

Glenville State University – Drupal Tutorials

How to Edit Graduate Application Links on the Apply Page

Last Updated: July 20, 2026 (By: Josh Chambers)



Once a year during the summer, the graduate apply links on the [Apply Now](#) page have to be rotated in and out. There will almost always be at least two years that have to display at a time and sometimes three.

NOTE: This tutorial will assume you understand the concepts from the [How to Use Webforms](#) tutorial and have permission to edit webforms.

How the Graduate Links Work for the User

First, let's review how the Apply Now page works for a user, so you understand how it should look before and after you have made these changes. Getting to the link needed to apply is a two-step process.

When a user goes to the Apply Now page and looks at the Graduate column, they are presented with a list of Terms:

Graduate



Choose a term below to apply.

Select Term:

- None -

Fall 2025 / Spring 2026

Summer 2026 / Fall 2026 / Spring 2027

Summer 2027 / Fall 2027 / Spring 2028

The Fall 2025 / Spring 2026 option is a link to the old application during the transition and is only applicable until it is finally removed. When a user selects this option, they are only presented a link to the old Cognito form:

Graduate



Choose a term below to apply.

Select Term:

Fall 2025 / Spring 2026

Click the button below to access our Fall 2025 and Spring 2026 application:

Graduate Application

For any other selection, they will be presented with a list of available programs:

Graduate



Choose a term below to apply.

Select Term:

Summer 2026 / Fall 2026 / Spring 2027

Choose your degree program below and apply through the corresponding centralized application service.

- None -

- None -

Artificial Intelligence (MBA)

Business Analytics (MBA)

Criminal Justice (MS)

Curriculum and Instruction (MA)

Cybersecurity (MBA)

Finance (MBA)

Healthcare Administration (MBA)

Management (MBA)

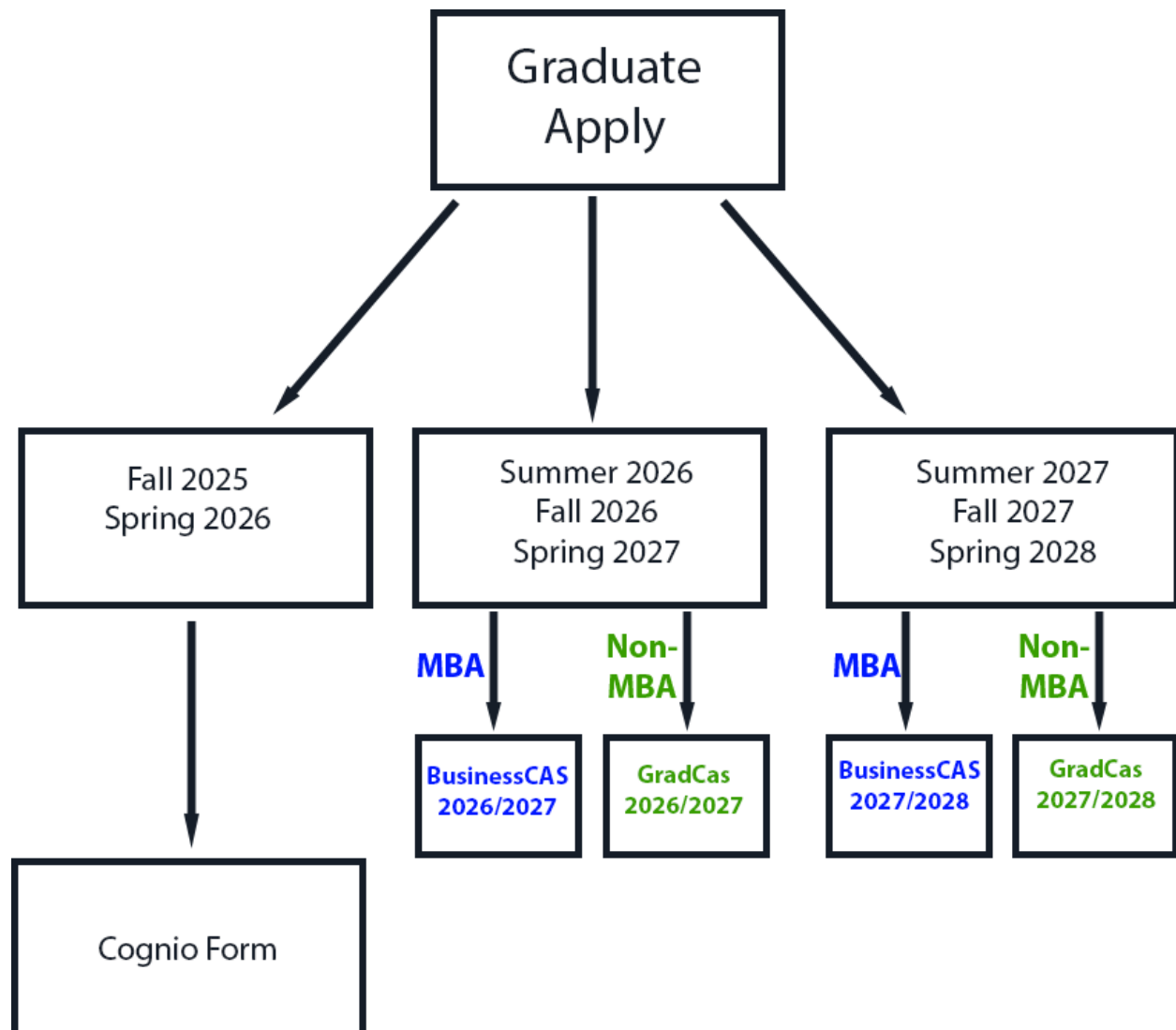
Teaching (MA)

