

# PharmCAS 2021-2022 Cycle Enhancements

## Summary of Key Changes for the 2021-2022 PharmCAS Cycle\*:

#	Description	Portal(s)
1.	Show Document Question Rule	Configuration Portal
2.	Reapplicant Field**	WebAdMIT
3.	Updated Word Count Display	Applicant Portal
4.	Professional Transcript Entry (PTE) Page Refresh	Applicant Portal
5.	Major and Degree Dropdowns Updated	Applicant Portal
6.	Recommender Profession Details	Evaluator Portal
7.	New Letters by Liaison Email Address (now letters@liaisoncas.com)	Evaluator Portal
8.	CEEB Codes Included in College Coursework Report	WebAdMIT
9.	Reset Password in WebAdMIT Prelaunch	WebAdMIT
10.	Designation Added Date Field Added to In Progress Applicant Export	WebAdMIT
11.	Still Attending Field Added to Colleges Attended in List Manager & Export Manager	WebAdMIT
12.	Search Page Filter Order Updated with Last Name then First Name	WebAdMIT
13.	Updated Assignment Interface	WebAdMIT
14.	Report Templates Included in Transfer Settings	WebAdMIT
15.	States Dropdown Reordered	WebAdMIT
16.	References Field Grouping Name Updated to Evaluators	WebAdMIT
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21.	Templates Using Deleted Lists Now Updated to Include All Applicants	WebAdMIT
22.	Updated Report Names	WebAdMIT
23.	Admissions Users Report Rescoped	WebAdMIT
24.	Program State Fields Exportable	WebAdMIT
25.	New Date Merge Field Format in Email Templates	WebAdMIT
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30.	Move to "Elastic Program Search" Page**	Applicant Portal
31.	Add a Priority Deadline as Custom Attribute**	Configuration Portal
32.	Change "Code of Conduct" Question Text	Applicant Portal
33.	Legal Sex Question Change & Gender Question Addition**	Applicant Portal
34.	Pronoun Question Addition**	Applicant Portal

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35.	Add "State" as a filter on Add Programs Page	Applicant Portal
36.	Change instructional text on Add Program Page	Applicant Portal
37.	Change "Complete" and "Received" statuses to Full View**	WebAdMIT
38.	Ability to Display the TOEFL MyBest Score Fields in WebAdMIT	WebAdMIT
39.	Preview Draft Programs in the Prelaunch Environment**	Configuration Portal

\*The summary of changes highlights the most relevant changes for schools and applicants. However, it is not an exhaustive list. The list order does not reflect priority level. Should you have questions about any other changes, please contact [cas@aacp.org](mailto:cas@aacp.org).

\*\*Items highlighted in yellow were deemed to be of particular importance to PharmCAS users and were featured in the related announcement in AACP Connect.

## Configuration and Enhancement Changes for the 2021-2022 PharmCAS Cycle

### 1. Show Document Question Rule

The 'Show Document' rule will be included in the Configuration Portal 'Question Rules,' allowing programs to configure documents to display based on an applicant's response to program level questions or extended profile questions.

#### Applicant Portal Changes

If a program decides to use the "Show Document" Question Rule based off a Program Level Question, the document type will be shown or hidden when the applicant's answer matches the question rule's configuration.

Learn more [here](#).

**ADD RULE**

Select a rule type to get started. All rules are triggered based on an applicant answer to a question set.

Rule Type

- Show Document  
Show a document when specific conditions are met
- Question Visibility  
Show a question only when specified conditions are met
- Conditional Answer Options  
Change the available options for a question based on the answer to a linked question
- Show Document  
Show a document when specific conditions are met

**ADD RULE > SHOW DOCUMENT**

NAME Provide a recognizable name for your new rule

CONDITIONS Show document  if  of the following condition are true

question  is

[+ Add Condition](#)

[< BACK](#) [SAVE](#)

## 2. Reapplicant Field

When an applicant creates an account, they can choose to create a new application or carry forward their application from a previous cycle, as a reapplicant. With this enhancement, reapplicants are identified as anyone who carries forward any part of their application from a previous cycle.

With the Reapplicant Field turned on in WebAdMIT, users can view which applicants reapplied from a previous cycle in WebAdMIT. The field will populate as Yes or No.

