How to Excel: AAMC Advisor Information System (AIS) for Advisors

December 13, 2023
Agenda

01 Welcome and Introduction

02 2024 AMCAS Application Cycle and Fee Assistance Program Updates

03 Important Dates and Resources

04 2025 AMCAS Application Cycle Updates

05 Advisor Information System (AIS) Presentation

06 Questions and Answers
2024 AMCAS Application Cycle and Fee Assistance Program Updates
The Fee Assistance Program Application Year approved applications as of December 13, 2023:

<table>
<thead>
<tr>
<th>Fee Assistance Program Application Year</th>
<th>Approved Applications</th>
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<tbody>
<tr>
<td>Year 2023 <em>(as of December 13, 2023)</em></td>
<td>14,729</td>
</tr>
<tr>
<td>Year 2022</td>
<td>15,081</td>
</tr>
<tr>
<td>Year 2021</td>
<td>12,933</td>
</tr>
</tbody>
</table>

The 2023 program application will close on December 15.

- **MCAT Exam Benefit**
  - Reduced registration fees
  - Access to all 15 online AAMC MCAT Official Prep Products
  - Stipend for updated evaluation for accommodations

- **AMCAS Application Benefit**
  - AMCAS application submission fee waiver for up to 20 schools

- **MSAR Benefit**
  - Complimentary access to the Medical School Admission Requirements (MSAR) website

- **AAMC PREview Benefit**
  - Waiver for AAMC PREview professional readiness exam registration fees

- **NEW: ERAS Application Benefit**
  - 60% fee discount on up to 50 applications
### 2024 Cycle Opening: AY2024 – 2022 Comparison

<table>
<thead>
<tr>
<th>Application Volume</th>
<th>AY 2024 (As of 12/11/2023)</th>
<th>AY 2023 (As of 12/12/2022)</th>
<th>AY 2022 (As of 12/13/2021)</th>
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<tbody>
<tr>
<td>Applications Initiated</td>
<td>82,424</td>
<td>82,149</td>
<td>85,264</td>
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<tr>
<td>Applications Submitted</td>
<td>49,684</td>
<td>50,313</td>
<td>53,097</td>
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</table>
Important Application Deadlines and Dates
Important Application Dates

2024 Cycle

2024 Choose Your Medical School Tool: “Plan to Enroll” Becomes Available
- Tuesday, February 20*

2024 Choose Your Medical School Tool: “Commit to Enroll” Becomes Available
- Tuesday, April 30

*Note: February 19 falls on a holiday for the 2024 cycle; therefore, it shifts to the following business day

2025 Cycle

2025 AMCAS Application Opening
- Wednesday, May 1

2025 AMCAS Application Submission
- Tuesday, May 28

2025 AMCAS Application Transmission
- Friday, June 28

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2025 AMCAS Application Cycle Content Changes
AY2025 Content Changes

Self-Identification
Changes and new additions to “Race and Ethnicity” categories and subcategories for “Self-Identification.”

Native/Tribal
New section in the AMCAS application for Native and Tribal affiliation.

PREview® Exam
Updated, clear listing in the AMCAS application to indicate schools participating in the PREview exam. Schools that are not participating in PREview will not see PREview scores.

Letter Writer Application
Upcoming enhancements – details forthcoming.

Mandatory Section Indicators
Red asterisk mark next to mandatory sections, not just mandatory fields, in the AMCAS application.

Premed Core Competencies Refresh influenced the AMCAS Content Refresh:
• Updated competencies provide a foundational framework for evaluating future medical students.
• Ensure alignment between competencies & the AMCAS application.
• Facilitate a cohesive and comprehensive admissions process.

