StudioAbroad

Reviewing an Application for Admissions Decisions

1. Log in to StudioAbroad using Miami username and password at [www.studyabroad.miamioh.edu](http://www.studyabroad.miamioh.edu).

2. Look to the left of your screen. Click on ‘Applicant Admin’, then ‘Search’. You can do this even if your home page is an applicant/student page.

3. Enter a unique word from your program title, then highlight your program term. Click search.

4. This will pull up your list of students for that program and term. (See special hint #1; page 3)

5. Review a student’s application by clicking on the link near their name.

6. You will be reviewing the student’s Pre-decision requirements. The following should be reviewed:

Instructions updated 1/26/15
a. **Disciplinary history** – Below each student’s name, you will see an ‘application tag’ that indicates whether a disciplinary history check has been completed, and whether that check was clear or pulled past infractions. If the student has a history, details will be provided in the Questionnaires tab.

b. **Questionnaires tab** -

1. Click here to read the student’s [disciplinary report, only if one exists](#). You will be able to click on the hyperlink if it has been completed by the Office of Ethics and Student Conflict Resolution. If you have questions about the report, you can call the office at 529-1417. It is important that you are consistent in your admissions policy related to any disciplinary infraction.

2. If you ask a student to upload a document (i.e., resume) or write an essay, they will be listed on the Questionnaires tab as well.

c. **Materials tab** – Click here to ensure that the student has complete the required [Assumption of Risk and Release form, the Disciplinary Release, and Program Fee agreement](#). If the Office of Study Abroad is collecting program fees for your program that are required before a student is accepted, it will be indicated here – be sure it is marked as received if necessary.

d. **Profile tab** – click here to review student data pulled from Banner. You are able to review a student’s major, GPA, and class standing. **It is your responsibility as director to ensure the student has the university minimum of a 2.25 GPA.**

e. **Recommendations tab** – if you required a letter of recommendation, it will appear on this tab when complete.

1. To make an admissions decision, click on the Status tab. Select the correct admission decision from the dropdown box, then click update. This will automate an email to the student informing them their status has changed, to log on, and to review the change.

Instructions updated 1/26/15
What happens when a student is accepted?
When a student is accepted to your program, the system sends them an email alerting the student to a change in their application status. They are prompted to log on to the system to see their new status, as well as now-required application tasks, such as payments and registration.

The students are also prompted to either WITHDRAW or COMMIT to the program. Students who withdraw will no longer appear in your list of applicants. Students who commit will have a new status of COMMITTED. This indicated the student plans to participate, but does not necessarily mean the student has paid.

Directors are responsible to ensure all students complete all post-decision tasks. Use the Progress Audit function to assist (see additional instructions).

Special Tip to help you:

1. Create a short cut to your applicant list.
   a. Complete steps 1-4. Then, save your search. Consider using a title that includes the program year (i.e., Summer 2015 applicants). Click Save Search.
b. After saving the search, you will be able to access the list (updated automatically with any new applicants) from your **Admin Home** page (likely your home page).