

# July 13, 2023 Webinar Q&A

<b>QUESTIONS</b>	<b>Answers</b>
<b><u>Configuration Questions</u></b>	
hi! can you customize the number of required references based on the answer of a question	No, unfortunately you must set minimum/maximum for LORs that would apply to all applicants.
From the applicant perspective, can they upload a different "standard" essay for each program (i.e. customize the standard essay) in DICAS? Or should we anticipate needing to now add a specific question about why they are interested in our specific program to the questions part?	That could be a question or a document - documents are coming next. Up to you, but it would live here in your configurations.
I've had difficulty with the image upload despite sizing/naming/etc according to the specs. Is there a support contact?	yes all contacts will be shared at the end of the webinar
Will the references have the same format as previously or are we supposed to generate the format?	They all have the same format
Confused about the difference in default, same and different deadline and match?	These are explained in more detail in the help guides and we can go over this again.
Can you ask about the applicants experience with MNT calculations e.g., tube feedings or TPN?	Sure! You can ask whatever is required for your program.
What are the options for Degree Available?	You can see all the options if you login to the configuration portal. Also, ACEND sent a "template" to everyone on June 8 that would have all the options and what should be chosen when. That's your best reference guide.
Is the DPD course list required in the central app?	Yes, but only to those applicants who state they are completing or have completed a DPD.
Can DICAS be configured for programs beginning in the junior year?	Applicants can start an application any time. There's no restrictions to who can apply or start an application.
if FGs don't participate in match what do we fill in the match date?	You will mark NA for this section
so can we include a program specific LOR template for references to fill out, if we want?	Not at this time. There is only one singular letter of recommendation form that can be used by programs.

<b><u>Configuration Questions, cont.</u></b>	
<p>what if we have a required document only for a small subset for our applicants...we ask applicants interested in our international rotation to submit an essay. Can we make that condition requirement here?</p>	<p>You can create a question that says "Are you interested in our international rotation"? You can then create a rule where if the applicant answer yes to this question, they are then required to upload a document.,You can make documents conditional using those RULES we saw earlier. You would just choose the question that would trigger the show/hide of the document you want.</p>
<p>Can this system pull info into a graduate application for our Admissions team similar to other CAS platforms?</p>	<p>Yes, exports out of WebAdMIT will work similarly to other CAS's.</p>
<p>What do we say for "start term" do we say spring for spring match, if our program starts in July and August ? It would be good if we had a cosistant plan</p>	<p>the start term is when your program begins. We will share as much for recommended dates for programs to ensure consistency and provide guidance to our programs</p>
<p>It appears that unofficial transcripts are no longer uploaded unless we add that for program specific requirements?</p>	<p>Correct. If you wish to receive unofficial transcripts you would add this under documents.,Official Transcripts are required for all applicants. But if you want them to upload an unofficial in addition to the official version, you can request that in your program configuration.</p>
<p>Are the DPD Professional/Science/Total GPA grades still going to be calculated as part of standard materials.</p>	<p>Yes</p>
<p>How can you leave applications open if D&amp;D match date is past?</p>	<p>Since this new version of DICAS is open for any supervised practice program to use (not just internships) different program types may have different deadlines.</p>
<p>If I have a specific document before the completed application....will applicants see this and be able to submit the separate information before the total application is ready?</p>	<p>I'm not sure I understand the question. If you require a document, applicants will see that and be required to upload the document before they can submit. If you make a document optional, they can skip it altogether.</p>
<p>In current DICAS we can see incomplete applications, as long as they have been submitted, is that going to be the case with the new system?</p>	<p>In the new DICAS, you'll be able to see incomplete applicants if they select your program already. So anyone that has your program in their "cart" will show to you as incomplete in WebAdMIT.</p>