AMCAS Content Refresh informs the Applicants In Context project:
• Ongoing refresh reflects societal & educational changes in the application.
• Enhances the way we understand applicants' unique experiences and backgrounds.
• Provides opportunity to provide source data and research variables for a more comprehensive and contextual evaluation of applicants.
Applicants in Context
DRIVE HOLISTIC EVALUATION AND CONTEXTUAL INTERPRETATION FOR ADMISSIONS

Provide Objective Data Collection for Medical School Admissions

Promote Mission-Driven Diversity Through Community Understanding

Create Seamless Integration with Applicant Management Systems
What’s Happening Right Now: Research & Development

• Analyzing Archival Data:
  • Delving into historical AMCAS data for insights.

• Exploring Information Sharing Mechanisms:
  • Identifying effective ways to disseminate source information medical schools while sharing with applicants and pre-health advisors.

• Focus Groups and Surveys:
  • Engaging in collaborative discussions and information gathering with medical schools and pre-health advisors.

• Consulting Experts (e.g., College Board):
  • Seeking guidance from industry experts, such as the College Board, to gain valuable insights.

• Developing Guidance Materials:
  • Thinking about tailored materials to facilitate appropriate use by medical schools.
AMCAS Content Refresh
Update the application so that each component works together to provide a complete and holistic picture of applicants’ readiness to learn in medical school.

Ensure that application content is mapped to pre-med core competencies and/or interests and values that are required for success in medical school and support medical schools’ unique missions.

Ensure that AAMC has taken steps to mitigate bias in application content and processing.

Standardize and streamline the question content, ultimately enhancing the user experience for both applicants and medical school staff.
Starting Point

- Thematic Analysis, Word Counts, & Descriptives
  - Languages
  - Military Information
  - Personal Comments Essay
  - Work/Activities (Activity Type(s), Repeated Experiences, Hours, Anticipated Work Experiences)
  - Medically Underserved Questions
  - Financial Questions (Series of 8 Questions)

- Needs Analysis
  - Letters of Recommendation
  - Personal Comments Essays

Content
Focus Group: Representation

- 15 Men
- 22 Women

- 24 States & the District
- Central: 10
- Northeast: 9
- South: 12
- West: 6

- 36 Medical Schools or Colleges/Universities
- Medical School Staff: 26
- Pre-health Advisors: 11
- Admissions: 23
- Diversity Affairs: 2
- Faculty: 3
- Student Affairs: 3
- Student Services: 1
- Student Records: 1
Focus Group: Preliminary Findings

Personal Essays

• Trying to learn “life story,” motivation for medicine
• Difficult to read all of them
• Few schools use structured scoring
• Mixed feelings about the role of generative AI to create and using LLM to score essays
• Focus students on telling their story
• Recommend avoiding or using AI with caution to write

Letters

• Don’t restate what’s in the application
• Want more comparison information
• “Bad” letters are more helpful
• Most letters don’t differentiate applicants
• PHA may not have enough information evaluate competencies
• View the letter as a way to “tie together” pieces of the application
# AMCAS Content Refresh

<table>
<thead>
<tr>
<th>Phase</th>
<th>Status</th>
<th>Timeframe</th>
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<tbody>
<tr>
<td>Review &amp; Focus Group Planning</td>
<td>Complete</td>
<td>Sept – Oct 2023</td>
</tr>
<tr>
<td>Needs analysis focus groups*</td>
<td>Complete</td>
<td>Oct – Nov 2023</td>
</tr>
<tr>
<td>Surveys of Admissions Officers &amp; Pre Health-Advisors/Letter Writers</td>
<td>Pending</td>
<td>January-February 2024</td>
</tr>
<tr>
<td>Focus Groups for Focus areas/Application Content</td>
<td>Pending</td>
<td>January –March 2024</td>
</tr>
<tr>
<td>Finalization &amp; Documentation</td>
<td>Pending</td>
<td>Mar-May 2024</td>
</tr>
<tr>
<td>Any changes will roll out AY 2026 or later</td>
<td>Pending</td>
<td>May 2025</td>
</tr>
</tbody>
</table>

*We have also collaborated with the NAAHP executive board on letters of evaluation.
Resources
Additional Resources

AMCAS Applicant Website

How to Get the Most of the Advisor Information System (AIS)

Resources for Advisors and Advisees Applying to Medical School

AMCAS Contact Us Form
Up Next: Advisor Information System (AIS)
Speakers

• Kate M. Fukawa-Connelly
  Director of Health Professions Advising, Princeton University

• Marc Counterman
  PreHealth Adviser, Eberly College of Science, The Pennsylvania State University
How to Excel: AIS & You

AAMC December 2023 advisor webinar
Poll!

