Quadrant 4 (Q4) Program Materials Multiple Deadlines per Program

Overview

In this document, we will cover how to add a separate program deadline for international applicants. When applicants select a program and answer the Extended Profile question (question set used to determine international or domestic applicant), their deadline date can update based on the program's configurations. If an applicant selects an answer that offers multiple deadlines, then the deadline that the program selected displays. If an applicant's answer is linked to only expired programs, the applicant receives a warning message, advising them to select an alternate program or to contact their program.

Steps

Configure Multiple Deadlines per Program

You can use the **Change Deadline** Question Rule to set a different deadline for international students who may need additional time to obtain the required visa documentation before classes begin. If an applicant selects an answer that offers multiple deadlines, then the deadline that you select will display.

To configure change deadlines:

1. Log into the Configuration Portal.

2. Select the program you wish to set multiple deadlines for.

3. Navigate to the **Editor**.

4. Enable the **Questions tab**, if you have not already, but checking the box.

5. Click **Rules Builder** under **Settings**.

6. Click **ADD RULE**.

7. Select **Change Deadline** from the **Rule Type** drop-down.

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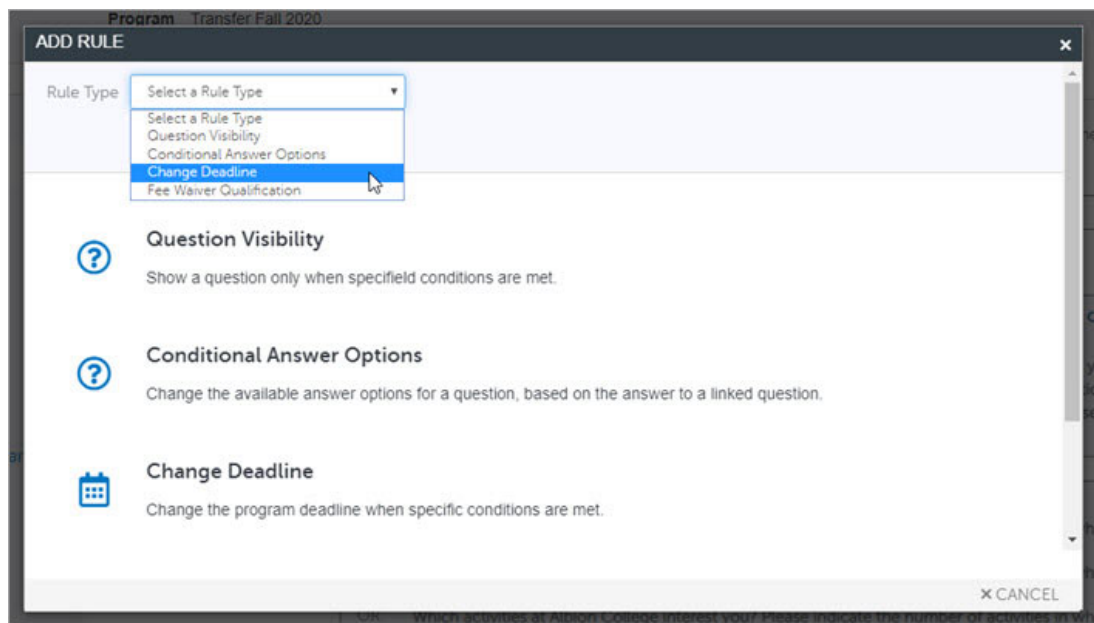
8. Under Name, enter a name for the deadline that only you and your program see (e.g. International Applicant deadline).

9. Under Conditions, select the alternate deadline and how it displays to applicants in the Applicant Portal from the drop-down (deadline date, earlier date, or as Rolling).

10. Select if you want the alternate deadline to occur based on any or all of the conditions you establish.

11. When establishing the question triggers, select from the first drop-down '**Citizenship Status'**.

12. In the second drop-down, select, '**Select a citizenship status'** in the drop-down.

13. In the third drop-down, select '**International'.**

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14. Click SAVE.

If you return to the Program Details page, you will see the deadlines listed.

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Viewing Multiple Deadlines in WebAdMIT

If a program offers multiple deadlines, you can view the applicant's deadline in WebAdMIT in the **Applicant Specific Deadline** field, available in the **Details** button under the Designations panel. This field is also available in the List Manager and Export Manager.

To watch a video containing the information above, visit the Liaison training site.