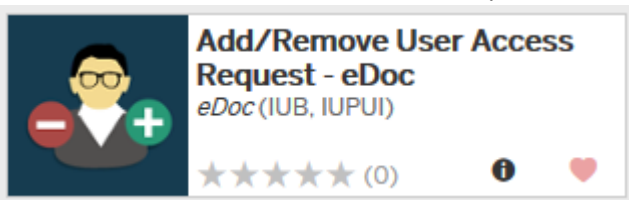


GRADUATE ADMISSIONS FAQ

1. What is “Application Currently in Suspense”?
 - a. There is an issue with the application in the system
 - b. Often, the applicant has a similar name to existing student. This is will clear in 2-3 days
 - c. If two identical applications exist for the same applicant for the same term, one will be in suspense – this application must be deleted. Process the application not in suspense
 - d. Applications in suspense cannot be processed.

2. How do I get access to eDocs?
 - a. Go to One.IU.edu
 - b. Search for “Add/Remove User Access Request – eDoc”



- c.
 - d. Complete the request form
3. How can an applicant update/change a submitted application?
 - a. Once submitted an application CANNOT be changed
 - b. Applicants will need to contact their programs to make any updates

4. Can I make changes to an eDoc?
 - a. CANNOT change an eDoc from Degree to Non-Degree or vice versa
 - b. CANNOT change the “Career” in an eDoc
 - c. Can change Program, Plan, Admit Term only while in your Action List:
 - i. Select alternate in drop down to the right of the box to change
 - ii. Push “Save” at the bottom before taking action

Career	GRAD - Graduate
Application Center	GRAD - GRAD Admissions
Program	SWK5 - Social Work (MSW)
Plan	SWKMSW - Social Work MSW
Subplan	Subplan ...
Admit Term	Fall 2017
Action	Admit
Reason	Missing Final Transcript
Residency	Residency...
Original Application	Download PDF Download All Documents Combine All Documents

save take action close remove from workflow copy resubmit

Attributes that can be changed

Select “Save”

5. How to check if a student is active
 - a. Log into SIS
 - b. Go to Administrative Center:
 - i. Main Menu
 - ii. Self Service
 - iii. Administrative Center

Scott,Amber

admin center my advisees student view general info admissions academics academics 2 transfer credit

Administrative Center

VIEW DATA FOR STUDENTS

- c. Select "View Data For Students" then enter student ID
- d. Select "academics" tab

Institution / Career / Program

edit program data

IUINA - IUPUI
 GRAD - Graduate
 SWK5 - Social Work Graduate

Program: SWK5 Social Work Graduate
 Student Career Nbr: 0
 Status: Active as of 05/19/2016
 Admit Term: 4168 Fall 2016
 Expected Graduation:
 Degree Status:
 Approved Load: Full-Time
 Plan: SWKMSW Social Work MSW
 Requirement Term: 4168 Fall 2016

Separate stack for each program

No stack – not admitted

Status: Active or Discontinued

e.

6. Why did me eDoc come back?
 - a. Check the notes section. Any necessary information will be listed there:

Residency Information hide

What is your U.S. state of legal residency? Indiana

Have you been an Indiana resident since birth? No

Have you moved to Indiana from another state for the purpose of attending an Indiana college? No

Will you have resided in Indiana for 12 consecutive months prior to your first semester of enrollment? Yes

When did you move to Indiana? 01/01/2003

Recommendations hide

Recommendations

Uploads hide

Uploads Heidi Wieland Resume 2017 .docx
12438589_BLOfficialTranscript.pdf

Notes (0) hide

Posted Timestamp	Author	Document Note Text
		Please attach fee waiver

Attachments (0) hide

Posted Timestamp	Author	Description	File
			<input type="button" value="Browse..."/> No file

Route Log show

b.

QUESTIONS?

Contact us at gradoff@iupui.edu