How familiar are you with the AAMC Advisor Information System (AIS)?
Agenda

- Introduce the reports available in the AAMC Advisor Information System (AIS)
- Show how we use institutional data alongside the AIS Roster of Applicants data
- Offer examples of data visualizations to learn things about your applicants via charts and Pivot Tables

provide handy Excel tips along the way
AIS + You

Gain access to AIS through the AAMC Prehealth Advisors resource page
AIS + You

Login via systems.aamc.org/ais2
Tour through the Tabs

Recommend: Click through each report, screenshot the “Display on Screen” report and download each “Download” report so you have a visual record of everything.
Designated School

Designated Medical School Aggregate Report

Application Year
Select Year: 2019

Output Selection
- Display on screen
- Download

Optional Filters
- Filter by Action Category
- Filter by Degree Status
- Filter by AMCAS Status
  - check all / uncheck all
  - Active
  - Hold
  - Processed
  - My Primary Undergraduate School
  - Returned
  - Withdrawn

Submit

How is the Primary Undergraduate School determined?
Designated School

- Aggregate data will include applicants who did not provide an advisor release.
- Shows schools that are popular with your applicants.
- Shows which schools have reported acceptance and matriculant actions.
## Designated School

**Designated Medical School Aggregate Report**  
*Application Year: 2024*

<table>
<thead>
<tr>
<th>Institution Name</th>
<th>State</th>
<th>Code</th>
<th>Applicants Count</th>
<th>NYA Count</th>
<th>Accepted Count</th>
<th>Matriculated Count</th>
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<tr>
<td>Albany Medical College</td>
<td>NY</td>
<td>102</td>
<td>17</td>
<td>17</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Albert Einstein College of Medicine</td>
<td>NY</td>
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<td>51</td>
<td>51</td>
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<td>0</td>
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<tr>
<td>Anne Burnett Marion School of Medicine at TCU</td>
<td>TX</td>
<td>867</td>
<td>4</td>
<td>4</td>
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<td>0</td>
</tr>
<tr>
<td>Baylor College of Medicine</td>
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<td>104</td>
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<td>1</td>
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<td>0</td>
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<tr>
<td>Baylor College of Medicine</td>
<td>TX</td>
<td>10104</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

- Download this list for school names and codes.
I opt to compute my average GPAs and MCATs myself rather than rely on this data.

Report will tell you where applicants without advisor release matriculated.
I opt to compute my average GPAs and MCATs myself rather than rely on this data.
MCAT Roster and Summary

- Download roster after each exam and save to one large spreadsheet
- Use Conditional Formatting in Excel to show color scales
- Orange columns = manual additions that I make

