



Entering an Applicant

Job Aid

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Admissions Application Form (SAAADMS)

Admissions Application SAAADMS 7.2

ID: A00034085 Morrison, Dina R. Term: 200710 Fall 2006

Application Curricula Fees, Mail Submission, Withdrawal Data Checklist Sources, Interests, Comments Contacts, Cohorts, Attributes

Application

Entry Term: 200710 Fall 2006 Application Number: 1 Application Date: 03-JUN-2005

Admission Type: ST Standard Application Status: D Decision Made
 Student Type: N New First Time Application Status Date: 02-JUN-2005
 Residence: 0 Undeclared Maintained By: U USER
 Site: 001 Downtown Site Application Decision:
 Full Time or Part Time: F Full Time Application Decision Date:
 Outstanding Requirements:
 Maintained By:

Curricula Summary - Primary

Priority: 1 Catalog Term: 200710 Level: 01 Undergraduate College: AS College of Arts & Sciences
 Term: 200710 Program: BACH-ARTS Campus: CEN Central Campus Degree: BA Bachelor of Arts

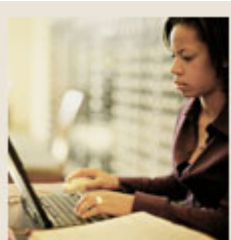
Field of Study Summary

Priority: 1 Type: MAJOR Department: ART Art
 Term: 200710 Field of Study: ART Art Attached to Major:
 Priority: Type: Department:
 Term: Field of Study: Attached to Major:

Procedure

Follow these steps to enter an applicant.

Step	Action
1	Access the Admissions Application Form (SAAADMS).
2	Enter the student's ID in the ID field. <u>Note:</u> You can create an ID on the Identification Form (SPAIDEN).
3	Enter a term in the Term field.
4	Perform a Next Block function. <u>Result:</u> The term defaults in the Entry Term field.
5	Enter the application date in the Application Date field. <u>Note:</u> SCT Banner will insert the system date if this field is left blank.
6	Select an admissions type code in the Admissions Type field.



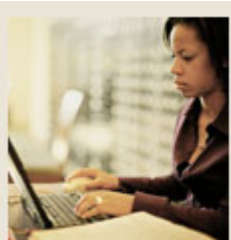
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Procedure, continued

Step	Action						
7	Select a student type code in the Student Type field.						
8	Select a residence type code in the Residence field.						
9	Select the site the student wants to attend in the Site field.						
10	Enter <i>F</i> for Full Time or <i>P</i> for Part Time in the Full or Part Time field.						
11	Enter the application status in the Application Status field. <u>Result:</u> The Applicant Status Date and Maintained by fields will be filled in by SCT Banner.						
12	Perform a Next Block function to access the <u>Curricula</u> tab.						
13	Select a catalog term in the Catalog Term field.						
14	Enter <i>I</i> in the Priority field.						
15	Enter a program code in the Program field. <u>Note:</u> The remaining Curriculum and Field of Study values should default based on the program. If that does not happened, enter these values manually. <u>Example:</u> If you select <i>BA-English</i> in the Program field, all the data for an English Major is automatically entered.						
16	Click the Save icon.						
17	Click the OK button.						
18	Click the Save icon to accept the Communication Plan.						
19	Click the Return button to close the Communication Plan Change window.						
20	Select the <u>Fees, Mail Submission, Withdrawal Data</u> tab.						
21	Enter <i>Y</i> for fee or <i>W</i> for waiver in the Application Fee or Waiver field.						
<table border="1"> <tr> <th>IF you entered</th><th>THEN</th></tr> <tr> <td><i>Y</i> in the Application Fee or Waiver field</td><td>skip this step.</td></tr> <tr> <td><i>W</i> in the Application Fee or Waiver field</td><td>select a reason code in the Application Fee Waiver field.</td></tr> </table>		IF you entered	THEN	<i>Y</i> in the Application Fee or Waiver field	skip this step.	<i>W</i> in the Application Fee or Waiver field	select a reason code in the Application Fee Waiver field.
IF you entered	THEN						
<i>Y</i> in the Application Fee or Waiver field	skip this step.						
<i>W</i> in the Application Fee or Waiver field	select a reason code in the Application Fee Waiver field.						
22	Select a letter code in the Letter field.						
23	Enter a number of days you would like to wait before mailing the letter in the Wait Days field.						
24	Enter your initials in the Initials field.						



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Procedure, continued

Step	Action
25	Select the <u>Checklist</u> tab.
26	Enter a received date in the Received field, if appropriate. <u>Note:</u> If mandatory is checked, and a received date is entered, SCT Banner will automatically update the Status field on SAAADMS.
27	Select the item received in the Item field. <u>Example:</u> Select <i>GMAT</i> in the Item field corresponding to the Test Score Equivalent or a High School name in the Item field corresponding to the High School Transcript field. <u>Note:</u> The other fields on this form will be filled in based on the item selected.
28	Select the <u>Sources, Interests, Comments</u> tab.
29	Select an interest code in the Interest field.
30	Perform a Next Block function to access the Comments block.
31	Select a comment originator in the Originator field.
32	Enter a comment in the Comment field.
33	Select the <u>Contacts, Cohorts, Attributes</u> tab. <u>Note:</u> Use this window if you want to track where the data about the applicant came from, whether this is the first contact with the applicant, etc. This is not required.
34	Select a contact type code in the Contact Type field.
35	Select a cohort code in the Cohort field to be used in Student Right-to-Know (SGRKNOW) reporting. <u>Note:</u> SCT Banner does not require this field; however, federal law requires that institutions track their graduation rates.
36	Select an attribute code in the Attributes field to attach an attribute to the student.
37	Click the Save icon.
38	Click the Exit icon.