

# WebAdMIT Case Studies

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# WebAdMIT Case Study #1

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**School:** Anonymous

**Responder:** Anonymous - Assistant Director of Pharmacy Admission

**CAS:** Pharm

Permission to Share Information - Yes

Anonymous Participant - Yes

**How did the school find out about WebAdMIT?** Through Membership in our Association

## **Process Prior to WebAdMIT**

As a PharmCAS member and a user of PharmAdMIT, our school's process was 100% geared to the PharmAdMIT system. As applications became complete and verified through PharmCAS we would do weekly downloads into our PharmAdMIT in-house database. Then these applications would be reviewed and compared to other supplemental information we had available in our open bin. As items were matched the information was marked in the Supplemental Items tab of AdMIT. A Supplemental Status report was generated nightly back to PharmCAS for student information purposes. Once an application was complete the file was delivered to me for further review. I would then go into AdMIT and calculate the Math/Science GPA and make sure the applicant had all necessary pre-requisite courses or that the courses were planned/in progress. I would then send the file to a member of the Admission Committee for review and scoring. At each step of the process an automatic email was sent with each significant status change notifying the applicant of his or her progress. Applicants were then discussed in the next available Admission Committee meeting and were then either invited for an interview or denied.

Interviews were scheduled through PharmAdMIT. Final decisions were noted in PharmAdMIT. E-notifications were generated through PharmAdMIT and official letters were generated by PharmAdMIT. Final transcripts were collected and grades were posted in PharmAdMIT so end of year reports would show accurate GPA information for the matriculated class.

Our use of AdMIT used most of the major portions of the product including local statuses, letters/e-mail templates, requirements and scoring. Also our applicants were required to complete a supplemental application, provide a picture, provide references and were compared using a variety of different criteria including GPAs, standardized tests and interview feedback.

## **Process now with WebAdMIT**

We have the same process. The difference is it is much faster and more efficient now. We do not have to wait for the applications to be sent on a weekly basis. We use all communication through WebAdMIT. All scheduling is through WebAdMIT as well. There are some areas that are not as helpful. We cannot post final grades as of yet so we will not have accurate GPA's for the matriculating class.

### **Custom Fields**

- Custom Fields are used to track the following information:
  - Applicant Type – Select from List
    - New Applicant, Reapplicant, Existing Student, Existing Student < 30 hours
  - ACT Score – Numeric
  - Banner ID# - Numeric
  - PTCB License – Yes/No

### **Local Statuses**

- A large number of local statuses are used to follow our process closely and also specifically detail what step of the process an applicant is in:
  - Reviewed, Unreviewed, Complete, Eligible for Interview, Interview Unscheduled, Invitation Needed, Deferred, Rescinded, Offer Made, Offer Accepted – Letter Sent and Denied are just a few of our 42 active local statuses.

### **Local GPA**

- University Specific GPA

### **Prerequisite GPA**

- University Specific Prerequisite GPA

### **Requirements**

- Supplemental Application
- ACT/SAT
- Bachelors Degree
- Academic Reference
- Non-Academic Reference
- Academic Update
- PCAT
- WES Profile
- TOEFL

## Scoring Model

- A University specific scoring system using the score generated during their first review, their Math/Science GPA, and their Cumulative Undergraduate Total GPA

## Assignments

- Used for an initial review of the applicant done by a member of the admission staff. Specific questions are scored and then the total score is summed to give the applicant a Review Score that is later used in our scoring model.
  - o Items scored include but are not limited to the letter of recommendation, essay/personal statement, PCAT scores, Degree and Related work experience.
  - o Comments are allowed.
  - o An overall remark is entered by the reviewer identifying if they would move the applicant on to an interview, not move them on to an interview or discuss them with the committee.

## Interviews

- Used as a standard process to interview the applicant to make an assessment based a specific list of questions/qualities that the interviewer assesses.
  - o Items scored include but are not limited to the motivation, values, interest/concern for people, maturity and communication.
  - o Comments are allowed.
  - o An overall remark is entered by the interviewer identifying if they would accept, deny or discuss their acceptance with the committee.

## E-mail Templates

- We have 26 active e-mail templates are used for a variety of communications including interview scheduling and confirmation, requests for information and notices of statuses of the applicant's progress.

