



Tomorrow's Doctors, Tomorrow's Cures

Advisor Information System Reference Manual

Association of
American Medical Colleges

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Advisor Information System Overview

The Advisor Information System (AIS) provides assistance to health professions advisors by providing them with confidential information about medical school applicants.

AIS contains the following tools:

- **Advisee Quick Lookup**
This utility allows advisors to search for a single AMCAS applicant or MCAT examinee from your institution.
- **Roster of Applicants**
This report provides biographic, academic, and admission information for AMCAS applicants who authorized release of information to your institution.
- **MCAT Roster / Summary**
This report provides MCAT scores for MCAT examinees who have released their scores to your institution, and aggregate data for a group of examinees in a period of time that you specify in your search.
- **Designated School**
This report provides a listing of the medical schools to which your advisees have applied, including the number of applicants, acceptances, and matriculants to each school.
- **App Year Status**
Provides a report comparing your school's statistics to national statistics for a given application year.

You can select which report to run by making the appropriate selection on the AIS Toolbar.



The AIS Toolbar will indicate your school name (located on left side of the AIS Toolbar) as well as options for accessing Help and logging out of the system (located on the right side of the AIS Toolbar).

Statement of Confidentiality

You must agree to the Statement of Confidentiality before you may enter the Advisor Information System. When you agree to this statement, you agree to the following:

I agree to protect the confidentiality of the applicant data and all restrictions which apply to its use, and I understand that I am responsible for reading and understanding these restrictions. I further agree that violating the confidentiality of this data may deny me and/or this institution future access to the information provided by the AAMC Advisor Information System.

In addition to the above statement, you also agree to certain, specific restrictions. The underlined “restrictions” in the confidentiality statement is a link to the following:

Unauthorized use of data in the Advisor Information System (AIS) includes:

- Sharing personally identifiable examinee or applicant information with a third-party, including medical schools.
- Releasing AIS data, including admissions decisions, to an advisee. The medical schools are the only entities authorized to release admissions actions.
- Providing a list, or any part of a list, of an applicant’s designated medical schools and associated actions to a medical school admissions office.

Other restrictions may apply. If you have any concerns or need clarification about authorized use, please contact the AAMC at advisors@aamc.org.

The AAMC will revoke AIS privileges from an advisor and/or the advisor’s institution, if an AIS user violates this policy. When you agree to the confidentiality statement and enter the AIS, you agree to the above restrictions.

Welcome Page

The Welcome Page will display any announcements relevant to advisors. You may wish to log in periodically to see if any new announcements have been posted.

Advisee Quick Lookup

PURPOSE

The Advisee Quick Lookup allows advisors to search for a single advisee. The advisee may be an MCAT examinee, AMCAS applicant, or both.

You may search for MCAT scores from 1991 to the present; however, you will only be able to search for AMCAS applications from 2002 to the present.

QUERY INSTRUCTIONS

The following information will guide you through searching for an advisee. You may search for an advisee by entering his/her AAMC ID Number, Social Security Number or first and/or last name. You may further limit your search by selecting an application year.

AAMC ID Number

Enter the advisee’s AAMC ID Number. You must enter the advisee’s entire AAMC ID Number.

Social Security Number

Enter the advisee’s Social Security Number. You must enter the advisee’s entire Social Security Number. You do not have to enter dashes.

First Name and/or Last Name

You may enter the advisee’s first name, the last name or both. You may also search by using the wild card characters * and %. You may use a wild card character multiple times.

When searching using a wild card, you must enter at least three letters.

Examples of using the Wild Card:

If you enter this in the Last Name Field	↔	You get this...
johnson	↔	All advisees with a last name of Johnson
joh* (or joh%)	↔	All advisees with a last name of Johnson, Johanssen, Johns, etc.
ohn	↔	All advisees with a last name of Johnson, Johns, Hohner, etc.

Application Year

You may narrow your search by selecting an application year or leave it blank to search all available applications. The application year selection only applies to AMCAS applicants, as the Advisor Information System will always search for all available MCAT examinees.

RESULTS

If your search returns only one AMCAS applicant, data for that applicant will be displayed.

