

UNION  
COLLEGE  
FOUNDED 1795

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WELCOME

**Accessing Student Files**




**INTERNATIONAL PROGRAMS**




## Accessing Student Files

- International.union.edu
- Click on “Log into existing applications” or
- Go to <https://union-ipo.terradotta.com/index.cfm?FuseAction=Security.Login>  
(Hint: Create a bookmark for this!)



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UNION HOME » OFFICES & SERVICES » INTERNATIONAL PROGRAMS

Programs  
How to Apply  
Outbound Students  
For Returning Students  
For Parents  
For Faculty  
Contact Us  
**Log Into Existing Application(s)**

Offices & Services:

### INTERNATIONAL PROGRAMS

**NEXT STEPS WITH 2018 SUMMER AND FALL APPLICATIONS**

- Summer mini-term and summer/fall term program letters will be in mailboxes after 4:00 pm on Friday, February 9.
- **Commitment to Participate** – If accepted to a summer mini-term or a fall term program, you will need to go to your online application and complete the Commitment to Participate by Friday, February 16.
- **Withdrawal Policy** can be found in the [Academic Catalog](#).
- **Passports/Visas**
  - **Passports:** Students going abroad must have a passport that is valid for the duration of the program abroad, and generally, valid for six to 6

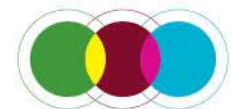
OLD CHAPEL, THIRD FLOOR

☎ (518) 388-6002 | Emergency: (518) 573-0471  
✉ (518) 388-7124  
✉ [intlprograms@union.edu](mailto:intlprograms@union.edu)  
🌐 [union.edu/international](http://union.edu/international)

SOCIAL: [f](#) [t](#) [@](#)

OFFICE HOURS:  
MONDAY - FRIDAY, 8:30 A.M. - 5:00 P.M.

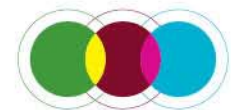
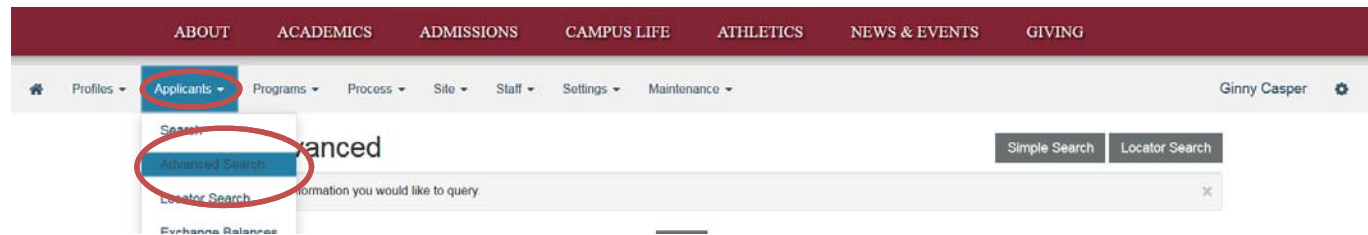
\* ALL OFFICES AND SERVICES



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## Access Student Files

- You will need to create a list of the students you are tracking
- From the **Applicant** drop-down menu, select **Advanced Search**







## Access Student Files

1. Select **Application Parameters**
2. Click **Next**

Profiles ▾ Applicants ▾ Programs ▾ Process ▾ Site ▾ Staff ▾ Settings ▾ Maintenance ▾ Ginny Casper ⚙

Search : Advanced Simple Search Locator Search

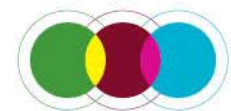
Please select the type of information you would like to query. ✕

2. **Next**

**New Query Wizard**

1. ☒ **Application Parameters**

☐ Program Parameters



## Access Student Files

Select Parameters:

1. User Classification: *Union Only*
2. Program Types (Important!): *Program Enrollment*
3. Application Cycles: *All (or select a specific term. If need more than one, hold down the **ctrl** key)*
4. Application Phase: *Pre-Decision*
5. Application Tags: Initially, select *Any* (pages 7-10 explain how to use this feature)
6. Application Terms: *All (or select a specific term. If need more than one, hold down the **ctrl** key)*
7. Application Years: *All (or select a specific term. If need more than one, hold down the **ctrl** key)*

Search : Advanced

Simple Search

Use the form below to search for applications based on one or more criteria. The list boxes allow you to select multiple values within them by holding the Ctrl/Cmd key while clicking.

Back Search

Show:

1. User Classification: ☒ Union Only ☐ Non-Union Only

2. Program Types: ☐ Incoming ☒ Risk Manage ☐ Program E ☐ Incident Rep ☐ Travel Regis

By Institution:  (keyword search)

Exchange Status: ☒ All ☐ Exchange ☐ Non-exchange

Application Parameters:

3. Application Cycles: ☒ All ☐ Fall 2018 ☐ Fall 2019 ☐ ISA Program 2017

4. Application Phase: ☐ All ☐ Advising ☒ Pre Decision ☐ Post Decision

5. Application Tags: ☒ Any ☐ Accept - Conditional ☐ Accepted ☐ Advisor Does Not Ag

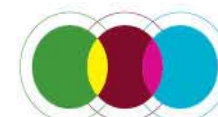
6. Application Terms: ☒ All ☐ Academic Year ☐ Fall 2018 ☐ Fall 2019 ☐ Fall 2017 ☐ Fall 2016

7. Application Years: ☒ All ☐ 2019 ☐ 2018 ☐ 2017 ☐ 2016

Click to add all existing application cycles

☒ is assigned ☐ is not assigned

Continued  
on next  
slide



## Access Student Files – *continued*

Select Parameters (*continued from previous slide*):

