

Quadrant 4 (Q4) Program Materials

Program Availability Rule

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](#).
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.

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ADD RULE

Select a rule type to get started. All rules are triggered based on an applicant answer to a question set.

Rule Type: Please Select

- Question Visibility
Show a question only when specified conditions are met
- Conditional Answer Options
Change the available options for a question based on the answer to a linked question
- Change Deadline
Change the program deadline when specific conditions are met
- Change Fee
Change the program fee when specific conditions are met
- Fee Waiver Qualification
Automatically grant a fee waiver based on specific search criteria
- Program Availability**
Shows or hides the program when specific conditions are met
- Show Document
Show a document when specific conditions are met

8. Click **CONTINUE**.

ADD RULE > PROGRAM AVAILABILITY

1. Rule Conditions 2. Message for Applicant

NAME: Provide a recognizable name of your new rule (e.g. In-State)

CONDITIONS: Make the program **Unavailable** if **ANY** of the following conditions are true

Citizenship St question: Select a citizenship status is International

+ Add Condition

< BACK 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.

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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.

ADD RULE > PROGRAM AVAILABILITY

1. Rule Conditions 2. Message for Applicant

* Please provide a clear message for applicants who do not qualify to apply for this program. This will be displayed to students if the program must be removed from their cart.

This program is not available to international applicants.

58 out of 300 characters.

< BACK SAVE

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

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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).

ADD RULE > PROGRAM AVAILABILITY

1. Rule Conditions 2. Message for Applicant

NAME Provide a recognizable name of your new rule e.g. In-State

CONDITIONS Make the program Unavailable if ANY of the following conditions are true

Program question Have you submitted the MCAT application, the centralized applicati is No

+ Add Condition

< BACK CONTINUE

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](#).