Choosing an MBA program will prompt them to click a link to apply using BusinessCAS while choosing any other program will prompt them to click a link to apply using GradCAS:

Graduate	Graduate
	
Choose a term below to apply.	Choose a term below to apply.
Select Term:	Select Term:
Summer 2026 / Fall 2026 / Spring 2027	Summer 2026 / Fall 2026 / Spring 2027
Choose your degree program below and apply through the corresponding centralized application service.	Choose your degree program below and apply through the corresponding centralized application service.
Artificial Intelligence (MBA)	Criminal Justice (MS)
Apply today for Summer 2026, Fall 2026, and Spring 2027 through our partner website: BusinessCAS	Apply today for Summer 2026, Fall 2026, and Spring 2027 through our partner website: GradCAS
Graduate Application	Graduate Application

How the Webform Works

Now that you know how it looks from a user perspective, let's explain how it works in Webforms. In webforms, conditional statements are used on various form options to display or hide fields based on selections.



Because each year uses a different set of GradCAS and BusinessCAS links, different form elements must be created for each link for each year. Once a year can be removed, those associated elements may also be removed.

The Graduate Application Form

As of Summer 2026, if you go in to edit the Graduate Application form, you will see a list of form elements like this:

Title	Key	Type	Conditional	Required	Operations
✚ [grad_term_header]	grad_term_header	Advanced HTML/Text			Edit
✚ Select Term:	grad_term	Select		☐	Edit
✚ [fa25sp26_grad]	fa25sp26_grad	Advanced HTML/Text	Visible; Hidden		Edit
✚ [grad_header]	grad_header	Advanced HTML/Text	Visible; Hidden		Edit
✚ program_select	test_select	Select	Visible; Hidden	☐	Edit
✚ program_select2	program_select2	Select	Visible; Hidden	☐	Edit
✚ [button_1]	button_1	Advanced HTML/Text	Visible; Hidden		Edit
✚ [button_2]	button_2	Advanced HTML/Text	Visible; Hidden		Edit
✚ [fall27_spring28_gradcas]	fall27_spring28_gradcas	Advanced HTML/Text	Visible; Hidden		Edit
✚ [fall27_spring28_buscas]	fall27_spring28_buscas	Advanced HTML/Text	Visible; Hidden		Edit
✚ Submit button(s)	actions	Submit button(s)			Edit

