Overview
Furman’s Study Away Application Management system (Terra Dotta’s Studio Abroad) allows designated faculty, staff, and administrators to view and edit the information related to a student's study away application. This includes:

- Tracking application progress made by applicants
- Gathering recommendations (not currently used)
- Reviewing applications and sharing comments
- Making acceptance or rejection decisions about an application
- Marking materials, documents, and payments as received
- Delivering program specific documents and information to applicants
- Collecting passport, health, insurance, and other critical information
- Generating reports and collecting data
- Documenting the application process

Getting Started
Logging In
Once you have received an email confirming that your login credentials have been set up. Go to https://studyaway.furman.edu/ and click on “Login” in the upper right corner.

Log in with your Furman network username and password. Your username is usually your first initial and last name (ex. jsmith). Do not include the “@furman.edu”.
**Reviewer Home Page**
Access the “Reviewer Home” page by clicking on the link in the upper navigation bar. This is the primary page where you can begin reading and reviewing applications.

Under the “My Reviews” heading on this page, you will see a list of the program(s) you are assigned to review and a description of the filtering terms that are currently active. By default, all current active applications are visible on the Reviewer Home page.

Below the “My Reviews” box, you will see a list of applications and basic details including the applicant’s name, date application was started, and the current status.

*Note: his is an application ID -NOT the student’s Furman ID*
Sorting & Filtering Applications
If you have permission to review applications from more than one program or term, you can use a filter to limit the visible applications to a specific program or term.

To set and apply a filter:
click on the arrow next to “Filter Options” to open the filter menu. Select the options you wish to display (hold down Ctrl or Cmd key to select multiple options). Click on the the “Filter >” button to apply the filter.

To clear the filter: click on “Filter Options” again, and select “Clear All”.

Note: In order to view applications that are no longer active (either withdrawn applications, or applications from a prior year’s term, if applicable) you must use the filter options and select the appropriate criteria to make these applications visible.

Viewing an Application

Application Status
Applications visible on the Reviewer Home page may include both applications in progress and those that are complete. By default, all applications will have the current status of “Pending.” Applications remain in the Pending status until a decision has been made and the application status is changed. After the application steps are completed by the student, an indicator of “(complete)” will be added next to the Pending status.

The study away office will change the review status from “Not Ready for Review” to “Ready for Review” to indicate that the application is ready for you to consider.

Note: It is possible for an application to be ready for you to review, even though the application is not yet complete. This might occur if a student submits their application questionnaire by the deadline, but still needs to complete an additional step (such as attending an advising session) that is not essential for your consideration.
Viewing Student Applications

To read and review an application, from the “Reviewer Home” Page, click on the name of the applicant (in blue). This will open up the application reviewer screen, and you will be able to review the complete application. The following information will be visible:

- Applicant Summary
  (applicant name, program name and term, application status, date created/last updated)

- Applicant Information
  (name, nickname, gender, GPA, majors, minors, credits earned, anticipated graduation date, academic advisors, cell phone number, mailbox)

- Application Program & Term

- Application Status & Decision Date

- Application Questions and Answers
  (Note: Questions and Answers will only be visible if the student has completed this section and submitted their answers.)

- Application Materials
  (Lists the action steps, material submissions and documents that are required in each phase of the application process and whether the student has completed each step.)

- Reviewer Feedback
  (This is an area where you can record your comments on a particular application. Additional information is provided on the following page.)
**Reviewing Student Applications**

At the bottom of each application view is a section called “Reviewer Feedback”. This area allows you to make notes, and to record and share feedback on an application.

Note: Using the Reviewer Feedback area is entirely optional. It is not a required step in Furman’s application process, but we hope you find this feature useful.

Your *Comments* will not be visible to the student. They can only be seen by other faculty and staff who have permission to view applications for your program and by the study away office staff.

The *Recommendation* section allows you to record your overall opinion of this application (accept, reject, or waitlist). This selection is for your convenience only; making a recommendation does not change the application status, but you can view your recommendations in the application list on the Reviewer home page.

IMPORTANT: Be sure to click the “Submit” button when you ready to save your review.

You may continue to add to or change the comments and recommendation throughout the application process, unless you check off the “Mark as completed” box. Once this box is checked and the review submitted, it will not be possible to edit your review.

