PharmCAS 2019-2020 Cycle Enhancements

Summary of Changes for the 2019-2020 PharmCAS Cycle:

#	Description	Portal(s)	When available
1.	Fee Structure	Applicant Portal	2019-2020 cycle
2.	Set program level field as a List with a single value of 'PharmD'	Configuration Portal, Applicant Portal	2019-2020 cycle
3.	Update Program Code field to Required	Configuration Portal, Applicant Portal	2019-2020 cycle
4.	Enable the Matriculated Elsewhere Report	WebAdMIT	18-19 cycle = June 3, 2019; 19-20 cycle & moving forward = at cycle launch
5.	Cycle updates for School Directory Pages	Directory Portal	2019-2020 cycle
6.	Evaluation Likert update - Removal of "Professional Appearance"	Letters By Liaison	2019-2020 cycle
7.	Enable the EO score in WebAdMIT	WebAdMIT	2019-2020 cycle
8.	Email updates	Applicant Portal	2019-2020 cycle
9.	Enable General Data Protection Regulation (GDPR) Question	Applicant Portal	2019-2020 cycle
10.	PharmCAS Application Instruction Text Updates	Applicant Portal	2019-2020 cycle
11.	Include Deferred on the Shared Offers Report	WebAdMIT	2019-2020 cycle
12.	Fee Waiver Statuses and Dates	WebAdMIT	2019-2020 cycle
13.	Configure Conditional Program Level Questions	Configuration Portal, Applicant Portal	2019-2020 Configuration Portal
14.	Configure Paired Program Level Questions	Configuration Portal, Applicant Portal	2019-2020 Configuration Portal
15.	Allow Export Codes for Multiple Choice Questions	Configuration Portal, WebAdMIT	2019-2020 Configuration Portal
16.	Upload Answer Values for Multiple Choice Questions	Configuration Portal	2019-2020 Configuration Portal
17.	Reorder Multiple Choice Answer Values	Configuration Portal	2019-2020 Configuration Portal
18.	Add Expiration Dates to Answer Values	Applicant Portal, Configuration Portal	2019-2020 Configuration Portal
19.	Customize Export Manager Column Headings	WebAdMIT	Released in November 2018
20.	Identify Last Export Date in WebAdMIT	WebAdMIT	Released in May 2018
21.	New Decisions History Subpanel	WebAdMIT	Released in August 2018
22.	Admissions Users & Workgroups Available in Transfer Settings	WebAdMIT	Released in June 2018
23.	Query Transcript Dates in the List Manager	WebAdMIT	Released in October 2018
24.	Identify Last Printed Date in WebAdMIT	WebAdMIT	Released in May 2018
25.	Send attachments in email through WebAdMIT	WebAdMIT	Released in January 2019
26.	Updated Applicant Portal VPAT (508 Compliance)	Applicant Portal	Released March 2019
27.	Applicant Customer Service Addition: Chat Feature	Applicant Portal	2019-2020 cycle

Note: *Some changes listed above were enabled after the 2018-2019 cycle launched. Many CASs, however, only highlight changes to their participating programs on an annual basis. As such, some of these changes have been included in the list above to ensure program awareness.*

Changes for the 2019-2020 PharmCAS Cycle

1. Fee Structure

To Be Released with the 2019-2020 Cycle Launch for the PharmCAS Application. The PharmCAS fee structure for the 2019-2020 cycle will remain unchanged from the prior cycle.

Planned Solution

- CAS-Level Tiered Fee
  - o   Initial application fee to $175
  - o   Additional applications to $55

2. Set program level field as a List with a single value of 'PharmD'

To Be Released with the 2019-2020 Cycle Launch for the PharmCAS Application

Planned Solution

As part of the program configuration, the program level field is currently a text entry field allowing users to enter any text without validation. Switching this field to a drop-down list with the single value of 'PharmD' will eliminate the manual review of this field as part of marking programs active and will keep all responses standardized.

3. Update Program Code field to Required

To Be Released with the 2019-2020 Cycle Launch for the PharmCAS Application

Planned Solution

PharmCAS has enabled the Program Level Settings Transfer. To ensure this feature works correctly, all programs must have an assigned program code. This program code needs to be unique and match the program code assigned to the matching program from the previous cycle (if it existed). Updating this field to be required, will remove one manual step form the cycle rollover process in preparing for Settings Transfer process

4. Enable the Matriculated Elsewhere Report

To Be Released on June 3, 2019 for the 2018-2019 cycle and at cycle launch for the 2019-2020 cycle

Planned Solution

The newly released Matriculated Elsewhere Report will be enabled on June 3, 2019 for the 2018-2019 cycle. In the 2019-2020 cycle and moving forward this report will be available at the start of the cycle just like the "Competing Offers Made" and "Competing Offers Accepted" reports. The competing organization/designation field will be hidden within PharmCAS and the report will use the decision code of Matriculated only.

