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).
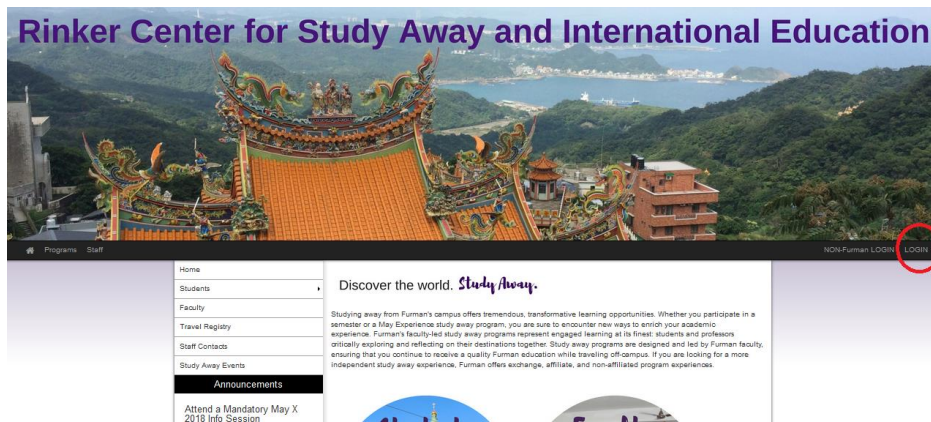
Log in with your Furman network username and password. Your username is usually your first initial and last name (ex. jsmith). Do not include the "@furman.edu".

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

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.

Screen Grab 3: Viewing an Application

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

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.

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.