Note: In the unlikely event that you would want to apply your *exact comments and recommendation* to more than one application at a time, there is an option to do so by selecting the “Apply to Multiple Applications” box. If selected, you will be prompted to choose which applications to include in a drop down menu box.
Study Away Application Phases and Statuses

Student applications can go through four phases: Pre-decision, Post-Decision, While Abroad, and Returnee. There are several different application status options that may be available in each phase of the application process.

PRE-DECISION: This is the initial phase from the time the application is started until the student is notified of your acceptance decision or the application is withdrawn.

- **Pending**: Application has been started, but is not yet complete
- **Pending (complete)**: Application is complete and is awaiting review and a decision
- **Withdrawn: pre-decision**: This application has been withdrawn by the student.
- **Withdrawn (Incomplete): by staff**: The student did not complete this application by the deadline and the application was withdrawn by the study away staff.

POST-DECISION: This phase begins when students are notified of their participation status on or after the decision date. This is precipitated by the program director changing the student’s application status from pending to one of the following statues:

- **Accepted**: This student was accepted into your program
- **Conditionally Accepted**: This student was conditionally accepted *(rarely used)*
- **Waitlisted**: This student is currently placed on your waitlist
- **Not accepted**: This student was not selected as a participant

Note: The following post-decision statuses are only applicable for students that were initially accepted into your program.

- **Withdrawn: declined**: This student was accepted, but decided not to participate.
- **Committed**: This student was accepted and has indicated that he or she intends to participate, but has not yet submitted a deposit or completed all the acceptance steps.
- **Confirmed Participant**: The study away office has confirmed that this student has paid the deposit and completed all the required acceptance steps and he or she is now a confirmed participant.

WHILE ABROAD and RETURNEE: These phases occur while the student is studying away from campus and after a student returns. Applications are automatically moved into these stages based on the program’s travel start date and return date.
Application Management

Application Admin: Home Page
Click on the “Admin Home” link in the top navigation bar to access the application management tools. From the Admin Home page you can: search for an individual application, open an application in the admin view to make status changes, and view queries and reports that have been generated for you by the study away office.

Application Processing - Reports

The study away office has the ability to create and share both general and program-specific reports with you through this software system. Standard reports may include:

- **Applicant List** with majors, GPA, graduation date, contact information, etc.
- **Confirmed Participant List** – a list of students that have paid the deposit and submitted all the required acceptance materials and paperwork
- **Travel Info** - participant full names, gender, date of birth, and passport info

Report Viewing & Printing

From the Admin Home page, under “My Queries & Reports”- click on the “Shared Reports” folder to open a drop down menu of available reports.

To view a report, click on the report name (in blue) to open it in the current window or click the icon next to the name to open it in a new window.

*Note: Each time you open a report, the data automatically updates, which may take a minute or two to process.*

Select the Excel icon to the right of the report name in the “Shared Reports” list to open the report in an Excel spreadsheet or to download and save the data on your computer.
Report View
In the report view, use the scroll bars on the window to move right and left and/or up and down to view all the data. Select the “Print” button at the top or bottom of the screen to open the print menu.

Note: these print options will print the data all on one page (which means the words may be quite small). If you are technically savvy, you may wish to export data to Excel so that you have more control over the font size and other printing parameters.

Application Processing – Application Admin Tools

Application Search
You will need to use the Applicant Admin tools to locate and process an application - that is to change a student’s status from pending to accepted/waitlisted/ not accepted.

From the Admin Home Page, click on the “Applicant Admin” link in the left navigation bar to open a drop down menu. Click on “Search” in this menu.

Enter any search parameters you wish to use (applicant name, program name or term) in the Search window (optional) or leave these blank to view all applications. Select “Search>”.

A search results page will open with a list of all applications meeting your search criteria.

Click on the program name (in blue) to open an application in.
Application Overview
From the Application view, you can click on the tabs to view application details. These details are the same as those visible on from the reviewer view, broken up into sections.

Overview Tab: View steps completed in each phase of the application process. Print the application or save it as a PDF by clicking on “Print Application”;
Review Tab: View all the reviewer(s) comments for this application.
Email Tab: You can send an email to this student.
Comments Tab: See notes from study away staff and administrators.
Status Tab: Change the application status

Application Processing – Changing an Application Status

Important Notes:
- **Before** changing any application status in Studio Abroad, directors must have a final, program-specific Financial Agreement on file with the Study Away Office. Submit your agreement to Nancy Georgiev, Assistant Director for Study Away.
- Approving students will allow them to access Studio Abroad post-decision materials (consent form, financial agreement, passport and health questionnaires, etc.).

