

Banner Student Admissions Training Workbook

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Revision History Log

Publication Date	Summary
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October 21, 2008	New version that supports 8.1 software.
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Think before you print.

Table of Contents

- Introduction 5**
 - Process Introduction 7
- Set Up 9**
 - Review Required Values for Validation Forms 10
 - Entering Data into Validation Forms 11
 - Address Type Code Validation 14
 - Citizen Type Code Validation 16
 - State/Province Code Validation 18
 - Ethnic Code Validation 20
 - Letter Code Validation 22
 - Paragraph Code Validation 24
 - Admission Request Checklist Code Validation 26
 - Admission Application Decision Code Validation 28
 - Admission Application Status Code Validation 30
 - Cohort Code Validation 32
 - Institutional Honors Code Validation 34
 - Initials Code Validation 36
 - Level Code Validation 38
 - Relation Code Validation 40
 - Residence Code Validation 42
 - Site Code Validation 44
 - Student Status Code Validation 46
 - Student Type Code Validation 48
 - Visa Type Code Validation 50
 - Admissions Checklist Rules 52
 - Admissions Decision Rules 55
 - Quick Entry Rules 59
 - Self Check 62
 - Answer Key for Self Check 63
- Day-to-Day Operations 64**
 - Running the Admissions Decision Criteria Report 65
 - Entering an Applicant 67
 - Withdrawing an Applicant 76
 - Assigning a Decision Code 78
 - Running the Admissions Decision Calculation Report 80
 - Rolling Prospect Information to Admissions 83
 - Quick Entry Form 85
 - Running the Admissions Count by College/Major Report 90
 - Running the Admissions Application Report 92
 - Running the Admit Decision Calculation Report 95
 - Admissions Mass Entry 98
 - Mass Entry Audit 103
 - Mass Entry Batch Update 108
 - Mass Entry Purge Audit 110
 - Summary 112
 - Self Check 113
 - Answer Key for Self Check 114

Appendix..... 115
Forms Job Aid 116
Terminology 119

Introduction



Course goal

The goal of this course is to provide you with the knowledge and practice to create applicant records in the Banner Admissions module. This workbook is divided into four sections:

- Introduction
- Set Up
- Day-to-Day Operations
- Reference

Course objectives

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

- create the rules to process the data
- set parameters used to process the data
- admit a student
- withdraw a student
- assign a decision code
- perform a quick admit
- roll prospect information to Admissions.

Intended audience

Admissions and recruiting office staff and administrators

Prerequisites

To complete this course, you should have

- completed the Education Practices computer-based training (CBT) tutorial “Banner 8 Fundamentals,” or have equivalent experience navigating in the Banner system
- completed the Curriculum, Advising, and Program Planning (CAPP) training workbook
- completed the Population Selection training workbook.

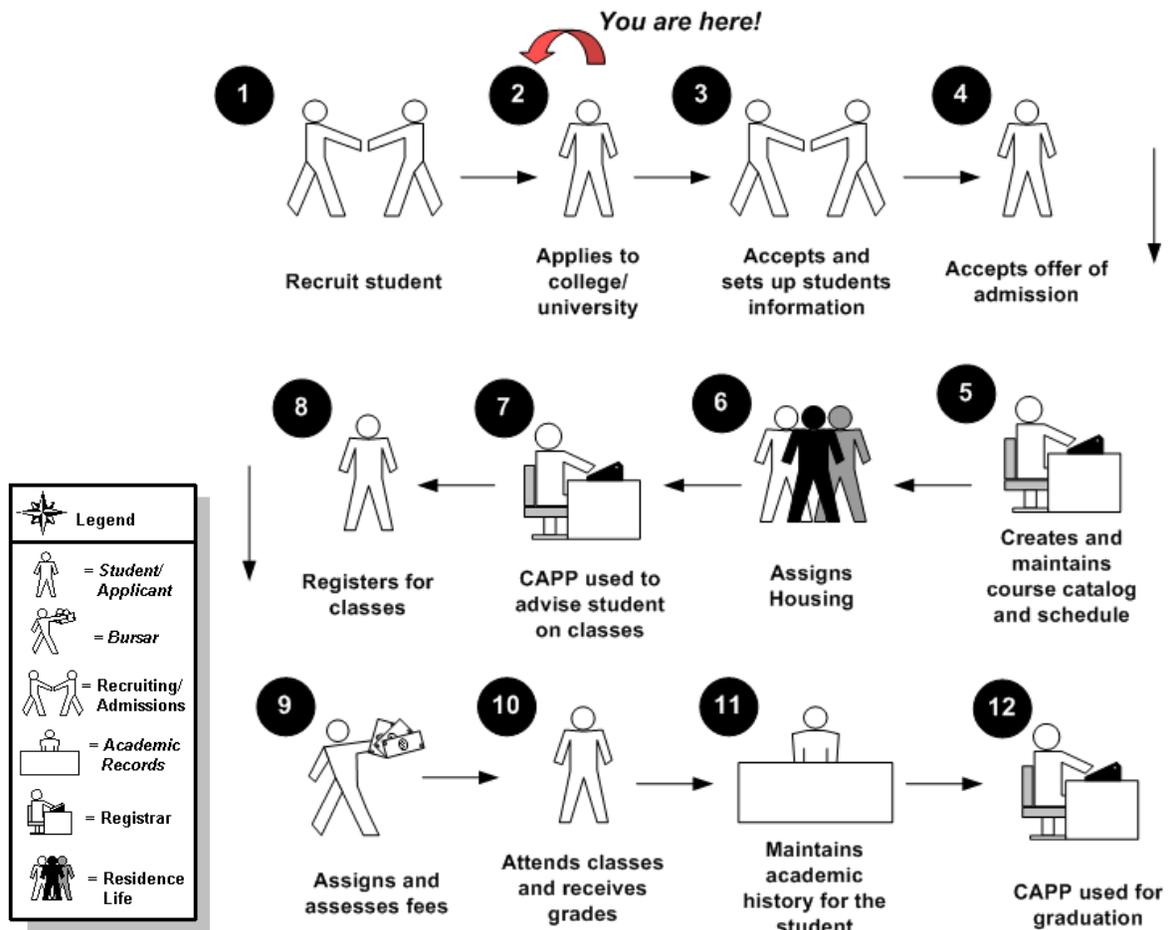
Process Introduction

About the process

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

Flow diagram

This diagram highlights where the admissions process occurs within the overall Student process.



About the process

The process involves these steps:

- Validation forms are set up on the Banner system.
- Rule forms are set up for specific student types and terms.
- The applicant applies to the institution.
- The applicant's data is entered into Banner by Admissions.
- Admissions review application and supporting documents.
- Admissions makes a decision.
- Admissions notifies applicant of decision.
- Applicant accepts offer and becomes a student.

Set Up



Section goal

The purpose of this section is to outline the set-up process and detail the procedures to set-up your Banner Student Admissions system.

Objectives

In this section you will learn how to

- create the rules
- set parameters used to process the data.

Review Required Values for Validation Forms

Introduction

The Banner Student System works in conjunction with other Banner systems. Certain processes in Banner Student are associated with specific values in validation forms. If the forms do not contain these values, processes associated with these forms will not run correctly. You can tailor some of the forms by adding or deleting values, but certain forms must remain as delivered.

Validation forms enable you to tailor the Student System to your needs by providing the system with lists of coded values that can be entered at specific prompts.

Note: When tailoring these codes, be mindful of the impact on other modules, i.e. Human Resources or Alumni. Refer to your institution's data standards policy and procedures as well to ensure compliance.

Shared validation forms

Some of the validation forms that need to be set-up will be tables that are maintained by other areas of Banner. Validation forms beginning with STV are shared with the Banner Human Resources System. Those beginning with GTV are Banner General System forms. Some of these forms can be viewed but not changed without proper security access.

Entering Data into Validation Forms

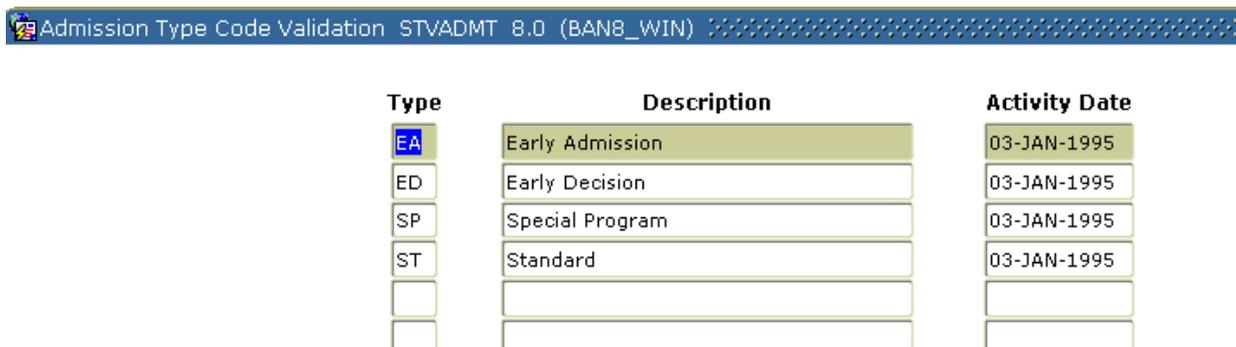
Introduction

Before Banner can process an applicant or student, there are several validation codes and rule forms that need to be set up. The Validation forms ensure data is entered consistently by providing drop-down list to choose from. The values in the drop-down lists are created on the validation forms.

Example: The following procedure uses the Admission Type Code Validation Form (STVADMT) which allows you to create or update an admission type code. The validation forms listed in the table follow these same procedures.

Banner form

The Admission Type Code Validation Form (STVADMT).



The screenshot shows a window titled "Admission Type Code Validation STVADMT 8.0 (BAN8_WIN)". Below the title bar is a table with three columns: "Type", "Description", and "Activity Date". The table contains five rows of data, with the first row highlighted in green. The first row has "EA" in the Type column, "Early Admission" in the Description column, and "03-JAN-1995" in the Activity Date column. The second row has "ED" in the Type column, "Early Decision" in the Description column, and "03-JAN-1995" in the Activity Date column. The third row has "SP" in the Type column, "Special Program" in the Description column, and "03-JAN-1995" in the Activity Date column. The fourth row has "ST" in the Type column, "Standard" in the Description column, and "03-JAN-1995" in the Activity Date column. The fifth row has empty fields for Type, Description, and Activity Date.

Type	Description	Activity Date
EA	Early Admission	03-JAN-1995
ED	Early Decision	03-JAN-1995
SP	Special Program	03-JAN-1995
ST	Standard	03-JAN-1995

Steps

Follow these steps to create an admission type code.

1. Access the Admission Type Code Validation Form (STVADMT).
2. Perform an **Insert Record** function.
3. Enter a code in the **Code** field.
4. Enter a description of the code in the **Description** field.
5. Click the **Save** icon.

6. Click the **Exit** icon.
7. Repeat this process to ensure all the validation forms listed in Table 1 are set up.

Validation Forms Table (Table 1)

The forms listed in this table follow the same format as the example. Follow the steps listed above to set the rules and parameters in Banner for new or prospective students.