<table>
<thead>
<tr>
<th>Exam Month</th>
<th>Exam Month</th>
<th>Exam Date</th>
<th>Exam Academy</th>
<th>FAP Award</th>
<th>State</th>
<th>Sex</th>
<th>Date of Birth</th>
<th>CC Major</th>
<th>Inter/Prim.</th>
<th>Total Score</th>
<th>Confidence Band</th>
<th>Total % Rand</th>
<th>CBPS</th>
<th>CBPS % Roll</th>
<th>CARS</th>
<th>CARS % Roll</th>
<th>BBFL</th>
<th>BBFL % Roll</th>
<th>PSBB</th>
<th>PSBB % Roll</th>
<th>Release during AMCAS Year</th>
<th>Released AMCAS Year</th>
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<tr>
<td>May 2021-22</td>
<td>13-May-22</td>
<td>NY F</td>
<td>28-Apr-99 MB</td>
<td>Molecular Biology</td>
<td>1 Doctor</td>
<td>511</td>
<td>509 to 513</td>
<td>80</td>
<td>127</td>
<td>75</td>
<td>131</td>
<td>99</td>
<td>127</td>
<td>71</td>
<td>126</td>
<td>52</td>
<td>Y</td>
<td>2023</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>May 2021-22</td>
<td>14-May-22 Y</td>
<td>CA F</td>
<td>18-Jun-98 MB</td>
<td>Molecular Biology</td>
<td>1 Doctor</td>
<td>508</td>
<td>506 to 510</td>
<td>71</td>
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<td>72</td>
<td>126</td>
<td>60</td>
<td>130</td>
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<td>Y</td>
<td>2023</td>
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<tr>
<td>May 2021-22</td>
<td>14-May-22 Y</td>
<td>NY F</td>
<td>12-Jun-99 NR</td>
<td>Neuroscience</td>
<td>1 Doctor</td>
<td>509</td>
<td>507 to 511</td>
<td>74</td>
<td>127</td>
<td>75</td>
<td>127</td>
<td>82</td>
<td>127</td>
<td>71</td>
<td>128</td>
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<td>Y</td>
<td>2023</td>
<td></td>
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<td>May 2021-22</td>
<td>14-May-22 Y</td>
<td>NY F</td>
<td>14-Jul-01 CE</td>
<td>Chemical Engineer</td>
<td>1 Doctor</td>
<td>507</td>
<td>505 to 509</td>
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<td>127</td>
<td>75</td>
<td>127</td>
<td>82</td>
<td>127</td>
<td>71</td>
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<td>52</td>
<td>Y</td>
<td>2023</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>May 2021-22</td>
<td>14-May-22 Y</td>
<td>PA M</td>
<td>1-Aug-99 MB</td>
<td>Molecular Biology</td>
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<td>82</td>
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<td>Y</td>
<td>2023</td>
<td></td>
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<tr>
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<td>OH F</td>
<td>26-Jan-86 NR</td>
<td>Neuroscience</td>
<td>1 Doctor</td>
<td>523</td>
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<td>130</td>
<td>96</td>
<td>131</td>
<td>99</td>
<td>131</td>
<td>98</td>
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<td>Y</td>
<td>2023</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 2021-22</td>
<td>19-May-22 MD&amp;F</td>
<td>3-Nov-00</td>
<td>Biology</td>
<td>1 Doctor</td>
<td>513</td>
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<td>86</td>
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<td>May 2021-22</td>
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<td>1 Doctor</td>
<td>516</td>
<td>514 to 518</td>
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<td>2023</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Similar Preview Roster & Summary available
We’ll focus on the **Roster of Applicants (ROA)**

- **2024 AMCAS Application Cycle Dates**
  - Tuesday, May 2, 2023: AMCAS application opens
  - Tuesday, May 30, 2023: AMCAS application submission begins
  - Friday, June 30, 2023: Initial transmission of application data to medical schools

- **Pre-health Advisor Information for 2022 AMCAS Applicants:**
  - The AMCAS Choose Your Medical School tool will be available on Tuesday, February 22, 2022. Applicants with at least one current acceptance will be able to access the tool via their AMCAS application in the Quick Links section, where they can select the Choose Your Medical School icon on Tuesday, February 22, 2022. Following each medical school’s specific policies and deadlines, applicants that are holding one or more acceptance offers can select “Plan to Enroll” in the AMCAS application, Monday, May 2, 2022.

- **AIS Update: Email Addresses Now Available When Running MCAT Reports**
  - Based on your feedback, AIS users now have the ability to see students’ email addresses when running MCAT reports in AIS.

