Decision Codes

What is a decision code?

A Decision Code is a PASS wide code that is used for ADEA reporting each admissions cycle. By the end of each cycle, you must set the Decision Code for each of your applicants. The Decision Codes for PASS include:

- No Decision Code
- Received/Under Review
- Withdrew
- Offer Made
- Wait List
- Deferred
- Denied
- Offer Accepted
- Declined Offer
- Rescinded
- Matriculated
- Regular

Changing a decision code for applicants?

First you must create one or more local status and link them to Decision Code. While each Decision Code can be linked to multiple local status, you can only link a local status to one Decision Code. For example:

- Local Status: Interview Pending – Decision Code: Received/Under Review
- Local Status: Interview Completed – Decision Code: Received/Under Review
- Local Status: Offer Letter Mailed – Decision Code: Offer Made

What is a Local Status?

Each Local Status is fully customizable by your school and allows you to see where in your admissions cycle an applicant is. A Local Status allows you to each track applicant, by Designation.

Creating a Local Status

You can create Local Statuses from the Local Status option in the Management section of the Menu Bar. You will see a list of all your Local Statuses, so that you may edit them.

Local Status Manager

To create a new local status from this screen, click on the **New Status** button.
New Local Status

From the New Local Status page, you can configure your new status that best fits the needs of your program. Options include:

- **Title** - This is the name of the Local Status
- **Description** - This field allows you to enter information that describes what the status level means
- **Decision Code** - This allows you to map your Local Status to a PASS-wide Decision Code for annual reporting. Note: It is possible to not link a Local Status to a Decision Code.
- **Local Status Color** - If desired, you can set a color for each Local Status to help identify it

When you have finished, click the **Submit** button to save, or the **View Local Statuses** button to exit this screen without saving.
Changing a Local Status

Now that you have created a Local Status and linked it to a Decision Code you can now change an applicant’s Local Status through the Designation Panel.

- Click on the specific applicant whose Local Status you are looking to change.
- Next expand the Designations panel.
- Click the drop down box in the Local Status field in the panel.

- Once you have picked a Local Status, the Decision Code field will change to the Decision Code that is associated with that Local Status.

**Note:** If you link a Local Status to a Decision Code or change the Decision Code that a Local Status is linked to after you have started using the Local Status, the Decision Code will not automatically change for applicants that are already in that Local Status. For the current Decision Code to be applied, the Local Status would have to be reassigned.

**For More Assistance**

If you have any questions, or wish to schedule an over-the-phone, online training session, please contact the WebAdMIT technical support department via telephone at 716.636.7777, option 7 or via email at webadmit@academicsoftwareplus.com.