RELEASING DECISIONS

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

The Office of Admisssions 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 the decisions, then the decision is considered a recommended decision.

A recommended decision of Cancel or Deny will automatically move the application into the appropriate bin. Admit recommendations will move into the Admit bin only upon the completion of the Office of Admission's eligibility review. Within 24 hours of entering the bin, the decision will be marked as confirmed, and the college/department may 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 Reader Bins:

> myUFL > NavBar > Main Menu> Quick Links > MyAdmissions > Release Decisions

Below is an image of the landing page. Note the numbers hown in the table cover decisions across the university – they are not all related to your work.

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PROCESS

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**
Completed by the Office of Admissions. Decision letters are assigned for Transfer, Post Bac, Certificate, and UF Online applications once a decision is confirmed. This letter is displayed on the applicant's Application Status page.

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.

- Awaiting Confirmation. This step is automated, and you do not need to confirm your decision.
- Awaiting Assignment. This step is automated, and you do not need to assign letter to your decision.
- Awaiting Release. Decisions are now ready for the final step, Release. Awaiting Release link on the right-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.

FOR ADDITIONAL ASSISTANCE

Technical Issues
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Policies and Directives
Office of Admissions
352-392-1365
my-admissions@ufl.edu