- **Questions about AIS or any of AAMC’s premed services (AMCAS, MCAT, FAP, MSAR, FIRST)?**
  - Contact 202 828 0950 or advisors@aamc.org
The ROA is useful:

As the application cycle begins  
(download roster after final CL is uploaded)

- Who has submitted an application
- What applications have been verified
- What transcripts are missing

During the application cycle  
depending on schools’ reporting  
(download or browse records online)

- Who has been interviewed, waitlisted, accepted
- Who pops up late in the cycle

After the application cycle  
(download roster around end of October)

- Who has been accepted
- Where have they matriculated

Ask your applicants to provide advisor release on AMCAS!
on-screen short table = clickable list of applicants
Download = many reports

- Schools attended = who are the unknown people in your data set?
- Actions 1 row = giant matrix of outcomes. A row represents all of one applicant’s outcomes.
- Actions multi row = giant list of outcomes. A row represents one applicant’s outcome at one school.
- Letter Data = every letter submitted for every applicant.
- Standard (Bio) = where the magic is.
Choose the matriculation year you want to access

Select Download Roster with the Standard (Bio) output type
Includes

- Current email
- Race/Ethnicity
- Disadvantaged/FAP
- Application BCPM, AO, CUM GPAs for UG, PB, GR levels
- MCAT: most recent date, overall score, subsections, percentiles
- Processed date
- # applications, acceptances
- Matriculated school (end of cycle)

Does NOT Include

- Primary UG school
- Fully accurate major(s), minor(s)
- Class year
- Reapplicant status
- Multiple MCAT attempts info
- Credit hours
- Committee letter status
- PreVIEW score
- Any applicant who has not provided advisor release of data
Create a folder & naming system that will keep you organized.
Document what you’re doing as you do it (future you will thank you)

During the application cycle

- Check AIS and UAPs from time to time to pull non-CL students and add them to the Applicants table in Access. You will need their PUID to make the data correspond properly.
  - To add to Applicants table, verify that they're in the Student Roster. If so, create a new record in the Applicants table using their PUID and name. If not, you'll need to add them to the Student Roster table first.
  - Once they're in the Applicant table, add Intended Matriculation Year, then they'll show up in the application year queries so you can enter the rest of the relevant information.
  - For non-CL students, at a minimum, note class year, major, postbac program (postgrad location), UG BCPM credits, UG PB credits, GR BCPM Credits.
- Add first II and first A dates as they happen. This will move that info into Access instead of holding it in Excel spreadsheet.

Prior to data processing: Access data

In fall prior to completing the data processing, check that the following data is complete. I ran a query to capture each of these fields:

- Current App Year
- Applicant Status (accepted, wait list, no interviews, rejected post interview)
- Path
- Special App (PB linkage, EA)
<table>
<thead>
<tr>
<th>Name</th>
<th>Gender</th>
<th>Race</th>
<th>UG Major</th>
<th>Post Degree</th>
<th>GPA 1</th>
<th>GPA 2</th>
<th>GPA 3</th>
<th>Date</th>
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<tbody>
<tr>
<td>PA</td>
<td>M</td>
<td>N</td>
<td>Bioehr</td>
<td>N</td>
<td>3.98</td>
<td>4</td>
<td>3.99</td>
<td>5/23/2022</td>
</tr>
<tr>
<td>PA</td>
<td>F</td>
<td>N</td>
<td>Asian</td>
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<td>F</td>
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<td>Asian</td>
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<td>3.73</td>
<td>3.41</td>
<td>9/18/2021</td>
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<tr>
<td>PA</td>
<td>M</td>
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<td>Biology</td>
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<td>3.86</td>
<td>6/15/2022</td>
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<td>M</td>
<td>N</td>
<td>White</td>
<td>N</td>
<td>3.98</td>
<td>4</td>
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<td>3.53</td>
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What’s in our file part 1

- **Original ROA sheet** (tab color coded blue)
  - snapshot of data at the end of the 2023 application cycle (around October)
  - One row per applicant, 72 columns (!) of information