## **Roughly, how many users do you have using WebAdMIT?**

- We have between 50-60 users set up in WebAdMIT

## **Roughly How Long did it take for You to Implement a System that Works for You:**

- About 2 months to be completely set up.

## **Major Change to the Admissions process with the use of WebAdMIT:**

- We are now able to be completely paperless.

**Feature in WebAdMIT used the most:**

- No specific feature is used more than others. We use all of the features in WebAdMIT to aid in the admissions process.

**Use of an ERP System:**

- Banner is used internally and we use a bridge program that loads information from WebAdMIT into Banner

**What made you decide to go with WebAdMIT?**

- We had been extremely pleased with the PharmAdMIT system and knew this was the next step up.

**If you had to put an estimate on time saved using WebAdMIT, how much time would you say?**

- This is hard to estimate. The process is so much more efficient now with the ability to assign the applications for review to my committee members immediately. And they LOVE the fact that they can review a file from their office or home or practice site and return it to our office without having to actually come to campus.

**What was the biggest surprise that you found out using WebAdMIT that you did not see when reviewing the product?**

- Nothing really. I had been part of the Development/Review group.

# WebAdMIT Case Study #2

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**School:** Anne Arundel Community College, School of Health Professions

**Responder:** Inbal Neun – Instructional/Admissions Coordinator

**CAS:** CASPA

Permission to Share Information - Yes

**How did the school find out about WebAdMIT?** Through Membership in our Association

## Process Prior to WebAdMIT

Prior to WebAdMIT we had a paper-based system involving a file for each applicant that contained a checklist of all of the required material. Applicants were required to submit CASPA application, which required 3 letters of recommendation, and mail the required supplemental application with official transcripts, TOEFL score, background addendum and copy of Photo I.D. by the listed application deadlines. When applications were received, applicants received letters from our school via mail with an updated status and/or list of missing application materials. Prerequisites were reviewed for equivalency/transfer and the prerequisite GPA was calculated by hand. Applications were ranked based on academic performance and health care experience. Ranking system was pre-approved and based on retrospective data.

## Process now with WebAdMIT

The process for the last cycle was:

1. Send confirmation to applicant once we have a verified CASPA application that their application has been received and will be reviewed. Create list that captures all applicants that are either “verified or mailed” with no local status.
2. Review application for degree and overall GPA requirements (if requirements not met, sent email that application was not eligible for further consideration). Local status is changes to “qualified”, or “not qualified GPA, or “not qualified degree”,
3. If qualified, sent applicant email with link and instructions to complete the supplemental application. Starting using automated email when status was changed to “qualified” but that became available late in cycle. Supplemental application still requires photo ID and background information as well as fee.
4. Once supplemental application is received, process the fee and identify prerequisites in WebAdMIT, scanning for equivalency. Applicants also complete and sign background information on last page of application. Upload application and photo into WebAdMIT. If prerequisites or prerequisite GPA requirements are not met, application is sent “not eligible” (have templates based on reason, such as missing prerequisite of prereq. GPA below 3.0).

5. Scoring is set up prior to cycle and scores academic performance automatically. Created custom boxes for Patient Contact Experience Type, Patient Contact Experience Hours, Letters of References and Military/Community Service. Have to go into PDF of CASPA application or each Letter of Recommendation to see recommendation level (would appreciate if it were on WebAdMIT in the Reference section, next to names of references). Once custom boxes are entered, scoring is updated and local status changes to “qualified competitive” or “qualified not competitive” depending on score.
6. Competitive applicants are sent “save the date” template for interview and local status changes when they RSVP. Excel spreadsheets are exported from WebAdMIT and faculty is assigned applicants to review prior to interview. Faculty uses model set up within “assignments” in WebAdMIT to document review of application.
7. Use custom boxes to record performance during the various activities at interview during selection process. Selection team reviews all information on WebAdMIT and local status changes to “Select”, “Alternate” or “regret”. Selection packets (letters if alternate or not selected) are mailed and email templates are sent when acceptance paperwork is received and the local status changes to “Conditional Selection”.
8. After required criminal background check and health examination reports is received and review, local status changes to “final acceptance”.
9. Use reports and exports for various data/demographics requested by program director. Also, use note section to identify corrections for foreign medical graduates as well as another issues.

