

## CASPA MATRICULATION DECISIONS GUIDE

The Matriculation Decisions Guide is designed to help you navigate the process of reporting matriculation decisions for applicants into WebAdMIT within fourteen (14) calendar days after the matriculation of a class.

### MATRICULATION DECISION CODES

All CASPA Programs are required to report matriculation decisions for each verified application received in the application cycle. There are several global decision codes for CASPA to select from, however, the Matriculated option is the only one that is required. The decision codes and definitions are listed below:

- **Application Received:** Application has been received by the institution.
- **Wait Listed:** Applicant has interviewed and has not been selected at the current time. May be accepted if a seat becomes available.
- **Offer Made:** An offer for admission has been extended to the applicant.
- **Offer Accepted:** Applicant has accepted the offer of admissions by signing a matriculation agreement and/or paid deposit.
- **Rescinded:** Revocation of an offer of admission due to the applicant's failure to meet conditions of acceptance specifically outlined in the applicant acceptance letter or matriculation agreement.
- **Denied:** Applicant was denied acceptance either before or after an interview with a PA program.
- **Deferred:** Mutual acceptance between PA program 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 PA program and matriculated to that program. Final status.

\* Indicates a required status

### REPORTING MATRICULATION DECISION CODES

#### Option 1: Update Matriculation 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 CASPA. 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:**

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

**Option 2: Update Mariculation 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 (Student Information System) or ERP (Enterprise Resource Planning) 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 Matriculation 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 the correct Decision Code by ensuring that only the Matriculation decision code (highlighted below) is populated in your WebAdMIT "Designations by Decision" dashboard. All applicants that have matriculated should be in the highlighted status.

| Designations by Decision |                |
|--------------------------|----------------|
| 184                      | None           |
| 0                        | Withdraw       |
| 0                        | Denied         |
| 0                        | Wait Listed    |
| 0                        | Offer Made     |
| 0                        | Offer Accepted |
| 0                        | Declined Offer |
| 0                        | Deferred       |
| 0                        | Rescinded      |
| 0                        | Matriculated   |
| 0                        | Interviewed    |
| 184                      | Total          |

## REPORTING NON-CASPA MATRICULANTS & DEFERRED MATRICULANTS

Non-CASPA matriculants and matriculants [Matriculant Status Update spreadsheet](#).

Please complete and return the spreadsheet within fourteen (14) calendar days after the matriculation of a class. Once completed please send an email to PAEA's CASPA Application Services Manager, at [CASPA@PAEAonline.org](mailto:CASPA@PAEAonline.org).

## 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, GRE 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 CASPA universal Decision Code of "Deferred".**