Releasing Decisions

Introduction

This guide will be most valuable after you have viewed the MyAdmissions Introduction and Login video and the MyAdmissions Reader video, both available in the HR Toolkit.

The Office of Admissions is reviewing applications concurrently with the colleges and departments. Once the college/department has determined the application should be admitted, denied, or cancelled and assigns that decision, this is considered a recommended decision. When Admissions’ review is complete, the system will move the application into the Admit, Deny, or Cancel bin automatically, and within 24 hours the decision will be marked as confirmed. At that point, the college/department can release the decision, making it final.

This guide will walk you through the process of releasing a decision once it is confirmed. When you release decisions, those records will be sent to Campus Solutions as admitted applicants. Two days after the release, the Affiliation for that applicant will be changed to Newly Admitted and campus partners such as the Dean of Students Office and the Division of Housing will be notified of the applicant’s admissions status.

Navigation

After logging into myUFL, use the following navigation path to reach the Release Decision module:

myUFL > NavBar > Main Menu > Quick Links > MyAdmissions > Release Decisions
Your landing page is below. Note that the numbers shown in this table cover decisions across the university – they are not all related to your work.

![Slate screenshot](image)

On the right hand side, the process flow for decisions is shown.

**Process Overview**

1. **Awaiting Confirmation**
   Completed by the Office of Admissions. Records with a recommended decision and complete Admissions review are marked with confirmed decisions.

2. **Awaiting Assignment**
   View records with a confirmed decision but no letter. Batch assign decision letters for records with a confirmed decision.

3. **Awaiting Release**
   View records with a confirmed, unreleased decision. Schedule the date and time you want your decisions to be released. Remember, based on current policy other university systems will not be notified of the decision for two days after the release.

4. **Queued for Release**
   View records that have decisions that are scheduled for future release.

5. **Recently Released**
   View records that have already had a decision released.
1. **Awaiting Confirmation**

You do not need to confirm your decisions. This step is automated for you.

2. **Awaiting Assignment**

   **Graduate and Professional Applications – Please Skip This Step! Go directly to 3. Awaiting Release**

In Assignment, we assign the appropriate decision letter to be shown on the applicant’s individual Application Status page. Select the group you are assigning letters, and click the Display button.

*Letters must be assigned to separate groups based on decisions and application type.* In other words, you cannot assign letters to Admits and to Denys in the same process, or to Transfer and UFO applicants in the same process.

Clicking Display, you are provided a list of applicants and you can pick and choose which ones to assign a letter for.
Once applicants are selected, choose the appropriate letter. The dropdown box for letters provides numerous options. Select the letter based on the application type and the decision type. These letters are:

- TRN (Transfer) Admit
- TRN (Transfer) Deny
- TRN (Transfer) Readmit Admit
- TRN (Transfer) Readmit Deny
- CRT (Certificate) Admit
- CRT (Certificate) Deny
- Postbac Admit
- Postbac Deny
- UF Online TRN Admit
- UF Online TRN Deny

Once you have identified the appropriate letter, click Assign at the bottom left of the page. A popup appears, asking if you are sure you want to assign the selected letter to the selected decisions. Once you are sure, hit the OK button.

The system returns you to the Awaiting Assignment page, much as it looked when you first navigated here. If you look closely you will see that the numbers for how many are available for assignment are now adjusted based on the work just completed.
3. Awaiting Release

Decisions are now ready for the final step – Release. Click the Awaiting Release link on the right hand side.

The groups listed are available for release. Any combination of application types and decisions can be released at one time. Select the groups and click the Display button.
All the applications within that group are now displayed. When ready, select all applications that you wish to schedule for release.

Towards the bottom of the page, you must select the date and time for release. This can be anytime in the future, but the system recommends scheduling at least two or more hours into the future.

After scheduling the date and time, click the release button. A popup will come up asking if you are sure that you want to release the selected decisions. When you are sure, select OK.

This is all you have to do for releasing decisions! You will see the applications move into the Queued for Release and then after the actual release they will move into Recently Released.

Additional Help

- Further resources are available in the HR Toolkit at https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/student-information-systems/myadmissions/
- For help with system issues, contact our system support team at my-admissions@ufl.edu. ***Do Not Share This Email With Applicants.***
- For assistance with processes or policies related to admissions, contact Suzie Burns at sburns@admissions.ufl.edu.