8. Program Status: *Pending*
9. Program: *Union Programs not through International Programs*
10. Press **Search**. A new window will appear with the results.
11. Scroll towards bottom of page to find the box **Save Search Query** and name this search, e.g. SRG – 18FA

Application Status:

Check All Uncheck All

8. ☐ Advising  
☐ Advising (no aliases)  
☒ Pending  
☐ Pending (no aliases)  
☐ Waitlist  
☐ Waitlist (no aliases)  
☐ Wait Pool  
☐ Accepted  
☐ Accepted (no aliases)  
☐ Accepted - NonUnion-Conditions  
☐ Deferred Acceptance  
☒ GPA too low  
☒ Deferred Application

9. Program & Locations:

Program:

- Senegal - Summer break Mini-Term
- South Africa - Winter Break Mini-Term
- Spain - Summer Break Mini-Term
- Spain (Cordoba) - Winter Break Mini-Term
- Spain (Seville) - Fall Term (Odd Years)
- Tanzania - Winter Term (even years)
- Thailand - Winter Break Mini-Term
- Turkey - Fall or Winter/Spring
- Union Programs not through International Programs
- Uruguay - Spring Term
- Vietnam - Fall Term

Program Groups:

- All
- Uncategorized
- Terms Abroad - Union
- Terms Abroad - PGE
- Mini-Terms
- Non-Union Programs
- IBM
- Independent Study Abroad (ISA) Programs
- International Exchange Students/L
- Incoming F-1 visa international students

City:

- All
- Aachen
- Accra
- Addis Ababa
- Agra
- Akuapem Hills
- Alleppey
- Amman
- Amsterdam
- Andasibe

Country:

- All
- Argentina
- Australia
- Austria
- Belgium
- Belize
- Bolivia
- Brazil
- Cambodia
- Canada

Region:

- All
- Africa
- Asia
- Australia/Pacific Islands
- Central America
- Europe
- Latin America
- Middle East
- North America
- Oceania

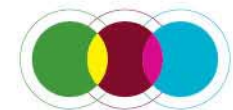
☐ Include Program Locations (this expands the search to also include all applications that are part of a program having any program-level location assignment selected above.)

10. Back Search

11. Save Search Query

SRG-18FA Save Search Query

Back





# Selecting Your Students

From this list, you can select the students for which you are responsible by going to the Options tab and selecting *Batch app tags*

Search : Results

Following is a listing of applications that meet your search criteria.

You searched for all applicants, within Outgoing programs.

Options - Progress Audit - Group by -

Search results based on application itinerary.

Name	Status	Program	Term
Abarbanel, Lily R	Confirmed Participation	Germany - Spring Term (ID 13443 - not ranked)	Spring, 2017
Abdow, Erik M	Confirmed Participation	England (London) - Spring Term (ID 11246 - not ranked)	Spring, 2015
	Wait Pool	France (Lille) - Winter Economics Exchange (ID 10779 - not ranked)	Winter, 2015
Aboulafia, Jacqueline R	Confirmed Participation	Italy (Florence) - Spring Term (ID 12701 - ranked 2)	Spring, 2016
	Wait Pool	Greece - Fall Term (ID 11583 - not ranked)	Fall, 2015
	Confirmed Participation	Civil Rights Public History - Winter Break Mini-Term (Odd Years) (ID 12076 - not ranked)	Winter Break, 2015
Abu Hawash, Kinda	Pending	Greece - Fall Term (ID 23278 - not ranked)	Fall, 2015
Adams, Kiley E	Confirmed Participation	Czech Republic - Fall Exchange (ID 17051 - ranked 1)	Fall, 2016
	Wait Pool	New Zealand - Winter Break Mini-Term (ID 11395 - not ranked)	Winter Break, 2015
Adams, Savannah R	Confirmed Participation	England (London) - Spring Term (ID 11264 - ranked 1)	Spring, 2015

Search : Results

Following is a listing of applications that meet your search criteria.

You searched for all applicants, within Outgoing programs.

Back

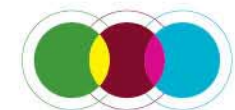
Send email - Group by -

Send SMS (text message)

application itinerary.

	Status	Program	Term
Text export	Confirmed Participation	Germany - Spring Term (ID 13443 - not ranked)	Spring, 2017
Excel export	Confirmed Participation	England (London) - Spring Term (ID 11246 - not ranked)	Spring, 2015
Create report	Wait Pool	France (Lille) - Winter Economics Exchange (ID 10779 - not ranked)	Winter, 2015
Batch status change	Confirmed Participation	Italy (Florence) - Spring Term (ID 12701 - ranked 2)	Spring, 2016
Batch review status	Wait Pool	Greece - Fall Term (ID 11583 - not ranked)	Fall, 2015
Batch info edit	Confirmed Participation	Civil Rights Public History - Winter Break Mini-Term (Odd Years) (ID 12076 - not ranked)	Winter Break, 2015
Batch app tags	Pending	Greece - Fall Term (ID 23278 - not ranked)	Fall, 2015
Recs pending	Confirmed Participation	Czech Republic - Fall Exchange (ID 17051 - ranked 1)	Fall, 2016
Batch material edit	Wait Pool	New Zealand - Winter Break Mini-Term (ID 11395 - not ranked)	Winter Break, 2015
Batch attach file	Confirmed Participation	England (London) - Spring Term (ID 11264 - ranked 1)	Spring, 2015
Batch workflow	Provided Financial Waiver	Cuba Winter Break Mini-Term (ID 12332 - not ranked)	Winter Break, 2015
Full export	Wait Pool	France (Lille) - Winter Economics Exchange (ID 10939 - not ranked)	Winter, 2016
	Confirmed Participation	Community Service - Winter Break Mini-Term (ID 11920 - not ranked)	Winter Break, 2014
	Confirmed Participation	France (Lille) - Winter Economics Exchange (ID 12026 - not ranked)	Winter, 2016

Continued  
on next  
slide





## Selecting Your Students - continued

To select your students, first click on the arrow/triangle to the left of the heading *Batch Application Tag Edit*:

You will see all the names. Similar screenshot seen below.

