**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 UTHealth.
    - 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\_how\_many\_total\_years\_of\_work\_experience\_have\_you\_had\_since\_earning\_your\_baccalaureate\_degree |
| (SOPHAS) Are you applying for financial aid? | custom\_questions\_2658157012809341650\_are\_you\_applying\_for\_financial\_aid |
| (SOPHAS) Do you want to be considered for financial assistance? | custom\_questions\_6120342522209602413\_do\_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\_are\_you\_the\_first\_member\_of\_your\_immediate\_family\_to\_complete\_an\_undergraduate\_degree |
| (SOPHAS) Are you the first member of your immediate family to pursue a graduate degree? | custom\_questions\_658892052143938377\_are\_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 |