



## 2019-2020 POSTBACCAS FINAL DECISIONS GUIDE

*\*\*These instructions are specifically meant for institutions who participated in PostbacCAS for the recently concluded 2019-2020 cycle.\*\**

The Final Decisions Guide is designed to help you navigate the process of reporting final decisions for applicants into WebAdMIT by Wednesday, **October 28, 2020**. Please read each section carefully.

### FINAL DECISION CODES

All PostbacCAS institutions are required to report at least one final status for each verified application it received for the 2019-2020 application cycle by **October 28, 2020**. Programs must report admissions decisions via WebAdMIT. The following decision codes are considered “final”.

- **Denied:** Applicant was denied acceptance. Please enter a final decision code of “Denied” under the following circumstances:
  - Application was verified but applicant did not complete other required admission checklist items to be considered for review.
  - Application was verified and reviewed but never received an offer of admission.
  - Application was waitlisted but never received an updated admission decision.
- **Deferred:** Mutual acceptance between institution and applicant with start date deferred to next cycle.
- **Offer Declined:** Applicant was offered admission and did not accept.
- **Withdrew:** Applicant withdraws their application. May occur at any time during the cycle with or without notification (includes passive withdraw by incomplete status).
- **Matriculated:** Applicant was offered admission to a college and matriculated to that college.

### REPORTING FINAL DECISION CODES

#### Option 1: Update Final Decisions in WebAdMIT using the Local Status Feature

The Local Status feature in WebAdMIT gives you the ability to record an applicant's progress throughout your application cycle. While Local Statuses are customizable by each program, they can be tied to Decision Codes, which are standardized for PostbacCAS. As a best practice, we recommend tying all Local Statuses to a matching Decision Code. You can tie Local Statuses and Decision Codes at any point in the application cycle, even after a cycle closes. If you haven't used Local Statuses before, we recommend creating some that reflect your final decisions.

#### **Resources:**

- [Reporting Final Decision Codes](#)

- [Creating Local Statuses](#)
- [Changing an Applicant's Local Status](#)
  - [Updating an Applicant's Status Individually](#)
  - [Updating Applicants' Statuses in Batch](#)

## **Option 2: Update Final Decisions in WebAdMIT Using the Decisions API Feature**

Use the Decisions API feature to build integrations into WebAdMIT from other systems. This will allow you to move decisions you have made in your SIS or ERP into WebAdMIT without doing data entry for each student. The documentation for the API can be found here: <https://developer.webadmit.org>

- The creation of an API will enable IT staff at participating programs to build integrations into WebAdMIT from other systems. It will not, however, create those integrations. Staff at each program wishing to use the API will write software to create them.
- Currently, WebAdMIT is designed to change decisions automatically when local statuses are set. WebAdMIT cannot both update decisions directly from other systems and from local statuses without causing a conflict. Therefore, the API will be set up so that only those applicants with designations that are set to a local status of “None” may be updated by the API.

For the purposes of the Final Status feature using the Decisions API you have all local statuses set to “None”.

## **CHECKING YOUR WORK**

You can check to make sure all applicants are mapped to a Final Decision Code by ensuring that only the five final decision codes (highlighted below) are populated in your WebAdMIT “Designations by Decision” dashboard. All applicants that can be given a decision code should fall into one of the five highlighted statuses (Denied, Deferred, Offer Declined, Withdrew, Matriculated).

▼ Designations by Decision	
267	None
4202	Application Received
0	Matriculated
0	Wait Listed
0	Denied
0	Offer Made
0	Offer Accepted
0	Rescinded
0	Deferred
0	Offer Declined
0	Withdrew
4469	Total

## DEFERRING APPLICANTS TO THE NEW CYCLE

You may extend an offer of admission to a student who applied in the 2019-2020 cycle to the 2020-2021 cycle. To do so you would use the Decision Code of “Deferred” which you will have mapped to a local deferred status.\*\* Applicants with a Decision Code of Deferred in a previous cycle are transferred to the new cycle along with the settings transfer. The settings transfer action occurs at the start of the cycle. These new applicants are given an application status of Deferred to differentiate them from applicants in the current pool.

**Note: Only students that are in Deferred status before Transfer Settings are initiated will carry over to the next cycle.**

The following data is available for the student in the new cycle: name, address, email, phone number, and designation. Note that applicants that do not have a matching program in the new cycle do not transfer.

The full information for these applicants (transcripts, MCAT scores, etc.) are still available in the cycle in which they originally applied. The Documents tab is available for these students in the new cycle, so you can upload a copy of the full application pdf from the previous cycle for these students if you choose to do so.

**\*\*For the purposes of the Deferred applicant feature, you should create a local status that maps to the PostbacCAS final Decision Code of “Deferred”.**