<b><u>Configuration Questions, cont.</u></b>	
I'm not seeing how to change the font size	We recommend checking out the Configuration Portal Help Guide for specifics like this on different pages. Links for this were included in the "Configuration Portal Open" announcement sent by ACEND.
Is resume a type of document?	The resume is asked in Q3 of the application - you will not need to collect that in Q4. It mentions that on this page, so you know what has already been collected.
Will we need to configure this portal every year?	It rolls over year to year - everything carries forward each year once you set it up the first time. We'll still go through this "configuration portal" stage of the launch plan, which will alert you to the opening of the portal in case you WANT to change dates or questions or any requirements. You'll get the chance to do this annually, usually in the spring.
So, the personal statement is not required for all applicants as it was in the old DICAS?	Not as part of the core application requirements, but you can configure a personal statment be required for your program.,Each program will choose their personal statement requirements.
Can you show how to add an optional document?	All documents have a min & max. For optional documents you would set the min to 0.
For program questions, is this where you add questions we would like addressed in their personal statement?	These can be any questions at all. A personal statement is likely to be a "Document" (which is coming next)
My status has been under "review" after I entered our program information for several days. When will this change so that I can move forward?	You will hit review when you are completely done with your configuration. The review will happen before the October deadline. We will review them in groups so that is why there is a delay. ,Once you're in "review" there is no next step. That means you're completely done and the program can go live. Once you set it to review, you should be completely done.
Should we only request the transcript for the highest degree earned?	Transcript requirements have not change.
Will applicants see which option we pick about minimum reference number being met?	Yes, they will see minimums and maximums in the applicant portal.

<b><u>Configuration Questions, cont.</u></b>	
what is purpose of export code? do you have an example?	This is mostly used for integration purposes. If you're going to export this data and send it to your SIS or other CRM tool on the backend, this code can help with this. Search "Export Code" in the help center for more information.
Hi the old DICAS aplication had a table where people doing references can check off about applicants reaction to stress, leadership potential, communication skills, etc. Is this available in the new DICAS	Yes, there is a rubric in the new Letter of Recommendation.
How do we get started with requesting access to build the application for our program?	An email went out from education@eatright.org on June 8 that has all of your steps. If you did not receive that, please reach out after the webinar.
I am in the portal now, and don't see where I can change the colors or add a logo	When you click to edit your program, you'll see a tab at the top called "Branding." Check the help center for more walk throughs of this.
Can you please show where to click "question" again?	Upper left - where all four potential sections are listed. If you click that checkbox (under Pages), it enables that tab.,Questions are under the Editor Tab
Please clarify: are all the previous DICAS documents going to be required: application, personal statement, 3 letters of recommendations	Only if you configure your program this way. The application is required, as is one resume. Personal Statement and LORs would be configured within your program if you requirie them. This gives programs the opportunity to CHOOSE whether or not they want these materials and specify what kind they want (ex: a personalized prompt for the statement or essay).
Default deadline is the date the Portal closes? Or the date we want our program to close to applications? That was all very confusing.	Our apologies for any confusion. Deadline is whatever you set it to. If you choose "default deadline" in that bubble, then the deadline will be what you set. Your other options are rolling (which would mostly be used by grad programs) or "Different Deadline" which you could use to show a priority deadline, for example, to the applicants.
I am a program coordinator - how does my director give me permissions to do all of this? She's added me to WebAdmit but I do not have the "Management tab"	We can help you with that based on your user permissions in WebAdMIT. Just reach out to any of us after the webinar. Our contact info will be on the last page.

