



Entering a Recruit

Job Aid

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Prospect Information Form (SRARECR)

Oracle Developer Forms Runtime - Web: Open > SRARECR

File Edit Options Block Item Record Query Tools Help

Prospect Information Form SRARECR 7.2

ID: @00010027 Guterrez, Manuel Term: 200710 Level: UG

Recruit Curricula Sources and Interests Contacts, Cohorts, Attributes Comments and Learned

Recruit Data

Term: Sequence Number: Add Date:

☐ Selected Session:

Recruiter: Educational Level:

Recruit Type: Educational Goal:

Admission Type: Citizen: Applied: ☐

Student Type: Full or Part Time: ☐ Accepted: ☐

Recruit Status: Legacy: Registered: ☐

Site: Withdrawal Reason:

Residence: Institution Attending:

Curricula Summary

Priority: Catalog Term: Level: College:

Term: Program: Campus: Degree:

Field of Study Summary

Priority: Type: Department:

Term: Field of Study: Attached to Major:

Priority: Type: Department:

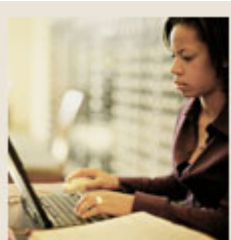
Term: Field of Study: Attached to Major:

ID number; Press LIST for Person Search, DUP ITEM for Alternate ID Search, INSERT REC to Create Person.

Procedure

Follow these steps to enter a recruit.

Step	Action
1	Access the Prospect Information Form (SRARECR).
2	Enter the prospect'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	Enter a level in the Level field.
5	Perform a Next Block function. <u>Result:</u> The term defaults in the Term field.



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Procedure, continued

Step	Action
6	Enter a value in the Recruiter field.
7	Enter a value in the Recruit Type field.
8	Select an admissions type code in the Admissions Type field.
9	Select a student type code in the Student Type field.
10	Select a recruit status code in the Recruit Status field.
11	Select the site the student wants to attend in the Site field.
12	Select a residence type code in the Residence field.
13	Enter an education level code in the Education Level field.
14	Enter <i>Y</i> in the Citizen field if the person is a citizen.
15	Enter <i>F</i> for Full Time or <i>P</i> for Part Time in the Full or Part Time field.
16	Click the <u>Curricula</u> tab.
17	<p>Enter a program code in the Program field.</p> <p><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.</p> <p><u>Example:</u> If you select <i>BA-English</i> in the Program field, all the data for an English Major is automatically entered.</p>
18	Click the Save icon.
19	Click the OK button.
20	Click the Save icon to accept the Communication Plan.
21	Click the Return button to close the Communication Plan Change window.
22	Click the <u>Sources and Interest</u> tab.
23	Click the Search icon in the Source field.
24	Enter the high school name in the Name field.
25	Click the Execute Query icon.
26	Double-click in the Type field for the high school you want to select.
27	Click the Primary Source checkbox if this is the primary recruiting source for this recruit.
28	Click the Search icon for the Interest field.
29	Select an interest expressed by the recruit, if known.
30	Click the OK button.



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Procedure, continued

Step	Action
31	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.
32	Select a contact type code in the Contact Type field.
33	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.
34	Select an attribute code in the Attributes field to attach an attribute to the student.
35	Click the <u>Comments and Learned</u> tab.
36	Select a comment originator in the Origin field.
37	Enter a comment in the Comment field.
38	Click the Save icon.
39	Click the Exit icon.