- **[grad_term_header]:** This is an element at the top of the form that displays the section header (Graduate) and the image and line of text below. This shouldn't be edited unless you want to specifically update those elements.
- **Select Term:** The initial dropdown box that allows users to choose what term they are applying for.
- **[fa25sp26_grad]:** This is the text element that displays the button to the old Cognito form if the user selects the Fall 2025 / Spring 2026 option. This element may be removed when that option is removed.
- **[grad_header]:** This is the text element that displays above the degree selection dropdown if anything but the Fall 2025 / Spring 2026 option is selected. The conditional in this will need to be updated once Fall 2025 / Spring 2026 is removed, which I will go over later.
- **program_select:** This is the dropdown box for the Summer 2026 / Fall 2026 / Spring 2027 term selection.
- **program_select2:** This is the dropdown box for the Summer 2027 / Fall 2027 / Spring 2028 term selection.
- **[button_1]:** This is the text element that includes a link to GradCAS for the Summer 2026 / Fall 2026 / Spring 2027 term selection.
- **[button_2]:** This is the text element that includes a link to BusinessCAS for the Summer 2026 / Fall 2026 / Spring 2027 term selection.
- **[fall27_spring28_gradcas]:** This is the text element that includes the link to GradCAS for the Summer 2027 / Fall 2027 / Spring 2028 term selection.

- **[fall27_spring28_buscas]**: This is the text element that includes the link to BusinessCAS for the Summer 2027 / Fall 2027 / Spring 2028 term selection.

As you can see, the naming conventions aren't very consistent here, as this is the first round of updates and I wasn't entirely sure how it would work. But now that the process of adding a new term has been done, there is some advice on the process and naming conventions.

Adding a New Term List

There are several edits to the form you will need to do in order to create a new term:

1. Edit the Select Term dropdown to add the new term selection to the initial dropdown list
2. Create a new dropdown to list the available programs for that term (or edit one of the existing program_select items if you are removing a term at the same time. I think to make it easier, one should just create a new form item for each new term list).
3. Create two new text form elements to display the links to GradCAS and BusinessCAS, depending on whether they select an MBA program or not.

It should be noted that once you click the Save Elements button at the bottom, **the changes to the form are live**, so if you are unsure if you are building the form correctly, you may want to build it on the dev server first (ask IT for a link if you don't have it) and figure out the process, then create it on the live website.

Editing the Select Term Dropdown

To edit the Select Term, click the Edit button next to the Select Term element on the Graduate Application Form. This will open a window on the right to edit the element.

Scroll down to Element Options and add the new term list as a new option. If you are removing a term from the list, click the minus icon next to that option:

Element options

Options *

Custom options... ▾

Please select **predefined options** or enter custom options.

	Option value ?	Option text ?	
÷	Fall 2025 / Spring 2	Fall 2025 / Spring 2	+ -
÷	Summer 2026 / Fal	Summer 2026 / Fal	+ -
÷	Summer 2027 / Fal	Summer 2027 / Fal	+ -
÷	Enter value...	Enter text...	+ -

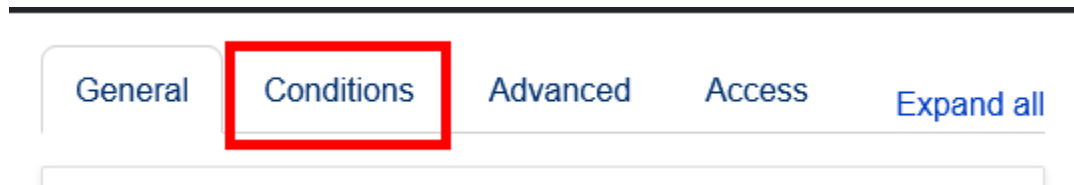
Add 1 ▾ more options ☐ Show row weights

Once done, scroll down to the bottom of the right panel window and click save to save the element.

Updating Grad Heading when Fall 2025 / Spring 2026 is Removed

When the Fall 2025 / Spring 2026 menu option is removed, we will need to edit the conditional statement on the [grad_header] element. To do this, click Edit next to that element.

At the very top of the right panel that opens, click the Conditions tab.



There are two existing sets of conditions: one for “visible if one of the following is set” and “Hidden if one of the following is set.” Each has two possible conditions.

For the visible condition, switch it from “One” to “All.” Delete one of the two visible options, and change the other to say: Select Term: [Select] Filled:

A screenshot of the 'Visible' condition configuration. It shows a row with a 'Visible' dropdown menu, followed by the word 'if', then an 'All' dropdown menu, and the text 'of the following is met:'. To the right of this row are two circular buttons with '+' and '-' signs. Below this row, there are two separate dropdown menus. The first one is labeled 'Select Term: [Select]' and the second one is labeled 'Filled'. To the right of these two dropdowns are again two circular buttons with '+' and '-' signs.