Form Description	Banner Name
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
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
Student Fee Assessment Code Validation	STVRATE
Recruit Type Validation	STVRTYP
Source/Background Institution Code Validation	STVSBGI

Form Description	Banner Name
High School Subject Validation	STVSBJC
Session Code Validation	STVSESS
Test Score Administration Type Code Validation	STVTADM
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

Next Steps

Once you have set up all the validation forms listed in Table 1 above, you will need to set up additional validation and rule forms. Since these forms have additional fields, the procedure for each is listed separately in the following pages.

Note: If your institution is currently using the Banner Human Resources systems, you do not need to set up Address Type Code, Citizen Type Code, State/Province Code, or Ethnic Code Validation Forms. You can skip these and go directly to Letter Code Validation.

Address Type Code Validation

Introduction

The Address Type Code Validation Form (STVATYP) is used to create and maintain Address Type codes.

Example: Billing, Permanent, and Mailing.

Warning: All Banner Systems share this validation form. Coordinate with other Banner System users at your organization when deciding what codes are used on this form.

Banner form

Address Type	Description	Telephone Type	Description	System Required	Activity Date
BI	Billing	BI	Billing	<input checked="" type="checkbox"/>	03-MAY-1991
BU	Business	BU	Business or work	<input checked="" type="checkbox"/>	03-MAY-1991
CU	testing client address			<input type="checkbox"/>	10-OCT-2005
EM	Emergency Contact	EMER	Emergency Contact	<input type="checkbox"/>	30-MAR-1995
FA	Firm Address	FA	Firm Address	<input type="checkbox"/>	01-AUG-1991
HO	Home address			<input type="checkbox"/>	08-DEC-2005
HQ	Corporate Headquarters	HQ	Corporate Headquarters	<input type="checkbox"/>	03-JUN-1990
IM	Testing client Address Type			<input type="checkbox"/>	19-MAY-2004
MA	Mailing	MA	Mailing	<input checked="" type="checkbox"/>	03-MAY-1991
MG	Matching Gift Address	MG	Matching Gift	<input type="checkbox"/>	07-JAN-1991
P1	Parent 1	P1	Parent 1	<input type="checkbox"/>	03-JAN-1995
P2	Parent 2	P2	Parent 2	<input type="checkbox"/>	03-JAN-1995
P3	Parent 3	P3	Parent 3	<input type="checkbox"/>	03-JAN-1995
P4	Parent 4	P4	Parent 4	<input type="checkbox"/>	03-JAN-1995
PA	Parents	PA	Parents	<input checked="" type="checkbox"/>	03-MAY-1991
PR	Permanent	PR	Permanent	<input type="checkbox"/>	29-APR-1987
RH	Residence Hall	RH	Residence Hall	<input type="checkbox"/>	06-APR-1995
SB	Corporate Subsidiary	SB	Corporate Subsidiary	<input type="checkbox"/>	03-JUN-1990
SC	School Campus	SC	School Campus	<input type="checkbox"/>	07-JAN-1991
SE	Seasonal	SE	Seasonal	<input type="checkbox"/>	06-FEB-1995
TE	Temporary	TE	Temporary	<input type="checkbox"/>	03-JAN-1995
X1	mtytler test	MA	Mailing	<input type="checkbox"/>	19-DEC-2006

Steps

Follow these steps to create an Address Type code.

1. Access the Address Type Code Validation Form (STVATYP).
2. Perform an **Insert Record** function.
3. Enter a two-character code in the **Address Type** field.
4. Enter a description of the code in the **Description** field.
5. Enter a default telephone type that corresponds to the address type in the **Telephone Type** field if appropriate.
6. Click the **System Required** checkbox if this code is required by the system.
7. Click the **Save** icon.
8. Click the **Exit** icon.

Citizen Type Code Validation

Introduction

The Citizen Type Code Validation Form (STVCITZ) is used to create and maintain Citizen Type codes.

Examples: US Citizen, Canadian Citizen, or Not a Citizen and Student Visa.

Warning: All Banner Systems share this validation form. You should coordinate with other Banner System users at your organization when deciding what codes are used on this form.

Banner form

Code	Description	Citizen Indicator	EDI Equivalent	Activity Date
N	Non-Citizen	<input type="checkbox"/>		22-JAN-1992
Y	Citizen	<input checked="" type="checkbox"/>		22-JAN-1992
		<input type="checkbox"/>		

Steps

Follow these steps to create a Citizen Type code.

1. Access the Citizen Type Code Validation Form (STVCITZ).
2. Perform an **Insert Record** function.
3. Enter a code in the **Code** field.
4. Enter a description of the code in the **Description** field.
5. Click the **Citizen Indicator** checkbox if this code indicates that the person is a citizen.
6. Enter the corresponding EDI equivalent value in the **EDI Equivalent** field.
7. Click the **Save** icon.
8. Click the **Exit** icon.

State/Province Code Validation

Introduction

The State/Province Code Validation Form (STVSTAT) is used to create, update, and delete state and province codes.

Examples: Delaware (DE), British Columbia (BC), and Pennsylvania (PA).

Warning: All Banner Systems share this validation form. You should coordinate with other Banner System users at your organization when deciding what codes are used on this form.

Banner form

Code	Description	EDI Equivalent	IPEDS State Code	Canadian Statistics Code	Activity Date
123	Testing				15-OCT-2002
AA	Military - Americas				08-DEC-1995
AB	Alberta				25-JUL-1991
ACT	Australian Capitol Territory				26-JUL-1994
AE	Military - Europe				08-DEC-1995
AK	Alaska				09-OCT-1987
AL	Alabama				18-AUG-1987
AP	Military - Pacific				08-DEC-1995
AR	Arkansas				18-AUG-1987
AS	American Samoa				18-AUG-1987
AZ	Arizona				18-AUG-1987
BC	British Columbia				25-JUL-1991
CA	California				05-MAY-1987
CM	Northern Mariana Islands				18-AUG-1987
CO	Colorado	CO			29-APR-2003
CT	Connecticut				18-AUG-1987
CZ	Canal Zone				18-AUG-1987
DC	District of Columbia				05-MAY-1987
DE	Delaware				05-MAY-1987
FL	Florida				06-MAY-1987
FR	Foreign State				26-OCT-2005

Steps

Follow these steps to create a state and province code.

1. Access the State/Province Code Validation Form (STVSTAT).
2. Perform an **Insert Record** function.
3. Enter a code in the **Code** field.
4. Enter a description of the code in the **Description** field.
5. Enter the corresponding EDI equivalent value in the **EDI Equivalent** field.
6. Enter the IPEDS reporting state code in the **IPEDS State Code** field.
7. Enter a code in the **Canadian Statistics Code** field for Canadian provinces.
8. Click the **Save** icon.
9. Click the **Exit** icon.

Ethnic Code Validation

Introduction

The Ethnic Code Validation Form (STVETHN) is used to create and maintain Ethnic codes. The ethnic codes are validated against the IPEDS Ethnic Code Validation Form (STVETCT) that is used to correlate the institution's ethnic codes with the required IPEDS codes.

Warning: All Banner Systems share this validation form. You should coordinate with other Banner System users at your organization when deciding what codes are used on this form.

Banner form

Ethnic Code	Description	IPEDS Code	EDI Equivalent	LMS	Institution Race Code	New Ethnicity	Activity Date
1	Caucasian	5	<input type="checkbox"/>	<input type="checkbox"/>	WHI White	None	12-OCT-2006
2	African-American	1	<input type="checkbox"/>	<input type="checkbox"/>	BLA Black - African American	None	12-OCT-2006
3	Hispanic-Other	4	<input type="checkbox"/>	<input type="checkbox"/>	WHI White	None	12-OCT-2006
3C	Cuban		<input type="checkbox"/>	<input type="checkbox"/>	WHI White	None	12-OCT-2006
3M	Mexican		<input type="checkbox"/>	<input type="checkbox"/>	WHI White	None	12-OCT-2006
3P	Puerto Rican		<input type="checkbox"/>	<input type="checkbox"/>	WHI White	None	12-OCT-2006
4	Asian Pacific Islander	3	<input type="checkbox"/>	<input type="checkbox"/>	HAW Hawaiian	None	12-OCT-2006
5	Sioux	2	<input type="checkbox"/>	<input type="checkbox"/>	IND American Indian	None	12-OCT-2006
6	Other	6	<input type="checkbox"/>	<input type="checkbox"/>	WHI White	Not Hispanic or Latino	26-JUL-2007

Steps

Follow these steps to create an ethnic code.

1. Access the Ethnic Code Validation Form (STVETHN).
2. Perform an **Insert Record** function.
3. Enter a code in the **Ethnic Code** field.
4. Enter a description of the code in the **Description** field.
5. Select a corresponding IPEDS reporting code in the **IPEDS Code** field.
6. Enter the corresponding value in the **EDI Equivalent** field if required.
7. Enter the corresponding value in the **LMS Equivalent** field if required to link to your Learning Management System.
8. Click the **Save** icon.
9. Click the **Exit** icon.

Letter Code Validation

Introduction

The Letter Code Validation Form (GTVLETR) is used to enter and maintain the Letter codes used in the Letter Generation Process. These codes are used to validate the selected letters.

Note: Use the Letter Process Form (GUALETR) to create the actual contents of a letter.

Banner form

Letter Code	Description	Allow Duplicates	Alternate Letter Code	Print Command	Activity Date
ADM_APPL_ACKN	Admissions Application Ackn	<input type="checkbox"/>			07-SEP-2007
ADM_CHKL	Admissions Checklist Letter	<input type="checkbox"/>		PL	06-SEP-2007
ADM_FA_INTEREST	Financial Aid Interest Letter	<input type="checkbox"/>			23-MAY-1995
ADM_INT_1	Admissions Interview 1 Letter	<input checked="" type="checkbox"/>			17-JUL-2006
ADV_REC	Gift Receipt	<input checked="" type="checkbox"/>			29-JAN-2007
ADV_RG	Reunion Gift Thanks	<input checked="" type="checkbox"/>			29-JAN-2007
ADV_RG_PL	Reunion Pledge Thanks	<input checked="" type="checkbox"/>			29-JAN-2007
AD_ACK_GIFTS	Gift Acknowledgement Letter	<input checked="" type="checkbox"/>			10-MAY-1995
AD_ACK_SPECIAL	Acknowledgement of Special Gif	<input type="checkbox"/>	AD_ACK_TWO		10-MAY-1995
AD_ACK_TWO	Second Special Ackn of Gifts	<input checked="" type="checkbox"/>			10-MAY-1995
AD_QUIK_RECPT	Quick On line Gift Receipt	<input checked="" type="checkbox"/>			10-MAY-1995
ANNUAL_FND_ACKN	Annual Fund Gift Ackn Letter	<input checked="" type="checkbox"/>			29-AUG-1991
BRT_TEST_LETTER	BRT testing letter generation	<input checked="" type="checkbox"/>			07-NOV-2006
CARMEN_TEST	Testing	<input checked="" type="checkbox"/>			28-JAN-2003
CA_PLEDGE	Test for Middlebury College	<input checked="" type="checkbox"/>			26-MAY-2006
CA_PLEDGEVP	Test for Middlebury	<input checked="" type="checkbox"/>			30-MAY-2006
CHEBBIE_TEST	Testing Alumni Letter	<input type="checkbox"/>			30-JUN-2003
CHEBET_TEST	Gift Amount Test Letter	<input type="checkbox"/>			18-JUL-2002
COB_PCRLTRS_ENR	Cobra Enrollment End Notices	<input checked="" type="checkbox"/>			18-NOV-2004
COB_PCRLTRS_LAT	Cobra Late Notices	<input checked="" type="checkbox"/>			18-NOV-2004
COB_PCRLTRS_PEX	Cobra Pre-Expiration Notices	<input checked="" type="checkbox"/>			18-NOV-2004
COB_PCRLTRS_TER	Cobra Termination Notices	<input checked="" type="checkbox"/>			18-NOV-2004

Steps

Follow these steps to create a letter code.