### *Reapplicant Field Details*

*Applicant Previously Applied to Organization:* This field identifies if an applicant carried forward an application and submitted it to at least one of your programs at **your** organization (institution) in a previous cycle. This field does not appear in the Applicant Details page or full application PDF, but is available in the [List Manager](#) and [Export Manager](#) under the Designation field grouping.

## 3. Updated Word Count Display

All text boxes that display a character count now also include the associated word count. This allows applicants to easily view their completion of a maximum character and word count. Learn more [here](#).

**Essay Question**

★ Please explain your motivation for selecting a career in healthcare and specifically why you are interested in becoming an anesthesiologist assistant. Describe how your personal and professional background will help you achieve your career goals and eminently suit you for this profession.

I am interested in the healthcare field because...

8 words 50/4500

## 4. Professional Transcript Entry (PTE) Page Refresh

The Professional Transcript Entry (PTE) section has updated designs, instructions, and terms of service to better guide applicants in using this feature. Learn more [here](#).

## 5. Major and Degree Dropdowns Updated

In the Colleges Attended section, the Other answer option in the Major and Degree dropdowns is now listed at the bottom. This aligns with where Other is placed in other dropdowns throughout the Applicant Portal.

## 6. Evaluator Profession Details

Recommenders must now enter their professional details when creating a Letters by Liaison account, including:

- Occupation
- Organization
- Job title
- Phone number

## 7. New Letters by Liaison Email Address

The Letters by Liaison customer service address is now [letters@liaisoncas.com](mailto:letters@liaisoncas.com); previously it was [help@unicas.com](mailto:help@unicas.com). This new email address is more user-friendly, easier to remember, and matches the Letters by Liaison branding.

## 8. CEEB Codes Included in College Coursework Report

The College [Coursework Report](#) now includes [CEEB Codes](#).

## 9. Reset Password in WebAdMIT Prelaunch

You can now reset your password in the WebAdMIT [prelaunch environment](#). The password reset email will be sent directly to you.

## 10. Designation Added Date Field Added to In Progress Applicant Export

The [Designation Added Date](#) field is now included in the In Progress Applicant export from the In Progress Applicant search page. This field can have multiple values if an applicant selects more than one program, based on CAS and program requirements.

## 11. Still Attending Field Added to Colleges Attended in List Manager & Export Manager

When applicants report their colleges attended, they can identify if they are still attending the institution. A corresponding **Still Attending** field has been added under the Colleges Attended field grouping in the List Manager and Export Manager. It is a one-to-many field and will populate for each college attended included in exports (e.g., College 1, Still Attending 1, College 2, Still Attending 2, etc.). This field is not available on the Applicant Details page, nor in the full application PDF.

## 12. Search Page Filter Order Updated with Last Name then First Name

On the Search page, the applicant name filters are listed Last Name then First Name. The following pages have been updated to match this filter order:

- In Progress Applicants search page
- Received Applicants search page
- Complete Applicants search page

The screenshot shows the 'Search Applicants' interface. At the top, it displays 'Active Filters: None' and '143 applicants'. Below this, there are several filter fields arranged in two columns. The first column contains 'Last Name', 'First Name', 'CAS ID', 'State/Province', and 'State of Legal Residence'. The second column contains 'Local Status', 'Decision Code', 'Designation Submitted', 'Date', and 'Designation'. The 'Last Name' and 'First Name' input fields are highlighted with a red rectangular box.

## 13. Updated Assignment Interface

When assigning Assignment templates on a single applicant's page and in batch, the list of available users to select from has an updated interface. Now the usernames have checkboxes, which simplifies selecting multiple reviewers. Learn more [here](#).

## 14. Report Templates Included in Transfer Settings

[Report Manager](#) templates are now included in Transfer Settings. If the report is linked to a list that does not exist in a new cycle, the report will use the **Everyone** default in the List dropdown. (Everyone excludes In-Progress applicants in PharmCAS.) Additionally, if the report is linked to Work Groups that do not exist in the new cycle, those Work Groups will be removed from the report template. Review the [Transfer Settings Guide](#) for more information and best practices. As with any template carried forward using Transfer Settings, remember to review the templates in the new cycle to ensure accuracy and make changes, as needed. See also item #19.