In the results table for a single advisee, the AMCAS status will be displayed at the bottom. If the AMCAS application status is “Hold,” the result table will display the transcript receipt status (Received or Not Received), for each school the advisee has attended. For example:

VA	181	virginia	NO ACTION		
AMCAS Application Status					
Status:	H - Hold				
Deadlines:	The applicant has missed 0 deadline(s).				
Transcript Status					
Institution	Start Year	End Year	Program Type	Status	
Code Name					
144	Arizona State University-Main Campus-Main Program (TEMPE)	1999	2003	Undergraduate	Not Received
422	University Of California-Berkeley-Main Program (BERKELEY)	2003	2004	Graduate	Not Received

AMCAS has not received transcripts from either school this advisee has attended

If your search returns more than one AMCAS applicant or MCAT examinee, your results will display in a list. To view a particular advisee’s application data, click on the application you wish to view. MCAT scores for applicants will be available in the results table.

If you wish to view the MCAT scores for a specific examinee, click on the AAMC ID.

AMCAS Applicants: (2)

AAMC ID	Name	Year
11530532	phaiwhuthue, phaiwhuthue	2005 2004
11530576	phastrjbleystr, phastrjbleystr	2004

MCAT Examinees: (5)

AAMC ID	Current Name	Previous Last Name
10789342	MESSINGER, THAO	PHAM
10287580	PHALEN, JAMES	
10783965	PHAM, HA	
12218094	PHAM, LOAN	
10453015	PHAM, TRUNG	

Click the application year to view this advisee’s applicant data

Click the AAMC ID to view this advisee’s MCAT scores

To create a printable copy of the Result Page, click Printer-Friendly. To return to the Student List, click **Student List** located at the top left or bottom left of the Result field.

Roster of Applicants

PURPOSE

Generates a list of AMCAS applicants for a specified application year, including biographic, academic, and admission information for AMCAS applicants who authorized release of information to your institution.

QUERY INSTRUCTIONS

The following information will guide you through running a Roster of Applicants report.

Application Year

Select the application year from the drop down menu. AIS begins with the 2002 application year.

Output Selection

Select the method in which you would like your results to be displayed. The following options are available:

- **Display on Screen – Short Table view**
A table will display on your screen listing each applicant's name, AAMC ID Number, GPA, most recent MCAT total, AMCAS application status and number of medical school acceptances. You will then be able to click on the applicant's name to view the details of his/her AMCAS application.
- **Display on Screen – All Records, Full View**
Detailed application records will display on screen for all applicants found in your search.
- **Download Roster**
Allows you to download all records found in a search. The download includes most of the same information as found in the on-screen display, but it is not as complete as the on-screen view. Rosters available for download include:
 - **Schools Attended:** List of schools each one of your released advisees has included in the Schools Attended section of the application.
 - **Standard Bio:** General Applicant Information
 - **Actions – 1 row:** Applicant Medical School actions are displayed in 1 row
 - **Actions – multi row:** Applicant Medical School actions are displayed in many rows.
 - **Letter Data:** List of letter data that your released advisees have included in their application.

If you choose this option, follow the steps below. The download is a comma-delimited file that you can import into spreadsheet software or a database.

1. When the File Download box opens, select “Open” if you wish to view the results immediately.
Or
2. If you want to save the file and open it later, or you want to open the file in another type of software, when the File Download box opens, select the option “Save This File To Disk”
3. In the “Save As” box, enter a name for the file in the File Name Field (or you may continue with the default name).
4. Select Microsoft Excel Comma Separated Values File in the Save as Type Field.
5. In the Save In field, select the location that you would like to save the file.
6. Click Save.

Optional Filters

Several search filters are provided to assist you in narrowing your search results.

- **Filter by Applicant Category**
Selecting this option will allow you to filter by **First Time AMCAS Applicants** or **AMCAS Re-applicants**.
- **Filter by Designated Medical School**
Selecting this option will allow you to filter by a medical school to which your advisees may have applied. The schools are in alphabetical order in the drop-down. If you do not know the exact name of a school, you can narrow your search by first selecting a state.
- **Filter by Program Type**
Selecting this option will allow you to filter by the medical school program type to which your advisees have applied.
 - Regular MD
 - Deferred/delayed Matriculation
 - Early Assurance
 - BA/MD
 - Early Decision
 - MD/Graduate
 - Other Special Program
 - MD/PhD
- **Filter by Action Category**
Allows you to filter your search results by admission action. You may select one or more categories. For example, if you wish to search for all applicants who have been accepted and all applicants who have matriculated, you would select Accepted and Matriculated.

