



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 25, 2019: Updated CELs are available.

March 3, 2019: New lookup table values appear in the Applicant Portal.

March 8, 2019: Changes to GPA calculations are complete and available in WebAdMIT.

The following sections provide more detail on this timeline.

Changes to WebAdMIT Custom Export Layouts and the Master College List

On **January 25, 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. Note that the Master College list is not published in our CELs. Instead, it is available online. On **January 25, 2019**, changes to the Master College list (see additions below) are posted and can be viewed at:

https://help.liasonedu.com/WebAdMIT_Help_Center/Documents_and_Reference_Guides/Master_College_Code_List.

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:

As of **March 3, 2019**:

- Applicants will be able to select new **Colleges** when they enter their Colleges attended.
- Applicants will be able to select new **Degree** options as they enter their degrees.
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- Applicants will be able to select new **Language Proficiency** options as they enter their language proficiency.
- Applicants will be able to select new **Majors** options as they enter their colleges and degrees.

- 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
- School users will be able to select new **Start Term** options in the configuration portal.
- Applicants will be able to select new **States** as they enter address information. Other **States** have had their ISO codes updated to meet the latest ISO standards.
- Applicants will see adjusted descriptors for existing **Visa Statuses** as they enter their citizenship information.

If your school imports Colleges, Degrees, Language Proficiency, Majors, Start Terms, States, Subjects, or Visa Types 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 Colleges, Degrees, Language Proficiency, Majors, Degrees, Start Terms, States, Subjects, or Visa Types 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 **March 3, 2019**.

| Lookup | New Lookup Values |
|----------------------|--|
| Colleges | <ul style="list-style-type: none"> • AMDA College and Conservatory of the Performing Arts • Arts University Bournemouth, UK • Bath Spa University • Benedictine University (AZ) • Centenary University • Dharma Realm Buddhist University • Ecole hôtelière de Lausanne (EHL) • Oberlin Conservatory of Music • University of Derby • College of Western Idaho • Farleigh Dickinson University: Wayne • New York Film Academy Of Film & Acting: Los Angeles • Southern Regional Technical College • Northern Caribbean University • ShanghaiTech University |
| Degrees | <ul style="list-style-type: none"> • Industrial Distribution |
| Language Proficiency | <ul style="list-style-type: none"> • Cantonese • Mandarin • Punjabi (corrected spelling from previous “Panjabi”) |
| Majors | <ul style="list-style-type: none"> • Child Development |

| Lookup | New Lookup Values |
|-----------------------------------|--|
| Start Term (Configuration Portal) | <ul style="list-style-type: none"> • Rolling |
| State | <ul style="list-style-type: none"> • New Providence (as a state for Bahamas) • Nampho (in Korea (the Democratic People's Republic of)) • Ménaka (in Mali) • Taoudénit (in Mali) • Ash Shīhānīyah (in Qatar) • Kyotera (in Uganda) • Butebo (in Uganda) • Namisindwa (in Uganda) • Omoro (in Uganda) • Pakwach (in Uganda) • Kagadi (in Uganda) • Kakumiro (in Uganda) • Rubanda (in Uganda) • Bunyangabu (in Uganda) • Rukiga (in Uganda) |
| State ISO Code Updates | <ul style="list-style-type: none"> • Anhui (in China) • Beijing (in China) • Chongqing (in China) • Fujian (in China) • Gansu (in China) • Guangdong (in China) • Guangxi (in China) • Guizhou (in China) • Hainan (in China) • Hebei (in China) • Heilongjiang (in China) • Henan (in China) • Hong Kong (in China) • Hubei (in China) • Hunan(in China) • Jiangsu (in China) • Jiangxi (in China) • Jilin (in China) • Liaoning (in China) • Macao (in China) • Nei Mongol (in China) • Ningxia (in China) • Qinghai (in China) • Shaanxi (in China) |

| Lookup | New Lookup Values |
|------------|---|
| | <ul style="list-style-type: none"> • Shandong (in China) • Shanghai (in China) • Shanxi (in China) • Sichuan (in China) • Taiwan(in China) (see also separate country code entry under TW) • Tianjin (in China) • Xinjiang (in China) • Xizang (in China) • Yunnan (in China) • Zhejiang (in China) |
| Subjects | <ul style="list-style-type: none"> • French • Intellectual Heritage • Mosaic • Radiation Therapy • Spanish |
| Visa Types | <ul style="list-style-type: none"> • H-1B Employee (from H1-B Employee) |

WebAdMIT Updates

Once the new lookup table values become available to applicants on **March 3, 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 on **March 8, 2019**.

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. A similar schedule will be provided closer to that time.