1. Access the Letter Code Validation Form (GTVLETR).
2. Perform an **Insert Record** function.
3. Enter a letter code in the **Letter Code** field.
4. Enter a description of the code in the **Description** field.

IF	THEN
a letter can be sent more than once to the same ID within a term	click the Allow Duplicates checkbox.
duplicates are not permitted and you want to send an alternate letter	Enter a letter code in the Alternate Letter field.
duplicates are not permitted and you do not want to send an alternate letter	leave the Alternate Letter field blank.

5. Click the **Save** icon.
6. Click the **Exit** icon.

Paragraph Code Validation

Introduction

The Paragraph Code Validation Form (GTVPARA) is used to enter and maintain the paragraph codes that are used to construct letters. The paragraph name and description are entered on this form. The paragraph text is then built on the Paragraph Form (GUAPARA).

Banner form

Code	Description	Comment	Activity Date
ACCEPT	Admissions Acceptance Para	Body of the Admissions Acceptance letter	03-OCT-1991
ACK_BDY	Body of Acknowledgement Letter		31-MAY-1993
ACK_DTE	Letter Date		31-MAY-1993
ACK_LIN	Line Count for Page		31-MAY-1993
ACK_NAD	Name and Address for Ack.	Person or Org Name and Address	31-MAY-1993
ACK_NPG	New Page Command		31-MAY-1993
ACK_SAL	Person/Org Salutations	Person or organization salutations for acknowledgement/receipt	01-JUN-1993
ACK_TAB	Ack tables 1-3	Gift Acknowledgement letter table definition.	29-OCT-1991
ACK_TDF	Table Definitions for Gift Ack	Gift Acknowledgement letter table definition.	31-MAY-1993
ACPT_DT	Table definitions for Accept	All table definitions used for Acceptance	07-OCT-1991
ACPT_TE	Ends tables for Acceptance	End table commands for acceptance letters	08-OCT-1991
ADMACKL	Admissions Application Ackl	Admissions Application Acknowledgement, including missing Checklist Items, if any	05-NOV-1991
AKGBODY	Alumni/Dev ack gift body	Gift acknowledgement thank you with amount,campaigns.	29-OCT-1991
AKGCLAS	Alumni/Dev ack Class paragraph	Gift acknowledgement preferred class reference.	23-OCT-1991
AKGSIGN	Alumni/Dev ack signature	Gift acknowledgement signature	23-OCT-1991
AK_RAMT	A/D Gift Ack. Receipt amount	Alumni/Development gift acknowledgement receipt amt,date, gift number.	28-OCT-1991
AK_RCPT	A/D Gift Ack. Receipt	Alumni/Development gift acknowledgement receipt.	28-OCT-1991
ANAMEAD	Alumni Ack Const. addr name	Acknowledgemnt address name for constituent.	23-OCT-1991
ANAMESL	A/D Ack. first name salutation	Alumni Development name salutation for acknowledgements.	23-OCT-1991
AORGNNM	Alumni Ack org addr name	Acknowledgement address name for organization.	23-OCT-1991
AORGNSL	A/D Ack. orgn. name salutation	Alumni Development org primary name salutation for acknowledgements.	23-OCT-1991
APPADDR	Student's Name and Address	From the Student's Current Financial Aid Application	16-SEP-1991

Steps

Follow these steps to enter a paragraph code.

1. Access the Paragraph Code Validation Form (GTVPARA).
2. Perform an **Insert Record** function.
3. Enter a code in the **Code** field.
4. Enter a description of the code in the **Description** field.
5. Enter the paragraph text in the **Comment** field.
6. Repeat steps 2-4 to add all paragraphs needed for the letter.
7. Click the **Save** icon.
8. Click the **Exit** icon.

Admission Request Checklist Code Validation

Introduction

The Admission Request Checklist Code Validation Form (STVADMR) is used to create and maintain Admission Request Checklist codes.

Examples: High School Transcript, College Transcript, Portfolio, Application Fee and SAT Scores.

Banner form

Request Code	Description	Cross Reference Table Name	Web Indicator	Voice Response Eligibility Indicator	Voice Response Message Number	Activity Date
540	AB-540 Form		<input checked="" type="checkbox"/>	<input type="checkbox"/>		10-OCT-2007
A100	\$100 Application Fee		<input checked="" type="checkbox"/>	<input type="checkbox"/>		12-NOV-2007
ACT	ACT Test Scores	STVTESS	<input checked="" type="checkbox"/>	<input type="checkbox"/>		23-AUG-1999
ADM1	Admissions Referral Form		<input checked="" type="checkbox"/>	<input type="checkbox"/>		22-SEP-1999
AFEE	\$50 Application Fee		<input checked="" type="checkbox"/>	<input type="checkbox"/>		13-NOV-2006
AGEP	Proof of Age		<input checked="" type="checkbox"/>	<input type="checkbox"/>		23-AUG-1999
AGS	Academic Good Standing Req.		<input checked="" type="checkbox"/>	<input type="checkbox"/>		01-NOV-2006
ALEV	A Level Results	STVTESS	<input checked="" type="checkbox"/>	<input type="checkbox"/>		05-APR-2005
AP15	\$15 Application Fee		<input checked="" type="checkbox"/>	<input type="checkbox"/>		01-NOV-2005
AP25	\$25 Application Fee		<input checked="" type="checkbox"/>	<input type="checkbox"/>		22-MAY-2007
AP50	\$50 Application Fee		<input checked="" type="checkbox"/>	<input type="checkbox"/>		20-OCT-2005
AP80	\$80 Application Fee		<input checked="" type="checkbox"/>	<input type="checkbox"/>		29-NOV-2005
APFE	\$75 Medical School Fee		<input checked="" type="checkbox"/>	<input type="checkbox"/>		21-JUN-2006
APTT	Aptitude Test		<input checked="" type="checkbox"/>	<input type="checkbox"/>		25-JUN-2006
ARTP	Art Portfolio		<input checked="" type="checkbox"/>	<input type="checkbox"/>		23-AUG-1999
ARTS	AARTS Transcript	STVSBGI	<input checked="" type="checkbox"/>	<input type="checkbox"/>		13-JAN-2008
AS	Assessment	STVTESS	<input checked="" type="checkbox"/>	<input type="checkbox"/>		03-DEC-2002
ASSE	Assessment Test	STVTESS	<input checked="" type="checkbox"/>	<input type="checkbox"/>		15-MAR-2005
ASVA	ASVAB Scores	STVTESS	<input checked="" type="checkbox"/>	<input type="checkbox"/>		13-JAN-2008
BANK	Bank Statement		<input checked="" type="checkbox"/>	<input type="checkbox"/>		12-OCT-2007
BR	Biology Requirement		<input checked="" type="checkbox"/>	<input type="checkbox"/>		01-NOV-2006
BRTH	Sighting of Birth Certificate		<input checked="" type="checkbox"/>	<input type="checkbox"/>		23-AUG-1999
BXS2	BDMS Test Req 2		<input checked="" type="checkbox"/>	<input type="checkbox"/>		24-MAR-2008

Steps

Follow these steps to create an Admission Request Checklist code.

1. Access the Admission Request Checklist Code Validation Form (STVADMR).
2. Perform an **Insert Record** function.
3. Enter a four-character code in the **Request Code** field.
4. Enter a description of the code in the **Description** field.
5. Enter the name of the validation table to receive specific item codes and descriptions in the **Cross Reference Table Name** field.

Note: Other forms use this form to validate admission request checklist codes. Cross-referenced table names and descriptions can be entered on the following forms to provide further validation:

- Residence Code Validation Form (STVRESA)
 - Source/Background Institution Code Validation Form (STVSBGI)
 - Test Code Validation Form (STVTEC)
 - Visa Type Code Validation Form (STVVTYP).
6. Click the **Web Indicator** checkbox to display the item in Banner Web admissions application processing.

Note: This option allows an institution to limit the checklist items which will be displayed to a subset of all valid items.
 7. Click the **Voice Response Eligibility Indicator** checkbox to have a request code spoken to the student for telephone applications.
 8. Enter a number in the **Voice Response Message Number** field to indicate the recorded message that describes the admission request code for telephone applications.
 9. Click the **Save** icon.
 10. Click the **Exit** icon.

Admission Application Decision Code Validation

Introduction

The Admission Application Decision Code Validation Form (STVAPDC) is used to create and maintain Admission Application Decision codes.

Examples: Accept, Refuse, Pending Decision, Quick Admit, and Application Withdrawal.

Note: Other forms use this form to validate the Admission Application Decision codes. You may only create or maintain these codes on this form.

Banner form

Decision Code	Description	Significant Decision	Institution Acceptance	Applicant Acceptance	Inactive Application	Institution Rejection	Display On Web	Voice Response Eligible	Voice Response Message	Activity Date
01	Pending Decision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		13-MAY-1987				
	Curriculum Status:									
02	Department Approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		24-JUN-1991				
	Curriculum Status:									
03	Final Review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		24-JUN-1991				
	Curriculum Status:									
04	Application Rejected	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		03-JAN-1995
	Curriculum Status:									
25	Institution Acceptance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		13-MAY-1987
	Curriculum Status:									
30	Quick Entry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		13-MAR-1991
	Curriculum Status:									
31	Quick Entry/Non-Matriculated	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		13-MAR-1991
	Curriculum Status:									
35	Applicant Acceptance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		05-JUN-2006
	Curriculum Status:	APPACCEPT Applicant acceptance								
40	Applicant Rejected Offer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		07-AUG-1987
	Curriculum Status:									
99	Applicant Withdrawal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		29-OCT-1987
	Curriculum Status:									

Steps

Follow these steps to create an Admission Application Decision code

1. Access the Admission Application Decision Code Validation Form (STVAPDC).
2. Perform an **Insert Record** function.
3. Enter a two-digit code in the **Decision Code** field.
4. Enter a description of the code in the **Description** field.
5. Click the **Significant Decision** checkbox to signify that this code is a significant decision.

Examples: Institution Acceptance, Application Rejected, or Applicant Declines Offer.

6. Click the **Institution Acceptance** checkbox if this code indicates that the applicant has been accepted into the institution.
7. Click the **Applicant Acceptance** checkbox if this code indicates that the applicant has accepted the offer.
8. Click the **Inactive Application** checkbox if this code indicates that the application is now inactive.

Examples: Institution Rejection or Applicant Rejects Offer.

9. Click the **Institution Rejection** checkbox if this code indicates that the applicant has been rejected by the institution.
10. Click the **Display on Web** checkbox to display the item in Banner Web admissions application processing.
11. Click the **Voice Response Eligible** checkbox to have a request code spoken to the student for telephone applications.
12. Enter a number in the **Voice Response Message** field to indicate the recorded message that describes the admission request code for telephone applications.
13. Click the **Save** icon.
14. Click the **Exit** icon.

