Admissions
Understanding Application Status Check SIS

Overview

Application Status Check in SIS is available for all applications across all careers. To ensure proper setup, there are some items which have direct impact on what a student views in Self Service. This document presents the student view and then the back-end pieces (or set-up) behind it to better allow an understanding of this feature.

Steps

Application Status Check – Student View

1. The student will log into one.iu.edu.
2. In the Search box, the student should type “application status.”
3. The student should click on the Application Status task.

The Application Status page is displayed.

4. This will give the student his/her application information. It will then display a message based on the current Application Status Check Message Catalog derived from their Program Action/Reason combination.

It will also display the outstanding checklist items. The student may click more details on to do items to view the To Do List page.
5. The student can then click the linked item(s) in the To Do Item column to see more details. The To Do List - To Do Item Detail page is displayed.

This concludes the Student's view.
Application Status Check – Set Up

The administrative items which impact the display are:

- **Checklist Items** – As you assign a checklist item, those which are associated with requiring a transcript will ask for an **Org ID** to be entered on the **Checklist Item** page.

  ![Checklist Management](image)

  Note that you are able to assign the same checklist items for as many transcripts as are required. This allows more granular control over what is communicated to students for their outstanding items than we have had in the past.

- **Application Program Action/Reason Combination** - As you update an applicant’s program action/reason combination, the message changes in the **Application Status** area of the screen.

  ![Application Status](image)

  These messages can be updated by the USSS Control Table team.