



Performing a Quick Admit

Job Aid

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Quick Entry Form (SAAQUIK)

Quick Entry SAAQUIK 7.2

ID: Term: Level: Generate ID:

Quick Admit | Addresses

☐ Enter Address

Gender: ☐ Male
☒ Female
☐ Not Available

Birth Date:

Ethnic:

Citizenship:

Student Type:

Student Status:

Residence:

Full or Part Time:

Rate:

Education Goal:

Education Level:

☐ Create Application Record

Admission Type:

Application Status:

Admission Decision:

☐ Create Recruit Record

Primary Source:

Application Number:

Curriculum

Term:

Catalog Term:

Priority:

Program:

Level:

Campus:

College:

Degree:

Record 1 of 1

Field of Study

Priority:

Type:

Status:

Field of Study:

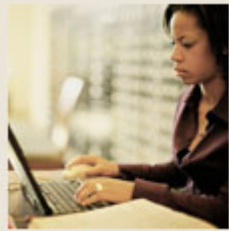
Attached to Major:

Department:

Procedure

Follow these steps to perform a Quick Admit.

Step	Action
1	Access the Quick Entry Form (SAAQUIK).
2	Click the Generate ID icon.
3	Enter values in the Last Name , First Name , and Middle Name fields.
4	Enter the address information.
5	Enter the social security number in the SSN/SIN/TIN field.
6	Enter the person's birthday in the Day , Month , and Year fields.
7	Click the Gender field.
8	Select a gender type from the list.
9	Click the Duplicate Check icon.
10	Click the Yes button.
11	Click the OK button.



Performing a Quick Admit

Job Aid (Continued)

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Procedure, continued

Step	Action
12	Enter the current term in the Term field.
13	Enter <i>CE</i> in the Level field.
14	Click the Next Block icon.
15	Click the OK button to accept the defaults. <u>Note:</u> The defaults associated with this term populate the form. If you need to set up defaults, use the Options menu to select Quick Admit Rules (SAAQKER).
16	Enter a value in the Ethnic field.
17	Enter a value in the Citizenship field.
18	Click the Save icon.
19	Click the Exit icon.