<b>Configuration Questions, cont.</b>	
I've used this application before to develop CAS portals. I've had several issues with text formatting. What is your recommendation to keep the text and spacing clean? Write all text in Word and then copy and paste? The text editing options in the portal seem limited	We actually do not recommend copying from Word, because the formatting gets very odd. Instead, I would copy text into Notepad first (to clear formatting) and then into the Configuration Portal where you can reformat it.
What about font and font size?	Those can be adjusted in the branding page. If you're unable to find it, I would check in the Help Center.
I tried getting a login for webadmit but so far have had no response.	Please check your emails from ACEND on June 8th. If you need access, you can reach out to anyone who conducted the webinar.
If our program has several tracks/options, do we have students indicate what tracks there applying to in Program Questions or will each track need a separate application?	This is a great question and totally up to you. If requirements and workflow for review are similar, that could easily be a question in your Questions tab. But if you feel that these applicants would be reviewed differently, have different requirements, etc, you may want separate programs for each. Up to you.
Will the personal statement be an upload or a text box for the student on their end?	Upload!
Where can we get more information about what is collected in the application sections?	We plan to send that out soon.
Will programs still have the same program number or are they different?	your ACEND program number will not change
If we do pre-select option, is it best to make that a separate program the applicants apply to? meaning make a copy of our program just for pre-select applicants.	It could be a very a good idea to have a pre-select application that is copied so that you can have different due dates.
Thank you for the answer about tracks. To clarify, we can use one application for all our tracks but then we'll still have different match codes for each track? In the past, I thought our different tracks in DICAS were linked to our match options in D&D digital?	This is different since the matching codes come from D&D Digital, those will remain if you want applicants to rank your tracks differently. They can still use the same application if you have a question that will differentiate the tracks. So D&D matching options are different than DICAS application

<p><b><u>Configuration Questions, cont.</u></b></p>	
<p>In accordance with ACEND standards and required information on our website; does directing applicants to this page meet the standard? or do we need to maintain both?</p>	<p>ACEND standards require that you include all information about your application process so you will need to keep that and the other information related to Standard 7 on your program website but can link to DICAS for the specific place for applicants to apply to your program</p>
<p>How will the process work for DPD Directors to indicate "Intent to Complete" Verification Statement for programs with rolling applications? (Previously, the Intent to Complete the Verification Statement was verified by the DPD Director the semester of graduation, but now students could be applying to programs earlier for rolling applications).</p>	<p>Yes, we are aware that this will be an issue for DPD directors and have worked through the best way to manage this with multiple deadlines. That section is being finalized over the next few weeks and more info will be shared at that time.</p>
<p>Previously, applicants only entered DPD courses into the application; however, the previous question response indicated "ALL coursework" must be entered. Could you clarify... why will ALL college coursework need to be entered vs. only DPD courses for the DPD GPA calculation?</p>	<p>DICAS has decided to require ALL coursework to be entered in the new platform. This will allow users/programs to setup their own GPA calculations on the back end however they like. YOU can now slice and dice - for example if you only want to see Junior or Senior GPA. If you want to compare DPD Science GPA with overall science GPA. Etc. You'll have lots more flexibility this way.</p>
<p>Will the applicant be able to change in-progress courses to completed and enter grades, if they previously applied to a program with an earlier deadline and then apply to another program at a later date?</p>	<p>Yes. They will not be able to change courses that were entered as completed but they are able to edit anything listed as in-progress or planned.</p>
<p>Any way to pivot the location of the Header location? Right now the wording is in the place of my picture that makes it hard to read.</p>	<p>Unfortunately you can not move the location of the text. You can turn the text off if it clashes with your image.,No way to move it, but you should be able to change the font color to help make it more visible? Or maybe change the photo to better help the font standout.</p>
<p>Once you manually enter answer values do you see them once you save?</p>	<p>When creating a question? You can always click the edit pencil to go back in and review your answer values you set up.</p>
<p>the dpd verification form or intent to complete DPD will not be a requirement? how should this be categorized since we have to add as a program.</p>	<p>It is in the core application, it's just not a "Document" - so its not listed there. But it is part of the core application.</p>

