

# Your guide to the 2017 admissions cycle

**KEY**

- Operational
- Action required
- Events
- If you're also an adviser
- Data and analysis

	November 2016	December 2016	January 2017	February 2017	March 2017	April 2017	May 2017	June 2017	July 2017	August 2017	September 2017	October 2017
SAT/SUN			31/1 NEW YEAR'S DAY			1/2			1/2			30/1
MON			2			3	1 You can set your Clearing vacancies in Course Collect from early May.		3 Check that all courses with vacancies are open to receive Clearing applications, so they appear on UCAS search tool as a Clearing vacancy.			2
TUES	1		3			4	2		4 Last day for applicants to add an Extra choice.	1 You will begin to receive AWA results for your applicants from 1 August.		3
WEDS	2		4	1 Don't forget to open courses with vacancies to receive Extra applications.	1	5	3		5 If results are published that exceeded all offers you have made, you should check the conditions of your offer to confirm their place. 6 Don't forget to check the results against offers you've made. If they've met the conditions of your offer, confirm their place.	2 You should check the results against the offers you have made.		4
THURS	3		5	2 UK application rates analysis report available on ucas.com. Trends by country, sex, and background.	2	6 Applicant statistics as of 24 March deadline (all courses) available on ucas.com.	4 Applicants with UK and EU addresses, who received their last decision by 31 March 2017 will be ordered by default. If they don't reply to their offers, Applicants with Extra choices are not affected.	1 Confirmation and Clearing hub live on ucas.com. One stop for all Confirmation and Clearing updates and information.	6	3 You should confirm their place if they have met the conditions of your offer.		5
FRI	4	2 All outstanding Delayed Confirmation Decisions (DCD) from 2016 cycle will be rejected by default. Make sure your DCF decisions from the 2016 cycle have been confirmed or rejected by 18:00.	6	3	3	7	5 All outstanding decisions for applications received by 15 January 2017 will be rejected by default. Ensure you make decisions for all applications received by 15 January 2017 to stop them being rejected by default.	2	7 Don't forget to check your outstanding decision list (DDL) and make sure all applications received by 30 June have decisions processed before the 13 July RDD.	4 In early August you will receive SQA results under embargo.	1 Stops can be added to prevent applications being reported by default on 11 September. Delayed Confirmation decisions can be added.	6
SAT/SUN	5/6	3/4	7/8	4/5	4/5	8/9	6/7	3/4	8/9	5/6	2/3	7/8
MON	7		9			10	8	5 International Teachers' and Advisers Conference	10	7	4 Don't forget to check your outstanding decision list (DDL) and make sure all applications received before the 11 September RDD. Contact the HEP Team if you need to make any changes.	9
TUES	8	6 COMPETITIVE ADMISSIONS CONFERENCE	10	7	7	11 ANNUAL ADMISSIONS CONFERENCE Celtic Manor Resort, Newport www.ucasevents.com/admissions	9	6	11	8 SQA results published. SQA results embargo period ends and you can discuss exam results with your applicants.	5 Don't forget to update your Clearing vacancies.	10 If any of your applicants are UK and didn't enrol, don't forget to withdraw them.
WEDS	9		11	8	8	12	10	7	12	9	6	11
THURS	10		12	9	9	13	11	8 Applicants who received their last decision by 2 May 2017 will be rejected by default. If they don't reply to their offers, Applicants with Extra choices are not affected.	13 Outstanding decisions on applications received by 24 June 2017 for Extra applications will be rejected by default. Ensure you make decisions for all applications received by 24 June 2017 to stop them being rejected by default.	10 A level results embargo begins at 18:00. All files of A level results submitted by 13 July 2017 for Extra applications will be rejected by default. 30 June deadline for applicant statistics available.	7	12
FRI	11		13	10	10	14	12	9	14	11 A level results embargo ends at 18:00. All files of A level results submitted by 13 July 2017 for Extra applications will be rejected by default. 30 June deadline for applicant statistics available.	8	13
SAT/SUN	12/13	10/11	14/15 You must give these applications equal academic consideration. 15 JAN 18:00 Application deadline for all courses except those with 15 October and 24 March deadlines.	11/12	11/12	15/16	13/14	10/11	15/16	12/13	9/10	14/15
MON	14		16	13	13	17	15	12	17	14	11 Any of your outstanding decisions that were not accepted by 11 September will be rejected by default. Make sure you've made decisions for all your applications received before the 11 September RDD. Contact the HEP Team if you need to make any changes.	16
TUES	15		17	14	14	18	16	13	18	15 Mid August - Irish Leaving Certificate results published. You will receive TSC results for your applicants.	12	17
WEDS	16		18	15	15	19	17	14	19	16	13	18
THURS	17		19	16	16	20	18	15	20	17 A level results embargo period ends and you can discuss exam results with your applicants.	14	19
FRI	18		20	17	17	21	19	16	21	18 Don't forget to check the results against offers you've made. If they've met the conditions of your offer, confirm their place.	15 Don't forget to update your Clearing vacancies.	20
SAT/SUN	19/20	17/18	21/22	18/19	18/19	22/23	20/21	17/18	22/23	19/20	16/17	21/22
MON	21 ANNUAL UCAS UPDATE Your open day information can be added to the Data Collection System at any time.	19	23	20	20	24	22	19	24	21	18	23
TUES	22		24	21	21	25	23	20	25	22	19	24
WEDS	23		25	22	22	26	24	21	26	23	20	25
THURS	24		26	23	23	27	25	22	27	24	21	26
FRI	25		27	24	24	28	26	23	28	25	22	27
SAT/SUN	26/27	24/25	28/29	25/26	25/26	29/30	27/28	24/25	29/30	26/27 Final destination report runs.	23/24	28/29
MON	28		30	27	27	31	29	26	31 SQA results embargo begins.	28 AUGUST BANK HOLIDAY	30	29
TUES	29		31 You can set your Extra vacancies in Course Collect from late January to early July.	28	28	30	30	27	30	29	26	31
WEDS	30			29	29	31	31	28	31	30	27	
THURS				30	30		30	29		31 Nominal deadline for applicants to reject academic offers. Last day for Adjustment Confirmation decisions.	28 Don't forget to update your Clearing vacancies.	
FRI					31 You should aim to have processed all decisions on applications submitted to UCAS by 15 January 2017.		30	30			29	
SAT/SUN			31/1								30/1 Published Clearing vacancies end. Final Destination Report runs.	

