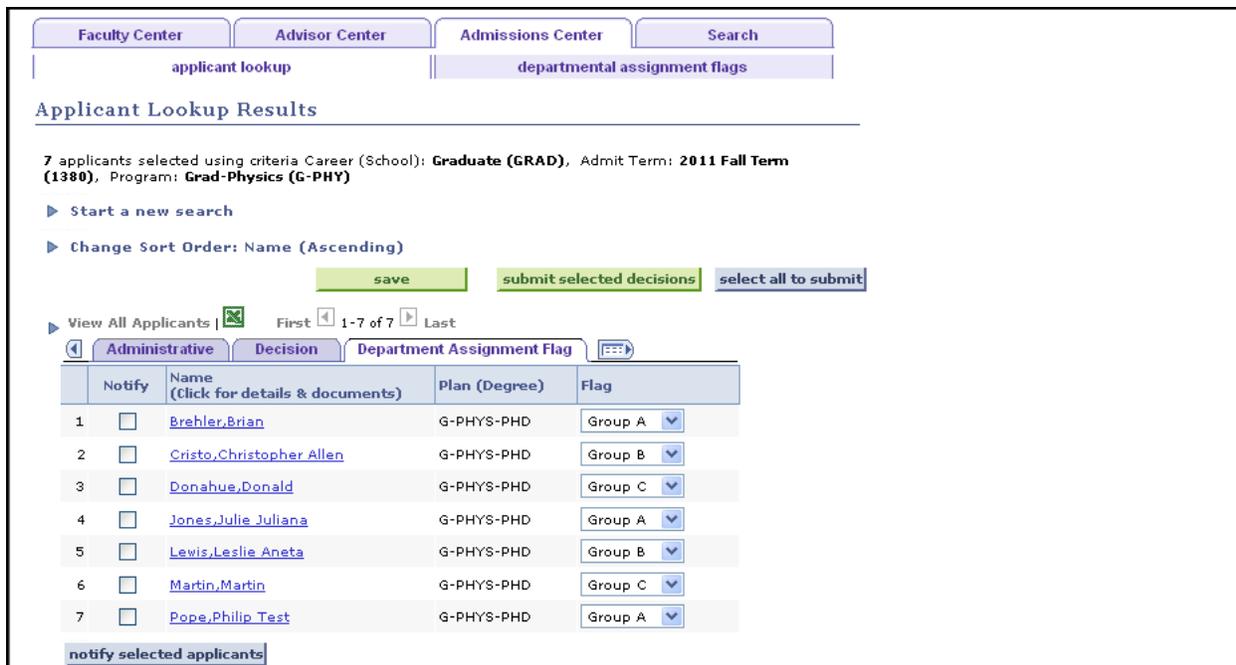
Below the heading, there are two dropdown menus for selecting a career and program. The first dropdown is labeled "\*Career (School)" and is set to "Graduate (GRAD)". The second dropdown is labeled "\*Program" and is set to "Grad-Physics (G-PHY)".

Below the dropdowns is a table with two columns: "\* Department Assignment Flag" and "\* Status". There are three rows in the table, each representing a flag: Group A, Group B, and Group C. Each row has a status dropdown set to "Active" and a plus button to the right. Below the table is a green "SAVE" button.

At the bottom of the interface, there are navigation links: Faculty Center, Advisor Center, Admissions Center, and Search. Below these are two more links: Applicant Lookup and Departmental Assignment Flags.

### To Add Flags to Applicants:

- Go to the Department Assignment Flag tab on your Applicant Lookup Results page
- Select the flag from the drop-down menu for each applicant. You can add up to three flags per applicant. Save.



The screenshot shows the Applicant Lookup Results page with the Department Assignment Flag tab selected. The page displays 7 applicants with their names, plans, and flags. The flags are Group A, Group B, and Group C.