**Batch Processing : Information Results** Search Search Results

Use this form to add or remove application tags to the checked applicants listed below.

**▶ Batch Application Tag Edit:**  
(click arrow to show applicants)

Add Application Tag

Remove Application Tag

Update Cancel

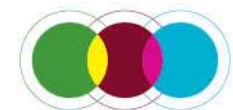
**Batch Processing : Information Results** Search Search Results

Use this form to add or remove application tags to the checked applicants listed below.

▼ Batch Application Tag Edit:

<input checked="" type="checkbox"/>	Name	Status	Program / Application Cycle
<input checked="" type="checkbox"/>	Abarbanel, Lily R	Confirmed Participation	Germany - Spring Term (Spring, 2017)
<input checked="" type="checkbox"/>	Abdow, Erik M	Confirmed Participation	England (London) - Spring Term (Spring, 2015)
<input checked="" type="checkbox"/>	Abdow, Erik M	Wait Pool	France (Lille) - Winter Economics Exchange (Winter, 2015)
<input checked="" type="checkbox"/>	Aboulafia, Jacqueline R	Confirmed Participation	Italy (Florence) - Spring Term (Spring, 2016)
<input checked="" type="checkbox"/>	Aboulafia, Jacqueline R	Wait Pool	Greece - Fall Term (Fall, 2015)
<input checked="" type="checkbox"/>	Aboulafia, Jacqueline R	Confirmed Participation	Civil Rights Public History - Winter Break Mini-Term (Odd Years) (Winter Break, 2015)
<input checked="" type="checkbox"/>	Abu Hawash, Kinde	Pending	Greece - Fall Term (Fall, 2010)
<input checked="" type="checkbox"/>	Adams, Kiley E	Confirmed Participation	Czech Republic - Fall Exchange (Fall, 2016)
<input checked="" type="checkbox"/>	Adams, Kiley E	Wait Pool	New Zealand - Winter Break Mini-Term (Winter Break, 2015)
<input checked="" type="checkbox"/>	Adams, Savannah R	Confirmed Participation	England (London) - Spring Term (Spring, 2015)
<input checked="" type="checkbox"/>	Adeniran, Orinolu O	Provided Financial Waiver	Cuba Winter Break Mini-Term (Winter Break, 2015)

*Continued  
on next  
slide*





## Selecting Your Students - continued

1. Uncheck *Name*
2. Select the students you for which you are responsible (e.g. Mech Eng, Math, SRG). If they have more than one application, looking at the term on the right may help determine which application to select.

1.



Batch Processing : Information Results

Use this form to add or remove application tags to the checked applicants listed below.

▼ Batch Application Tag Edit:

<input checked="" type="checkbox"/> Name	Status	Program / Application Cycle
<input checked="" type="checkbox"/> Abarbanel, Lily R	Confirmed Participation	Germany - Spring Term (Spring, 2017 )
<input checked="" type="checkbox"/> Abdow, Erik M	Confirmed Participation	England (London) - Spring Term (Spring, 2015 )
<input checked="" type="checkbox"/> Abdow, Erik M	Wait Pool	France (Lille) - Winter Economics Exchange (Winter, 2015 )
<input checked="" type="checkbox"/> Aboulafia, Jacqueline R	Confirmed Participation	Italy (Florence) - Spring Term (Spring, 2016 )
<input checked="" type="checkbox"/> Aboulafia, Jacqueline R	Wait Pool	Greece - Fall Term (Fall, 2015 )
<input checked="" type="checkbox"/> Aboulafia, Jacqueline R	Confirmed Participation	Civil Rights Public History - Winter Break Mini-Term (Odd Years) (Winter Break, 2015 )
<input checked="" type="checkbox"/> Abu Hawash, Kinda	Pending	Greece - Fall Term (Fall, 2018 )
<input checked="" type="checkbox"/> Adams, Kiley E	Confirmed Participation	Czech Republic - Fall Exchange (Fall, 2016 )
<input checked="" type="checkbox"/> Adams, Kiley E	Wait Pool	New Zealand - Winter Break Mini-Term (Winter Break, 2015 )
<input checked="" type="checkbox"/> Adams, Savannah R	Confirmed Participation	England (London) - Spring Term (Spring, 2015 )
<input checked="" type="checkbox"/> Adeniran, Omololu O	Provided Financial Waiver	Cuba Winter Break Mini-Term (Winter Break, 2015 )

### Batch Processing : Information Results

Use this form to add or remove application tags to the checked applicants listed below.