Rename and color code your excel sheets to identify them quickly

Keep your original data, just in case
Cleaning the data

- Determine who you want to “count”
- Remove or hide columns you won’t use
- Add columns that you want to use (from your own internal records)

Color code your self-generated columns so you remember what was from AIS and what you created
The sample data is a de-identified portion of PSU’s ROA

- Penn State has hundreds of applicants to AMCAS, AACOMAS, CASPA, AADSAS, etc.
- Large Data reports are cross listed with our student databases for accurate information
- Identify the information that YOU want to pull
Adding columns of interest

Marc’s:
- Student #
- PSU ID
- Primary Major
- Second Major
- Minor
- Graduation Date
- Gap Years

Kate’s:
- Application Year
- PU Major
- Area of study
- Graduation Year
- Time to application
- “No CL” notes
- Include in data (Y/N)
- “Path” (CL, EA, OTH)
- PB/GR
- URM+DIS (Y/N)
- Accepted (Y, N)
- Metrics ranges
What’s in our file part 2

- **Marc’s adjusted ROA** (tab color coded green) and **Kate’s adjusted ROA** (tab color coded purple) with **added columns of interest** (column titles shaded red), and added features
  - Filters
  - Freeze panes
  - Colored text for accepted applicants
  - Gradient shading on metrics

- Two sample pivot tables
Poll!

How comfortable are you with using pivot tables?
Making Sense of the Data with Pivot Tables

A way to easily manipulate data in Excel.

First, put your cursor anywhere within your data and select Insert → Pivot Table.

Each column must have a header, and no cells should be merged.
A new sheet will appear (right-click the tab and rename it something useful)

Naming sheets will help you know what you pivot tables you’ve already created
I want my pivot table to show me which of my applicants have **matriculated** or not.

Grouped by **primary major**

Taking a **count** of each applicant.

Drag fields of interest into filters, columns, rows, and values.
Magic!

- Data will output in a table based on the fields you chose
Make it pretty!

You can rename the row and column labels.

You can also make it automatically create a chart.
I want my pivot table to show me which of my applicants have **matriculated** or not.

Grouped by **primary major** and **matriculated school**.

Taking a **count** of each applicant.
I want my pivot table to show me which of my applicants have matriculated or not.

Grouped by primary major

Taking a count of each applicant and calculating the average MCAT of those applicants.
Example questions this data can answer

- Acceptance rates by number of gap years
- Minimum, average, and maximum MCAT for all applicants
- Average BCPM GPA for applicants with postbac vs those without
- Average number of applications per matriculated applicant
Harnessing the Power of Application Data: NAAHP New Advisor Workshop March 2023

More data visualization examples

[Graph showing scatter plot with data points labeled as accepted or not accepted, with metrics for Biology-Chemistry-Physics-Math (BCPM) GPA and MCAT score.]

- Most successful direct entry applicants:
  - Have strong academic metrics
  - Have developed strong relationships with faculty and internship supervisors
  - Had clinical experience from high school and college
  - Took MCAT by May of junior year

92 applicants, 81 accepted.
Average accepted metrics = 3.83 BCPM GPA / 520 MCAT

Legend:
- Dark green = 90% or more accepted at this combination of GPA and MCAT percentile
- Light green = 80-89% accepted at this combination of GPA and MCAT percentile
- ** = fewer than five applicants at this GPA/MCAT combination
- Blank = no applicants at this GPA/MCAT combination
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Resources

Kate and Marc’s sample data set → will open in google sheets, but choose download as an excel file!

NAAHP Blog: Creating an MCAT/GPA matrix

NAAHP-Ed: Harnessing the Power of Application Data

AAMC How to get the most out of AIS
THANKS

Do you have any questions?

Kate Fukawa-Connelly
katef@princeton.edu

Marc Counterman
mvc5246@psu.edu

CREDITS: This presentation template was created by Slidesgo, including icons by Flaticon, and infographics & images by Freepik