<b>Configuration Questions, cont.</b>	
Program Documents--do you need to add the DPD verification statement because that was a required document previously?	That information is collected in the core application.
Will we be able to download applicant transcripts from DICAS after they submit? I am trying to figure out how this might work with our graduate school (we haven't used DICAS before!)	Yes. Many programs do something similar in other CASs.
So is the personal statement no longer a required part of the general DICAS application?	It is not required as part of the core application but can be asked for in the program specific Q4 section
Can we extract data from the program specific questions?	Yes, that will be exported out of WebAdMIT.
Is there the ability for applicants to download a form from DICAS? I have a supplemental form to acknowledge final acceptance requirements. Will this need to be downloaded from my program website?	You can always link to the form on your branding page
Ok. Thank you. What is a good way to use this rule if we have multiple rounds of application review and deadline? Would it be better to copy and create a new "program" like was mentioned earlier for a pre-select option?	"Change Deadline" rule is really meant to change the deadline based on the TYPE of applicant. It won't be as useful for time of cycle. You most likely just want multiple programs. Also keep in mind, an applicant can only apply to a program once. So if you need them to apply again for some reason (like a different round), you'll need a new program for that.
Can we change the required documents? We do not require a DPD VS so the DPD course list would be confusing for some.	the DPD course list form will ONLY show as required to those applicants who state they have a DPD VS or Intent to Complete. Others will not see this listed.
Can you show how the Change Deadline rule works? Sorry if I missed that.	Ah - that is a rule you can set up to change your deadline for an applicant based on an answer from an applicant. So if they say "yes, i'm this special type of applicant that is a priority student" you could make the deadline Jan 1 vs. Feb 1. It can be any question you ask.
can we add a link to our website on the branding page?	Yes.
Will applicants then have different references to seek depending on the programs they apply to?	They can choose to use different references, or they can use the same ones. It's up to them.
do references upload their recs directly to the applicants account on DICAS?	Reference writers will upload/fill out the LOR form in Letters by Liaison.

<b><u>Configuration Questions, cont.</u></b>	
Can you repeat how to indicate a priority deadline, then a later deadline?	You set your default date to the actual day you want your program to close, then, where it says display date you can indicate a different date that you want visible to the students.
They will put the reference information into DICAS or letters by liaison? Does this mean that there will no longer be the rating scale from old DICAS?	Applicants will put the references information into DICAS application. Letters by Liaison is the tool recommenders use to fill out their information and assessment. There will still be a similar rubric to before.
What is included in the standard academic history? Do they need to report science GPA, DPD GPA in that part? Or do we need to ask them in this section?	All coursework is collected and GPA will be calculated in Q2 (Academic History)
Under the coursework entry, it will calculate their DPD GPA, Science GPA, Professional GPA? Just want to clarify since non-DPD students won't have those courses or info.	Correct, under coursework entry we will collect ALL coursework that an applicant has taken and they'll be able to indicate which are each category and calculate that specific GPA. Applicants who are non-DPD will simply just not indicate those courses.,Yes, there are different types of coursework GPAs you will be able to see based on your choice.
Is an official transcript being required in the core application?	Yes
While we are in the configuration portal, can we see the 3 standard application sections, so we are not asking for a duplicate document to be uploaded?	That's a great recommendation. We can review that as an option and send something out soon. Documents specifically are mentioned on the page you're seeing now.
If our program has multiple concentrations, and we choose to use the question format to let applicants choose which concentration vs. creating separate programs for each concentration, will there be a way to easily sort completed applications based on how they answer the question? Trying to minimize cost on applicants by limiting number of programs applied to if I can.	You can filter based on how an applicant answers a questions. If the application requirements for all your concentrations are the same, you do not have to create a program for each concentration.
I have a GP program that offers a doctoral degree. Students do not need a master's degree to apply, bt I don't think they realize that. Can there be an option that clearly states that?	You could easily list that on the home page - like Jen is displaying now.

<b><u>Configuration Questions, cont.</u></b>	
Is DPD Verification Statement required, the same as "Intent to Complete"?	Intent to Complete is for applicants who are on track to receive a verification statement but are still in process of completing program completion requirements before receiving their verification statement
What option do we use if we accept "Intent to Complete" or Verification? The intent to complete option is not available in the dropdown.	Good feedback. We will look at that language. This should be both Intent to Complete and VS.
Can you clarify on references is there a default of number that all programs have and if that is what our program uses we don't need to do anything in the editor? Or do we need to check recommendations if we require references?	There is no default - if you do not turn on references, no LORs will be collected. You must enable them here if you want to collect them.
What if we have a recommendation form rather than requesting a letter?	There is now a standard form as part of DICAS. If you use this feature (which you don't have to), it will be the DICAS standard reference form.

