Overview

In this document, we will cover how to use the Program Availability rule. This rule allows you to choose to show or hide your programs based on an applicant’s response to an Extended Profile or program-level question.

Steps

Configure Program Availability

You can use the Program Availability Rule to choose to only display a program based on how an applicant answers the Extended Profile citizenship question, or your program-level questions. By default, programs will display to all applicants unless a program has an availability question rule associated with it.

To configure program availability based on the Extended Profile citizenship question:

1. Log into the Configuration Portal within the [WebAdMIT Pre-launch portal](https://webadmit.indiana.edu).
2. Select the program.
3. Navigate to the Editor.
4. Enable the Questions tab, if you have not already, by checking the box.
5. Click Configure Questions Rules Builder.
6. Click ADD RULE.
7. Select Program Availability from the Rule Type drop-down.
8. Click **CONTINUE**.

9. Under **NAME**, enter a name for the program availability rule that only you and your program see.

10. Under **CONDITIONS**, select **Unavailable**.

11. Select if you want the program availability to occur based on **any** or **all** of the conditions you establish.

12. When establishing the question triggers, select **Citizenship Status** from the first drop-down for the appropriate question group.
13. In the second drop-down, select the question (e.g. Select a citizenship status).

14. In the third drop-down, select the answer that changes the program availability for the applicant (e.g. International).

15. Click Add Condition to add additional question triggers for this program availability. If there are no additional questions, go to the next step.

16. Click CONTINUE.

17. Enter an explanation for why a program may be removed from the applicant's application if they change their response to the triggered question. For example, if the applicant changes their citizenship status from US Citizen to International, this program is automatically removed from their application and the Message for Applicant will appear.

18. Click SAVE. Once saved, the rule appears on the Rules Overview page and can be edited or deleted, as needed.

You can also use the Program Availability Rule to choose to only display a program based on how an applicant answers your program-level questions. For example, if your program requires applicants to complete and submit a national centralized application (e.g. MCAT, LSAT, PTCAS, SOPHAS, etc.) BEFORE they
complete the IU Graduate CAS application, you could add a question and build a rule that would remove your program from their applicant.

To do this, you would follow steps 1 – 11 above and then continue to the next steps below.

1. When establishing the question triggers, select **Program** from the first drop-down for the appropriate question group.
2. In the second drop-down, select the question.
3. In the third drop-down, select the answer that changes the program availability for the applicant (e.g. No).

4. Click **CONTINUE**.
5. Enter a Message for Applicant.
6. Click **SAVE**. Once saved, the rule appears on the **Rules Overview** page and can be edited or deleted, as needed.

To watch a video containing the information above, visit the [Liaison training site](#).