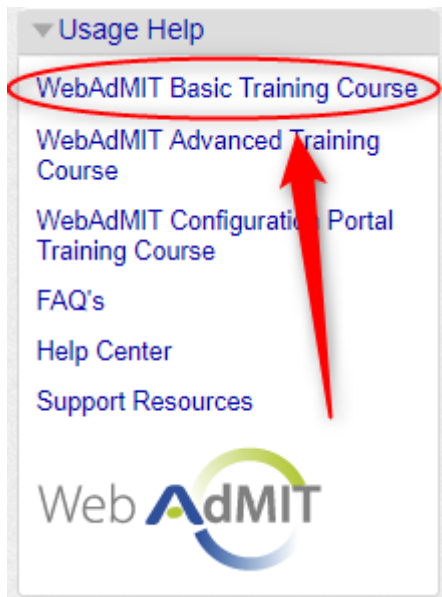


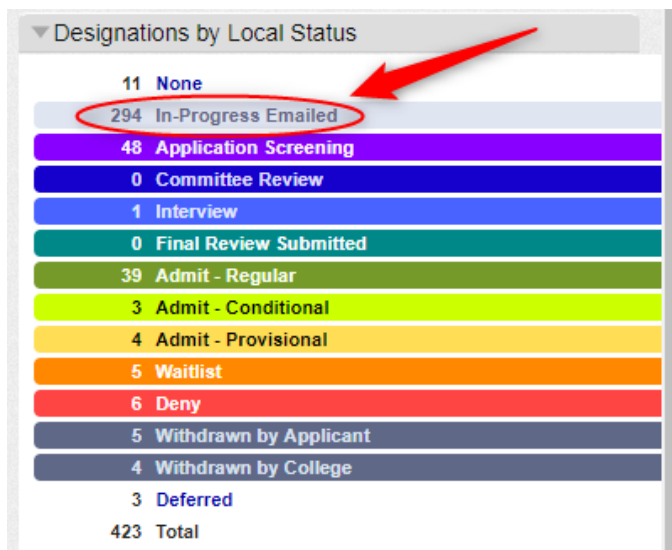
How NursingCAS Applicants Move Through the Bouvé Admissions Process via Local Statuses in WebAdMIT

Note: the reader is assumed to understand the meaning of the term “Local Status”. If you are not familiar with Local Statuses, begin by logging into WebAdMIT and go to Usage Help. Click on the link for the WebAdMIT Basic Training Course and complete Lesson 3.

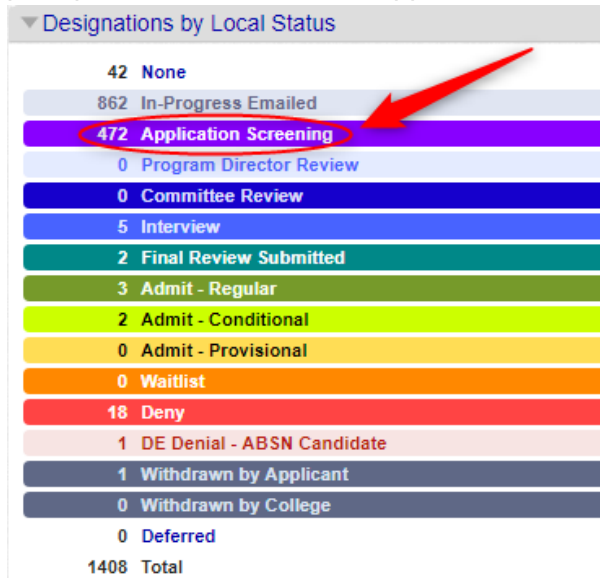


Applicant Status Flow Prior to Verification


1. When an applicant first enters the system, we send them an email that reaches out to welcome them and tell them how to contact us with questions. Applicants that have been emailed are placed into the “In-Progress Emailed” status. This is done by the Bouve Grad Office.



- When an applicant submits their application, they are moved into Application Screening by the Bouve Grad Office. This local status change also generates an email which prompts them to check their applications to ensure no documents are missing.



- While applications are in the Application Screening status, as their documents are received, they move from Received to Complete to Verified. For definitions of these statuses, please see “The Nursing Application Process” document.