If you do **not** select a medical school in the Filter by Designated Medical School, you may filter by:

- **Not Yet Accepted** – Includes several action categories: Hold, Alternate List, Defer to Regular, No Action, Passive Withdrawal, and Rejected.
- **Accepted** - An official offer of acceptance has been tendered, applicant has not yet matriculated
- **Matriculated** - Accepted applicants who officially enroll and are in attendance when classes start.

If you do select a medical school, you may filter by **Not Yet Accepted**, **Accepted**, **Matriculated**, and any of the following action categories:

- **Hold** - Applicants still under consideration but for whom additional information or review may be necessary.
 - **Alternate List** - Applicants who have been placed on a school's alternate acceptance list.
 - **Defer to Future Class** - Applicant has accepted an offer of admission but has asked to defer or delay matriculation until a future year. This action is considered final.

 - **No Action** - Appears on every record when schools first receive the application. This is the initial/default action, and remains until AMCAS releases an action update.
 - **Passive Withdrawal** - Applicant whose application has been processed by AMCAS but fails to meet the application requirements set by the individual medical school, and who by virtue of failing to meet such requirements is removed from consideration by the medical school. For example, an applicant who neglects to submit a secondary (supplemental) application effectively withdraws him or herself from consideration by the medical school.
 - **Withdrawn Before Acceptance** - Applicant notifies the medical school of his/her intention to withdraw before the school has made any admission decision.
 - **Withdrawn After Acceptance** - Applicant withdraws from consideration after having been offered an acceptance.
 - **Rejected** - Applicant will not be admitted.
- **Filter By Degree Status**

Allows you to search for advisees who have earned degrees from your institution, or by non-degree and post-baccalaureate status.

 - **Anyone with post-bacc course work** – Includes all applicants who have taken post-baccalaureate classes, regardless of whether or not they earned a degree from your school
 - **Bachelors Degree** – Includes all applicants who have earned any type of bachelor's degree from your institution
 - **Graduate Degree** – Includes all applicants who have earned any type of master's or doctoral (other than MD) from your institution
 - **Other Degrees** – Includes all applicants who have earned any type of associate's degree, law degree, or MD degree from your institution
 - **No Degree** – Includes all applicants who have not earned any type of a degree but who have taken courses at your institution. You may further limit your search to:

only non-degree with post-bacc course work, or only non-degree without post-bacc course work. These non-degree sub-filters allow you to identify those students who have only taken a few courses at your school and who you may not wish to include in your statistics.

- **Filter By AMCAS Status**

Allows you to search by AMCAS status.

- **Active** – Application is submitted, all transcripts have been received, and is awaiting verification. Only biographic data is available to medical schools who request it.
- **Hold** – Application is submitted, waiting for transcripts
- **Processed** – Application has been verified and made available to medical schools. Any received and assigned letters have been made available to medical schools.
- **Returned** – Application has been returned to the applicant for corrections.
- **Withdrawn** – Applicant has withdrawn their application. Cannot re-apply until the next application year.

RESULTS

In the Short Table View, a table will display each applicant's name, AAMC ID, GPA, most recent MCAT score total, AMCAS application status, and number of medical school acceptances. You will then be able to click on a name to view the detailed AMCAS application data.

