

Dundee & Angus College – The Student Application Process

Complete and submit the application online



An acknowledgement email and text are sent on receipt of the application. This can be viewed in email messages and from the mailbox



As an application moves through the application process, the status will be shown on the Home Page, applicants can log in at any time to check what's happening and to take any action that is required.

The screenshot shows the Dundee & Angus College application system home page. The navigation menu includes: Home, Personal Details, Full Time Courses, Part Time Courses, Short Courses / Leisure Courses, and Appointments. The Dundee & Angus College logo is centered. To the right, there are links for Bursary/EMA, Financial Assistance Fund, Housing Fund, Childcare Fund, and Mailbox. A callout box points to the Mailbox link, stating: "Emails sent can be viewed in the Mailbox area". Another callout box points to the "Need Help?" link, stating: "Further information is available in the Need Help? Where FAQs can be viewed". Below the navigation is a teal header bar. The main content area starts with "Welcome - Showing applications for" and "Need Help?". Below this is a welcome message: "Welcome to the Dundee and Angus Online Application system. All communication in relation to your application(s) will be sent via email, copies of these are stored within the Mailbox tab." A section titled "Full Time Course Applications" contains instructions: "Below are the full time course application(s) you have made through this system to date. You can view/edit your application(s) by clicking on this icon [pencil icon] relating to the appropriate course. Please note you can only edit unsubmitted applications. If you wish to delete an application click on [X icon]. You must submit one application before adding another course choice." Below the instructions is a table with one row: "HND Computing Software Development - Year 1 - Studying at Gardyne20/01/2015 Road" | "We are arranging an interview for you and will email you the details" | "Upload Documents [pencil icon] [X icon]". At the bottom left of the table is a button: "Apply for a Full Time Course".

(If applicants have applied for more than one course, each course is dealt with separately and emails about each course are sent as that application progresses.)

Application Pending

A member of the Administration Team is reviewing the application, they will check for completeness of information and to ensure that you have the correct qualifications for entry to the course(s) you have applied for. We may also be waiting to receive Reference and/or proof of qualifications. (International Students are sent details about which documents they need to provide to us).



We are reviewing your application and will be in touch soon, please be patient

The application has been verified and is waiting to be reviewed by a member of the Curriculum team, who will decide if the applicant is suitable for the course and either invite for an interview/group assessment/information session or make an offer.



We are arranging an interview/group assessment/information session for you and will email you the details

A member of the Curriculum team has reviewed your application and intimated they wish you to be invited into the next available selection appointment. The Administration Team are arranging this appointment and an email and text will be sent with the details soon.



We have arranged an interview/group assessment/information session for you and emailed you with details

A selection appointment has been arranged. An email and text are sent advising when and where this will take place along with details about the appointment i.e (anything they need to bring/prepare and submit prior to interview etc).



The applicants can accept to attend, decline the interview/information session or request an alternative date



Following the selection appointment a number of things can happen, where courses do not hold these, applicants will move to this stage after review of the application

Unconditional Offer	Conditional Offer	Reserve List – Unconditional Offer	Reserve List – Conditional Offer	Referred to Another Course	Regret
<p>An unconditional offer of a place on the course has been made.</p> <p>An email and text are sent with instructions.</p>	<p>A conditional offer of a place on the course has been made.</p> <p>An email and text are sent with instructions.</p> <p>This offer means that if/when conditions (which are detailed in the email) are met an unconditional offer will be made.</p> <p>International Students must now pay their deposit.</p>	<p>The course is currently full. An unconditional offer for the reserve list has been made on the course.</p> <p>An email and text are sent with instructions</p> <p>This offer means that the course is full but if a place becomes available, an Unconditional Offer will be made.</p> <p>We will contact you mid-June to ascertain if you still wish to remain on the reserve list.</p>	<p>The course is currently full. A conditional offer for the reserve list has been made on the course.</p> <p>An email and text are sent with instructions</p> <p>This offer means that if conditions (which are detailed in the email) are met, <u>and</u> a place becomes available, an Unconditional Offer will be made.</p> <p>We will contact you mid-June to ascertain if you still wish to remain on the reserve list.</p>	<p>The application has been referred to another course.</p> <p>An email and text are sent with instructions</p> <p>Following review of the application the applicant did not meet the entry criteria or during interview it was identified that the course is not appropriate/as expected/the right level, and another course has been recommended to the applicant.</p>	<p>We are unable to offer a place on this course.</p> <p>The reasons why the applicant is not suitable for this course are detailed in the email.</p>

<p>The applicant can now ACCEPT or REJECT the offer which has been made.</p> <p>From the Home Page next to the course title the : <u>Accept Offer</u> and <u>Reject Offer</u> – links are available.</p> <p>Applicants can accept more than one Conditional Offer & Reserve List – Unconditional or Conditional Offer(s) without affecting other applications.</p> <p>Applicants can only accept one Unconditional Offer. When this offer is accepted, all other applications are be cancelled. (There is a warning and verification message advising of this)</p> <p>If the offer is rejected the offer then the application for this course is cancelled.</p>	<p>The referral is made by a staff member and the application process will begin again for the new course.</p>	<p>Applicants are advised to contact the Student Services Team to discuss alternative options.</p>
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When an applicant Accepts an offer (Unconditional or Conditional), a link will appears on the home page to the correct funding application – Students are asked to complete this as soon as possible

(This only applies to Full Time Applications, please note Funding does not open until April each year)

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If and when a place becomes available the Offer is updated to Unconditional or Conditional Offer and an email and text are sent to the applicant.

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Throughout the application process and prior to matriculation, “keep warm” email and text messages are sent every 4 weeks – the content of the message is determined by the applicants status

Application Status – not shown above

Screen Status	Description
Application expired	The closing date for course applications has passed and the application was not submitted on time
Cancelled	The applicant requested a staff member to cancel the application
Offer rejected	The applicant rejected the offer made to them
Unsubmitted	Applicant started an application but has not completed/submitted it to us. Reminder emails (offering help to complete) are sent periodically to applicants in this category.
Did Not Attend Application closed	The applicant failed to attend for a selection appointment on one or more occasions and a staff member has cancelled their application. (Staff have a facility to re-instate the application if requested/required).