

SOPHAS Navigation & Terminology

About SOPHAS

- SOPHAS is constantly changing and is updated on a daily basis. (Example: An unverified applicant may be verified the next day).
- We only have access to Dallas data from the 2021-2022 admission cycle. This is all applications, including those that are verified and completed, and those that are incomplete
 - Some of the SOPHAS questions that you can select from are optional for applicants, meaning there is no answer in the downloaded data.
- The Dallas campus cannot accept international students, so it is not included in some of the data I've exported.
- Test SOPHAS Account: You can make a test account on SOPHAS to review the process from the applicant's perspective if you're confused about the contents of a question.
 - Naming for a test account: "FirstnameTEST LastnameTEST"
 - Tells SOPHAS that you're an admin, and won't interrupt data collection.

Downloading Data

- "Reports and Exports" (on the left of the homepage) > "Export Manager" > "New Export" > Select who is being exported, file type, and file name > Select questions from the left column > "Create File" > You can now download your file from the "Recent Files" page.
 - Files created will appear at the bottom of the export manager page.

- Delete unnecessary files in the export manager once done with them.

Designations by Local Status

- People that have submitted an application. Team members verify if it is completed or missing documents.
 - None: Have not yet submitted an application
 - Ready for review (complete/see note): Completed applications.
 - Missing Documents: Applications that were reviewed and found to be missing documents.
 - Admitted: People who have applied to our program, have been admitted, but have not decided if they want to come to our institution yet.
 - Admitted conditional: Students who have been admitted but are required to take leveling courses.
 - Accepted Offer: Students who have accepted our offer.

Designations by Application Status

- People that have started an application.
 - In Progress: Has selected designation (campus) but has not applied yet. They have started the process on SOPHAS, and selected UTHHealth.
 - They could be working on their application, or they may just want to be on our mailing list.
 - Verified, Complete, Received: People that have actually submitted an application.

Clipboard Function

- Useful for copying applicants of a specific group to then export. Not as useful for us considering we only have the data of one campus to select from.
- Select any set of applicants by clicking a group in any designation > “Search Actions” > “Add Checked Applicants to Clipboard”
 - After this, you can then go to the “Clipboard” tab to view the selected applicants.
Can export clipboard from the “Clipboard” tab, or from the export manager.
 - Can add multiple “Local Status” categories to one clipboard that you can then export.
 - Example: If you only want admitted applicants, you can click the “admitted” tab on the front page, add them to the clipboard, then export the clipboard in the export manager.

Search Function

- Located in the left column on the home page.
 - Can be used for filtering things like local status.
 - Can also be used to review individual applicants if there is conflicting data in the excel sheet.
 - Example: Lookup SOPHAS ID, match to excel sheet.

Titles of SOPHAS Questions on Data Sheet

SOPHAS QUESTION	DATA COLUMN NAME
SOPHAS ID	cas_id
Applicant Verified	applicant_verified
Applicant Previously Applied to CAS	reapplicant_to_cas
Hispanic (Yes / No / Blank) *Duplicate ethnicity question*	race_hispanic_yes_no_blank
Award	award_name_ *Ending changes*
College(s) attended section:	
College Name	college_name_ *Ending changes*
College Country Name	college_country_name_ *Ending changes*
College State	college_state_ *Ending changes*
First Degree	college_first_degree_ *Ending changes*
First Degree Status	college_first_degree_status_ *Ending changes*
First Degree Date	college_first_degree_date_ *Ending changes*
First Degree Primary Major	college_first_degree_primary_major_ *Ending changes*
First Degree Primary Minor	college_first_degree_minor_ *Ending changes*
First Degree Second Major	college_first_degree_secondary_major_ *Ending changes*
Second Degree	Everything is the same as first degree, but replace “first” with “second”
Primary College Attended?	college_primary_attended_ *Ending changes*
Organization	designation_organization_ *Ending changes*
Designation (Department they’re applying for)	designation_ *Ending changes*

Application Status	application_status_ *Ending changes*
Local Status	local_status_ *Ending changes*
Campus	designation_campus_name_ *Ending changes*
Applicant Previously Applied to Organization	reapplicant_to_org_ *Ending changes*
Employment section:	
Title	employment_title_ *Ending changes*
Employer	employment_employer_ *Ending changes*
City	employment_city_ *Ending changes*
State	employment_state_ *Ending changes*
Hours/Week	employment_hours_ *Ending changes*
Still Current?	employment_current_ *Ending changes*
Most Important?	employment_most_important_ *Ending changes*
Received Academic Credit?	employment_academic_credit_ *Ending changes*
Received Salary or Payment?	employment_salary_or_payment_ *Ending changes*
Volunteer?	employment_volunteer_ *Ending changes*
Total Employment Experience Hours	employment_experience_hours_total
Total Research Experience Hours	research_experience_hours_total
Total Volunteer Community Experience Experience Hours	volunteer_community_enrichment_experience_hours_total
I am the first generation in my family to attend college(neither my mother nor my father attended college).	first_generation_enrollment
I graduated from a high school from which a low percentage of seniors received a high school diploma.	low_percentage_graduate_high_school

