Shared Lookup Table Updates

Overview

Many fields in the Applicant Portal contain predefined answer values that applicants can select; for example, the **Country** and **County** fields both have predefined answer values. These values are housed in shared "lookup tables" which are viewable in your CAS's/UniCAS's **Custom Export Layout** (CEL) file (located under **Support Resources** in WebAdMIT).

Periodically, we receive requests to update these lookup tables to include additional response options for some of the standard questions in the Applicant Portal. We strive to respond to these requests while acknowledging that some updates can potentially impact schools that are leveraging that data in WebAdMIT exports. This document contains a timeline and guidance for optimal implementation.

Timeline

November 12–December 1: Account Managers meet with clients to review the upcoming changes, including changes to the GPA calculations based on new Subject options.

January 4, 2019: Updated CELs are available.

January 11, 2019: New lookup table values appear in the Applicant Portal.

January 11, 2019: Changes to GPA calculations are complete and available in WebAdMIT.

The following sections provide more detail on this timeline.

Changes to WebAdMIT Exports and Custom Export Layouts

On **January 4, 2019**, the new CELs become available and contain the new lookup table values that correspond to the **Changes to Applicant Portal Lookup Tables** chart shown below. If you currently export data from WebAdMIT to your school's Student Information System (SIS) or another database, share the following information with your Information Technology (IT) team:

- Applicants will be able to select new **Subjects** options as they enter their coursework (Transcript Entry). The new subjects will be added to the appropriate GPAs for CASs/UniCASs that utilize GPA verification services.
- Applicants will be able to select new **Majors** options as they enter their colleges and degrees.
- Applicants will be able to select new **Language Proficiency** options as they enter their language proficiency.
- Applicants will be able to select new **Degree** options as they enter their degrees.
- School users will be able to select new **Start Term** options in the configuration portal.
- School users will be able to select new **Start Year** options in the configuration portal.
- If your school imports Subjects, Majors, Degrees, Start Term, Start Year and/or Language Proficiency directly from our system to yours, these new options will begin appearing in your exports as applicants select them.

- If you created a "crosswalk" from WebAdMIT Subjects, Majors, Degrees, Start Term, Start Year or Language Proficiency data to your local subject, major, degrees and language proficiency data in your SIS/CRM, **you may need to update this crosswalk** for the newly added options.

Changes to Applicant Portal Lookup Tables

The following chart contains the new lookup tables values in the Applicant Portal which will appear to applicants on **January 11, 2019**.

Lookup	New Lookup Values
Subjects	- French - Intellectual Heritage - Mosaic - Radiation Therapy - Spanish
Majors	- Child Development
Language Proficiency	- Cantonese - Mandarin - Punjabi (corrected spelling from previous "Panjabi")
State	- New Providence (as a state for Bahamas)
Start Term (Configuration Portal)	- Rolling
Start Term (Configuration Portal)	- Rolling
Degrees	- Industrial Distribution

Master College List updates

Changes to the Master College list become available on **January 4, 2019** and at that time can be viewed here - https://help.liaisonedu.com/WebAdMIT_Help_Center/Documents_and_Reference_Guides/Master_College_Code_List

WebAdMIT Updates

Once the new lookup table values become available to applicants on **January 11, 2019**, they're reflected in WebAdMIT in the applicant's profile, within the application PDF, and in lists and exports. Additionally, the new GPA calculations take effect.

Future Changes

Lookup table change requests should be sent to your Account Manager, who will compile and review these requests prior to inclusion in the next lookup table update in the spring of 2019. A similar schedule will be provided closer to that time.