Application Year: 2005 **Students: 2**

Name	AAMC ID	BCPM	AO	CUM	Recent MCAT	AMCAS Status	Accepts
choveftup, choveftup	11529868					Returned	0
phaiwhuthue, phaiwhuthue	11530532					Withdrawn	0

Click name to view application detail

In full display, the detailed record for each applicant will be displayed directly on the screen. Example of an applicant record:

AMCAS Applicant Data (application year: 2009)									
Name		SSN		AAMC ID		Sex	DISAD	State	
Mew, Denmark		xxxxx8787		12608951		M	N	AA	
Race			Ethnicity						
Status		BCPM GPA	BCPM HRS	AO GPA	AO HRS	CUM GPA	CUM HRS		
CU (incl. UG post-bacc grades)									
PB									
GR									
Colleges Attended			Majors		Degrees			Date	
George Washington University			Aerospace Engineering		Associate of Arts			05/1993	
Letters of Evaluation/Recommendation									
Primary Author or Contact		Institution		Type	Letter Status	Letter ID	Med Codes		
ewrwe werwe		George Washington University		Committee	Not Received	1000598	123 826		
MCAT Test Date	VR	PS	WS	BS	Total	Special Accommodations?		Format	
22-APR-2006	13	11	R	12	36R	No		C	
State	Med Code	Medical School Name		Program Type		Latest Action		Action Date	
NY	102	Albany		Regular M.D.		No Action		11-FEB-2009	
TN	826	East Tennessee		Regular M.D.		No Action		11-FEB-2009	
DC	123	George Washington		Combined Medical Degree/Ph.D		No Action		11-FEB-2009	
GA	825	Morehouse		Regular M.D.		No Action		11-FEB-2009	
AMCAS Application Status									
Status:		P - Processed; Date: 11-FEB-2009							
Deadlines:		The applicant has missed 0 deadline(s).							

Letter of Evaluation Information

Medical school admissions decisions are displayed under “Latest Action.” **AMCAS embargos actions for two weeks from the date a medical school notifies AMCAS of an action.** For example, if AMCAS receives an action on May 15, the action will appear in the AIS on May 29. Until AMCAS release an action update, the AIS will display “**Action Pending.**”

MCAT Roster/Summary

PURPOSE

Allows you to run a list of MCAT examinees who released their scores to your institution, and run an aggregate report with comparative statistics. Examinees may release their scores to their pre-health advisors when they register for the MCAT or when they submit AMCAS applications.

QUERY INSTRUCTIONS

The following information will guide you through searching for individual or aggregate data for a set of MCAT examinees.

MCAT Exam Date Range

Select a date range that you wish to search. You may search as far back as 1991, but the date range can span only five years. If you are searching for a single administration, enter the same “from” and “through” date, for example, if you want to see the scores from just the April 2005 exam, enter April 2005 through April 2005.

Included Tables


You must select at least one table to include in your search. You may opt to include both.

- **Roster**
Selecting Roster will display a table for each examinee, including biographic information and score data. If an examinee also has an AMCAS application, a link will be provided to view the associated data. (Note: AMCAS application data is available only when you set your output to **Display on screen**.)
- **Summary**
Selecting summary will display a table of averages for your students as well as a comparison to national averages.

RESULTS

Each record number is followed by the number of records returned. For example, if the first record is labeled 1 of 423, this indicates that your search resulted in 423 matches.

You can also move from one record to the next record by clicking  . To move to the previous record, click  .

You can also scroll through each record instead of using the provided navigation links. You can create a printer friendly version of the results by clicking the  link.

If an AMCAS application is found for an examinee, a link will be provided to the application detail, for example:

MCAT Examinee Data							
Name	SSN	AAMC ID	Sex	DOB	State		
ABBA	xxxx9285	11470393	M	03-DEC-1981	AZ		
MCAT Exams							
Date	PS	VR	WS	BS	Total	Special Accommodations?	Format
16-AUG-2003	08	06	M	09	23M	No	S
17-AUG-2002	08	08	M	08		No	S
AMCAS Application(s): 2004 2003							

Click the application year to view the application details.

If you have chosen to run both the Roster of Examinees and the Summary Data, the summary tables will display at the bottom of the page. Instead of scrolling to the bottom, you can select the **Jump To Summary Data** link located above the first record in the results.

The first table shows your institution’s statistics for the date range you specified in your query.

