

Faculty Program Directors

Instructions for Using the Study Away Application Portal

Overview

Furman's Study Away Application Portal (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
- Reviewing applications and sharing comments between faculty and study away staff
- 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

Login Information

Go to <https://studyaway.furman.edu/> and click on "Login" on the right side of the black navigation bar (circled in red on the screen shot below).



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".

Viewing Applications

After logging in, click on the home icon on the black navigation bar; Select “**Reviewer**”.

Now you are on the **Reviewer Home Page**.

Reviewer Home Page View

Screen Grab 1 (See Below): Reviewer home page

Use **Filter Options** if multiple programs or semester results appear to select the group of applicants you want to see.

Students who have started working on an application will appear in your results. All applications are “**pending**” in status until decisions are released.

Ready for Review indicates you can click the name of the applicant and access their application questionnaire.

Not Ready for Review indicates that the student is still working on the application

The screenshot shows the 'Reviewers : Home' page. At the top, there is a navigation bar with 'Applicants', 'Site', and 'Maintenance' menus, and the text 'Rinker Center for Study Away & International Education'. Below the navigation bar, the page title is 'Reviewers : Home'. A message states: 'You are currently filtering on applicants for May Experience, 2018 for **May Ex - Farm**, excluding withdrawn applications, grouped by term/year.' Below this message, there is a 'Filter Options' button (circled in red) and a 'Progress Audit' dropdown menu. The main content is a table with the following data:

May Experience, 2018		Date Started	Status
May Ex - Farm			
Georgiev, Nancy (ID: 219096)		11/07/2017	Current Status: Pending Not Ready for Review
R James (ID: 210485)		10/18/2017	Current Status: Pending Not Ready for Review
S Robert (ID: 215955)		11/02/2017	Current Status: Pending Ready for Review
S Kyle (ID: 218043)		11/05/2017	Current Status: Pending Not Ready for Review

At the bottom of the table, there is a red information icon and the text: 'All information pertaining to this applicant is strictly confidential'.

Screen Grab 2: Application

Click on an applicant whose application is **Ready for Review** to see his or her full application. Scroll down until you get to the application questions. The Rinker Center for Study Away and International Education will provide a summary of the student information a day or two after the application deadline.

The screenshot shows a web application interface for reviewing an applicant. At the top, there are navigation tabs: "Applicants", "Site", and "Maintenance". The page title is "Reviewers : Review: Nancy Georgiev". The applicant's name is "Georgiev, Nancy (Edit Profile)". Below the name, it says "May Ex - Farm (Radcliffe, Iowa)", "May Experience, 2018", "Status: Pending", and "Outgoing Applicant". A red circle highlights a link that says "→ expand profile information". To the right of the applicant's name, there is a summary of dates: "Created: 11/07/2017 (by Applicant)", "Last Updated: 11/07/2017 @ 11:20:57 AM", "Last Viewed by Applicant: 11/07/2017", "ID# 219096: no label", "Start Date: 05/09/2018", "End Date: 05/30/2018", and "(add principal application)". Below the applicant's name, there are sections for "Profile", "Applicant Information", and "Custom Parameters". The "Applicant Information" section is a table with the following data:

Gender:	
Date of Birth:	
Confidentiality Flag:	
Email Address:	nancy.georgiev@furman.edu
SMS Email Address:	
CC Email Address:	

The "Custom Parameters" section is currently empty, showing only a "Prefix:" label.

Screen Grab 3: Viewing an Application

Keep scrolling down until you see the student responses for Faculty-Led Study Away Application.

Responses for "Faculty-Led Study Away Application"

1. Statement of Interest: How will this program contribute to your four-year pathway goals?

Provide a Statement of Interest that articulates how you hope to benefit academically, personally, and professionally through a high-impact engaged learning experience as part of your four-year pathway. The faculty director(s) are your target audience for this essay; tailor your Statement of Interest to the study away program you are applying to. Your statement of interest should be approximately 500 words.

Test application.

2. Unofficial Transcript

Upload your unofficial transcript as a pdf. To submit your file, click on the "Open File" button (yellow file folder icon) above the text box. Select the browse button, find your file, and click submit. Once your file is uploaded, the file name will appear in the text box below.

To access a copy of your unofficial transcript log into MyFurman. Then select: Academic, unofficial transcript, transcript type: ARMS Undergraduate, Submit.

If you feel that there is something on your transcript you would like to explain, please use the space below.

All As

Screen Grab 4: Application

At the very bottom of the application is a **Reviewer Feedback** section. *The Reviewer Feedback is never accessible by the student.* It's a section for you to make notes about an application. If you make a note, you can see it on the Reviewer Home Page, but the student cannot. If you select accept, reject or waitlist, the student's official status will not be changed from pending. Only Rinker Center staff has access to change the students' statuses.

Reviewer Feedback

Comments:

4000 characters left

Recommendation:

Accept

Reject

Waitlist

Mark as completed

Note: This step is optional and does not change the student's status. The student never has access to the information you record in the comments or by choosing a recommendation in this section. The section is for you to make unofficial notes for yourself. When you have made your decisions, send an email to Nancy Georgiev or Emily Grubbe and we will update the students' statuses.

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.

STATUSES

Accepted - initial status

Committed - students can commit to a single program per term (*see note below)

Confirmed Participant – indicates student has submitted both a \$500 deposit and a financial agreement

*Note: Accepted students can commit to your program or decline your offer. Students who commit typically follow through and submit a \$500 deposit and financial agreement to confirm their participation. Students usually don't decline an offer on their own. A student is only allowed to commit to one program per term, so if the student has been accepted to multiple programs, Rinker Center staff will automatically withdraw the student from additional programs thus freeing up space for a waitlisted student.

Waitlisted – Keep in touch with your waitlisted students. Some may want to know if they have a chance of getting accepted. Others may accept a different offer. Rinker Center Staff never tell students whether they are at the top or the bottom of the waitlist. We tell students that there is usually lots of shuffling and program spots eventually do become available. We encourage them to apply for programs which might still be recruiting students; we talk about alternatives to faculty-led study away (such as exchange or affiliate partner programs); and we tell students to write a kind, positive email to you to say they are still interested and to keep them in mind. Usually waitlisted spots open up 2 weeks after acceptances go out. Rinker Center staff will strongly encourage accepted students, especially those with multiple acceptances, to make a decision quickly.

Not Accepted - Refrain from using this status unless a student does not meet a pre-requisite, has an egregious conduct violation, or did not show up to an interview. It's better to waitlist than to reject.