NOTE: Although you can change the application status at any time, students will not be notified of any change until the decision date for your program is reached. The decision date is listed in the application in both the Review and Admin views. After the decision date, the program will switch to rolling admission, and any changes to an application status (for example, accepting an applicant or changing an applicant from waitlisted to accepted) will immediately trigger an automatic email to the student to notify them of the change in their application status.
Accepting Students – Option 1: Changing their Application Status Individually

- From the Admin Home page use the search feature to locate the application you wish to approve (see Application Search on page 8).
- From the application overview, Click on the Status Tab.
- Use the drop down menu to change the application status from Pending to the desired status: Approved, Waitlisted, or Not Approved.
- Select the “Update>” button to save your changes. Students will be automatically notified of your decision once the decision date is reached.
Accepting Students – Option 2: Batch Application Status Changes

- From the Admin Home page, select “Search” under Application Admin in the left column. Leave the search criteria blank or enter your program name, if you have access to more than one program. Select “Search>”.
- From the Search Results page, Click on the drop down menu next to “Options:" and select “Batch status change”.

- Click on the tiny arrow in front of the words “Batch Application Status Edit” to display the list of applicants. *(Note: this is nearly invisible on many computer monitors, depending on your settings. See location where the arrow is pointing below.)*

- Leave a checkmark in the box in front of the students who you want to accept and remove all other check marks. In the drop down box next to “Change checked to”, select “Accepted”. Click on the “Update>” button and confirm your change.
- Repeat this process for Not Accepted or Waitlisted students.
Accepting Students – Option 3: Sent your list to the Study Away Office

- If you are unsure about any of the other options, e-mail Sharon Moshure with a list of students and your acceptance decisions and she will process them for you.

Accepting Waitlisted Students
You may accept additional students into your program at any time as space becomes available. To notify students, follow the instructions for accepting students, but you will now change their status from “Waitlisted” to “Accepted”. This will trigger an automatic email to students notifying them of the change in their application status.

Application Process – the Post-Decision Phase

Students who have been accepted into a program will enter the Post-Decision phase. The application steps in this phase include the following:

- Intent to Participate – Students must notify you and the study away office of their intent either to commit to participating in the program or to decline your offer. Once they declare their intentions, their application status is updated to either “Committed” or “Withdrawn: declined”.
- Submission of the following Confirmation Materials by the deposit deadline
  1. Consent and Indemnity Form
  2. Financial Agreement
  3. Program Deposit

  Note: Once students have submitted the program confirmation materials, the Study Away Office will change their application status from “Committed” to “Confirmed Participant”

- Completion of the following pre-departure sections
  - Passport Information: Students must enter passport data and should upload a scanned copy of the passport they will use while traveling. Passports must not expire until six months after the date on students’ return ticket.
  - Emergency Contacts: Students fill in this information. Faculty directors will have access to this information while studying away.
  - Medical Self Evaluation: Students fill in this information. Faculty directors have access to the information.
  - Insurance Form: For domestic, exchange, and affiliate programs.
  - Flight Information: Flight itineraries, if traveling separately from the group.
Application Processing – Advanced Features

**Progress Audits**
This is an advanced feature that will allow you to see what steps each student has completed in the application process in a chart view. This feature can be located from the **Reviewer Home** page or from the **Search Results** page.

Click on the menu box next to “Progress Audit” and select the phase that you wish to review (Pre-Decision or Post-Decision). Select the check boxes next to each of the steps you wish to view in your chart. Click on the “Next>” button.

A chart will appear indicating the applicant’s name, and the status of each step selected.
**Customized Reports**
Reports can be created and tailored to meet your program needs using any data available or collected through the application system. To request a report, send an email to nancy.georgiev@furman.edu and sharon.moshure@furman.edu and let us know what information is needed. Please allow 1-2 business days for processing.

**Additional Features Available**
Contact the Study Away office to discuss how to use any of the following features.

- Distribute and track delivery of program specific content (readings, health precautions, visa requirements)
- Request additional information (housing preferences, internship applications, flight preferences)

**Need Help with Studio Abroad?**

**Contact the Office for Study Away & International Education:**

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