### Custom Fields

- Custom Fields are used to track the following information:
  - Supplemental Application – Yes/No
  - Patient Contact Experience Hours – Numeric
  - Patient Contact Experience Type – Select from List
    - Considered, Preferred, Highly Preferred
  - Score for 3 Letters of Recommendation - Numeric
  - Military/Civil/Service or min. of 100 hours of Community Service – Yes/No
  - Ranking Correction – Numeric
  - RSVP for Interview – Yes/No
  - Writing Exercise – Numeric
  - Interview Score - Numeric

### Local Statuses

- A large number of local statuses are used to follow our process closely and also specifically detail what step of the process an applicant is in:
  - Selected, Alternate for Seat, Qualified, Not Qualified – Degree, NQ – Letter Sent, Late Applications, Incomplete, TOEFL, Records and Interview Select are just a few of our 42 active local statuses.

### Local GPA

- This feature is not used by our Institution.

### Prerequisite GPA

- University Specific Prerequisite GPA

### Requirements

- Bachelor's Degree or Higher - Conferred by Nationally Accredited Institution of Official Evaluation
- Cumulative GPA - of 3.0 or higher
- Prerequisite GPA - 5 Prerequisites must have cumulative GPA of 3.0 or higher
- Program Prerequisites - All 5 listed prerequisites are completed with a grade of 'C' or higher
- TOEFL requirement (if applicable) - Official TOEFL Score of 100 or Higher

### Scoring Model

- A University specific scoring system is in place using Overall GPA, Prerequisite GPA, Science GPA, Natural Science Credits, Patient Contact Hours, Letters of Recommendation and Military/Civil/Community Service.

### Assignments

- Used for review by specific staff members, to determine if we are going to bring them in for an interview and to enter additional comments about an applicant.
  - o Comments are allowed.
  - o Specific questions are asked to identify if specific courses have been taken, if they have been taken in specific time periods, and if specific items have been provided.

### Interviews

- Used to track interviews done by groups, individuals, and via videos Q&A.
  - o Comments are allowed.

### E-mail Templates

- We have 21 active e-mail templates are used for a variety of communications including interview communication, statuses of the applicant's progress and requests for information.

### **Roughly, how many users do you have using WebAdMIT?**

- We have around 10 users set up in WebAdMIT



**Roughly How Long did it take for You to Implement a System that Works for You:**

- The first year WebAdMIT was introduced it was a work in process but the support team, especially Christine Ferraraccio, were great at resolving issues and providing assistance when needed. Learning and setting up the system took approximately a week of time and a day when enhancements such as scoring were added. The second cycle using WebAdMIT was much less time intensive and allowed our program to efficiently process the largest number of applications received to date.

**Major Change to the Admissions process with the use of WebAdMIT:**

- Prior to WebAdMIT, the process was paper-based (CASPA applications were mailed, each applicant that applied had a file, etc.). We are now able to be closer to paper-less.

**Feature in WebAdMIT used the most:**

- Local Status, Lists, E-mail, Courses (details/prereq. Selection), Note section, Assignments, Scoring and search function.

**Use of an ERP System:**

- No ERP system is used.

**What made you decide to go with WebAdMIT?**

- Admissions needed a management system because number of applicants increased dramatically. We were starting to learn t PAADMIT when WebAdMIT was rolled out. WebAdMIT appeared to be far more user-friendly than PAAMIT so we changed our focus to learning and utilizing WebAdMIT to manage applications, eliminating need for paper files and status updates sent by mail.

**If you had to put an estimate on time saved using WebAdMIT, how much time would you say?**

- This is difficult to estimate because our numbers of applicants continue to increase, but I would estimate an equivalency of at least 2 days a week.

**What was the biggest surprise that you found out using WebAdMIT that you did not see when reviewing the product?**

- I did not have a clear understanding of WebAdMIT when it was first introduced. It took a few weeks of learning how to set up and use functions like local status, lists and templates to acknowledge how WebAdMIT assisted in streamlining our admission process, making it much more efficient and able to handle the increasing number of applications.