School												
Group		Count	Important Note									
Examinees - All		298	These statistics include scores of all examinees (whether or not they have an AMCAS application). If examinees have taken more than one MCAT during this period, all scores are included.									
Percentage of Students with Scores												
MCAT Section	Mean	Std Dev	1-4	5-6	7	8	9	10-11	12-15			
Physical Sciences	8.2	2.12	3	16	21	16	16	20	7			
Verbal Reasoning	8.5	2.14	4	14	12	18	17	30	5			
Biological Sciences	8.6	2.37	6	13	10	16	18	26	12			
MCAT Section	Median	25th / 75th %ile	J-K	L-M	N	O	P	Q-R	S-T			
Writing Sample	O	M / Q	0	30	12	15	12	29	2			
MCAT Section	Mean	Std Dev	3-7	8-12	13-17	18-22	23-25	26-28	29-31	32-35	36-40	41-45
Total	25.40	5.79	0	1	10	17	20	22	14	13	3	0

Just below your school's statistics is a table with the national statistics for the date range you specified in your query:

National												
Group		Count	Important Note									
Examinees - All		86339	These statistics include scores of all examinees (whether or not they have an AMCAS application). If examinees have taken more than one MCAT during this period, all scores are included.									
Percentage of Students with Scores												
MCAT Section	Mean	Std Dev	1-4	5-6	7	8	9	10-11	12-15			
Physical Sciences	8.1	2.33	5	20	17	16	13	20	8			
Verbal Reasoning	8.2	2.42	8	17	11	15	16	27	6			
Biological Sciences	8.5	2.44	7	14	9	15	19	26	10			
MCAT Section	Median	25th / 75th %ile	J-K	L-M	N	O	P	Q-R	S-T			
Writing Sample	0	M / Q	3	26	12	17	11	27	4			
MCAT Section	Mean	Std Dev	3-7	8-12	13-17	18-22	23-25	26-28	29-31	32-35	36-40	41-45
Total	24.80	6.28	0	3	10	21	18	19	15	11	3	0

The graphic below highlights navigational features of the MCAT Roster Results.

The screenshot shows the 'MCAT Roster/Summary' page. At the top, there is a navigation bar with links: Home, Quick Lookup, Roster of Applicants, MCAT Roster/Summary (active), Designated School, App Yr Stats, and Trends. Below the navigation bar, there is a breadcrumb trail: <<< Back to: [Query Form](#). The main content area is titled 'MCAT Roster/Summary Result:' and includes a 'Printer-Friendly' button. Under 'Roster Data', it shows the range (01-Aug-2002 through 31-Aug-2004), number of exams (446), and number of examinees (380). Below this, there are 'Prev' and 'Next' buttons for navigating between records. The first record is displayed in a table with columns for Name, SSN, AAMC ID, Sex, DOB, and State. Below the name table is a table for 'MCAT Exams' with columns for Date, PS, VR, WS, BS, Total, Special Accommodations?, and Format. Below the exam table, it shows 'AMCAS Application(s): 2004 2003'. The second record is partially visible below. Callouts with arrows point to: 1) '<<< Back to: Query Form', 2) 'Prev' button, 3) 'Next' button, and 4) 'Printer-Friendly' button.

To run another search or to review the search options you selected, click **Query Form**.

Designated School

PURPOSE

Generates a report listing the medical schools to which your advisees have applied in a given application year.

QUERY INSTRUCTIONS

The following information will guide you through searching for aggregate data for a set of AMCAS applicants.

Application Year

Select the application year you would like to search.

Output Selection

Select the output method.

- **Display on Screen**
Displays the results directly on the screen
- **Download**
Download the results to a file

Optional Filters

Two search filters are provided to assist you in narrowing your search results.

- **Filter by Action Category**
Selecting this option will allow you to filter by one of the following (definitions provided on page 7 of this manual):
 - Not Yet Accepted Applicants
 - Accepted, Not Yet Matriculated Applicants
 - Matriculated Applicants
- **Filter by Degree Status**
Selecting this option will allow you to filter by one or more of the following (definitions provided on pages 7-8 of this manual):
 - Anyone with post-bacc course work
 - Bachelor's Degree
 - Graduate Degree (Masters, Doctoral)
 - Other Degrees (Associates, Professional, Other)
 - No Degree

RESULTS

A table will display each school name, state, institution code, number of applicants, number of accepted applicants, and number of matriculated applicants. In this example, advisees from our sample institution have applied to five medical schools. Each column shows a number, which is a link to a list of applicants, if applicable.

