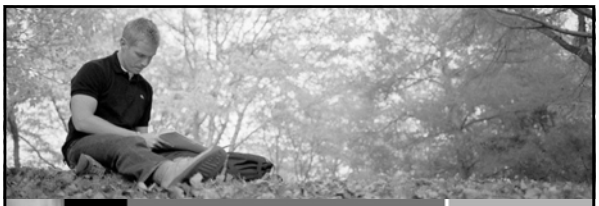


SUNGARD HIGHER EDUCATION www.sungardhe.com

Banner 7.3

Admissions

Introductions

- **Name**
- **Organization**
- **Title/function**
- **Job responsibilities**
- **Banner experience**
- **Expectations**

Course Goals

The goal of this course is to provide you with the knowledge and practice to create applicant records in Banner Admissions module

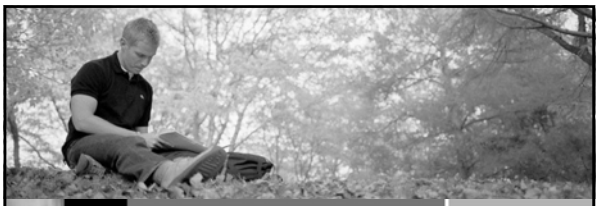
Agenda

- **Overview**
- **Set Up**
- **Day-to-Day**
- **Question and Answer**

Overview

- **The Admissions office is responsible for**
  - developing the validation tables and control forms for applications
  - creating and maintaining application records
  - applying decisions
  - maintaining checklist items

Process Introduction



SUNGARD HIGHER EDUCATION www.sungardhe.com

Set Up

Set Up Objectives

At the end of this section, you will be able to create the rules and set parameters used to process the data

Validation Forms

- **Admission Type Code Validation (STVADMT)**
- **Student Attribute Validation (STVATTS)**
- **Communication Group Code Validation (STVCGRP)**
- **County Code Validation (STVCNTY)**
- **Communication Plan Code Validation (STVCPLN)**
- **Contact Type Code Validation (STVCTYP)**
- **Diploma Type Validation (STVDPLM)**
- **Duplicate Material Code Validation (STVDPMR)**

Validation Forms, continued

- Education Level Code Validation (STVEDLV)
- Education Goal Validation (STVEGOL)
- IPEDS Ethnic Code Validation (STVETCT)
- Outside Interest Code Validation (STVINTS)
- Interview Code Validation (STVINTV)
- Legacy Code Validation (STVLGCY)
- Material Code Validation (STVMATL)

Validation Forms, continued

- Student Fee Assessment Code Validation (STVRATE)
- Recruit Type Validation (STVRTYP)
- Source/Background Institution Code Validation (STVSBGI)
- High School Subject Validation (STVSBJC)
- Session Code Validation (STVSESS)
- Test Score Administration Type Code Validation (STVTADM)

Validation Forms, continued

- Test Accommodation Validation (STVTEAC)
- Test Form Validation (STVTEFR)
- Test Instrument Validation (STVTEIN)
- Telephone Type Validation (STVTELE)
- Test Purpose Validation (STVTEPR)
- Admission Test Score Source Code Validation (STVTSRC)

Rule forms

- Admissions Checklist Rules Form (SAACHKB)
- Admissions Decision Rules Form (SAADCSN)
- Quick Entry Rules Form (SAAQKER)

Set Up Review

- Which form is used to create and maintain High School Subject codes?
- Which form is used to create and maintain Source/Background Institution codes?
- What is the Citizen Type Code Validation Form used for?
- Which form is used to create and maintain Communication Plan codes used in the Recruiting, Admissions, and General Student modules?

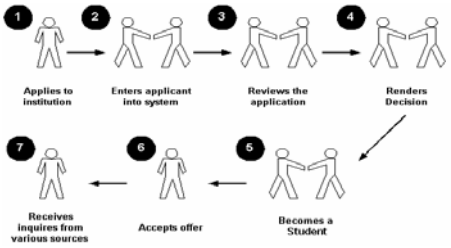
Day-to-Day Operations

Day-to-Day Objectives

At the end of this section, you will be able to

- perform a quick admit
- create a recruit record
- roll prospect information to admissions

Day-to-Day Process



Performing a Quick Admit

- **Quick Entry Form (SAAQUIK)**
  - Add a student to the system as quickly as possible by entering only the necessary information needed

Creating a Recruit Record

- **Quick Recruit Form (SRAQUIK)**
  - Identify a person to the system as a recruit with only the necessary information

Rolling Prospect Information to Admissions

- **Admissions Application Form (SAAADMS)**
  - Create and update admissions applications submitted to your institution

Running the Admissions Count by College/Major Report

- **Produce admission application counts with totals by major and college**

Running the Admissions Application Report

- List application data by ID or name, term, and application number

SUNGARD HIGHER EDUCATION www.sungardhe.com 22

Running the Admit Decision Calculation Report

- Calculate automated decisions based on institution rules

SUNGARD HIGHER EDUCATION www.sungardhe.com 23

Running the AMCAS Date Purge

- Purge the flat file of data that was electronically submitted to AMCAS

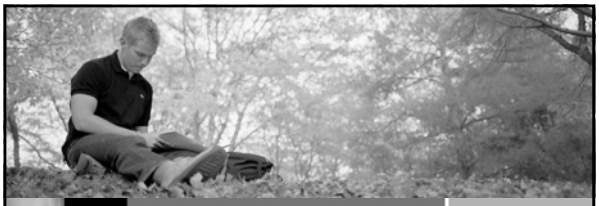
SUNGARD HIGHER EDUCATION www.sungardhe.com 24

Day-to-Day Review

- **Which form is used to identify a person to the system as a recruit with only the necessary information?**
- **What is the Admissions Application Form used for?**
- **What is the Quick Entry Form used for?**
- **How do you create a recruit record?**

Course Summary/Review

As a result of this course we have provided you with the knowledge and practice to create applicant records in the Banner Admissions module



Questions and Answers

Thank you for your participation