For the Hidden condition, once again change it from “One” to “All.” Then delete the last option so the only option listed is Select Term: [Select] Empty:

A screenshot of the 'Hidden' condition configuration. It shows a row with a 'Hidden' dropdown menu, followed by the word 'if', then an 'All' dropdown menu, and the text 'of the following is met:'. To the right of this row are two circular buttons with '+' and '-' signs. Below this row, there are two separate dropdown menus. The first one is labeled 'Select Term: [Select]' and the second one is labeled 'Empty'. To the right of these two dropdowns are again two circular buttons with '+' and '-' signs.

Once this is changed, you should not need to edit this element again.

When removing the Fall 2025 / Spring 2026 option, you can delete the [fa25sp26_grad] element entirely by clicking the arrow next to that element and selecting delete:

÷ [fa25sp26_grad]	fa25sp26_grad	Advanced HTML/Text	Visible; Hidden	Edit Duplicate Delete
÷ [grad_header]	grad_header	Advanced HTML/Text	Visible; Hidden	

Creating a new Program Select Element

A new program select element needs to be created for the new term to display the available options for that term. The easiest way to begin is probably to click the arrow next to one of the existing program select elements and clicking Duplicate.

This will open the right panel allowing you to create a new element using the original as the base:

Duplicate program_select2 element ×

General

Conditions

Advanced

Access

Expand all

Element settings

Type
Select

Title ? *
program_select2

Key: program_select2 [\[Edit\]](#)

Allowed number of values
Limited ▾ 1 ▾

It is recommended to title this in a way that tries to make clear which set of terms this applies to, such as Program Select 2027 / 2028.

Under element options, add and remove programs as needed for that set of terms. Make sure MBA programs have (MBA) next to the program name as that is what is used to run the conditionals later.

Once this is done, scroll back up to the top of the right panel and click the Conditions tab.

We will need to make sure there is a condition to both make this element visible and hidden.

The visible condition should be something like:

Visible if All of the following are met:

Select Term: [Select] Value is [Term]

Where [Term] is the name of the term that you put into the Select Term element. You will need to change this if you are duplicating the element to create it.

Similarly, the hidden condition should be:

Hidden if All of the following are met:

Select Term: [Select] Value is not [Term]

Conditional logic

State	Element	Trigger/ Value
Visible ▾	if All ▾ of the following is met:	Select Term: [Select] ▾ Value is ▾ Summe 🔍
Hidden ▾	if All ▾ of the following is met:	Select Term: [Select] ▾ Value is ▾ Summe 🔍

Note for the hidden conditional, you may not see “Value is not” clearly here, but you can see it is selected by checking the dropdown.

Creating the Button Elements

Finally, you will need to create two new Advanced HTML/Text elements to display the buttons for the BusinessCAS and GradCAS links for that year. The Director of Enrollment should send you these links when they need to be updated.

Once again, it will probably be easier to just duplicate previously created elements for past years.

It should be noted for these elements, there is no “Name” field, only the field for the key, so the only allowable characters are lowercase letters, numbers, and underscores.

The naming convention that is advised is something like fall27_spring28_gradcas or 2027_2028_gradcas – enough to tell you which set of terms it is for AND which link is included.

Scroll down to the text box. Probably the easiest way to update the link is to just click on the source button in the editor, finding the old link and copying the new link over it, then saving. The link will appear in an <a> tag like this:

```
<a class="btn btn-lg btn-primary"
href="https://GradCAS2027.cas.myliaison.com/applicant/deeplink/programSearch/o
rganization/781981691852842082">Graduate Application</a>
```

Create an element for both GradCAS and BusinessCAS.

Under the conditions tab, the only thing you should have to change if you are duplicating the element is which select element it should look at:

State	Element	Trigger/Value
Visit	if All	of the following is met:
	program_select	Not Pattern
		MBA\)\$
		regular expression

Make sure you select the name of the program select element you created above for both Visible and Hidden conditionals.

If you create these elements from scratch, make sure to create conditional statements that test against the regular expression: `.*\s\(\MBA\)$`

The visible condition should test for that Pattern if it is the MBA text element while the empty condition should test for Not Pattern. The reverse is true for the GradCAS text element (visible tests Not Pattern while Hidden tests for Pattern).

Once all of these elements are updated, use the icons to the left of the elements to drag-and-drop them into the proper order. Once this is done, you can finally click the Save elements button to save the form as a whole.

Go to the [Apply Now](#) page and run through the options, making sure all the correct elements display as they should, and the links work properly.