-  In Progress
-  Received
-  Complete

Application Processing After Verification

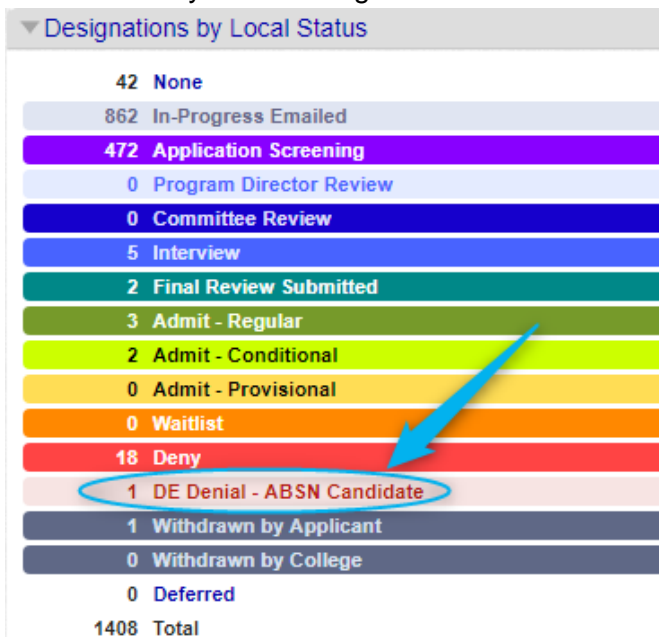
- DE applicant review begins with running (also called “pulling”) lists of applicants. This is accomplished by going into the List Manager and clicking on the list you want to run. First, DE Group 1 is pulled and two Custom Fields are completed for each applicant: Bachelor’s GPA and Bachelor’s Degree School Name. This procedure is repeated later for Group 2.
- Once both these Custom Fields are complete, applicants will appear in the DE Custom Fields Complete list. Applicants who appear in this list can be exported using the DE GPA Export located in the Export Manager. This exports their names and the two Custom Fields that have been completed into an Excel spreadsheet. This spreadsheet can then be sorted to show applicants in descending order by Bachelor’s GPA.
- Making application decisions involves two actions: changing the Local Status and making a note in the Notes section. Don’t do one of these things without doing the other. If you don’t make a note, you will be contacted and asked to make one; ***a decision letter won’t be issued until a note has been made by the Program Director.***



4. Decision letters are then issued and enrollment decisions are recorded. Bouvé admissions staff change the local status to the final decision (Admit, Waitlist, Deny) once the letter is issued.

Application Decisions for DE

1. Applicants who are cannot be considered for DE admission but who may be eligible for ABSN admission should be moved to the DE Denial – ABSN Candidate local status. This is done by the DE Program Director.



2. Applicants who cannot be considered for either DE or ABSN admission should be moved into the ***Final Review Submitted*** status. This is done by the DE Program Director. **Do not move applications with final decisions into any other local status.** This status is used by admissions staff to find applicants who are ready to receive a decision letter. If you use any other local status, a decision will not be issued for the applicant.

▼ Designations by Local Status

42	None
862	In-Progress Emailed
472	Application Screening
0	Program Director Review
0	Committee Review
5	Interview
2	Final Review Submitted
3	Admit - Regular
2	Admit - Conditional
0	Admit - Provisional
0	Waitlist
18	Deny
1	DE Denial - ABSN Candidate
1	Withdrawn by Applicant
0	Withdrawn by College
0	Deferred
1408	Total

- If you wish to interview an applicant, place that applicant into the Interview status. This is done by the DE Program Director. Any notes for the Interviewer can be placed in the Notes section at that time.

▼ Designations by Local Status

42	None
862	In-Progress Emailed
472	Application Screening
0	Program Director Review
0	Committee Review
5	Interview
2	Final Review Submitted
3	Admit - Regular
2	Admit - Conditional
0	Admit - Provisional
0	Waitlist
18	Deny
1	DE Denial - ABSN Candidate
1	Withdrawn by Applicant
0	Withdrawn by College
0	Deferred
1408	Total

Once applicants are interviewed and a decision is rendered, they can be moved to Final Review Submitted (#2 above).

- Applicants who have not yet been interviewed or triaged for ABSN conversion or denial remain in the Application Screening status.