## 15. States Dropdown Reordered

To improve workflow, the **State** dropdown in the [Search page](#) is updated to list U.S. states and D.C. first alphabetically, then international states alphabetically.

## 16. References Field Grouping Name Updated to Evaluators

The **References** field grouping name, available in features like the [List Manager](#), [Export Manager](#), [Scoring](#), etc., is renamed **Evaluators**. This is to align with the Evaluators panel on the Applicant Details Page and the Evaluator field names.

While this enhancement moves the Evaluator fields up in the alphabetical list of field groupings in features such as the List Manager, Export Manager, Scoring, etc., previously built templates such as exports, lists, etc. are not affected.

## 17. Unique List Names

Previously, when creating lists, you could use the same name as existing lists, as well as Everyone and Clipboard, which are standard selections in the Export Manager. With this enhancement, you must enter a unique name for your list. Some specifications include:

- Your list name must be unique within the organization for a specific CAS and cycle. If an existing list has the same name, even if you cannot see it based on Work Group and list sharing permissions, you'll get an error message.
- When transferring templates from an old cycle to a new cycle, any lists that have the same name will be renamed with a unique suffix (e.g., Submitted Apps 456462).
- You cannot name a list Everyone or Clipboard, as these are standard selections in the list dropdown in the Export Manager.

Existing lists are not required to update at this time; however, if you edit a list with a duplicate name, you must create a new name at that time.

## 18. View Individual Deadline Extensions

If the applicant received an individual deadline extension from a program, the new deadline date displays in the **Applicant Specific Deadline** field. This field is available in the [List Manager](#) and [Export Manager](#).

## 19. Transfer Settings Keeps Sort Order

When [transferring templates](#) from one cycle to another, the sort order for all templates in the new cycle now matches the sort order from the previous cycle. For example, if Local Statuses are sorted as Local Status 1, Local Status 2, Local Status 3, etc. in the previous cycle, they will keep this sort order in the new cycle. This enhancement will improve the speed and user experience in reviewing and using templates in the new cycle.

## 20. Applicant Name Added to Evaluations Report

The applicant-based [Evaluations Report](#) in the Report Manager has two columns added: **Applicant First Name** and **Applicant Last Name**. If you created a "crosswalk" from WebAdMIT data to your local data in your SIS/CRM, you may need to update this crosswalk for these newly added fields.

## 21. Templates Using Deleted Lists Now Updated to Include All Applicants

Previously when a [list](#) was deleted, any exports, reports, and PDF templates built using this list were also deleted. With this enhancement, when a list is deleted, any associated exports, reports, and PDF templates are updated to run on all applicants (i.e., Everyone) instead. (Everyone excludes In-Progress applicants in PharmCAS.) This ensures that templates tied to lists are not automatically deleted.

## 22. Updated Report Names

The [GPA by Subject by Gender or Sex report](#) is renamed **GPA by Subject by Gender or Sex** to maintain standard naming conventions. See also item #33.

## 23. Admissions Users Report Rescoped

The user-based [Admissions Users report](#) is updated to only pull the admissions users for the CAS and cycle you're working in. For example, if you run the report in the PharmCAS 2020-2021 cycle, then only the admissions users that have the PharmCAS 2020-2021 cycle added to their account appear. Previously, this report pulled admissions users for all the CASs and cycles you had access to, which was especially problematic for [institution managers](#) who had access to many CASs and cycles.

## 24. Program State Fields Exportable

You can now select the **State** and **State Code** fields from the **Designations** field grouping in the [Export Manager](#). These fields correspond with the **State** field under Program Details in the [Configuration Portal](#).

The screenshot shows the 'PROGRAM DETAILS' tab in the Configuration Portal. The form includes fields for Organization (College of Arts and Sciences), Program Id (80), Status (closed), Unique ID (4437771882140107195), Program Name (Master of Arts in Fine Arts), WebAdmit Name (WebAdmit Name), City (Watertown), and State (Massachusetts). The State field is highlighted with a red box.

## 25. New Date Merge Field Format in Email Templates

Previously, if you used a date merge field in email templates, it populated as yyyy-MM-dd (e.g., 2020-07-09). Based on user feedback, the date merge field format has changed to MMM d, yyyy (e.g., Jul 9, 2020).

