



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

- October 14–November 9:** Account Managers meet with clients to review the upcoming changes, including changes to the GPA calculations based on new Subject options.
- November 20:** Updated CELs are available.
- December 11:** New lookup table values appear in the Applicant Portal.
- December 11:** 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 **November 20**, 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.
- If your school imports Subjects, Majors, 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, or Language Proficiency data to your local subject, major, and language proficiency data in your SIS/CRM, **you may need to update this crosswalk** for the newly added options.

Data Dictionary Changes

The following list contains year-to-date additions to the **Data Dictionary** in the CEL. Note that not all additions impact every service, and some additions have already been incorporated into the CEL for specific services. Review the **Change Log** in your CEL for more information.

Field Category	Change(s)
Applicant	Turn on the program_plans field
Applicant	Turn off the "reference_all_evaluations_received" field and turn on the number_evaluations_received field
College(s) Attended	Turn on the college_second_degree_first_minor field
College(s) Attended	Change the Data Type, Has Many Relationship and Lookup values for the CEEB, FICE and IPEDS fields
Designation	Turn on the designation_added_date
GPA by Transcript field category	New fields have been added. Replace the entire category in the CEL
Preferred Mailing Address	Turn on the text_authorization
Official WES GPAs	Change the Has Many Relationships value to be "Per Official WES GPA" for all fields in the category in the CEL
Applicant Reported ACT	Split into 2 categories. Replace existing with new categories in CEL
Official ACT	Split into 2 categories. Replace existing with new categories in CEL
Applicant Reported SAT	Split into 2 categories. Replace existing with new categories in CEL
Official SAT	Split into 2 categories. Replace existing with new categories in the CEL
Applicant Reported DAT	Turn on the dat_dentpin field (ADEA services only)
Official ACT (Before Sept 2015)	Turn on the act_official_last_updated_date field
Official ACT (After Sept 2015)	Turn on the act_official_last_updated_date_2015 field
Official GMAT	Turn on the gmat_official_last_updated_date field
Official GRE General	Turn on the gre_general_official_last_updated_date field
Official GRE Subject	Turn on the gre_subject_official_last_updated_date field
Official GRE Subject	Add all field related to Subscore 4, Subscore 5 and Subscore 6
Official IELTS	Turn on the ielts_official_last_updated_date field (Boston University UniCAS only)
Official MCAT (Before Jan 31 2015):	Turn on the mcat_official_last_updated_date field
Official MCAT (After Jan 31 2015)	Turn on the mcat_official_2015_last_updated_date field

Official TOEFL	Turn on the toefl_official_last_updated_date field
Official SAT (Before March 2016)	Turn on the sat_official_last_updated_date field
Official SAT (After March 2016)	Turn on the sat_official_last_updated_date_2016 field

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 **December 11**.

*Note: Effective Sprint 21, an update to the **lk_phone_type** lookup table changed a value from "Cell" to "Mobile."*

Lookup	New Lookup Values
Subjects	<ul style="list-style-type: none"> • Administration of Justice • Agribusiness • Arabic • Bilingual/Bicultural Studies • Business Administration • Computer Applications • Early Childhood Education • Environmental Studies • Family and Consumer Sciences • Fashion Design • Geographic Information Systems • German • Global Studies • Graphic Design • Information Systems • Media Studies • Office Technology • Photography
Coursework	<ul style="list-style-type: none"> • Intellectual Heritage • Mosaic
Majors	<ul style="list-style-type: none"> • Animal Science
Language Proficiency	<ul style="list-style-type: none"> • American Sign Language (ASL)
Start Term (Configuration Portal)	<ul style="list-style-type: none"> • Summer
Degree Type	<ul style="list-style-type: none"> • Associate of Arts for Transfer • Associate of Science for Transfer • Bachelor of Science in Business Administration (BSBA)

	<ul style="list-style-type: none"> • Bachelor of Science in Education (BSEd) • Bachelor of Theology (BTh) • Doctor of Ministry (DMin) • Doctor of Theology (ThD). <i>Note: this requested change updates the existing ThD from "Doctorate" to "Doctor"</i> • Graduate Diploma (GDip) • Master of Sacred Music (MSM) • Master of Sacred Theology (STM) • Master of Theology (ThM) • MS in Management Studies (MSMS) • MS in Finance (MSF) • MS in Mathematical Finance (MSMF)
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WebAdMIT Updates

Once the new lookup table values become available to applicants on **December 11**, 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 2018. A similar schedule will be provided closer to that time.