ONLINE APPLICATION INSTRUCTIONS – FOR FACULTY LEADERS

1. To see who has applied to your program, go to https://global-education.butler.edu/
2. Login with your Butler credentials (No @butler.edu)

3. You will see your homepage or click the [home] button to get there. Under "my Reviews," all of the students who have applied for your program and their status are listed. You cannot click on the applicant until CGE has marked it "ready for review" which means they have a complete application. I will be monitoring this daily and will try to stay current with the applications.

4. Then review "Pending" students who are "ready to Review"

| Porter, Claire (ID: 10600) | 07/12/2018 | Current Status: **Pending** Ready for Review |

Review the application and tell Dena whom you want to admit. You can do this via email, or mark them, accordingly on the application at the bottom. *Keep in mind; we cannot officially admit students until we have met the budget's break-even point. However, they can be internally accepted until we hit the break-even point.

Recommendation:

- ⦿ Accept
- ◯ Reject
- ◯ **Waitlist**

☑ Mark as completed
Your review is not considered completed until this checkbox is marked. You can make preliminary notes and judgments here without marking the checkbox then return later to finalize your review later.

☐ **Apply to Multiple Applications**
Your review can be applied to other applicants within this term/year combination.

Submit   Cancel

Review applicants in batches - before applications are complete (optional)

1. Select "Applicants" and "Search"
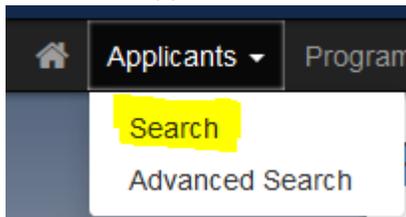
2. You only have access to your program's applicants, so select "search" and your student's will show up. You do not need to filter the search.
   a. However, if you ran a program last year, select the correct "Program Term" to get this year's students.

3. I will be monitoring your student's progress and will be looking for complete applications to reach our break-even point in the budget. If you want to monitor their applications, as well, you can click on each student to see what they have completed, or to see all of the student's progress – run an Audit.

   a. Select "Progress Audit," "Pre-decision"

4. Check All Materials and Questionnaires, Select "next"

5. A check mark appears if they have completed that item:

Status	Materials					Questionnaires	
	General Consent	Release of Disciplinary & Academic Records	Butler University Faculty-Led Program Deposit	Butler University's Faculty-Led Cancellation Policy	GDPR Notice for Outgoing Butler University Students	Study Abroad General Application	Passport Requirement
Pending	☑	☑	☐	☑	☑	☐	☐
Pending	☐	☐	☐	☐	☐	☐	☐
Pending	☐	☐	☐	☐	☐	☐	☐

Send a batch email to students

1. Select "Applicants" and "Search"
2. Select "Options" & "send email"

Options ▾	Progress Audit ▾	Group by ▾
Send email	on application itine	
Send SMS (text message)		
Excel export	Program	
Create report	ɪg Intersection of Art a	
Batch app tags	ɪg Intersection of Art a	
Batch attach file	ɪg Intersection of Art a	
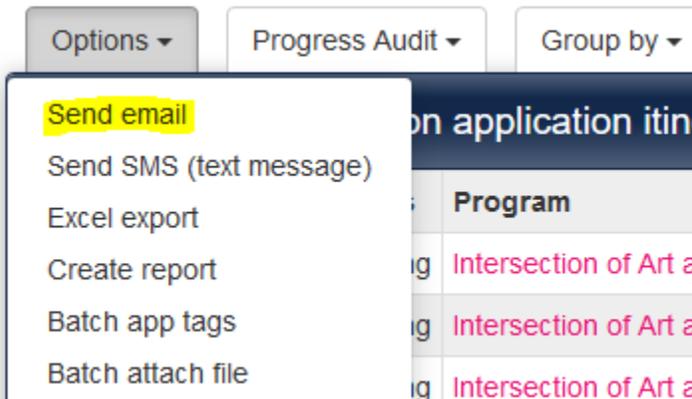
3. Select some or all students that you want to message. The system defaults to sending a message to everyone. You can unclick people that you do not want to email.

Email Recipients (25 Total)

(click arrow to show recipients)
(view copyable address list - includes ALL addresses)

Email Recipients (25 Total)

(view copyable address list - includes ALL addresses)

☑	Name	Email
☑	Baker, SJ	sbaker3@butler.edu
☐	Burkhart, Macy Elise	mburkhar@butler.edu
☑	Colucci, Bella Rose	bcolucci@butler.edu
☑	Conlon, Catie Elizabeth	cconlon@butler.edu
☐	Cordell, Delaney Alexandra	dcordell@butler.edu
☑	Dawson, Ben Ray	brdawson@butler.edu
☐	Frentsos, Lydia Belle	lfrentso@butler.edu

4. Send the email.