



Shared Lookup Table Updates

Overview

Many fields in the Applicant Portal contain predefined answer values that applicants can select; for example, the **Country** and **County** fields both have predefined answer values. These values are housed in shared “lookup tables” which are viewable in your CAS’s/UniCAS’s **Custom Export Layout** (CEL) file (located under **Help** in WebAdMIT).

Periodically, we receive requests to update these lookup tables to include additional response options for some of the standard questions in the Applicant Portal. We strive to respond to these requests while acknowledging that some updates can potentially impact schools that are leveraging that data in WebAdMIT exports. This document contains a timeline and guidance for optimal implementation.

Timeline

October 20, 2019: New lookup table values appear in the Applicant Portal.

October 25, 2019: If applicable, changes to GPA calculations are complete and available in WebAdMIT.

Changes to WebAdMIT Custom Export Layouts and the Master College List

[The new CELs are now available and contain the new lookup table values.](#) The Master College list is not published in our CELs. Instead, it is available in our Help Center. You can view these changes/additions below.

If you currently export data from WebAdMIT to your school’s Student Information System (SIS) or another database, share this information with your Information Technology (IT) team.

As of **October 20, 2019**, applicants will be able to select the new options in the application.

If your school imports these fields directly from our system to yours, these new options will begin appearing in your exports as applicants select them.

If you created a “crosswalk” from WebAdMIT data to your local data in your SIS/CRM, **you may need to update this crosswalk** for the newly added options.

WebAdMIT Updates

Once the new lookup table values become available to applicants on **October 20, 2019**, they’re reflected in WebAdMIT in the applicant’s profile, within the application PDF, and in lists and exports. Additionally, the new GPA calculations, if applicable, take effect on **October 25, 2019**.

Future Changes

Lookup table change requests should be sent to your Account Manager, who will compile and review these requests prior to inclusion in the next lookup table update. A similar schedule will be provided closer to that time.

Fall 2019 Look Up Changes

- **College Updates -**
https://help.liasonedu.com/WebAdMIT_Help_Center/Documents_and_Reference_Guides/Master_College_Code_List.
- **Country Updates**
 - Change the name of Macedonia to North Macedonia
- **State Updates**
 - Add IT-SD (Sud Sardegna, Italy)
 - Add NO-50 (Trøndelag, Norway)
 - Correct name of "Fès-Meknès"
- **County Updates**
 - Add "Howard County" (Indiana)
 - Change "Dade County" to "Miami-Dade County" (Florida)
- **Degree Updates**
 - Add "Master of Orthotics" and Prosthetics as a new Degree
 - Change "Industrial Distribution" to "Masters of Industrial Distribution" (done in CAS, needs to be done in WA)
- **Majors Updates**
 - Add Human Resources
 - Add Folklore
 - Add Anesthesia Tech
 - Add Computer Tomography
 - Add Paramedic
 - Add Histotechnology
 - Add Practical Nursing
 - Add Massage Therapy
 - Add Medical Laboratory Tech
 - Add Mortuary
 - Add Magnetic Resonance Imaging
 - Add Occupational Therapy Assistant
 - Add Radiation Therapy
 - Add Radiography
 - Add Recreational Therapy
 - Add Veterinary Tech
- **Occupation Updates**
 - Add Physical Therapist
 - Add Physical Therapist Assistant
 - Change "Health Related Assistant (Medical, Dental, Physical Therapist, etc.)" to "Health Related Assistant (Medical, Dental, etc.)"
 - Change "Professional Health Specialist (Podiatrist, Optometrist, Chiropractor, Physical Therapist, Speech Pathologist, etc.)" to "Professional Health Specialist (Podiatrist, Optometrist, Chiropractor, Speech Pathologist, etc.)"
- **ADEA Advanced Dental Education Program Type Lookup**
 - Add "Anesthesiology"
 - Add "Other Dental Education Program Type Not Listed"