# WebAdMIT Case Study #3

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**School:** Saint Louis University

**Responder:** Helen McCormack – Program Coordinator of Admissions

**CAS:** CASPA

Permission to Share Information - Yes

**How did the school find out about WebAdMIT?** Through Membership in our Association

## Process Prior to WebAdMIT

Previously, we did have a process in which our applicants progressed through stages. We sent form letters/emails to mark these stages and update applicants about their status. We measured their qualifications by looking at their Science GPA and overall GPA. We also required the TOEFL for applicants whose native language is not English. We required our applicants to complete a supplemental application, which included a fee, and also required that they provide 3 references. We also used a University Specific Scoring System to compare applicants to each other.

## Process now with WebAdMIT

It is almost the same as before, we just keep track through WebAdMIT, which is easier and faster.

## Custom Fields

- Custom Fields are used to track the following information. These are just a few of the 27 fields currently being used:
  - Banner ID – Numeric
  - Shadowing Hours – Numeric
  - Community Service – Numeric
  - Healthcare hours – Numeric
  - Score for 3 references – Numeric
  - Undergrad Degree – Yes/No
  - Degree Awarded – Text
  - Essay - Numeric

## Local Statuses

- A large number of local statuses are used to follow our process closely and also specifically detail what step of the process an applicant is in:
  - Special Candidates, Phase 1a Complete, Phase II complete, Deny Low GPA, Deny Low Healthcare Hours, Interview, Offer Made, Offer Accepted and Matriculated are just a few of our 16 active local statuses.

## Local GPA

- There are two local GPA's used. One is used solely for the science courses and another for total GPA minus courses that are not selected.

## Prerequisite GPA

- Chemistry Prerequisite GPA
- Anatomy and physiology Prerequisite GPA
- Biology Courses Prerequisite GPA
- Other Courses Prerequisite GPA

## Requirements

- Supplemental Fee Paid
- Supplemental Application Received

## Scoring Model

- A 5 tier screening University specific scoring system is in place using
  - Undergrad degree, prerequisite coursework, overall GPA, science GPA, science hours.
  - Healthcare hours and category
  - Research, shadowing, community service hours and leadership/honors/publications
  - Re-applicant essay, PA Role essay, school specific essay and CASPA essay
  - Reference scores from the 3 reviewers

## Assignments

- Used for review by specific staff members, to determine the applicants essay and reference scores
  - Specific questions are asked to identify scores for the Essays and references and then are noted if they are to be recommended for interview.

## Interviews

- This feature is not currently setup for our University

## E-mail Templates

- We have 10 active e-mail templates are used for a variety of communications including interview invitation, statuses of the applicant's progress, accept or denial reasons and requests for information.

## **Roughly, how many users do you have using WebAdMIT?**

- We have 9 users set up in WebAdMIT.

**What made you decide to go with WebAdMIT?**

- It was in place when I started working here but not to the level that we are using it now. We moved to using WebAdMIT as most members of CASPA were moving to using it.

**Use of an ERP System:**

- Banner system is used. Exports are created from the Export manager and are imported into Banner.

**Feature in WebAdMIT used the most:**

- Local Status
- Assignments
- Email

**If you had to put an estimate on time saved using WebAdMIT, how much time would you say?**

- It gave us the ability to have multiple reviewers. It is difficult for me to say a specific time savings but it has made us more efficient with our processes.

**Major Change to the Admissions process with the use of WebAdMIT:**

- We now use 3 people on the Admissions committee to review each application. This is easier to do online and it complies with our University's requirements

# WebAdMIT Case Study #4

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**School:** University of South Florida College of Pharmacy

**Responder:** Nazach Rodriguez Snapp - Director, Admissions

**CAS:** PharmCAS

Permission to Share Information - Yes

**How did the school find out about WebAdMIT?** Through Membership in our Association

## Process Prior to WebAdMIT

We used AdMIT prior to WebAdMIT. We had multiple local statuses that we moved applicants to as they progressed through our admissions process. We primarily had form letters with regards to advising applicants of their admissions status. Since using WebAdMIT we have expanded to create a variety of recruitment email templates.