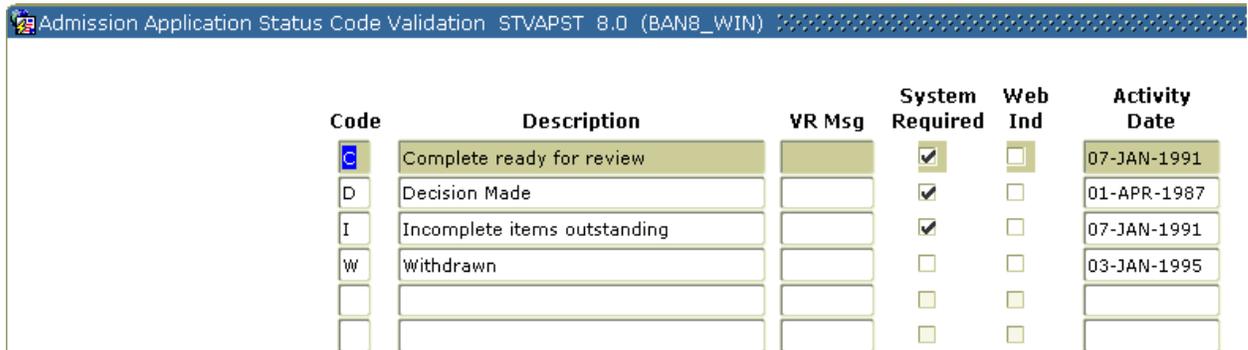
Admission Application Status Code Validation

Introduction

The Admission Application Status Code Validation Form (STVAPST) is used to create and maintain Admission Application Status codes.

Examples: Incomplete, Complete, and Decision Made.

Banner form



The screenshot shows a window titled "Admission Application Status Code Validation STVAPST 8.0 (BAN8_WIN)". Inside the window is a table with the following columns: Code, Description, VR Msg, System Required, Web Ind, and Activity Date. The table contains several rows, with the first row highlighted in green.

Code	Description	VR Msg	System Required	Web Ind	Activity Date
C	Complete ready for review		<input checked="" type="checkbox"/>	<input type="checkbox"/>	07-JAN-1991
D	Decision Made		<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-APR-1987
I	Incomplete items outstanding		<input checked="" type="checkbox"/>	<input type="checkbox"/>	07-JAN-1991
W	Withdrawn		<input type="checkbox"/>	<input type="checkbox"/>	03-JAN-1995
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

Steps

Follow these steps to create an Admission Application Status code.

1. Access the Admission Application Status Code Validation Form (STVAPST).
2. Perform an **Insert Record** function.
3. Enter a one-character code in the **Code** field.
4. Enter a description of the code in the **Description** field.
5. Enter a number in the **VR Msg** (Voice Response Message) field to indicate the recorded message that describes the admission request code for telephone applications.
6. Click the **System Required** checkbox if this code is required by the system.
7. Click the **Web Ind** checkbox to display the item in Banner Web admissions application processing.
8. Click the **Save** icon.
9. Click the **Exit** icon.

Cohort Code Validation

Introduction

The Cohort Code Validation Form (STVCHRT) is used to create and maintain cohort codes used in the Recruiting, Admissions, General Student, and Academic History modules. These codes represent a cohort grouping assigned to students based on user-defined criteria. These codes provide a tracking mechanism for Student Right to Know reporting. Additional institutional cohort codes may also be added for internal tracking and reporting purposes.

Banner form

Cohort Code	Description	Start Term	End Term	Degree Level	Print Indicator	Activity Date
9510UGFR	199510 New Undergrad Freshmen	199510	200020	BA	<input checked="" type="checkbox"/>	29-JAN-1995
9510UGTR	199510 New Undergrad Transfers	199510	200020	BA	<input checked="" type="checkbox"/>	29-JAN-1995
					<input type="checkbox"/>	
					<input type="checkbox"/>	

Steps

Follow these steps to create a cohort code.

1. Access the Cohort Code Validation Form (STVCHRT).
2. Perform an **Insert Record** function.
3. Enter a code in the **Cohort Code** field.
4. Enter a description of the code in the **Description** field.
5. Select a term in the **Start Term** field.
6. Select an expected graduation term for this cohort in the **End Term** field.
7. Select the expected degree level for this cohort in the **Degree Level** field.
8. Click the **Print Indicator** checkbox to have data about this cohort included in printed reports.
9. Click the **Save** icon.
10. Click the **Exit** icon.

Institutional Honors Code Validation

Introduction

The Institutional Honors Code Validation Form (STVHONR) is used to create and maintain Institutional Honor codes.

Examples: Cum Laude, Magna Cum Laude, and Summa Cum Laude.

Banner form



Code	Description	Transcript Commencement		EDI	Activity Date
		Print Ind	Print Ind		
C	cum laude	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	06-JAN-1998
M	magna cum laude	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	06-JAN-1998
S	summa cum laude	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	06-JAN-1998
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Steps

Follow these steps to create Institutional Honor codes.

1. Access the Institutional Honors Code Validation Form (STVHONR).
2. Perform an **Insert Record** function.
3. Enter a code in the **Code** field.
4. Enter a description of the code in the **Description** field.
5. Click the **Transcript Print Ind** checkbox if you want to print this institutional honor on the student's transcript.
6. Click the **Commencement Print Ind** checkbox if you want to print this institutional honor to print on the commencement report.
7. Enter the corresponding EDI honor code value in the **EDI Equiv** field.
8. Click the **Save** icon.
9. Click the **Exit** icon.

Initials Code Validation

Introduction

The Initials Code Validation Form (STVINIT) is used to create and maintain initials codes of institution personnel including Full Name, E-Mail Address and up to two titles.

Note: This form is used by the Material Form (SOAMATL) and the Letter Generation process to validate names in signature blocks of letters generated.

Banner form

Initials	Full Name	Activity Date
JJK0	Julia Kershaw	07-APR-1987
Email Address:		
Title Lines One and Two: West Coast Recruiter		
LGM	Lori Morton	20-NOV-2002
Email Address:		
Title Lines One and Two: Recruiter		
MAC0	Madelaine Cooper	07-OCT-1991
Email Address:		
Title Lines One and Two: Director, Financial Aid Office		
NRC	Richard C. Naples	17-MAY-1995
Email Address:		
Title Lines One and Two: Associate Director Marketing & Recruiting		
RCN	Richard Charles Nash	28-JUN-1995
Email Address:		
Title Lines One and Two: Dean Enrollment Management		
RCS0	Ray Scott	07-APR-1987
Email Address:		
Title Lines One and Two: East Coast Recruiter		

Steps

Follow these steps to create an initials code.

1. Access the Initials Code Validation Form (STVINIT).
2. Perform an **Insert Record** function.
3. Enter the person's initials in the **Initials** field.

Note: For people who share the same initials, you may want to use a sequence number as well.

Example: Tom S. Smith and Terry S. Smith both have the initials TSS so you could assign Tom the initials TSS1 and Terry the initials TSS2.

4. Enter the person's full name in the **Full Name** field.
5. Enter the person's e-mail address in the **E-Mail** field.
6. Enter the person's title in the **Title Line 1** field.
7. Enter the person's other title in the **Title Line 2** field if needed.
8. Click the **Save** icon.
9. Click the **Exit** icon.

Level Code Validation

Introduction

The Level Code Validation Form (STVLEVL) is used to create and maintain Level codes.

Examples: No Level Declared, Undergraduate, and Non-Matriculated, Graduate, Non-Credit.

Banner form

Level Code	Description	CEU Indicator	Voice Message	EDI Equivalent	System Required	Activity Date
00	Undeclared	<input type="checkbox"/>			<input checked="" type="checkbox"/>	24-JUN-1991
CE	Continuing Education	<input checked="" type="checkbox"/>			<input type="checkbox"/>	03-JAN-1995
CR	Credit	<input type="checkbox"/>			<input type="checkbox"/>	26-JUL-1994
GR	Graduate	<input type="checkbox"/>			<input type="checkbox"/>	03-JAN-1995
LW	Law	<input type="checkbox"/>			<input type="checkbox"/>	04-JAN-1995
MV	Marian's level	<input type="checkbox"/>			<input type="checkbox"/>	06-OCT-2005
NC	Non Credit	<input type="checkbox"/>			<input type="checkbox"/>	04-JAN-1995
PR	Professional	<input type="checkbox"/>			<input type="checkbox"/>	03-JAN-1995
UG	Undergraduate	<input type="checkbox"/>			<input type="checkbox"/>	03-JAN-1995
		<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>	

Steps

Follow these steps to create a level code.

1. Access the Level Code Validation Form (STVLEVEL).
2. Perform an **Insert Record** function.
3. Enter the level code in the **Level Code** field.
4. Enter a description in the **Description** field.
5. Check the **CEU Indicator** if the level code is a CEU level.
6. Enter a voice message response number in the **Voice Message** field.
7. Enter a code in the **EDI Equivalent** field, if required.
8. Note that the **System Required** checkbox is not enabled for user-defined values.
9. Click the **Save** icon.
10. Click the **Exit** icon.

Relation Code Validation

Introduction

The Relation Code Validation Form (STVRELT) is used to create and maintain Relation codes.

Examples: Guardian, Brother, Mother, and Spouse.

Note: The Emergency Contact Form (SPAEMRG) and the Guardian Information Form (SOAFOLK) use this form to validate the Relation codes.

Banner form

Relation Code Validation STVRELT 8.0 (BAN8_WIN)

Code	Description	SEVIS Equiv	Activity Date
<input type="checkbox"/> A	An Ex-spouse	<input type="checkbox"/> 01	<input type="checkbox"/> 11-SEP-2002
<input type="checkbox"/> B	Brother	<input type="checkbox"/> 02	<input type="checkbox"/> 27-MAR-2007
<input type="checkbox"/> C	Child	<input type="checkbox"/> 02	<input type="checkbox"/> 09-JAN-2004
<input type="checkbox"/> F	Father	<input type="checkbox"/> 01	<input type="checkbox"/> 09-JAN-2004
<input type="checkbox"/> G	Grandparent	<input type="checkbox"/>	<input type="checkbox"/> 24-JUN-1991
<input type="checkbox"/> M	Mother	<input type="checkbox"/> 01	<input type="checkbox"/> 26-MAR-2007
<input type="checkbox"/> N	Neighbor	<input type="checkbox"/>	<input type="checkbox"/> 15-JUL-1993
<input type="checkbox"/> O	Relative	<input type="checkbox"/>	<input type="checkbox"/> 09-JAN-2004
<input type="checkbox"/> P	Spouse	<input type="checkbox"/> 01	<input type="checkbox"/> 07-MAY-2003
<input type="checkbox"/> R	Friend	<input type="checkbox"/>	<input type="checkbox"/> 15-JUL-1993
<input type="checkbox"/> S	Sister	<input type="checkbox"/>	<input type="checkbox"/> 09-JAN-2004
<input type="checkbox"/> U	Guardian	<input type="checkbox"/>	<input type="checkbox"/> 01-MAY-1987
<input type="checkbox"/> X	Significant Other	<input type="checkbox"/>	<input type="checkbox"/> 09-AUG-1991
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Steps

Follow these steps to create a relation code.

