Create Application Groupings

STAFF

Workday Student

This tip sheet explains the process for performing the creation of application groupings. It is intended for Staff.

Create Application Groupings

Application groupings are essential for organizing and processing applications for incoming applicants in the admissions process. They define key dates, such as when applications open, and allow for the pooling of applications for review by admissions counselors.

To complete this task in workday, follow these steps:

1. From the Workday home page, type "**Create Application Grouping**" into the search bar.
2. Enter a **descriptive name** for the grouping. It is recommended to include the **school name** and **academic period**.
3. Select the **Academic Level.**
4. Select the **Academic Unit** or **school.**
5. You may be required to select an **Academic Period Type** and **Start Dates.**
6. Enter the **Grouping Owner.**
7. Select whether you want to hide **Important Dates** on the **External website.**
8. Add **Programs of Study** by selecting the **"+"** symbol.
9. Add **Application Pools** by selecting the **"+"** symbol.
10. Click **OK** to complete the **Grouping.**

Note: To remove Programs of Study or Applicant Pool line items, click the - symbol on the left side of the item.

Copy Existing Groupings: If needed, you can copy an existing application grouping to create a new one, which will carry over important dates and application pools.

Finalize Creation: Complete the task to create the application grouping, ensuring it aligns with your admissions process requirements.

Remember, an application can belong to only one application grouping, and default groupings do not include applications from subordinate groupings.

College-Specific Considerations

CCC	CCC does not use this task.
CNM	
NNMC	
SFCC	