Application Year: 2004 **Schools: 5**

Institution Name	State	Code	Applied	NYA	Accepted	Matric
Boston University School of Medicine	MA	105	1235	1233	2	0
George Washington University Sch of Med & Hlth Sci	DC	123	1224	1224	0	0
University of Chicago - Pritzker	IL	111	1232	1232	0	0
University of Florida	FL	117	1230	1230	0	0
University of Virginia School of Medicine	VA	181	1224	1224	0	0

Click 1224 to view a list of the applicants to UVA School of Medicine

Click 2 to view a list of the applicants who Boston U SOM has accepted

When you click on a number in any of the columns, you will receive a list of the applicable applicants:

Application Year: 2004 **Students: 1235**

AAMC ID	Name
11530366	aasrshysruch, aasrshysruch
11530578	abazoot, abazoot
11530074	abbctro, abbctro
11530481	ableedrect, ableedrect
11529566	abroubrygu, abroubrygu
11530174	acheelshuebic, acheelshuebic
11529582	ackadravec, ackadravec
11529937	ackogcrueuhoul, ackogcrueuhoul
11529431	acoqeapeych, acoqeapeych
11530131	adahout, adahout
11529819	aecheath, aecheath
11530204	aflotuebl, aflotuebl
11530058	agjeastreev, agjeastreev
11530529	aibleackysro, aibleackysro
11530326	alooleluefouph, alooleluefouph
11529720	alsnonscluez, alsnonscluez

Click on an applicant name to view the application details

Application Year Statistics

PURPOSE

Generates a report comparing school statistics to national AMCAS application statistics for a given application year.

QUERY INSTRUCTIONS

The following information will guide you through generating an Application Year Statistics report.

Application Year

Select the Application Year in which you wish to search.

Selectable Tables

Select which statistics you'd like to see compared: GPA, MCAT, or both.

Group Comparisons

Select to compare these statistics based on group: gender, race, or both.

Output Selection

Select the output method.

- **Display on Screen**
Displays the results directly on the screen
- **Download**
Download the results to a file

Optional Filters

Two search filters are provided to assist you in narrowing your search results.

- **Filter by Applicant Category**
Selecting this option will allow you to filter by one of the following:
 1. First-Time AMCAS Applicants
 2. AMCAS Re-applicants
 3. Released Applicants

- **Filter by Degree Status**

Selecting this option will allow you to filter by one or more of the following (definitions are provided on page 8 of this manual):

- Anyone with post-bacc course work
- Bachelor's Degree
- Graduate Degree (Masters, Doctoral)
- Other Degrees (Associates, Professional, Other)
- No Degree

RESULTS

Tables will display aggregate information with comparisons to national averages. Depending on which options were selected at the query form, you will see average GPA data, average MCAT data, or both.

Unlike other modules in the AIS, which include applicants with any AMCAS status, this table includes only AMCAS applications with a status of “Processed.”

“N/A” means that the applicant pool for any given column is not sufficient (must be at least 10), to run averages and protect the confidentiality of the applicants included in the report.

NUMBER OF APPLICANTS						
Category	Applied		Accepted		Matriculated	
	Sch.	Nat.	Sch.	Nat.	Sch.	Nat.
All Applicants	5	861	0	11	0	0
AVERAGE GPA						
Category	Applied		Accepted		Matriculated	
	Sch.	Nat.	Sch.	Nat.	Sch.	Nat.
CUM UG BCPM	N/A	3.40	N/A	3.32	N/A	N/A
CUM UG AO	N/A	3.62	N/A	3.47	N/A	N/A
CUM UG	N/A	3.50	N/A	3.41	N/A	N/A
AVERAGE MCAT						
Category	Applied		Accepted		Matriculated	
	Sch.	Nat.	Sch.	Nat.	Sch.	Nat.
Physical Sciences	N/A	8.6	N/A	10.4	N/A	N/A
Verbal Reasoning	N/A	8.2	N/A	9.7	N/A	N/A
Writing Sample	N/A	0	N/A	0	N/A	N/A
Biological Sciences	N/A	8.9	N/A	10.5	N/A	N/A
Total	N/A	25.60	N/A	30.60	N/A	N/A