1. Access the Relation Code Validation Form (STVRELT).
2. Perform an **Insert Record** function.
3. Enter a code in the **Code** field.
4. Enter a description of the code in the **Description** field.
5. Enter the corresponding SEVIS code in the **SEVIS Equiv** field.
6. Click the **Save** icon.
7. Click the **Exit** icon.

Residence Code Validation

Introduction

The Residence Code Validation Form (STVRES D) is used to create and maintain codes for residency or domicile.

Examples: Foreign, Out of State Resident, and In-State Resident.

Banner form

Code	Description	In State/ EDI		VR Msg	Sys Req	Activity Date
		Prov	Equip			
0	Undeclared	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	31-MAY-1994
A	Reciprocity Out of State	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	07-JAN-1991
F	Foreign	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	01-MAY-1987
M	Military Out of State	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	07-JAN-1991
O	Out of state Resident	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	07-JAN-1991
R	In state Resident	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	07-JAN-1991
Y	US Citizen/Perm Res/Refugee	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	19-FEB-2004
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	

Steps

Follow these steps to create a residence code.

1. Access the Residence Code Validation Form (STVRES D).
2. Perform an **Insert Record** function.
3. Enter a one-character code in the **Code** field.
4. Enter a description of the code in the **Description** field.
5. Click the **In State/Prov** checkbox if this code indicates the person has in-state or in-providence status.
6. Enter the corresponding EDI code in the **EDI Equiv** field if required.
7. Enter the voice response message number in the **VR Msg** field.
8. Click the **Save** icon.
9. Click the **Exit** icon.

Site Code Validation

Introduction

The Site Code Validation Form (STVSITE) is used to create and maintain information for sites, including name of the site and the address.

When a valid ZIP/Postal code is selected from the ZIP/Postal Code Validation Form (GTVZIPC) and entered in the **ZIP/PC** field, the combination of City, State/Province, and Nation information that exists on GTVZIPC will populate the appropriate fields. This information will not automatically be populated if the ZIP/Postal code is entered manually.

Banner form

The screenshot displays the 'Site Code Validation STVSITE 8.0 (BAN8_WIN)' application window. It contains two forms for site validation. The first form, with Site Code 001, is populated with the following data: Description: Downtown Site; Street Line 1: 12 Market Street; Street Line 2: C/O John Smith; Street Line 3: (empty); City: Philadelphia; State or Province: PA (Pennsylvania); ZIP or Postal Code: 19887; Nation: (empty); Activity Date: 16-FEB-1988; Other Description: (empty). The second form, with Site Code 002, is partially populated: Description: Edge of Town Site with Long De; Street Line 1: (empty); Street Line 2: (empty); Street Line 3: (empty); City: Lexington; State or Province: KY (Kentucky); ZIP or Postal Code: 40069; Nation: (empty); Activity Date: 13-SEP-2006; Other Description: (empty).

Steps

Follow these steps to create a site code.

1. Access the Site Code Validation Form (STVSITE).
2. Perform an **Insert Record** function.
3. Enter a three-character site code in the **Site Code** field.
4. Enter a description of the code in the **Description** field.
5. Enter the street address in the **Street Line 1** field.
6. Enter the city in the **City** field.
7. Select the state or province code in the **State or Province** field.
8. Enter the ZIP or postal code in the **ZIP or Postal Code** field.
9. Select a nation code in the **Nation** field.

Note: Enter *157* for the United States.

10. Click the **Save** icon.
11. Click the **Exit** icon.

Student Status Code Validation

Introduction

The Student Status Code Validation Form (STVSTST) is used to create and maintain Student Status codes.

Examples: Active, Withdrawn, and Inactive due to Graduation.

Banner form

Status Code	Description	Allow Registration	System Required	Curriculum Status	Activity Date	
AS	Activxxxxxxxxxxx	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	APPACCEPT	Applicant acceptance	10-APR-2007
GR	Graduated	<input checked="" type="checkbox"/>	<input type="checkbox"/>	GRADUATED	Learner has Graduated	05-JUN-2006
IG	Inactive due to Graduation	<input type="checkbox"/>	<input type="checkbox"/>			21-JAN-1995
IS	Inactive	<input type="checkbox"/>	<input checked="" type="checkbox"/>	INACTIVE	Inactivate Applicant from Adms	05-JUN-2006
LV	Student on Leaved	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LEAVE	Learner is on Leave	09-APR-2007
		<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>			

Steps

Follow these steps to create a student status code.

1. Access the Student Status Code Validation Form (STVSTST).
2. Enter a two-character code in the **Status Code** field.
3. Enter a description of the status code in the **Description** field.
4. Click the **Allow Registration** checkbox if registration is allowed with the associated student status.
5. Select a status in the **Curriculum Status** field.
6. Click the **Save** icon.
7. Click the **Exit** icon.

Student Type Code Validation

Introduction

Use the Student Type Code Validation Form (STVSTYP) to create, update, insert, and delete student type codes (i.e., Returning Freshman, Continuing, Transfer, etc.). Several forms in various modules use this form to validate the student type codes. You can only create and update these codes from this form.

The following student type codes should be created for IPEDS reporting:

- Freshman
- First Time Freshman
- Unclassified
- Continuing
- First Time Graduate
- First Time Professional

Banner form

Student Type Code Validation STVSTYP 8.0 (BAN8_WIN)

Code	Description	Next Student Type	System Required	Activity Date
0	Undeclared	0	<input checked="" type="checkbox"/>	31-MAY-1994
7	Marian's numeric styp	C	<input type="checkbox"/>	06-OCT-2005
C	Continuing	C	<input type="checkbox"/>	06-MAY-1987
E	Adult/Continuing Education	E	<input type="checkbox"/>	04-JAN-1995
M	Marian's stu type	7	<input type="checkbox"/>	06-OCT-2005
N	New First Time	C	<input type="checkbox"/>	04-JAN-1995
R	Returning	C	<input type="checkbox"/>	04-JAN-1995
S	Special	S	<input type="checkbox"/>	06-MAY-1987
T	Transfer	C	<input type="checkbox"/>	04-JAN-1995
X	Transient	X	<input type="checkbox"/>	04-JAN-1995
			<input type="checkbox"/>	

Steps

Follow these steps to create a student type code.

1. Access the Student Type Code Validation Form (STVSTYP).
2. Enter a one-character code in the **Code** field.
3. Enter a description of the code in the **Description** field.
4. Enter a code in the **Next Student Type** field to identify the student type to be assigned when the Student Type Update Report (SHRTYPE) is run.

Example: The Next Student Type for *A - First Time Freshman* would be *C - Continuing*. The Next Student Type for an *E - Adult Continuing Education* Code would be *E - Adult Continuing Education* since the status for this type of student would not change from year to year.

5. Repeat steps 2-4 until all codes are set up.
6. Click the **Save** icon.
7. Click the **Exit** icon.

Visa Type Code Validation

Introduction

The Visa Type Code Validation Form (STVVTYP) is used to create and maintain Visa Type codes. The **Admission (Checklist) Request Code** field identifies required admission request checklist items associated with a Visa type.

Examples: Tourist, Student Visa, and Exchange Scholar.

Banner form

Visa Type	Description	Admissions Checklist Request Item	Description	Non-Resident	Voice Response Message Number	Canadian Statistics Code	SEVIS Code	Activity Date
B2	Tourist			<input type="checkbox"/>				09-JAN-2004
E2	Dependent of Foreign Investor			<input type="checkbox"/>				09-JAN-2004
F1	Student Visa			<input type="checkbox"/>			01	09-SEP-2002
F2	Dependent of Student			<input type="checkbox"/>			04	09-SEP-2002
H1	Special			<input type="checkbox"/>				06-NOV-2002
H2	Dependent of Special			<input type="checkbox"/>				18-AUG-1987
J1	Exchange Scholar			<input type="checkbox"/>			03	09-SEP-2002
J2	Dependent of Exchange Scholar			<input type="checkbox"/>			06	09-SEP-2002
M1	SEVIS M1 Visa Type			<input type="checkbox"/>			02	16-SEP-2003
M2	SEVIS visa type			<input type="checkbox"/>			05	05-FEB-2003
OT	Other			<input type="checkbox"/>				18-AUG-1987
PR	Permanent Resident			<input type="checkbox"/>				18-AUG-1987
RA	Resident Alien			<input type="checkbox"/>				18-AUG-1987
UN	Unknown Visa Type			<input type="checkbox"/>				12-NOV-2002
				<input type="checkbox"/>				
				<input type="checkbox"/>				

Steps

Follow these steps to create a visa type code.

1. Access the Visa Type Code Validation Form (STVVTYP).
2. Perform an insert record function.
3. Enter a code in the **Visa Type** field.
4. Enter a description of the code in the **Description** field.
5. Select an item in the **Admissions Checklist Request Item** field.

Example: Visa papers are an additional admissions checklist item for students who have a student Visa.

6. Click the **Non-Resident** checkbox if this code indicates the person is a resident of another country.
7. Enter a number in the **Voice Response Message Number** field.
8. Enter a code in the **Canadian Statistics Code** field if required.
9. Enter the corresponding code in the **SEVIS Code** field.
10. Click the **Save** icon.
11. Click the **Exit** icon.

Steps

Follow these steps to complete the process.

1. Access the Admissions Checklist Rules Form (SAACHKB).

IF the rule applies to	THEN
all terms	leave the Term field blank.
one specific term	select the term in the Term field.

2. Perform a **Next Block** function.
3. Perform an **Insert Record** function.
4. Select the item in the **Item** field.

Example: *CLT1* (College Transcript)
5. Check the **Inactive Indicator** in the Admission Request Codes section if the criteria and/or item is not active.
6. Select a term code in the **Term** field.
7. Navigate to the **Optional Selection Criteria** tab.
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 residence code in the **Residence** field.
11. Click the **Mandatory Indicator** checkbox if the item is required for a decision.
12. Navigate to the **Curricula Criteria** tab.
13. Select a level code in the **Level** field.
14. Select a campus code in the **Campus** field.
15. Select a college code in the **College** field.
16. Select a degree code in the **Degree** field.
17. Select a program code in the **Program** field.
18. Complete the **Field of Study** fields: **Type** and **Code**.

19. Select the drop-down arrow next to the **Curricula** field, and choose *Primary*, *Secondary*, or *Any*.
20. Click the **Save** icon.
21. Click the **Exit** icon.

Admissions Decision Rules

Introduction

The Admissions Decision Rules Form (SAADCSN) is used to enter criteria for System-calculated decisions. Using this form, you can define decision calculation rules based on any curricular element. All student information entered is compared to admission application data. Other areas of the form are used to enter, high school subject(s), test score information, and ratings to be compared to the applicant's data. Rules should be entered on this form prior to calculating any admission decision.

Note: You can create a separate record for each new set of rules for each decision. In other words, multiple records can exist with the same decision code but with a different set of rules.

Example: You can create an acceptance rule for high school students and another acceptance rule for returning adults and a third for transfer students. Although the rules are different, the same decision code (acceptance) would be used.