We used PCAT (highest composite) along with associated sub-scores, overall GPA, science GPA, total undergrad GPA, total total GPA, course load, etc to compare students. A scoring rubric is used to do this comparison for us.

We also required 2 references and a supplemental application that includes a fee. We initially emailed the link to applicants once they were mailed to us. We then began sending them the link once they were verified.

## Process now with WebAdMIT

Since adopting WebAdMIT, we have expanded our list of local statuses. We also use the color code feature with the local statuses, making use of green, yellow and red. This allows us to visually see who is to move forward (green) through our admissions process, and who is no longer moving through the process (red). Yellow is used for files that have an issue (i.e. plagiarism).

We use email templates heavily as they are very helpful. We also use the Search Correspondence feature to keep track of the # of emails sent by our staff and if an email has been opened by an applicant.

The local GPA feature is now being used, as it was not being used when using AdMIT. We download the PharmCAS application and all other documents. These documents are then saved on our server. Each applicant has his/her own electronic file on our server.

A supplemental application and scoring is still being collected and computed. We use the interview section in our scoring as well. Requirements/custom fields are used extensively. This feature has been quite helpful for us to track a variety of items such as first generation college, criminal activity disclosed on supplemental application, and other data points that we use as part of our rubric.

## Custom Fields

- Custom Fields are used to track the following information. These are just a few of the 22 fields currently being used:

- Highest Degree Earned - List
- Personal Statement – Numeric
- Felony Disclosure – List
- Prereq waiver granted – list
- Re-applicant – List
- Course Load - List
- Alternate # – Text

### Local Statuses

- A large number of local statuses are used to follow our process closely and also specifically detail what step of the process an applicant is in.
  - Interview Applicant, Offer Waitlist Status, Denied – Incomplete Application, Primary Review, Matriculated, Deposit Made – No Contingency are just a few of our 52 active local statuses.

### Local GPA

- There are three local GPA's used. It is used to calculate the Math and Science GPA for all coursework, only grad work, and only undergrad work.

### Prerequisite GPA

- Multiple course requirements are entered such as Biochem, Biology with/without lab, gen chemistry, humanities, and math courses are just a few of the 27 course types used on our prerequisites.

### Requirements

- Deposit Fee paid
- Residency Form
- Supplemental app received
- Letter of Recommendation received
- And many more

### Scoring Model

- A 3 tier screening University specific scoring system is in place to view a prescreening score, an interview score, and the total scores. Many items are scored upon including (but not limited to)
  - PCAT percentiles
  - Course load, research, overall total GPA and highest degree earned
  - Group activity and interview day essay
  - Work experience, College and LOR

### Assignments

- Assignments are not used by our school.

## Interviews

- Applicants are interviewed once, but go through a series of 5 “stations”, all of which are then scored upon.

## E-mail Templates

- We have 54 active e-mail templates are used for a variety of communications including interview invitation, statuses of the applicant’s progress, accept or denial reasons and requests for information. Emails are also used to send out general school bulletins.

## **Roughly, how many users do you have using WebAdMIT?**

- We have 5 users set up in WebAdMIT.

## **What made you decide to go with WebAdMIT?**

- Since we would be required to use it beginning in the 2013-2014 cycle as a participating PharmCAS school, it made sense to switch sooner rather than later. I didn’t anticipate that there would be times that the system would be slow. This would decrease our productivity. Support was always amazing at trying to resolve the issue as soon as possible. I don’t believe that the competing offers made and competing offers accepted were features I saw as part of the product review. These two reports are very helpful!

## **Use of an ERP System:**

- We utilize the Banner system.

## **Feature in WebAdMIT used the most:**

- Local Statuses
- Interviews
- Emails
- Exports

## **If you had to put an estimate on time saved using WebAdMIT, how much time would you say?**

- I don’t have this data available now. This is something I am currently working on analyzing. I can tell you that because it is web-based I am able to access files while traveling on business. The ability to view files and data whenever and wherever I am is one of the best features.

## **Major Change to the Admissions process with the use of WebAdMIT:**

- I wouldn’t say that we made major changes. I believe our process was enhanced so that we could more easily track key data points necessary for the admission committee to make admissions decisions.