## 26. WebAdMIT Timeout Message

WebAdMIT now displays a warning message 5 minutes before a session closes due to inactivity. This enhancement ensures WebAdMIT meets 508 and WCAG 2.0 compliance standards.

## 27. Current Date Merge Field in Email Templates

You can now add a merge field for the current date (i.e., today) in [Email Templates](#). This field will enter the date the email template is sent to the applicant. It is formatted as MMM d, yyyy (e.g., Jul 9, 2020) and is listed as a clock button.



## 28. Export Applicant Data in Multiple Rows

If an applicant applies to more than one program at your school (i.e., organization), you can now choose if an applicant's Designation field grouping data will be listed on multiple rows instead of one in the [Export Manager](#). Learn more [here](#).

## 29. Copy Function for Email Templates

You can now copy existing Email Templates. This allows users to build and customize Email Templates more quickly.



**30. Move to "Elastic Program Search" Page**

The Add Program page in the Applicant Portal will have a streamlined look and feel and an updated search feature. The improved **Add Program** interface is easier to navigate and offers increased adherence to 508 Compliance standards. Applicants can select programs from the holistic list under the **Add Program** sub-tab, and then toggle to the **Selected Programs** sub-tab to review their program selections. This change became feasible for PharmCAS with the removal of the early decision process.

Along with the updated design, the change allows applicants to search the Add Program screen by typing a program or school name in the search field and apply new search filter functions, which include:

- Multi-selecting available, past, and future programs.
- Typing a filter option in a search field.
- Multi-selecting filter options.

Learn more [here](#).

My Application		Add Program		Submit Application		Check Status				
Add Program		Selected Programs		Search for a Program or Organization		Filters				
Add	Organization Name	Program Name	Program Type	Degree	Start Year	Start Term	City	State	Delivery	Deadline
+	School of Leadership and Education Sciences	PhD in Leadership Studies, Leadership for International School Leaders (Hybrid Format)	N/A	Doctoral	2019	Summer	San Diego	CA	N/A	12/15/2018
+	School of Leadership and Education Sciences	MEd, Credential CoMED, Credential Cohort Program: Secondary Education/Special Ed (Academy for Catholic Teaching)	N/A	Masters	2019	Fall	San Diego	CA	N/A	02/01/2019
+	School of Leadership and Education Sciences	MEd, Credential Cohort Program: Elementary Education/Special Ed (Academy for Catholic Teaching)	N/A	Masters	2019	Fall	San Diego	CA	N/A	02/01/2019
🕒 Past	Hahn School of Nursing and Health Science	Clinical Nurse Leader (MSN)	N/A	Masters	2019	Fall	San Diego	CA	N/A	03/01/2019
🕒 Past	Hahn School of Nursing and Health Science	Clinical Nurse Leader (MSN)	N/A	Masters	2019	Spring	San Diego	CA	N/A	11/01/2019
🕒 Future	Hahn School of Nursing and Health Science	Psychiatric-Mental Health Nurse Practitioner (BSN to DNP)	N/A	Doctoral	2019	Fall	San Diego	CA	N/A	03/01/2019

**31. Add a Priority Deadline as Custom Attribute**

Beginning in the 2021-2022 admissions cycle, participating colleges and schools will be able to designate a “priority” (preferred, non-binding) application deadline in addition to their final (enforced) PharmCAS deadline. The purpose of the priority deadline option is to encourage applicants to apply earlier in the cycle. See also the related announcement in [AACP Connect](#).

**Functionality:**

- Priority deadlines will be displayed to applicants in the PharmCAS application and School Directory in addition to the final (enforced) deadlines.
- Priority deadlines will not be enforced by PharmCAS, and therefore, applicants can apply to a program after its priority deadline has passed.
- PharmCAS will not expedite verification or processing for applications submitted by a program’s priority deadline.
- Priority deadlines cannot be changed or extended after the cycle launches.
- Schools will continue to have the option of extending the final (enforced) deadline through June.
- Priority deadline date options for schools will align with those for the final (enforced) deadlines and include a new October option (Oct 1, Nov 1, Dec 1, Jan 4, Feb 1, Mar 1, Apr 1, & May 2).
- Schools can choose not to have a priority deadline, if desired.