▼ Batch Application Tag Edit:

<input type="checkbox"/> Name	Status	Program / Application Cycle
<input checked="" type="checkbox"/> Abarbanel, Lily R	Confirmed Participation	Germany - Spring Term (Spring, 2017 )
<input type="checkbox"/> Abdow, Erik M	Confirmed Participation	England (London) - Spring Term (Spring, 2015 )
<input type="checkbox"/> Abdow, Erik M	Wait Pool	France (Lille) - Winter Economics Exchange (Winter, 2015 )
<input checked="" type="checkbox"/> Aboulafia, Jacqueline R	Confirmed Participation	Italy (Florence) - Spring Term (Spring, 2016 )
<input type="checkbox"/> Aboulafia, Jacqueline R	Wait Pool	Greece - Fall Term (Fall, 2015 )
<input type="checkbox"/> Aboulafia, Jacqueline R	Confirmed Participation	Civil Rights Public History - Winter Break Mini-Term (Odd Years) (Winter Break, 2015 )
<input type="checkbox"/> Abu Hawash, Kinda	Pending	Greece - Fall Term (Fall, 2018 )
<input checked="" type="checkbox"/> Adams, Kiley E	Confirmed Participation	Czech Republic - Fall Exchange (Fall, 2016 )
<input type="checkbox"/> Adams, Kiley E	Wait Pool	New Zealand - Winter Break Mini-Term (Winter Break, 2015 )

2.

*Continued  
on next  
slide*





## Selecting Your Students - continued

Scroll to the bottom of the screen to select the appropriate tag (hold the **ctrl** button to select more than one tag). *If you do not see an application tag for your department, see the last slide for contacting the International Programs office.*

<input type="checkbox"/>	Zou, Andy	Confirmed Participation	Argentina (Buenos Aires) - Winter Break Mini-Term (Winter Break, 2016 )
<input type="checkbox"/>	Zou, Andy	Not Accepted	Belgium - Fall Economics Exchange (Fall, 2015 )
<input type="checkbox"/>	Zou, Andy	Waitlist	Cuba Winter Break Mini-Term (Winter Break, 2015 )
<input type="checkbox"/>	Zou, Andy	Confirmed Participation	New Zealand - Winter Break Mini-Term (Winter Break, 2015 )
<input checked="" type="checkbox"/>	van Essche, John P	Confirmed Participation	New Zealand - Winter Break Mini-Term (Winter Break, 2014 )
<input type="checkbox"/>	van Zijl, Erik C	Wait Pool	Georgia - Fall Term (Fall, 2015 )

Add Application Tag

Remove Application Tag

-- Select application tag --

- Accept - Conditional
- Accepted
- Advisor Does Not Approve
- Anthropology
- App OK
- Astronomy
- Athletics
- Attending other program
- Biology
- Chemistry
- Classics
- CommServ App
- Computer Science
- Conference Travel
- Dean of Students - Points
- Earned Academic Credit
- ECE
- Economics
- English

807 UNION ST.

(518) 388-6112

f t v

2308

v

CONTACT ADMISSIONS:

Grant Hall

807 Union Street

(518) 388-6112

Request information

© Trustees of Union College

With this application tag, you can go create a new query (see page 5, point 5)







## Review an Individual File

From your Administrative home page, select the Query you wish to review by clicking on the name you gave it

### Administration : Home

[Admin Settings](#)[Share](#)

Below are several administrative areas that allow you to manage your programs, applications, applicants, as well as

#### Tasks

[Task List](#)[New Task](#)[Settings](#)

Subject	Due date	Assigned to
---------	----------	-------------

#### My Queries & Reports

[View folder ▾](#)[Uncategorized](#)[Moved checked 1 ▾](#)

#### ☐ Saved Query

#### Actions

<input type="checkbox"/>	<a href="#">18WI - Union Programs - NonIP</a>	
<input type="checkbox"/>	<a href="#">Union Programs non-IP Programs</a>	

[Shared Queries](#)



## Review an Individual File

Click on the program name next to the student

### Administration : 18WI - Union Programs - NonIP

New Task

Following are the results of your saved search.

#### Results for saved query "18WI - Union Programs - NonIP"

You searched for all applicants (internal-only), within Program Enrollment programs for the program name Union Programs not through International Programs that have applied for the term Winter 2018, that have a status of pending (and all aliases).

Options ▾ Progress Audit ▾ Group by ▾

#### Search results based on application itinerary:

Name	Status	Program	Term
Casper, Rosa	Pending	<a href="#">Union Programs not through International Programs (ID 23502 - not ranked)</a>	Winter, 2018
Epstein, Samantha	Pending	<a href="#">Union Programs not through International Programs (ID 23504 - not ranked)</a>	Winter, 2018
Herbert, Jordan N	Pending	<a href="#">Union Programs not through International Programs (ID 23494 - not ranked)</a>	Winter, 2018
MacManus-Spencer, Laura	Pending	<a href="#">Union Programs not through International Programs (ID 23493 - not ranked)</a>	Winter, 2018
Maung, Jessica N	Pending	<a href="#">Union Programs not through International Programs (ID 23498 - not ranked)</a>	Winter, 2018
O'Hora, Heidi E	Pending	<a href="#">Union Programs not through International Programs (ID 23500 - not ranked)</a>	Winter, 2018
Pagano, Alexandra E	Pending	<a href="#">Union Programs not through International Programs (ID 23497 - not ranked)</a>	Winter, 2018
Riley, Rachel A	Pending	<a href="#">Union Programs not through International Programs (ID 23499 - not ranked)</a>	Winter, 2018







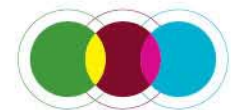
## Required Paperwork

### Questionnaires

- Emergency Contact Information – entered online
- Self-Identification Form – uploaded online. This is for special accommodations/learning disabilities. If applicable, the student must submit the original form to Accomodative Services (Shelly Shinebarger, Reamer 303)
- Smart Traveler Enrollment Program (not required for international students traveling outside of the United States and students traveling within the United States) – entered online
- Health Insurance (only required for students traveling outside of the United States) – proof of purchased insurance uploaded online
- Student Health Information (optional) – entered online
- Travel Information
- Passport Copy (only required for students traveling outside of the United States) – entered and uploaded online
- Participant Agreement – completed and uploaded online

### Signature Documents

- Alcohol & Drug Policy – digital signature
- Conduct Code – digital signature
- Sexual and Other Forms of Unlawful Harassment Policy – digital signature





# Access Student Files / Required Paperwork

## Application : Overview

Search Search Results New Task

Use the tabs below to view and change information for this application.