5. Cycle updates for School Directory Pages

To Be Released with the 2019-2020 Cycle Launch for the PharmCAS Application

Planned Solution

The PharmCAS School Directory will be revised for the upcoming 2019-2020 cycle, so that AACP may standardize how prerequisite information is displayed across institutions and offer enhanced prerequisite reports in the future.

6. Evaluation Likert Update - Removal of "Professional Appearance"

To Be Released with the 2019-2020 Cycle Launch for the PharmCAS Application

Planned Solution

The PharmCAS Advisory committee reviewed the current cycle Likert criteria and agreed the label of "Professional Appearance" needed to be revised. After careful review it was determined to remove this criterion from the Likert on the Evaluation form entirely. Below are the current attributes included for evaluations. In the evaluation portal, the evaluators will rank each item on a scale of 1 to 5, with 5 being the highest. An option for "not observed" is also available.:

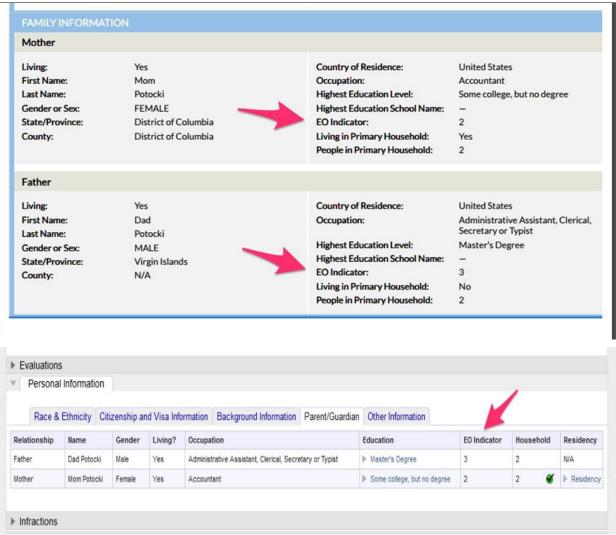| CRITERIA	INCLUDE / DO NOT INCLUDE
Adaptability	INCLUDE
Empathy	INCLUDE
Ethics	INCLUDE
Intellectual Ability	INCLUDE
Interpersonal Relations	INCLUDE
Judgment	INCLUDE
Leadership	INCLUDE
Oral Communication	INCLUDE
Reliability	INCLUDE
Written Communication	INCLUDE

7. Enable the EO score in WebAdMIT

To Be Released with the 2019-2020 Cycle Launch for the PharmCAS Application

Planned Solution

The EO (Education-Occupation) Indicator is a national gauge for applicant socio-economic status that will help further diversify academically competitive applicants and help colleges and schools of pharmacy achieve their institution's diversity goals. Note that adding this feature does not add any additional questions to the PharmCAS application itself. Existing questions are used to tabulate the EO Indicator score, which will appear in WebAdMIT for schools.

Below is an example of how it would appear:

Updates:

- The score values for the Parental Educational question will be:

Parental Education	EO Points
Less than a High School Degree	1
High School Graduate (high school diploma or equivalent)	1
Some College, but no degree	2
Associate Degree or certificate	2
Bachelor's Degree (BA, BS, etc.)	3
Some Graduate School but no degree	3
Master's Degree	4
Professional or Doctoral Degree	4
Don't Know	0

- The score values for the Parental Occupation question will be mapped to the appropriate code and value to represent executive or service.
- **Save the Date!** A webinar will be held for schools to learn more about this new feature on September 24 at 2pm ET (registration link TBA).

8. Email updates

To Be Released with the 2019-2020 Cycle Launch for the PharmCAS Application

Planned Solution

Updates have been made to the following email templates by AACP:

- Reapplicant Application Ready
- Welcome Email
- Submission Email
- Application placed on hold for PharmCAS review

9. Enable General Data Protection Regulation (GDPR) Question

To Be Released with the 2019-2020 Cycle Launch for the PharmCAS Application

Planned Solution

AACP has requested to enable the new GDPR Acknowledgement feature. The European Union General Data Protection Regulation (GDPR) is a legal framework that sets guidelines for the collection and processing of personal information of individuals within the European Union. The GDPR question explains the information we collect and how we use their information. Users located in a European Union country, Iceland, Lichtenstein, Norway, or Switzerland must opt into our policies when creating an account. Users who already have an account will see a window when logging in to the application for the first time.