Banner form

The screenshot shows the SAADCSN 8.0 (BAN8_WIN) form. It includes the following fields and sections:

- Term:** [Dropdown]
- Sequence:** [Text]
- Decision:** [Dropdown]
- Priority:** [Text]
- Admission Type:** [Dropdown]
- Student Type:** [Dropdown]
- Residence:** [Dropdown]
- Citizenship:** [Dropdown]
- Full or Part Time:**
 - Full Time
 - Part Time
 - None
- Session:** [Dropdown]
- Primary Curriculum---**
 - Level:** [Dropdown]
 - Campus:** [Dropdown]
 - College:** [Dropdown]
 - Degree:** [Dropdown]
 - Program:** [Text]
 - Field of Study Type:** [Dropdown]
 - Field of Study Code:** [Dropdown]
- Secondary Curriculum--**
 - Level:** [Dropdown]
 - Campus:** [Dropdown]
 - College:** [Dropdown]
 - Degree:** [Dropdown]
 - Program:** [Text]
 - Field of Study Type:** [Dropdown]
 - Field of Study Code:** [Dropdown]
- High School Diploma:** [Dropdown]
- College preparatory
- High School GPA:** [Text]
- High School Percentile: Minimum:** [Text] **Maximum:** [Text]
- College Degree:** [Dropdown]
- College Hours:** [Text]
- College GPA:** [Text]

High School Subject

Decision Sequence	Term	Subject	Description	Grade	Years	GPA
[Text]	[Text]	[Dropdown]	[Text]	[Text]	[Text]	[Text]
[Text]	[Text]	[Text]	[Text]	[Text]	[Text]	[Text]
[Text]	[Text]	[Text]	[Text]	[Text]	[Text]	[Text]
[Text]	[Text]	[Text]	[Text]	[Text]	[Text]	[Text]
[Text]	[Text]	[Text]	[Text]	[Text]	[Text]	[Text]
[Text]	[Text]	[Text]	[Text]	[Text]	[Text]	[Text]

Steps

Follow these steps to create an admission decision rule.

1. Access the Admissions Decision Rules Form (SAADCSN).

Note: When you first access this form it is in query mode. You must perform an Execute Query function to display data or perform a Cancel Query function to define new rules.

2. Perform a **Cancel Query** function.
3. Select a term in the **Term** field.
4. Enter a sequence number in the **Sequence** field.
5. Select a decision code in the **Decision** field.
6. Enter a priority number in the **Priority** field.
7. Select an admission type code in the **Admission Type** field.
8. Select a student type code in the **Student Type** field.
9. Select a residence type field in the **Residence** field.

Note: Leave this field blank if it applies to all residence types.

10. Enter a citizenship code in the **Citizenship** field.
11. Select Full Time, Part time or None.
12. Complete these fields for the **Primary Curriculum**:

Level, Campus, College, Degree, Program, Field of Study Type, Field of Study Code.

13. Complete these fields for the **Secondary Curriculum**:

Level, Campus, College, Degree, Program, Field of Study Type, Field of Study Code.

14. Select a high school diploma type in the **High School Diploma** field.
15. Enter the minimum high school grade point average in the **High School GPA** field.
16. Click the **College Preparatory** checkbox if the student was in a college preparatory track in high school.

17. Enter the High School Percentile Minimum and Maximum if applicable.
18. Complete the **College Degree**, **College Hours**, and College GPA fields if applicable.
19. Perform a **Next Block** function.
20. Select a subject in the **Subject** field.

Example: Select *LAT/IN* if your institution requires that applicants receive a minimum grade in Latin for admissions.
21. Enter the minimum letter grade required for that subject in the **Grade** field.
22. Enter the number of years required in the **Years** field.

Example: If your institution requires applicants to have completed 2 years of Latin prior to admissions, you would enter *2* in the **Years** field.
23. Enter the minimum grade point required for the subject in the **GPA** field.
24. Click the **Save** icon.
25. Select Decision Rules/Test Scores from the **Options** menu.

Result: The Test Scores window opens.

Decision Sequence	Term	And	Or	None	' ('	Test	Description	Minimum Score	Maximum Score	Order
2	200610	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>					
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>					
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>					
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>					
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>					
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>					

Scores must be - characters in range of: -

26. Enter a connector code in the **A/O** (and/or connector) field.

Notes: Code that determines how the test score is used with other test scores during the decision process. Options:

- A (and)--Each test score must meet certain criteria.

Example: The score from test A must equal 900, and the score from test B must equal 750.

- O (or)--One of the test scores must meet certain criteria.

Example: The score from test A must equal 900, or the score from test B must equal 750.

27. Enter a left parenthesis in the “(” field to group your test requirements.

28. Select a test in the **Test** field.

Examples: SAT Verbal, SAT Math, GMAT.

29. Enter a minimum score in the **Minimum Score** field.

Note: Banner will display valid test score character type and range based on the test selected.

30. Enter a maximum score in the **Maximum Score** field.

31. Enter a right parenthesis in the “)” field to group your test requirements.

32. Enter the order of conditions in the **Order** field starting with 1.

33. Repeat steps 19-25 for each additional test requirement.

34. Click the **Save** icon.

35. Click the **Exit** icon.

Quick Entry Rules

Introduction

The Quick Entry Rules Form (SAAQKER) is used to build and maintain values by term/level that will automatically populate the Quick Entry Form (SAAQUIK) to speed the process. Validation code forms referenced by the Quick Entry rules must be complete prior to using this form.

Note: As you are completing the form, if your rule applies to all values, leave the field blank.

Banner form

The screenshot shows a window titled "Quick Entry Rules SAAQKER 8.0 (BANB_WIN)". The form contains the following fields:

Term: 200310	Fall 2002-2003	Campus: M	Main
Level: UG	Undergraduate	Degree: 000000	Undeclared
Student Type: N	New First Time	College: 00	No College Designated
Residency: R	In state Resident	Major: 0000	Undeclared
Student Status: AS	ActiveXXXXXXXXXXXX	Fee Rate:	
		Education Level:	

Recruit

Create Recruit? **Recruit Department:** **Primary Source:**

Applicant

Create Application? **Application Status:** **Admission Type:**

Education Goal: **Decision:**

Steps

Follow these steps to complete the process.

1. Access the Quick Entry Rules Form (SAAQKER).
2. Perform an **Insert Record** function.
3. Select a term code in the **Term** field.
4. Select a level code in the **Level** field.
5. Select a student type code in the **Student Type** field.
6. Select a residency code in the **Residency** field.
7. Select a student status code in the **Student Status** field.
8. Select a campus code in the **Campus** field.
9. Select a degree code in the **Degree** field.
10. Select a college code in the **College** field.
11. Select a major code in the **Major** field.
12. Select a fee rate code in the **Fee Rate** field.
13. Select an education level code in the **Education Level** field.
14. Click the **Create Recruit?** checkbox if a recruiting record is to be created by the system for the applicant associated with the quick entry rule.
15. Select the recruiting department in the **Recruit Department** field.
16. Enter the code indicating the primary recruiting source default value associated with the quick entry rule in the **Primary Source** field. The Primary recruiting source is defined on the Source/Background Institution Query-Only Form (SOISBGI).
17. Click the **Create Application?** checkbox if an application record is to be created by the system for the applicant associated with the quick entry rule.
18. Enter the application status, education goal, admission type and admissions decision associated with the quick entry rule, if applicable.
19. Click the **Save** icon.

20. Click the **Exit** icon.

Self Check

Directions

Use the information you have learned in this workbook to complete this self-check activity.

Question 1

On which form would you indicate that a duplicate letter should not go to the same student in the same term?

Question 2

Name at least two student type codes that should be created on the Student Type Code Validation Form (STVSTYP) for IPEDS reporting.

Question 3

Where would you enter the institution's admissions policies to be used by the System when calculating a decision on an applicant?

Answer Key for Self Check

Question 1

On which form would you indicate that a duplicate letter should not go to the same student in the same term?

The Letter Code Validation Form (GTVLETR).

Question 2

Name at least two student type codes that should be created on the Student Type Code Validation Form (STVSTYP) for IPEDS reporting.

The following student type codes should be created for IPEDS reporting:

- **Freshman**
- **First Time Freshman**
- **Unclassified**
- **Continuing**
- **First Time Graduate**
- **First Time Professional**

Question 3

Where would you enter the institution's admissions policies to be used by the System when calculating a decision on an applicant?

The Admissions Decision Rules Form (SAADCSN) is used to enter the organization's admissions policies.

Day-to-Day Operations



Section goal

The purpose of this section is to explain the regular process and detail the procedures to handle admissions procedures at your institution.

Objectives

In this section you will learn how to

- run the Admissions Decision Criteria Report
- admit a student
- withdrawal a student
- assign a decision code
- run the Admissions Decision Calculation Report
- perform a quick admit
- roll prospect information to Admissions
- run various reports related to Admissions.

Running the Admissions Decision Criteria Report

Introduction

The Admissions Decision Criteria Report (SARDCSN) may be used to review the rules on the Admissions Decision Rules Form (SAADCSN).

Note: You should review the admission decision criteria report before any students are admitted. That way if you need to make changes to the admission decision criteria, the changes are applied consistently to all applicants.

Banner form

The screenshot shows a web-based form titled "Process Submission Controls GIAPCTL 8.0 (BAN8)". The form is divided into several sections:

- Process:** SARDCSN (dropdown) and Adm Decision Criteria Report (text input).
- Parameter Set:** (dropdown menu).
- Printer Control:**
 - Printer:** DATABASE (dropdown)
 - Special Print:** (text input)
 - Lines:** 55 (text input)
 - Submit Time:** (text input)
- Parameter Values:**

Number	Parameters	Values
01	Term (% for all)	200510
02	New term for decision roll	
03	Delete old term after roll (Y)	N

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Term Code to roll from, enter % for all Terms
- Submission:**
 - Save Parameter Set as
 - Name:** (text input)
 - Description:** (text input)
 - Hold
 - Submit

Steps

Follow these steps to run the Admission Decision Criteria Report.

1. Access the Admissions Decision Criteria Report (SARDCSN).
2. Enter the desired printer name in the **Printer** field.

Note: You can enter *DATABASE* to write the report to a table for on-line viewing and to enable the saving of the report to a shared folder on a designated network drive.

3. Enter these parameter values.

Parameter	Value
01: Term (% for all)	Enter the term to roll from or enter % for all terms.
02: New term for decision roll	Enter new term for decision to roll to.
03: Delete old term after roll (Y)	Defaults to <i>N</i> for no. You can change to <i>Y</i> for yes.

4. Click the **Save Parameter Set as** checkbox.
5. Enter a name and description in the **Name** and **Description** fields.
6. Click the **Submit** radio button.
7. Click the **Save** icon to execute the report.

Result: The Auto hint line displays the job submission number for the report log and list file.

8. Select **Review Output** on the **Options** menu to review the report.
9. Click the **Exit** icon.

Entering an Applicant

Introduction

The Admissions Application Form (SAAADMS) is used to create and update admissions applications submitted to your institution.

Banner form

The screenshot shows the SAAADMS 8.1 application form for Anthony Abbe. The form is titled "Admissions Application SAAADMS 8.1 (s10b80)". It includes fields for ID (211009508), Name (Abbe, Anthony), and Term. A "View Current/Active Curricula" checkbox is present. Below the header are tabs for "Application", "Curricula", "Fees, Mail Submission, Withdrawal Data", "Checklist", "Sources, Interests, Comments", and "Contacts, Cohorts, Attributes".