Casper, Rosa ([Edit Profile](#))

Union Programs not through International Programs

Winter, 2018

Status: Pending

Program Enrollment Applicant

Created: 02/06/2018 (by Applicant)

Last Updated: 02/06/2018 @ 04:15:10 PM

Last Viewed by Applicant: 02/06/2018

ID# 23502

([add principal application](#))

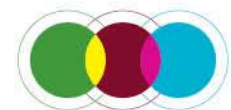
Comments Status Reviews Profile History Log Email Itinerary **Questionnaires** **Materials** Resources  
Assessments Documents Advisor Approval(s) Journal Credit Transfer

-- Add tag to application --

[Print Application](#)

### Application Summary:

Item:	Advising	Received				Total
		Pre-Decision	Post-Decision	While Abroad	Returnee	
Signature Documents - Found under Materials tab	0/0	0/3	0/0	0/0	0/0	0/3
Material Submissions	0/0	0/0	0/0	0/0	0/0	0/0
Questionnaires - Found under Questionnaires tab	0/0	0/8	0/0	0/0	0/0	0/8
Assessments	0/0	0/0	0/0	0/0	0/0	0/0
Resources	0/0	0/0	0/1	0/0	0/0	0/1
Academic Advisor Approvals						0/0



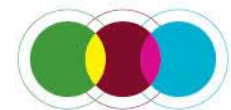
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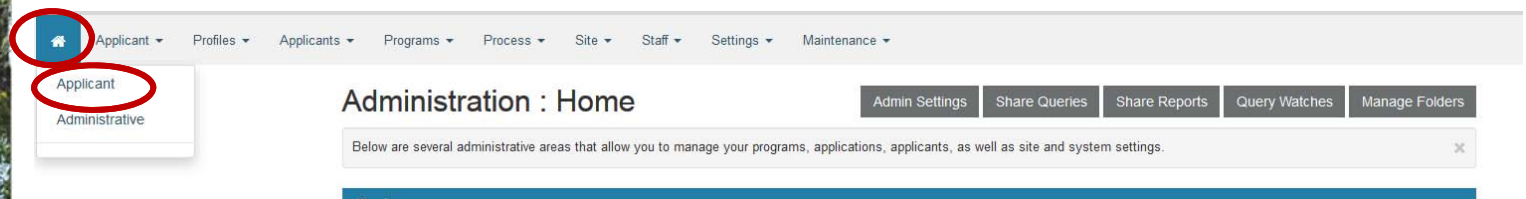
## Explanations

- **Status:** “Pending” status. All applications begin as “Pending”. Once a student completes all the paperwork for the program, you can go in and change this to “Processed”. This will still save the file but will remove it from the Query you open up.
- **Pre-Decision:** This is not applicable to your review and will never change. It was used to set up this program in the database.
- **Materials:** Refers to documents that were either digitally signed, called a Signature Document, or if we need the actual hard copy, it is called a Material Submission.
- **Questionnaires:** Refers to information the student directly entered online or was able to upload

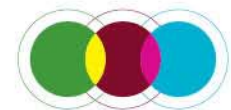
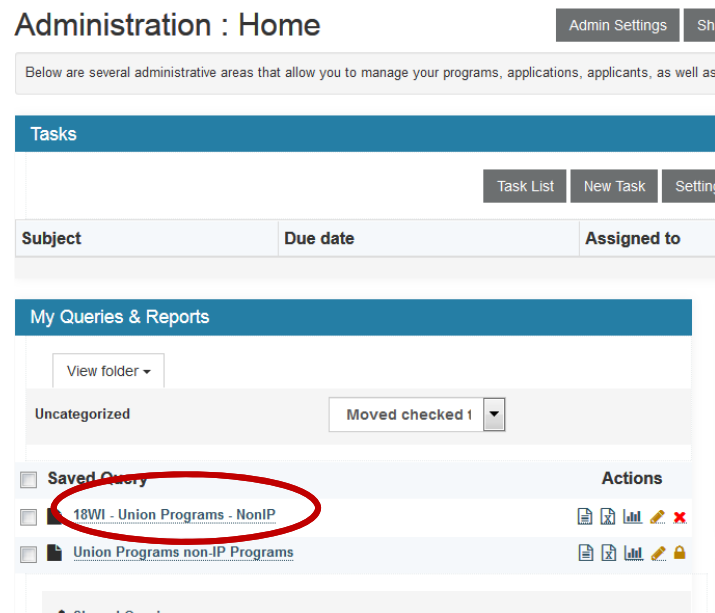


## Run an Audit on a Group

- To see how far along the students are in completing their paperwork, rather than checking one by one, you can run an audit
- Go the **Administrative** home page



- Click on the name of the query you created







## Run an Audit on a Group

- From the tab **Progress Audit**, select **Pre-Decision**

### Administration : 18WI - Union Programs - NonIP

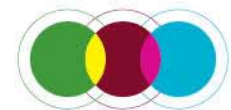
New Task

Following are the results of your saved search

#### Results for saved query "18WI - Union Programs - NonIP"

You searched for all applicants (only), within Program Enrollment programs for the program name Union Programs not through International Programs that have applied for the term Winter 2018 and have a status of pending (and all aliases).