**32. Change "Code of Conduct" Question Text**

In WebAdMIT, when you view the PharmCAS Custom Questions tab, there is a lot of lengthy information in the Question column, including the full PharmCAS Code of Conduct. The full PharmCAS Code of Conduct will be replaced with a hyperlinked question to reduce the lengthy text in both the PharmCAS application and the WebAdMIT PharmCAS Custom Questions tab, as shown below:

**PharmCAS Code of Conduct**

By checking the box below, you certify that you have read and agree to abide by the [Applicant Code of Conduct](#). The Code of Conduct includes sections on [Applicant Code of Conduct Violations](#), the [Interview No-Show Policy](#), and the [Dispute Resolution](#).

I certify that I have read and agree to abide by the Applicant Code of Conduct.

The hyperlinks in the screenshot above, are as follows:

- [Applicant Code of Conduct](#)
- [Applicant Code of Conduct Violations](#)
- [Interview No-Show Policy](#)
- [Dispute Resolution](#)

**33. Legal Sex Question Change & Gender Question Addition**

In efforts to create a more inclusive environment for the applicants, the following changes will be made to the current PharmCAS gender (sex) item block:

Question(s)	Answer Options	Required
1. What is your current legal sex? This information is required for reporting purposes to the U.S. Federal Government using these values only. 2. We understand that your sex may not necessarily be binary. How do you describe your current gender identity? 3. Please specify your self-described gender identity:	1. Male/Female/Decline to State 2. <b>Select all that apply:</b> - Female/Woman - Male/Man - Non-Binary/Third gender - Trans female/Trans woman - Trans male/Trans man - Prefer to self-describe (self-identification below) 3. <Free Text>	1. Yes 2. No 3. If Prefer to self-describe is selected, then question 3 appears, but is not required

**Help Center Instruction Text:**Sex

- Select male, female, or decline to state. This information is required for reporting purposes to the U.S. Federal Government using these values only.

Gender Identity

- The American Association of Colleges of Pharmacy (AACP) and its member pharmacy programs fully recognize the importance of diversity in the student body and workforce. Please select the gender identity option that you feel best describes you. This question is optional.

**34. Pronoun Question Addition**

In efforts to create a more inclusive environment for the applicants, the following Pronoun question block will be added to the PharmCAS application beginning in the 2021-2022 cycle. Participating programs are encouraged to view and consider responses to the new Pronoun question when communicating with applicants:

Question(s)	Answer Options	Required
1. If you would like, please share your pronouns with which you wish to be referred. 2. Please specify your self-described pronouns:	1. - she, her, her/hers, herself - he, him, his, himself - they, them, their/theirs, themselves - [name], [name]'s, [name]'s, [name]'s self - Prefer to self-describe (self-identification below) 2. <Free Text>	1. No 2. If Prefer to self-describe is selected, then question 2 appears, but is not required

**Help Center Instruction Text:**Pronouns

Enter the pronouns by which you wish to be referred (i.e., they, them, theirs). Examples of additional pronouns include, but are not limited to: ze, zir, zir/zirs, zirself; ze, hir, hir/hirs, hirself; xe, xem, xyr/xyrs, xyrsself; ey, em, eir/eirs, emself. This question is optional.

### 35. Add "State" as a Filter on Add Programs Page

To allow applicants to sort through programs by location, "State" will now appear as both a column and a filter criterion on the Add Programs page.

The screenshot shows the 'Add Programs' page in the PharmCAS application. At the top, there is a navigation bar with the PharmCAS logo and a 'Sign Out' button. Below the navigation bar, there is a 'Back to Extended Profile' link and the title 'Add Programs'. A message states: 'To learn more about becoming a pharmacist and search for specific Pharm.D. programs which meet your interests, please visit the [PharmCAS School Directory](#).' Below this, there are tabs for 'Add Program' and 'Selected Programs', a search bar, and a 'Filters' button. The main content is a table of programs. The 'State' column is highlighted with a red box. The table includes the following data:

Add	Program Name	Level	Start Year	City	State	Accreditation	Deadline	Priority Deadline
ALBANY COLLEGE OF PHARMACY AND HEALTH SCIENCES - NY & VT								
+	New Test-Albany College of Pharmacy and Health Sciences - NY & VT-copy-2	PharmD	2022	Albany, NY & Colchester, VT	Multiple States	Full Accreditation	03/31/2022	None
+	Test-Albany College of Pharmacy and Health Sciences - NY & VT-copy-1	PharmD	2022	Albany	NY	Full Accreditation	03/31/2022	03/31/2022
PHARMCAS TEST ORGANIZATION								
+	Test Pharm 1	PharmD	2022	Watertown	MA	Full Accreditation	07/14/2021	Sept 1, 2020
+	Test Pharm 2	PharmD	2022	Watertown	GA	Full Accreditation	07/14/2021	10/15/2021

### 36. Change Instructional Text on Add Program Page

The following changes will be made to the Add Program Page within the PharmCAS application to better aid applicants:

#### Current Text:

To learn more about becoming a pharmacist and search for specific Pharm.D. programs which meet your interests, please visit the [PharmCAS School Directory](#).

#### Revised Text Draft:

You must select at least one program to continue completing the application. If you want to remove a program and only have one selected, you need to add the second program before you can remove the first one. Before submitting, review your program list to make sure you are applying to all your intended programs.

To learn more about Priority Deadlines, please visit the [PharmCAS Applicant Help Center](#).

To search for Pharm.D. programs that meet your interests, visit the [PharmCAS School Directory](#).

**37. Change "Complete" and "Received" Statuses to Full View**

Currently, PharmCAS schools can only view the complete application details of applicants with Verified status in WebAdMIT. Views of applicants with Received and Complete status are restricted. AACP is pleased to announce that PharmCAS will also provide a **full view** of applicants with Received and Complete status in WebAdMIT beginning in the 2021-2022 admissions cycle!

Benefits of Full Views

As a result of the expanded views in WebAdMIT, users will be able to:

- Access all WebAdMIT panels for the school's applicants with Received and Complete status in addition to applicants with Verified status.
- View the list of missing official transcripts and evaluations for Received applicants.
- Include Received and Complete applicants in counts in both the Designations by Local Status and Designations by Decision Code panels.
- Review submitted evaluations and other application details before an application is verified.

See the [announcement](#) in the PharmCAS Community on AACP Connect to learn more.

**38. Ability to Display the TOEFL MyBest Score Fields in WebAdMIT**

Liaison now receives TOEFL MyBest scores directly from ETS. MyBest scores—sometimes generically referred to as superscores—are the combination of an applicant's best scores for each test section from all of their valid TOEFL scores in the last 2 years.

Applicant Portal

There are no changes to the processes for self-reporting test scores or ordering official test scores.

WebAdMIT

You can view scores in the Standardized Tests panel of the Applicant Details page. Additionally, you can view scores in the Full Application PDF under the Documents panel of the Applicant Details page. All TOEFL iBT score reports sent after August 1, 2019, will include the applicant's MyBest scores as well as the individual scores from each test date.

WebAdMIT API

You can extract this data.



### 39. Preview Draft Programs in the Prelaunch Environment

Previously, when you configured your program in the prelaunch environment, the only way you could view it in the application was to have it approved. With this enhancement, you can now preview your programs in the application using the Preview feature and continue making edits as necessary.

#### Applicant Portal

All program previews are in the application prelaunch environment. This environment now includes a yellow banner at the top, alerting you that this is a testing environment.

When you click “Preview Program” in the Configuration Portal, you will be redirected to the application with your program(s) already selected. You can then navigate to the Program Materials section and preview your program configurations.

#### Configuration Portal

You can choose to preview any of your programs in Draft status by clicking “On” for “Preview your program(s) in a testing environment.” Once activated, a new “Preview Program(s)” button appears, which is a deep link to your programs in the application prelaunch environment. Review the [Preview Your Programs article](#) for more guidance.

Preview your program(s) in a testing environment  Off  On [Preview Program\(s\)](#)

The Programs and Applicant Gateways below are available to view & edit. Select one to begin.

<input type="checkbox"/>	PROGRAM ↕	WEBADMIT NAME ↕	OPEN DATE ↕	DEADLINE ↕
<input type="checkbox"/>	College of Pharmacy	N/A	07/14/2021	03/01/2022