## Supporting you

**R** Relationship managers  
We're a regional team managing our strategic partnerships with higher education providers and national partners.

**T** Technology relationship managers  
We work closely with IT staff/teams and education sector software vendors to ensure the successful integration and delivery of UCAS IT services.

**R** Scotland, Northern Ireland, and North East  
Kate Davidson  
k.davidson@ucas.ac.uk

**T** Midlands and East  
Tom Gromski  
t.gromski@ucas.ac.uk

**R** South West and Wales  
Peter Evans  
p.evans@ucas.ac.uk

**T** Scotland and Northern Ireland  
Adam Glaudot  
a.glaudot@ucas.ac.uk

**T** South West and Wales  
Tom Gromski  
t.gromski@ucas.ac.uk

**R** North  
Alison Charles  
a.charles@ucas.ac.uk

**R** South East and East  
Andy Frampton  
a.frampton@ucas.ac.uk

**T** North  
Adam Glaudot  
a.glaudot@ucas.ac.uk

**R** London  
Amanda Jeram  
londonproviders@ucas.ac.uk  
(please note, Amanda Jeram is on maternity leave)

**R** Midlands  
Janet Warne  
j.warne@ucas.ac.uk

**T** South East and London  
Clare Cozens  
c.cozens@ucas.ac.uk

---

### Our guides and manuals

We have lots of information and reference materials available in the providers' section of ucas.com. This includes the UCAS Undergraduate Admissions Guide, the Decision Processing Manual, and system user and qualification guides.

View our latest guides and resources at: [www.ucas.com/providers/undergraduate/admissions-guide-and-resources](http://www.ucas.com/providers/undergraduate/admissions-guide-and-resources)

---

### UCAS Media has a range of services, at an additional cost to your capitation fee:

- Marketing services – ensure your university or college makes a lasting impression.
- Insight and strategy – providing support with audience insight and management info.
- Data products and tools – advising on what makes your audience tick, and giving you the tools to ensure success.
- UCAS events – engage with 16 – 18 years olds face-to-face.

For more information, visit [www.ucasmedia.com](http://www.ucasmedia.com)

**UCAS**

### Are you missing out on important updates?

Yammer is our private, secure social network where you can get the latest updates and discuss sector-related topics. Email [yammer@ucas.ac.uk](mailto:yammer@ucas.ac.uk) or visit [www.ucas.com/yammer](http://www.ucas.com/yammer) to sign up

**UCAS**

### The Annual Admissions Conference is back for 2017!

10–12 April 2017, Celtic Manor Resort, Newport  
[www.ucasevents.com/admissions](http://www.ucasevents.com/admissions)

Book before 1 December and receive a 15% discount

**UCAS**

### Raise your own technical support tickets via our NEW self-service portal

Find out more at [www.ucas.com/ucas-technical-support-self-service-portal](http://www.ucas.com/ucas-technical-support-self-service-portal)

**UCAS**

### Your colleagues can now receive tailored UCAS provider updates, based on their choice of topics

Encourage them to sign up now – [www.ucas.com/provider-signup](http://www.ucas.com/provider-signup)

**UCAS**

### How can applicants contact us?

There are different ways applicants can contact us:

- tweet us @ucas\_online
- post a question on Facebook at [www.facebook.com/ucasonline](http://www.facebook.com/ucasonline)
- call us on 0371 468 0 468

[www.ucas.com/contactus](http://www.ucas.com/contactus) has more information about how applicants can get in touch

**UCAS**

### UCAS Media has a range of services, at an additional cost to your capitation fee:

- Marketing services – ensure your university or college makes a lasting impression.
- Insight and strategy – providing support with audience insight and management info.
- Data products and tools – advising on what makes your audience tick, and giving you the tools to ensure success.
- UCAS events – engage with 16 – 18 years olds face-to-face.

For more information, visit [www.ucasmedia.com](http://www.ucasmedia.com)