What is the type of geographic area where you were raised?	hrsa_geographic_area_where_raised
English is not my primary language.	english_not_native_language
Have you previously applied to or attended The University of Texas School of Public Health or any other school within UTHealth (The University of Texas Health Science Center Houston)?	custom_questions_699755604414538410_have_you_previously_applied_to_or_attended_the_university_of_texas_school_of_public_health_or_any_other_school_within_uthealth_the_university_of_texas_health_science_center_houston
If yes, under what name did you apply or matriculate?	custom_questions_3449767155560632346_if_yes_under_what_name_did_you_apply_or_matriculate
If admitted, do you intend to be a full or part-time student?	custom_questions_7844588248671916292_if_admitted_do_you_intend_to_be_a_full_or_part-time_student
All Applicants: If admitted, do you intend to apply for a Graduate Research Assistantship?	custom_questions_1550467015051353622_all_applicants_if_admitted_do_you_intend_to_apply_for_a_graduate_research_assistantship
Doctoral Applicants ONLY: If admitted, do you intend to apply for a Teaching Assistantship?	custom_questions_4528138280280885394_doctoral_applicants_only_if_admitted_do_you_intend_to_apply_for_a_teaching_assistantship
Doctoral Applicants ONLY: If admitted, Are you interested in gaining more information to apply for a Cancer Prevention Fellowship program?	custom_questions_756527777903309048_doctoral_applicants_only_if_admitted_are_you_interested_in_gaining_more_information_to_apply_for_a_cancer_prevention_fellowship_program
Are you a licensed physician in the U.S.?	custom_questions_1842092887196677047_are_you_a_licensed_physician_in_the_u_s
If yes, do you intend to apply to the Occupational Medicine Residency program?	custom_questions_7983017781896566701_if_yes_do_you_intend_to_apply_to_the_occupational_medicine_residency_program
Permanent Mailing Address section:	
Street Address 1	permanent_street_address
Street Address 2	permanent_street_address_2

City	permanent_city
County	permanent_county
State	permanent_state
Postal Code	permanent_postal_code
Country	permanent_country_name
Personal section:	
Gender or Sex	gender
Citizenship Status	citizenship_status
Age at Submission	age_at_submission
Dual Citizenship?	dual_citizenship
Preferred Mailing Address section:	
Preferred Phone Number	preferred_phone
Email Address	email
Email Type	email_type
SOPHAS Questions section (not required to answer):	
(SOPHAS) How many total years of work experience have you had since earning your baccalaureate degree?	custom_questions_388381748914612791_ho w_many_total_years_of_work_experience_ha ve_you_had_since_earning_your_baccalaura te_degree
(SOPHAS) Are you applying for financial aid?	custom_questions_2658157012809341650_ar e_you_applying_for_financial_aid
(SOPHAS) Do you want to be considered for financial assistance?	custom_questions_6120342522209602413_d o_you_want_to_be_considered_for_financial _assistance
(SOPHAS) Are you the first member of your immediate family to complete an undergraduate degree?	custom_questions_6679632114697484910_ar e_you_the_first_member_of_your_immediate _family_to_complete_an_undergraduate_degr ee
(SOPHAS) Are you the first member of your	custom_questions_658892052143938377_are

immediate family to pursue a graduate degree?	_you_the_first_member_of_your_immediate_family_to_pursue_a_graduate_degree
(SOPHAS) If you would like the opportunity, we invite you to share your gender identity.	custom_questions_5255119988714352722_if_you_would_like_the_opportunity_we_invite_you_to_share_your_gender_identity
(SOPHAS) How did you hear about Public Health?	custom_questions_6903457013327972530_how_did_you_hear_about_public_health_*Ending changes*
(SOPHAS) If "Other," checked above, please specify:	custom_questions_8665085452988188962_if_other_checked_above_please_specify
(SOPHAS) Description of other information relevant to the Admissions Committee:	custom_questions_5909586383532982158_description_of_other_information_relevant_to_the_admissions_committee
(SOPHAS) If you would like, please share your pronouns to which you wish to be referred (i.e. they/them/their).	custom_questions_2582431076134661516_if_you_would_like_please_share_your_pronouns_to_which_you_wish_to_be_referred_i_e_they_them_their