Application

Entry Term: 200810 Fall 2007 (200810) Application Number: 1 Application Preference: Application Date: 27-APR-2008

Admission Type: ST Standard Application Status: C Complete ready for review
Student Type: N New First Time Application Status Date: 29-MAY-2008
Residence: R In state Resident Maintained By: S SYSTEM
Site: BU1 Banner University Main Campus Application Decision Date:
Full or Part Time: Full Time Part Time None Maintained By:
Outstanding Requirements:

Curricula Summary - Primary

Priority	Term	Program	Catalog	Level	Campus	College	Degree
1	200810	CAPP Defect 10200	200810	Undergraduate (UG)		College of Defects - C4	Defect Degree - CA

Field of Study Summary

Priority	Term	Type	Field of Study	Department	Attached to Major
1	200810	Major	Major of Defects - CAPP		

Steps

Follow these steps to enter an applicant.

1. Access the Admissions Application Form (SAAADMS).
2. Enter the student's ID in the **ID** field.
3. Enter a term in the **Term** field.
4. Click the **View Current/Active Curricula** checkbox if you want only current and active curriculum records to be displayed in the Curriculum and Field of Study blocks.
5. Perform a **Next Block** function.

Result: The term defaults in the **Entry Term** field.

6. Enter an application preference in the **Application Preference** field, if desired.

Note: Other admissions forms only display the application preference value if it has been entered

7. Enter the application date in the **Application Date** field.

Note: Banner will insert the system date if this field is left blank.

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 residence type code in the **Residence** field.

11. Select the site the student wants to attend in the **Site** field.

12. Enter *F* for Full Time or *P* for Part Time in the **Full Time or Part Time** field.

13. Enter the application status in the **Application Status** field.

Result: The **Applicant Status Date** and **Maintained by** fields will be filled in by Banner.

14. Perform a **Next Block** function to access the **Curricula** tab.

Note: This tab contains two tabs within it, the **Curriculum** tab and the **Field of Study** tab.

The screenshot shows a web application window titled "Admissions Application SAAADMS 8.1 (s10b80)". At the top, there are input fields for "ID:" (211009508), "Abbe, Anthony", and "Term:". A "View Current/Active Curricula" checkbox is on the right. Below this is a navigation bar with tabs: "Application", "Curricula", "Fees, Mail Submission, Withdrawal Data", "Checklist", "Sources, Interests, Comments", and "Contacts, Cohorts, Attributes". Under the "Curricula" tab, there are sub-tabs for "Curriculum" and "Field of Study". The "Curriculum" sub-tab is active, showing a form with the following fields and values:

- Current:** **Replace:** **Update:** **Duplicate:**
- Activity:** ACTIVE
- Key Sequence:** 1
- Term:** 200810 Fall 2007 (200810)
- User ID:** SAISUSR
- Activity Date:** 27-APR-2008
- Catalog Term:** 200810 Fall 2007 (200810)
- Priority:** 1
- Start Date:**
- End Date:**
- Program:** 102002 CAPP Defect 102002
- Level:** UG Undergraduate (UG)
- Campus:**
- College:** DE College of Defects - CAPP
- Degree:** DEFECT Defect Degree - CAPP

At the top right of the form area, it says "Record 1 of 2" with navigation arrows.

15. Select a catalog term in the **Catalog Term** field or keep the defaulted term.
16. Enter **1** in the **Priority** field. Note that the default value is **1**, but can be changed for multiple curricula.
17. Select a program code in the **Program** field and select Base Curriculum Rules by Program.

Result: By double-clicking, choosing this option, and selecting a curriculum rule from the window, the information that is built in the curriculum rules will default and fill in the Banner fields. This saves on data entry and ensures that the appropriate data is entered by the Admissions staff.

Note: If you select Base Curriculum Rules by Program, **go to Step 22**.

Example: If you select *BA-History* in the **Program** field, all the data for a History Major is automatically entered.

18. Select a level code in the **Level** field.

19. Select a campus code in the **Campus** field.

20. Select a college code in the **College** field.

21. Select a degree code in the **Degree** field.

22. Select the **Field of Study** tab within the **Curricula** tab.

Note: You can perform a **Next Block** function or click directly on the tab.

Result: The information for the curricula you just entered has defaulted into the Field of Study block.

23. In the Field of Study block, navigate to the next record to enter additional curricula.

24. Enter an appropriate number in the **Priority** field.

Note: To enter a minor, enter **2** in the **Priority** field.

25. Select *Minor* in the **Type** field.

Notes: You must have entered at least one major.

26. Select a field of study in the **Field of Study** field.

27. Select a department code in the **Department** field.

28. Click the **Save** icon.
29. Click the **OK** button.
30. Click the **Save** icon to accept the Communication Plan.
31. Click the **Return** button to close the Communication Plan Change window.

32. Select the **Fees, Mail Submission, Withdrawal Data** tab.

The screenshot shows the SAAADMS 8.1 application window. At the top, there is a header with the application name and user information. Below the header, there are several tabs: Application, Curricula, Fees, Mail Submission, Withdrawal Data, Checklist, Sources, Interests, Comments, and Contacts, Cohorts, Attributes. The 'Fees, Mail Submission, Withdrawal Data' tab is selected. The main content area is divided into three sections: Application Fees, Mail Submission, and Withdrawal Data. The Application Fees section contains radio buttons for 'Charge Fee', 'Waive Fee', and 'None', along with fields for 'Last Application Fee', 'Application Fee Waiver', 'Application Fee Detail', 'Application Fee Amount', 'Application Fee Date', and 'Application Fee Rate'. The Mail Submission section contains a 'Letter' dropdown, 'Wait Days' input, and 'Initials' dropdown. The Withdrawal Data section contains a 'Withdrawal Reason' dropdown and an 'Institution Attended' dropdown.

33. Click the appropriate radio button in the **Application Fee** radio group.

IF you clicked	THEN
Charge Fee	select the application fee detail code in the Application Fee Detail field.
Waive Fee	select a reason code in the Application Fee Waiver field.

Note: The default is **None**.

34. Observe the setting of the **Last Application Fee** radio group.

Note: This radio group is display only, and shows the last action taken when the application fee code was last updated. The setting for this field appears after the setting for the **Application Fee** radio group has been selected and saved.

35. Perform a **Next Block** function to access the Additional Data block.

36. Enter additional information in this block if appropriate, completing these fields:

Session, Educational Level, Educational Goal, Recruit Type, Recruiter,

Interview, Legacy, and Citizen.

37. Perform a **Next Block** function to access the Mail Submission block.
38. Select a letter code in the **Letter** field.
39. Enter a number of days you would like to wait before mailing the letter in the **Wait Days** field.
40. Enter the appropriate initials in the **Initials** field.
41. Select the Checklist tab or perform a **Next Block** function.

Admission Request	Description	Received Date	Item	Item Description	Mandatory Indicator	Print Indicator
AMFW	AMCAS Fee Waiver				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	First Request:	Count:		Generated by System: <input checked="" type="radio"/> Yes <input type="radio"/> No	Date: 30-OCT-2008	Status: <input type="checkbox"/>
	Last Request:	Deadline:		Checklist Origin: BASELINE	Status: <input type="checkbox"/>	
HST1	High School Transcript	29-MAY-2008	001089	Harold Washington HS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	First Request:	Count:		Generated by System: <input checked="" type="radio"/> Yes <input type="radio"/> No	Date: 27-APR-2008	Status: <input type="checkbox"/>
	Last Request:	Deadline:		Checklist Origin: BASELINE	Status: <input type="checkbox"/>	
IMMU	Immunization - Measles				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	First Request:	Count:		Generated by System: <input checked="" type="radio"/> Yes <input type="radio"/> No	Date: 30-OCT-2008	Status: <input type="checkbox"/>
	Last Request:	Deadline:		Checklist Origin: BASELINE	Status: <input type="checkbox"/>	
	First Request:	Count:		Generated by System: <input type="radio"/> Yes <input type="radio"/> No	Date:	Status: <input type="checkbox"/>
	Last Request:	Deadline:		Checklist Origin:	Status: <input type="checkbox"/>	
	First Request:	Count:		Generated by System: <input type="radio"/> Yes <input type="radio"/> No	Date:	Status: <input type="checkbox"/>
	Last Request:	Deadline:		Checklist Origin:	Status: <input type="checkbox"/>	

42. Enter a received date in the **Received** field, if appropriate, for the various **Admission Request** items.

Note: If mandatory is checked, and a received date is entered, Banner will automatically update the **Status** field on SAAADMS.

43. Select the item received in the **Item** field.

Example: Select *GMAT* 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.

Note: The other fields on this form will be filled in based on the item selected.

44. Select the **Sources, Interests, Comments** tab.

The screenshot shows a web application window titled "Admissions Application SAAADMS 8.1 (s10b80)". At the top, there is a header with "ID: 211009508", a name field containing "Abbe, Anthony", and a "Term:" dropdown. A "View Current/Active Curricula" checkbox is also present. Below the header is a navigation bar with tabs: "Application", "Curricula", "Fees, Mail Submission, Withdrawal Data", "Checklist", "Sources, Interests, Comments" (which is selected and highlighted in blue), and "Contacts, Cohorts, Attributes".

The main content area is divided into three sections:

- Sources:** A table with columns: "Background Institution" (a dropdown menu), "Description", "Primary Indicator" (checkboxes), and "Activity Date" (a date field). The first row is highlighted in green and shows "06-NOV-2008".
- Interests:** A table with columns: "Interest" (a dropdown menu), "Description", and "Activity Date" (a date field). The first row is highlighted in green and shows "06-NOV-2008".
- Comments:** A section with an "Originator" dropdown menu and a "Comment" text area with a scroll bar.

45. Enter the background institution in the Sources block by selecting the drop-down arrow above the **Background Institution** field.

46. Perform a **Next Block** function.

47. Select an interest code in the **Interest** field.

48. Perform a **Next Block** function to access the Comments block.

49. Select a comment originator in the **Originator** field.

50. Enter a comment in the **Comment** field.

51. Select the **Contacts, Cohorts, Attributes** tab.

Note: 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.

The screenshot shows the 'Admissions Application SAAADMS 8.1 (s10b80)' window. At the top, there is a header bar with the application name and a 'View Current/Active Curricula' checkbox. Below the header, there are several tabs: 'Application', 'Curricula', 'Fees, Mail Submission, Withdrawal Data', 'Checklist', 'Sources, Interests, Comments', and 'Contacts, Cohorts, Attributes'. The 'Contacts, Cohorts, Attributes' tab is selected. The main content area is divided into three sections, each with a yellow header bar. The first section is 'Contact Type', with columns for 'Contact Type', 'Description', and 'Contact Date'. The 'Contact Type' dropdown is set to 'DLL', the description is 'Dean's List Letter', and the date is '30-OCT-2008 09:22:18 AM'. The second section is 'Cohort', with columns for 'Cohort', 'Description', and 'Activity Date'. The 'Cohort' dropdown is empty, the description is empty, and the date is '06-NOV-2008'. The third section is 'Attribute', with columns for 'Attribute', 'Description', and 'Activity Date'. The 'Attribute' dropdown is empty, the description is empty, and the date is '06-NOV-2008'.