10. PharmCAS Application Instruction Text Updates

To Be Released with the 2019-2020 Cycle Launch for the PharmCAS Application

Planned Solution

Liaison has enabled a new feature to allow customized instructional text to be applied to the top of many tiles in the applicant portal. AACP has determined they would like to utilize this feature to improve the user experience. To do so, AACP has gone through all instructional text, adding clarifying language and deep links when applicable.

11. Include Deferred on the Shared Offers Report

To Be Released in October for 2018-2019 cycle data

Planned Solution

In past cycles when a school has been reviewing the Shared Offers report, it has been found that some applicants they expected to see were not counted in the totals. The root cause was determined to be that these applicants had been placed in a Deferred decision for a competing school. The Shared Offers Report will be updated to include Deferred applicants.

12. Fee Waiver Statuses and Dates

To Be Released with the 2019-2020 Cycle Launch for the PharmCAS Application

Planned Solution

Association and admissions users can now view fee waiver information in the Fee Waivers sub-tab on the Application Financials tab. Available details include the status of an applicant's fee waiver and the dates on which the fee waiver was redeemed, expired, and awarded.

13. Configure Conditional Program Level Questions

Released in January 2018 and will be available in the 2019-2020 Configuration Portal

Planned Solution

Some schools choose to ask applicants to answer specific questions about the program(s) they are applying to. While these questions may be applied to specific programs, every applicant that applies to a particular program must currently answer every question that the program includes, even if those questions are not applicable to them. New for 2019-2020:

- Programs will have the ability to add conditionality rules to their program questions, showing questions only to applicants that answer a previous question a certain way
- For additional information, please refer to the "Question Visibility" section of the Configure Question Rules instructions
- **Save the Date!** A Configuration Portal webinar will be held for schools on May 13 at 2 pm ET to review the new features available (**REGISTER HERE**).

14. Configure Paired Program Level Questions

Released in January 2018 and will be available in the 2019-2020 Configuration Portal

Planned Solution

Some schools choose to ask applicants to answer specific questions about the program(s) they are applying to. While these questions may be applied to specific programs, every applicant that applies to a particular program sees the same answer options to every question that the program includes, even if those answers are not applicable to them. New for 2019-2020:

- Programs will have the ability to add conditionality rules to their program answers, showing answers only to applicants that answer a previous question a certain way
- For additional information, please refer to the "Conditional Answer Options" section of the Configure Question Rules instructions
- **Save the Date!** A Configuration Portal webinar will be held for schools on May 13 at 2 pm ET to review the new features available (**REGISTER HERE**).

15. Allow Export Codes for Multiple Choice Questions

Released in May 2018 and will be available in the 2019-2020 Configuration Portal

Planned Solution

Many participating programs export data from WebAdMIT for use in campus systems. These integrations often include program level questions and answers. Currently, the full text of the applicant's selected answer is exported, and this can complicate integrations. New for 2019-2020:

- Export Codes can now be created in the Configuration Portal for answers to multiple choice Program Questions
- These codes may be exported from with WebAdMIT using the Export Manager
- For additional information, please see the Sprint 10 Release Notes

16. Upload Answer Values for Multiple Choice Questions

Released in May 2018 and will be available in the 2019-2020 Configuration Portal

Planned Solution

Some programs ask questions that have large sets of possible answers. Adding these answers to questions in the Configuration Portal can be time consuming, especially if the same answer set is used for multiple questions across multiple programs. New for 2019-2020:

- If a user is creating a multiple-choice question in the Configuration Portal, they can upload answers and export codes from a CSV file
- For additional information, please see the Sprint 10 Release Notes

17. Reorder Multiple Choice Answer Values

Released in September 2018 and will be available in the 2019-2020 Configuration Portal

Planned Solution

When configuring program level questions, the users reorder questions or sort the answer values. If a user wants to change the order questions are displayed or in which answer values show, they have previously had to reconfigure the entire question. New for 2019-2020:

- Users will have the ability to reorder program questions within the Configuration Portal
- Users will have the ability to reorder multiple choice answer values for program questions in the Configuration Portal
- For additional information, please see the Sprint 17 Release Notes.