Advising	Progress Audit	Group by
Pre Decision	Sorted on application itinerary:	
Post Decision	Status	Program
While Abroad	Pending	Union Programs not through International Programs (ID 23502 - not ranked)
Returnee	Pending	Union Programs not through International Programs (ID 23516 - not ranked)
	Pending	Union Programs not through International Programs (ID 23504 - not ranked)



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# Run an Audit on a Group

## Batch Processing : Progress Audit

Search Search Results

Following is a progress audit for signature documents, material submissions, questionnaires and recommendations.

Check Everything | Uncheck Everything

### Progress Audit Options:

Please check off which items you would like to appear in the progress audit.

#### Choose Materials to Show:

Check All | Uncheck All

- ☒ Alcohol & Drug Policy
- ☒ Conduct Code
- ☒ Sexual & Other Forms of Unlawful Harassment Policy

#### Choose Questionnaires to Show:

Check All | Uncheck All

- ☒ 1. Emergency Contact Information
- ☒ 2. Self-Identification Form
- ☒ 3. GeoBlue Insurance
- ☒ 4. Smart Traveler Enrollment Program
- ☒ 5. Student Health Information (Optional)
- ☒ 6. Passport Information
- ☒ 7. Travel Information
- ☒ 8. Participant Agreement

#### Choose Assessments to Show:

No matching assessments found.

#### Choose Learning Content to Show:

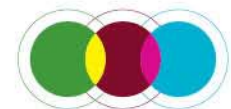
No matching learning content found.

#### Other Options:

- ☐ Advisor Approval(s)
- ☐ Reviews
- ☐ Display Process Elements Due Dates

Next Cancel

- Under **Materials to Show**, select **Check All**.
- Under **Questionnaires to Show**, select **Check All**.
- Leave the remainder blank
- Scroll to bottom of screen, hit **Next**.

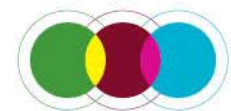


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## Batch Processing : Progress Audit

Search Search Results

[illegible]

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# What to do with Audit Results

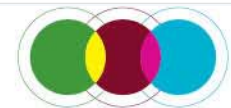
1. Send an email to students who have forms outstanding (you can select the students)
2. Print the information
3. Export the results of the audit

Check All | Uncheck All

		Sexual & Conduct	Alcohol & Smart	5. Studen	8. Partici	6. Passpo	7. Travel	1. Emerg-	2. Self-Id	3. GeoBlt
1 <input checked="" type="checkbox"/> Casper, Rosa	Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Epstein, Mallory	Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Epstein, Samantha	Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Fogarty, Samuel	Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Guo, Lynn	Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Herbert, Jordan	Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Hickernell, Sarah	Pending	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Huther, Sophie	Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> MacManus-Spencer, Laura	Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Marmen, Erin	Pending	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maung, Jessica	Pending	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maung, Jessica	Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> O'Hora, Heidi	Pending	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Pagano, Alexandra	Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Pagano, Alexandra	Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Pisano, Maxwell	Pending	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Riley, Rachel	Pending	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Taslitz, Rebecca	Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Toolan, Mitchell	Pending	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Van Nostrand, Maria	Pending	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Send Email to Marked
- Export Options -

1
2
3







## Updating the Union Programs Non-IP Programs Query – Individual Student

- After a student has completed the required paperwork for your department, you can update the student status from **Pending** to **Processed**

Casper, Rosa ([Edit Profile](#))  
 Union Programs not through International Programs  
 Winter, 2018  
 Status: Pending  
 Program Enrollment Applicant

Created: 02/06/2018 (by Applicant)  
 Last Updated: 02/06/2018 @ 08:56:52 PM  
 Last Viewed by Applicant: 02/06/2018  
 ID# 23502

([add principal application](#))

Overview Comments **Status** Reviews Profile History Log Email Itinerary Questionnaires Materials Resources Assessments

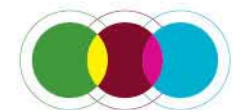
Documents Advisor Approval(s) Journal Credit Transfer

-- Add tag to application --

[Print Application](#)

Application Summary:

Item:	Received					Total
	Advising	Pre-Decision	Post-Decision	While Abroad	Returnee	
Signature Documents	0/0	3/3	0/0	0/0	0/0	3/3
Material Submissions	0/0	0/0	0/0	0/0	0/0	0/0
Questionnaires	0/0	8/8	0/0	0/0	0/0	8/8
Assessments	0/0	0/0	0/0	0/0	0/0	0/0
Resources	0/0	0/0	0/1	0/0	0/0	0/1
Academic Advisor Approvals						0/0





## Updating the Union Programs Non-IP Programs Query – Individual Student

- After a student has completed the required paperwork for your department, you can update the student **status** from **Pending** to **Processed**

Application : Status

Search Search Results New Task

Use the tabs below to view and change information for this application

Casper, Rosa (Edit Profile)  
Union Programs not through International Programs  
Winter, 2018  
Status: Pending  
Program Enrollment Applicant

Overview Comments Status Reviews Pro  
Assessments Documents Advisor Approval(s)

-- Add tag to application --

Application Status

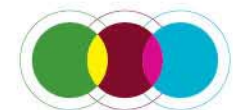
Status: Pending

Deadline: 11/30/2018  
Waive until: mm/dd/yyyy

Decision Date: 12/01/2018 (This date is specific to this program.)