	Notify	Name (Click for details & documents)	Plan (Degree)	Flag
1	<input type="checkbox"/>	<a href="#">Brehler, Brian</a>	G-PHYS-PHD	Group A
2	<input type="checkbox"/>	<a href="#">Cristo, Christopher Allen</a>	G-PHYS-PHD	Group B
3	<input type="checkbox"/>	<a href="#">Donahue, Donald</a>	G-PHYS-PHD	Group C
4	<input type="checkbox"/>	<a href="#">Jones, Julie Juliana</a>	G-PHYS-PHD	Group A
5	<input type="checkbox"/>	<a href="#">Lewis, Leslie Aneta</a>	G-PHYS-PHD	Group B
6	<input type="checkbox"/>	<a href="#">Martin, Martin</a>	G-PHYS-PHD	Group C
7	<input type="checkbox"/>	<a href="#">Pope, Philip Test</a>	G-PHYS-PHD	Group A

### Entering Decisions:

Go to the Decision tab to enter decisions for your department/program. Only applicants that have no decision or are waitlisted can have a decision entered. There are four possible statuses for decisions:

1. **Not Saved:** your decision will not be saved if you move to another tab or page.
2. **Saved:** your decision will be saved if you move to another tab or page, or log out and come back, but it will not be submitted for posting/processing.
3. **Submitted:** your decision will be submitted for posting (you can change your decision if it is submitted but not yet posted).
4. **Posted:** your decision has been posted by the admissions office (you must contact the admissions office if you need to change a decision).

Instructions:

- Go to the Decision tab from Applicant Lookup Results.

Applicant Lookup Results

7 applicants selected using criteria Career (School): Graduate (GRAD), Admit Term: 2011 Fall Term (1380), Program: Grad-Physics (G-PHY)

▶ Start a new search

▶ Change Sort Order: Name (Ascending)

save submit selected decisions select all to submit

View All Applicants | First 1-7 of 7 Last

GPA, Schools & Scores Applicant Profile Administrative Decision Department Assignment Flag

Notify	Name (Click for details & documents)	Student ID	Birthdate	Plan (Degree)	Currently Waitlisted	Recommended Decision Action	Recommended Decision Reason	Select to Submit	Recommended Decision Status	Comments
<input type="checkbox"/>	<a href="#">Brehler, Brian</a>	1962160	10/11/1987	G-PHYS-PHD	Yes			<input type="checkbox"/>	Not Saved	
<input type="checkbox"/>	<a href="#">Cristo, Christopher Allen</a>	1959907	02/06/1987	G-PHYS-PHD		Admit	Rec Admit Fellowship	<input type="checkbox"/>	Submitted	
<input type="checkbox"/>	<a href="#">Donahue, Donald</a>	1960057	04/17/1984	G-PHYS-PHD		Admit	Rec Admit External Funding	<input type="checkbox"/>	Posted	
<input type="checkbox"/>	<a href="#">Jones, Julie Juliana</a>	1964065	08/03/1975	G-PHYS-PHD		Deny	Rec Deny	<input type="checkbox"/>	Saved	
<input type="checkbox"/>	<a href="#">Lewis, Leslie Aneta</a>	1962780	11/06/1976	G-PHYS-PHD		Waitlist	Rec Wait	<input type="checkbox"/>	Saved	
<input type="checkbox"/>	<a href="#">Martin, Martin</a>	1960066	01/22/1989	G-PHYS-PHD				<input type="checkbox"/>	Not Saved	
<input type="checkbox"/>	<a href="#">Pope, Philip Test</a>	1596514	05/10/1988	G-PHYS-PHD				<input type="checkbox"/>	Not Saved	

notify selected applicants

Faculty Center Advisor Center Admissions Center Search

- Enter Recommended Decision Action and Recommended Decision Reason for applicants. (For decision actions that only have one possible decision reason, the reason will automatically populate.)
- Comments (the last column on the page) are optional and should be used at your discretion. These are viewable by others.
- If you wish to save your decisions but are not ready to submit for posting, click the green “save” button . If you do not save, your decision entries will be lost when you leave the Decision tab.
- If you are ready to submit your decisions (saved or not saved), either click the Select to Submit box next to individual applicants, or click the “select all to submit”  button to select them all. Then click the “submit selected decisions” button .
- Decisions can also be entered, saved, and submitted on the Applicant Details page.

**Note: The ability to save and/or submit is controlled by security. If you have any issues with your access, please contact the admissions office. Admissions Offices should contact the SISS Office for assistance (siss-adm-help@duke.edu).**

- After the process to post submitted decisions is run, the status will change to “posted.” This means that the decision was saved to the underlying application. You cannot change it at this stage on the Decision tab. If you need to change a posted decision, please contact the admissions office.