18. Add Expiration Dates to Answer Values

Released in October 2018 and will be available in the 2019-2020 Configuration Portal

Planned Solution

Some schools choose to ask applicants questions with response options that expire. The current user experience does not allow users to expire answer values to a specific question in the configuration portal. New for 2019-2020:

- For each answer value to program level questions, users will have the ability to set an expiration date in the Configuration Portal
- For additional information, please see the Sprint 21 Release Notes.

Important Limitations

- You cannot include expiration dates for every answer value. At least one answer value must always be available.
- Expiration dates are based on the time zone set for the CAS
- Expiration dates must be selected in the future

19. Customize Export Manager Column Headers

Released in November 2018

Planned Solution

In the WebAdMIT Export Manager, some of the standard column headers are very long and this can make exports more difficult to read or manage. Providing the option to customize column headers allows for better readability for both admissions users and IT staff managing data. Updates include:

- Turn on the Customize Export Manager Column Headers feature so WebAdMIT users will have the option to customize the column headers when creating exports in the Export Manager
- For additional information, please see the Sprint 22 Release Notes

20. Identify Last Export Date in WebAdMIT

Released in May 2018

Planned Solution

Admissions users export applicant data from WebAdMIT on a consistent basis. Currently, there is no way to identify when an application was last exported by the school. Updates include:

- Enable a Last Exported Timestamp field in WebAdMIT. This field will appear in the Designation field category in the Export Manager and List Manager.
- Turn on the Last Exported Date/Time Stamp feature so the "Last Exported" column appears in the Designation panel
- For additional information, please see the Sprint 9 Release Notes

21. New Decisions in History Subpanel

Released in August 2018

Planned Solution

Admissions users can change the decision for an applicant by changing the local status in WebAdMIT. The history of local status changes is readily available to the Admissions user. The history of decision changes, however, has not previously been available. Updates include:

- Within the History panel, a new sub-panel that shows Decision Changes will be available
- For additional information, please see the Sprint 16 Release Notes

22. Admissions Users & Workgroups Available in Transfer Settings

Released in June 2018

Planned Solution

Currently, users that are not WebAdMIT administrators cannot be added to the new cycle automatically. They must be added manually and individually by the WebAdMIT administrator, along with their workgroup settings. Updates include:

- When users perform a settings transfer, users that are not WebAdMIT administrators will automatically be added to the new cycle
- For additional information, please see the Sprint 11 Release Notes

Important Limitations

- Only active users transfer
- Programs should confirm all settings are accurate after running a Settings Transfer. Please review the Settings Transfer Guide.

23. View Transcript Dates in the List Manager

Released in October 2018

Planned Solution

Transcripts often arrive after applications are submitted. It is difficult for users to identify when new transcripts have arrived. Updates include:

- Users will be able to query the transcript received date in the List Manager
- For additional information, please see the Sprint 20 Release Notes.

24. Identify Last Printed Date in WebAdMIT

Released in May 2018

Planned Solution

Admissions users export applicant data from WebAdMIT on a consistent basis. Currently, there is no way to identify when an application was last printed by the school. Updates include:

- Enable a Last Exported Timestamp field in WebAdMIT. This field will appear in the Designation field category in the Export Manager and List Manager.
- For additional information, please see the Date Field Reference Guide

25. Send attachments in email through WebAdMIT

Released in January 2019

Planned Solution

Admissions users have not previously had the ability to send attachments in email through WebAdMIT. The ability to add attachments to emails was enable during the 2018-2019 cycle. Updates include:

- Add attachment links to email templates or individual emails sent to applicants.
- For additional information, please see Sprint 25 Release Notes

Important Limitations

- Limit to attached document size is 15 MB and limited to the following file types. There is no limit to the number of attachments
  - .jpeg, jpg and .png
  - .txt
  - .doc and .docx
  - .pdf

26. Updated Applicant Portal VPAT (508 Compliance)

Released in March 2019

Planned Solution

Liaison International is committed to making our on-demand enterprise applications accessible to all individuals, including those using assistive technology such as speech recognition software and screen readers. For additional information, please see https://www.liaisonedu.com/508-compliance/.

27. Applicant Customer Service Addition: Chat Feature

To Be Released with the 2019-2020 Cycle Launch for the PharmCAS Application

Planned Solution

Currently, Liaison customer service is available via phone and email for applicants with questions or concerns. Coming at the 2019-2020 cycle launch, Liaison will be expanding their customer service options to include a chat feature. The same CAS-wide team that currently answers phone calls and emails will handle the chat service.