Created: 02/06/2018 (by Applicant)  
Last Updated: 02/06/2018 @ 08:56:52 PM  
Last Viewed by Applicant: 02/06/2018  
ID# 23502  
(add principal application)

naires Materials Resources







## Updating the Union Programs Non-IP Programs Query – Batch Status Change

- Click on the name of the query you created (see page 16)

### Administration : Home

Admin Settings

Share

Below are several administrative areas that allow you to manage your programs, applications, applicants, as well as

#### Tasks

Task List

New Task

Settings

Subject

Due date

Assigned to

#### My Queries & Reports

View folder ▾

Uncategorized

Moved checked 1 ▾

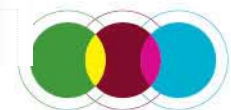
#### Saved Query

#### Actions

☐ 18WI - Union Programs - NonIP

☐ Union Programs non-IP Programs

Shared Queries



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# Updating the Union Programs Non-IP Programs Query – Batch Status Change

- From **Options**, select **Batch status change**

Search : Results Search Search Results

Following is a listing of applications that meet your search criteria.

You searched for all applicants, within Outgoing programs.

Back

Options + Progress Audit + Group by +

Search results based on application itinerary.

Name	Status	Program	Term
Abarbanel, Lily R	Confirmed Participation	Germany - Spring Term (ID 18443 - not ranked)	Spring, 2017
Abdow, Erik M	Confirmed Participation	England (London) - Spring Term (ID 11245 - not ranked)	Spring, 2015
Aboulafia, Jacqueline R	Wait Pool	France (Lille) - Winter Economics Exchange (ID 10779 - not ranked)	Winter, 2015
	Confirmed Participation	Italy (Florence) - Spring Term (ID 12701 - ranked 2)	Spring, 2016
	Wait Pool	Greece - Fall Term (ID 11583 - not ranked)	Fall, 2015
	Confirmed Participation	Civil Rights Public History - Winter Break Mini-Term (Odd Years) (ID 12076 - not ranked)	Winter Break, 2015
Abu Hawash, Kinda	Pending	Greece - Fall Term (ID 23278 - not ranked)	Fall, 2016
Adams, Kiley E	Confirmed Participation	Czech Republic - Fall Exchange (ID 17051 - ranked 1)	Fall, 2016
	Wait Pool	New Zealand - Winter Break Mini-Term (ID 11995 - not ranked)	Winter Break, 2015
Adams, Savannah R	Confirmed Participation	England (London) - Spring Term (ID 11264 - ranked 1)	Spring, 2015

Search : Results Search Search Results

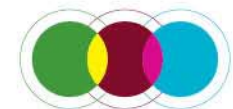
Following is a listing of applications that meet your search criteria.

You searched for all applicants, within Outgoing programs.

Back

Send email	Group by +	Application itinerary
Send SMS (text message)		
Text export		
Excel export		
Create report		
<b>Batch status change</b>		
Batch info edit		
Batch app tags		
Recs pending		
Batch material edit		
Batch attach file		
Batch workflow		
Full export		

Status	Program	Term
Confirmed Participation	Germany - Spring Term (ID 18443 - not ranked)	Spring, 2017
Confirmed Participation	England (London) - Spring Term (ID 11245 - not ranked)	Spring, 2015
Wait Pool	France (Lille) - Winter Economics Exchange (ID 10779 - not ranked)	Winter, 2015
Confirmed Participation	Italy (Florence) - Spring Term (ID 12701 - ranked 2)	Spring, 2016
Wait Pool	Greece - Fall Term (ID 11583 - not ranked)	Fall, 2015
Confirmed Participation	Civil Rights Public History - Winter Break Mini-Term (Odd Years) (ID 12076 - not ranked)	Winter Break, 2015
Pending	Greece - Fall Term (ID 23278 - not ranked)	Fall, 2016
Confirmed Participation	Czech Republic - Fall Exchange (ID 17051 - ranked 1)	Fall, 2016
Wait Pool	New Zealand - Winter Break Mini-Term (ID 11995 - not ranked)	Winter Break, 2015
Confirmed Participation	England (London) - Spring Term (ID 11264 - ranked 1)	Spring, 2015
Provided Financial Waiver	Cuba Winter Break Mini-Term (ID 12032 - not ranked)	Winter Break, 2015
Wait Pool	France (Lille) - Winter Economics Exchange (ID 10859 - not ranked)	Winter, 2015
Confirmed Participation	Community Service - Winter Break Mini-Term (ID 11120 - not ranked)	Winter Break, 2014
Confirmed Participation	France (Lille) - Winter Economics Exchange (ID 12026 - not ranked)	Winter, 2016







## Updating the Union Programs Non-IP Programs Query – Batch Status Change

1. Select/Unselect the students whose status you want to change by clicking on the white triangle (refer to pages 8-9)
2. From the drop-down menu, **Change checked to:** select **Processed**

### Batch Processing : Status Update

Search Search Results

Use this form to apply an application status to the checked applications listed below.

1.

#### Batch Application Status Edit:

(click arrow to show applicants)

Change checked to:

Processed

- Select -
- Advising
- Pending
- GPA too low
- Deferred Application
- Waitlist
- Wait Pool
- Accepted
- Accepted - NonUnion-Conditions
- Deferred Acceptance
- Committed
- Confirmed Participation
- Provided Financial Waiver
- Committed - Deferral & deposit to be paid next yea
- Processed**
- Rejected
- Not Accepted
- Low GPA
- Points
- GPA Not Maintained

Update Cancel

2.

