

# PTCAS Training Session

**School:** \_\_\_\_\_ **User and Username:** \_\_\_\_\_

Thank you for attending this regional PTCAS Training session. In preparation for this session, please:

- Complete/Bring the following items prior to the session. This is specifically designed for previous AdMIT users. Please get in contact with the WebAdMIT Support team if this is not the case.
  - **Bring a laptop with wireless internet capability.**
  - Prior to the session if you have not receive been provided a user ID for WebAdMIT please contact the WebAdMIT Support team (contact info below)
1. Chart out your internal process from the time an applicant enters your admissions portal. Also provide a list of your current statuses or process.  
(For Example: Received → Review → Interview → Deny (Reason) / Accepted)
  2. List of users who will need access to WebAdMIT with a brief description of their roles at your school. You will need the name, e-mail, and phone number for each as well.  
(For example: Only review the applicants assigned to them, Enter data, create Settings)
  3. Do you score your applicants? Bring a breakdown of your scoring with as much detail as possible.  
(Bringing your actual rubric or matrix is very useful.)
  4. List of Emails/letters you routinely send applicants – to attach to status if needed  
(Bring soft copies of each of the letters if possible, even if it is one that you actually sent to a student previously)
  5. List of Checklist items, these are items you need to keep track of when/if they are received/completed.  
(Supplemental Application, Official GREs, Letter of References, etc)
  6. List of Local GPA settings or Prerequisites:
    - Prerequisites courses an applicant must take that you track
    - Do you use the Last X Credit hours to calculate a Local GPA? If so, what is the number of hours? (For example: Last 60 Credit hours)
  7. How do you handle multiple Official GRE tests (do you use the highest score from each category?)
  8. Do you assign applicants to Reviewers? Are there specific questions or categories the reviewers score on?
  9. Do you conduct Interviews? Are there specific questions or categories that are scored on during the interview?

**\*\*\*\*\* If you have ANY questions or concerns please WebAdMIT Support team at 716.636.7777, option 7 or via email at [webadmitsupport@academicsoftwareplus.com](mailto:webadmitsupport@academicsoftwareplus.com)\*\*\*\*\***