## Deadline Questions

Should our deadline be the match deadline of 2/15?	Yes, unless you want to stop accepting applications earlier. 2/15 is the final deadline for those in the Match
Can you have multiple deadlines - for example with a program that has both preselect admissions and standard admissions processes?	DI programs must follow the computer matching deadlines and due dates but other programs may have it's own deadline
How will people see our program if we are not yet accepting applications? Will there be something saying that we open for application on a future date?	If you have a future open date set, applicants can use the search and filter features on the program pages to see what programs will be offered in the future.
How can we show a "Pre-Select" deadline vs. the actual deadline for matching?	At this time, there is only one deadline date so you will have your Feb 15th deadline and then you will want to make it clear in Q4 as well as on your website what the deadline date is for your pre-selects. I will bring your comment back to the committee to see if we can change this in the future
If you only match in the spring, when should it open?	Spring 2023 opens 10/04/2022
Can application be open before Oct 4?	For this first cycle with this being a new application the application will not be available before 10/4 for applicants. Next year, we hope this will open in the summer.
Can our portal open before October 4th?	This year the portal is set to launch on 10/4. In the future, I believe we're looking at a summer start. But this year cannot be changed.,You may configure your portal now but the application itself does not open until 10/4/2022 because this is new this year.
If you participant in the second round match, should you set the deadline as rolling?	You would use the 2/15 or 9/25 due date and then reopen your application.
If your program fills before the deadline you set, can you close it earlier?	Yes. You can always adjust your deadline date.
If we participate in the national match we do not have the option to accept rolling admissions correct? That is only being offered to the FEM internships. All others must wait until match opens to reach out to any applicants.	Correct, if you are a DI program participating in the match, you will not accept rolling admissions; however, if you need to reopen your application for second-round match, you will have the ability to do that.
Can applicants not see our pages in the system until October 4th or can they cruise all sites that have a home page?	Applicants will not be able to access the application at all until 10/4.
Is the Feb 15 date no longer viable?	It is for programs participating in the Match

<b><u>Deadline Questions, cont.</u></b>	
The new DICAS platform eliminates the National match?	No, the match remains for Dietetic Internships and those dates will remain the same. The match is different from the application which is what we are referring to here.
will this be in effect for this upcoming fall match?	This will start for the Spring 2023 match as the application opens for applicants on 10/4
DICAS deadline is 2/15. Would we put default later than that to allow for post-match?	You would use the 2/15 due date and then reopen your application.
I'm assuming the flexible open and close deadlines do not apply to DIs. Are we still limited to the Dec open and April close for regular DIs (question for ACEND)	Yes, the application deadlines remain as they previously are for DI programs- February 15th deadline and September 25th
what are some deadlinmes to ber aware of	Sept 16th to submit your program(s) for review so that they will be visible to applicants on October 4th.

## Training and Resources Questions

When will students be trained on this system or is it up to program directors to do this?	We have videos and help materials for the applicants on how to complete the application.
I'm sorry if this is on the website and I've missed it, but is there a list or document showing all of the information that will be collected in the other three pre-set quadrants? Just so make sure not to duplicate questions	That's a great idea and we will discuss as a group and send something out soon.
Is there a quick overview of what information applicants provide in the core application?	As mentioned it is noted at the bottom of the documents page, but we will look into providing this list on the training page as well
Could the applicant training materials include guidance on what sections could be completed in advance, vs. sections that need to be completed at specific times (such as when to enter DPD Contact Information for the Intent to Complete/Verification Statement (if this will still be required) and References)?	We will discuss as a group and get back to everyone
Can didactic program directors enter as a student so that we can walk through the process before we advise students?	Yes, you can set up a test applicant account after October 4th. we just ask that you include TEST in the name section to know it is a test account, Yes. Anyone can create a test account. Please use "test" in your fake applicant name so that it's an obvious test applicant