STREET SCHENECTADY, NY 12308

3000 Map & Directions



CONTACT ADMISSIONS:

Grant Hall  
807 Union Street  
(518) 388-6112

Request information

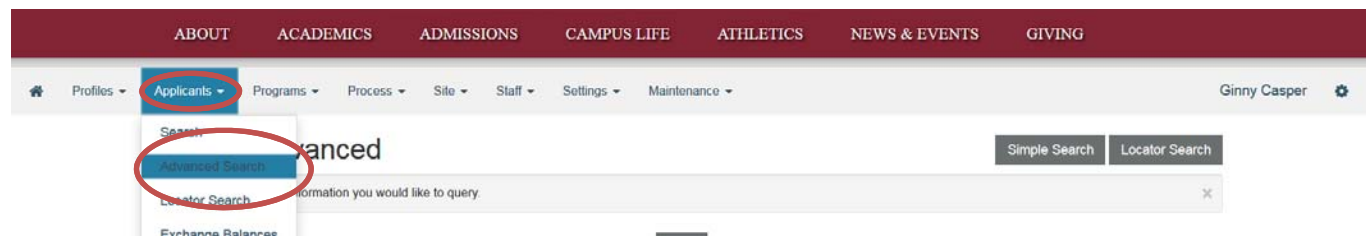


WWW.UNION.EDU/INTERNATIONAL

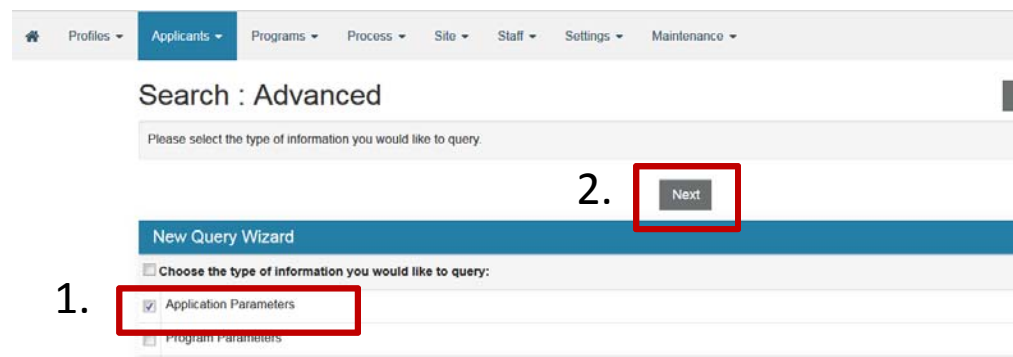


## Reviewing Files that are Processed – Individual File

- If you need to go back to review the names, to find them you will need to do an advanced search by going to the **Applicant** drop-down menu and selecting **Advanced Search**



1. Select **Application Parameters**
2. Click **Next**



- 1.







## Reviewing Files that are Processed – Individual File

- If you need to go back to review one name, to find it, go to the **Applicant** drop-down menu and select **Search**

Applicant ▾ Profiles ▾ **Applicants ▾** Programs ▾ Process ▾ Site ▾ Staff ▾ Settings ▾ Maintenance ▾

**Search** Advanced Search

Simple Advanced Search

Advanced Search Search Results Locator Search

- Under **Applicant Name**, enter all/part of the name
- Make sure to check the box **Include withdrawn applications**
- Press **Search**

Search : Simple

Advanced Search Search Results Locator Search

Below, you can search for applications based on multiple criteria. List boxes allow you to select multiple values by holding the Ctrl/Cmd key while clicking. Results are returned based on applications that match all selected criteria. For a search based on specific application response data and program parameters, use the Advanced Search.

Search

Search Applications:

1.

Applicant Name:

casper

Program Name:

Program Terms:

William Cady Stone 2017  
Winter 2019  
**Winter 2018**  
Winter 2017  
Winter Break 2017

2.

Show all terms

☒ Include withdrawn applications

3.

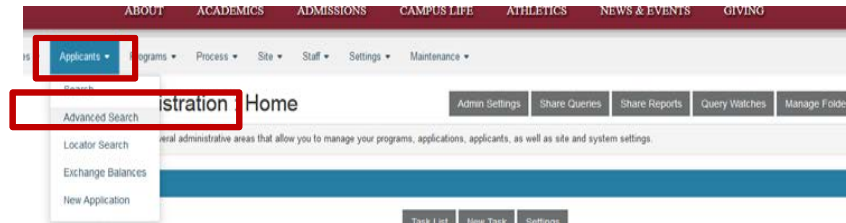
Search





## Reviewing Files that are Processed – Group

- Go the **Applicant** drop-down menu and select **Search**



- Select **Application Parameters**
- Click **Next**

Search : Advanced Simple Search Locator Search

Please select the type of information you would like to query.

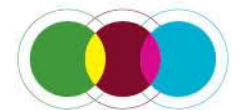
2. Next

**New Query Wizard**

☐ Choose the type of information you would like to query:

1. ☒ Application Parameters

☐ Program Parameters





## Reviewing Files that are Processed - Group

1. From **Program Types**, select **Program Enrollment**
2. From **Application Parameters**, choose the term(s) [to select more than one term, hold down the control key and use the mouse to make selections],
3. From **Application Status** select **Processed**
4. Scroll down and from **Programs & Locations**, select **Union Programs not through International Programs**. Press **Search**.

Search : Advanced Simple Search

Use the form below to search for applications based on one or more criteria. The list boxes allow you to select multiple values within them by holding the Ctrl/Cmd key while clicking

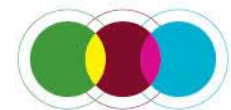
**1.** **Program Types:** Program Enrollment

**2.** **Application Parameters:** Fall 2017

**3.** **Application Status:** Processed

**4.** **Programs & Locations:** Union Programs not through international

**Search**





## Need Assistance?

For assistance in accessing TD contact:

**Donna Sichak or Ginny Casper**

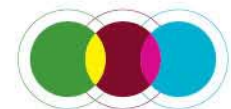
**International Programs Office**

**Old Chapel, 3rd Floor**

Phone: 518-388-6002

Email: [sichakd@union.edu](mailto:sichakd@union.edu)

[casper@union.edu](mailto:casper@union.edu)



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