52. Select a contact type code in the **Contact Type** field, if appropriate.

53. Perform a **Next Block** function.

54. Select a cohort code in the **Cohort** field to be used in Student Right-to-Know (SGRKNOW) reporting.

Note: Banner does not require this field; however, federal law requires that institutions track their graduation rates.

55. Perform a **Next Block** function.

56. Select an attribute code in the **Attributes** field to attach an attribute to the student.

57. Click the **Save** icon.

58. Click the **Exit** icon.

Withdrawing an Applicant

Introduction

The **Fees, Mail Submission, Withdrawal Data** tab on the Admissions Application Form (SAAADMS) is used to track applicants who are withdrawing from the application process, and to track the institutions the applicants have decided to attend.

Banner form

The screenshot shows a web browser window titled "Admissions Application SAAADMS 8.1 (s10b80)". The main content area is divided into three sections: "Application Fees", "Mail Submission", and "Withdrawal Data".

Application Fees:

- Application Fee: Charge Fee Waive Fee None
- Last Application Fee: Fee Charged Fee Waived No Fee
- Application Fee Waiver:
- Application Fee Detail:
- Application Fee Amount:
- Application Fee Date:
- Application Fee Rate:

Additional Data:

- Session:
- Educational Level:
- Educational Goal:
- Recruit Type:
- Recruiter:
- Interview:
- Legacy: W 0123456789012345678901234567
- Citizen: N Non-Citizen

Mail Submission:

- Letter:
- Wait Days:
- Initials:

Withdrawal Data:

- Withdrawal Reason:
- Institution Attended:

Steps

Follow these steps to track applicants who are withdrawing from the application process.

1. Access the Admissions Application Form (SAAADMS).
2. Enter the student's ID in the **ID** field.
3. Enter a term in the **Term** field.
4. Perform a **Next Block** function.

Result: The term defaults in the **Entry Term** field.

5. Select the **Fees, Mail Submission, Withdrawal Data** tab.
6. Access the Withdrawal Data block.
7. Enter the reason the applicant is withdrawing in the **Withdrawal Reason** field.

IF the applicant declined	THEN
because they are attending another institution	select the other institution the applicant is attending in the Institution Attended field.
for any other reason	leave the Institution Attended field blank.

8. Click the **Save** icon.
9. Click the **OK** button.
10. Click the **Exit** icon.

Assigning a Decision Code

Introduction

The Admissions Decision Form (SAADCRV) is used to assign a decision code to an application.

Note: You can also run the Admit Decision Calc Report (SARBDSN) to assign a decision code to an application.

Banner form

The screenshot shows the SAADCRV 8.1 application form. At the top, the ID is 211009508 and the student name is Abbe, Anthony. The form is divided into several sections:

- Decision Processing:** High School Review, Prior College and Degree Review, Test Score Review.
- Application Summary:**
 - Entry Term: 200810, Decision: [dropdown], Status: C Complete ready, Application Date: 27-APR-2008
 - Application Number: 1, Admission Type: ST Standard, Session: [dropdown], Outstanding Requirements: [checkbox]
 - Application Preference: [dropdown], Student Type: N New First Time, Residence: R In state Resident, Full or Part Time: Full Time
- Field of Study:**
 - Priority: 1, Program: 102002, Level: UG, College: DE, Campus: [dropdown], Degree: DEFECT, Catalog Term: 200810
 - Type: MAJOR, Code: DFCT, Department: [dropdown]
- Application Decision:** Application Decision Letter, Decision Calculator, Rating Review.
- Decision Data Table:**

Decision Code	Description	Significant Decision	Institution Acceptance	Applicant Acceptance	Institution Rejection	Inactive Application	Maintained by	Decision Date	User ID
[dropdown]	[dropdown]	<input type="checkbox"/>	[dropdown]	[dropdown]	[dropdown]				
[dropdown]	[dropdown]	<input type="checkbox"/>	[dropdown]	[dropdown]	[dropdown]				
[dropdown]	[dropdown]	<input type="checkbox"/>	[dropdown]	[dropdown]	[dropdown]				
[dropdown]	[dropdown]	<input type="checkbox"/>	[dropdown]	[dropdown]	[dropdown]				
[dropdown]	[dropdown]	<input type="checkbox"/>	[dropdown]	[dropdown]	[dropdown]				

Steps

Follow these steps to assign a decision code to an application.

1. Access the Admissions Application Form (SAAADMS).
2. Enter the student's ID in the **ID** field.
3. Enter a term in the **Term** field.
4. Perform a **Next Block** function.

Result: The term defaults in the **Entry Term** field.

5. Select **Assign Decisions to Application** from the **Options** menu.

Result: The Admissions Decision Form (SAADCRV) opens.

Access the Decision Data block.

6. Enter a decision code in the **Decision Code** field.
7. Note the setting of the **Significant Decision** checkbox.

Note: Once you enter a significant decision (e.g., *Applicant Acceptance*) and save, this will create a General Student Record.

Warning: After the General student record is created, changes made in the Admissions module do not go forward to General Student record. Changes going forward need to be made on either the Registration Form (SFAREGS) or the General Student record itself.

8. Click the **Save** icon.
9. Click the **Exit** icon to return to the Admissions Application Form (SAAADMS).
10. Click the **Exit** icon.

Running the Admissions Decision Calculation Report

Introduction

The Admissions Decision Calculation Report (SARBDSN) is used to calculate automated decisions based on the user-defined rules on the Admissions Decision Rules Form (SAADSCN).

Banner process

The screenshot shows a web-based interface for running the Admissions Decision Calculation Report (SARBDSN). The interface is titled "Process Submission Controls - GJAPCTL 8.0 (BAN8)".

Process: SARBDSN (dropdown) Admit Decision Calc Report (text input)
Parameter Set: (dropdown)

Printer Control
Printer: (dropdown) **Special Print:** (text input) **Lines:** 55 (text input) **Submit Time:** (text input)

Parameter Values

Number	Parameters	Values
01	Applicant entry term	200510
02	Admissions type	
03	Student type	
04	Major code one	
05	Degree code one	
06	College code one	19
07	Level code	UG
08	Residence Code	

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Enter the applicant entry term to process, or % for all terms.

Submission
 Save Parameter Set as **Name:** (text input) **Description:** (text input) Hold Submit

Steps

Follow these steps to run the report.

1. Access the Admissions Decision Calculation Report (SARBDSN).
2. Enter the desired printer name in the **Printer** field.

Note: You can enter *DATABASE* to write the report to a table for on-line viewing and to enable the saving of the report to a shared folder on a designated network drive.

3. Enter these parameter values to specify populations to assign a decision code to or leave the **Value** fields blank to process all.

Parameter	Value
01: Applicant entry term	Enter the applicant entry term to process or % for all terms.
02: Admission type	Enter the admission type code(s) to process.
03: Student type	Enter the student type code(s) to process.
04: Major code one	Enter the primary major code(s) to process.
05: Degree code one	Enter the primary degree code(s) to process.
06: College code one	Enter the primary college code(s) to process.
07: Level code	Enter the level code(s) to process.
08: Residence Code	Enter the residence code(s) to process.
09: Application status code	Scroll and enter the application status code(s) to process.
10: Application decision code	Enter the application decision code(s) to process.

Parameter	Value
11: Apply updates (Y=yes, N=No)	Enter <i>Y</i> to update admissions decisions or enter <i>N</i> to run in audit mode.
12: Program Code	Enter the program code to process.
13: Campus Code	Enter the campus code to process.
14: Citizen Code	Enter the citizen code to process.
15: Exclude Decision Code	Enter decision code to exclude. Note: Students with this decision code will not be processed.

4. Perform a **Next Block** function.
5. Click the **Save Parameter Set as** checkbox, if you want to save this parameter set for future use.
6. Enter a name and description in the **Name** and **Description** fields.
7. Verify the **Submit** radio button is selected.
8. Click the **Save** icon to execute the report.

Result: The Auto hint line displays the job submission number for the report log and list file.

9. Select **Review Output** on the **Options** menu to review the report.
10. Click the **Exit** icon.

Rolling Prospect Information to Admissions

Introduction

The Prospect Information Summary option on the Admissions Application Form (SAAADMS) takes you to the Prospect Summary Form (SRASUMI). This option is used to roll information from a Prospect record to Admissions if you've collected that information. Once the information has been rolled, you can make any necessary changes on the Admissions Application Form (SAAADMS). SRASUMI also allows you to see curricula records associated with a prospect record.

Note: This is a standalone query form used to display a summary of recruiting records for a prospect whether the records are active or inactive. A record is considered to be inactive if an institution attending or withdrawal reason code has been entered. Only active recruiting records are carried forward into admissions to create new admissions applications. The records are displayed in descending order by term or for the term entered in the Key Information. If neither the term nor level are entered, all records will display. If Term is entered, all records for that term and prior terms will be queried, and if Level is entered, only those records with an equal level will be displayed.

Banner form

Prospect Summary SRASUMI 8.0 (BAN8)

ID: 601000070 Davis, Mac S. Level: Campus: College: Degree: Term: 200910 Program: Field of Study Type: Field of Study Code:

Term	Sequence Number	Selected Primary	Recruiter	Recruit Type	Admission Type	Student Type	Residence	Withdrawal Reason	Institution Attending

Curricula Summary

Priority Term	Program	Catalog	Level	Campus	College	Degree

Field of Study Summary

Priority Term	Type	Field of Study	Department	Attached to Major

Steps

Follow these steps to roll prospect information to the Admissions Application Form (SAAADMS).

Note: Each participant in the class must create a different Applicant record.

1. Access the Admissions Application Form (SAAADMS).
2. Enter the student's ID in the **ID** field.
3. Enter a term in the **Term** field.
4. Perform a **Next Block** function.

Result: The term defaults in the **Entry Term** field.

5. Select **Prospect Information Summary** from the **Options** menu.

Result: The Prospect Summary Form (SRASUMI) opens.

6. Double-click in the untitled field in the Prospect Summary block to return the Prospect record to SAAADMS.

Note: You can also click the **Select** icon.

7. Review the prospect record and make any updates or changes as necessary.

Note: If necessary, refer back to the *Entering an Applicant* exercise for specific guidelines on how to complete the fields on SAAADMS.

8. Click the **Save** icon.

Result: The Communication Plan Change window opens.

- 9.

IF	THEN
a Recruit Plan exists	click the Active indicator to delete this plan.
Pending Mail exists	enter <i>Y</i> in the Delete mail indicator.

10. Click the **Return** button to return to SAAADMS.

11. Click the **Exit** icon.

Quick Entry Form

Introduction

The Quick Entry Form (SAAQUIK) is used to add a student to the system as quickly as possible by entering only the necessary information needed.

Example: On the day before classes are to begin, a student accepts an offer of admissions and requests to be scheduled for the term. The student needs to be added to the system as quickly as possible in order to be scheduled for classes. The institution may elect to set up Quick Entry Rules (SAAQKER) in order to expedite data entry, based on a term and the student's level.

Banner form

The screenshot shows the SAAQUIK 8.0 (BAN8) Quick Entry Form interface. At the top, there are input fields for ID (601000070), Name (Davis, Mac S.), Term (200910), and Level (00), along with a Generate ID button. Below this are tabs for Quick Admit, Addresses, and Biographical. The main form area is divided into several sections:

- Enter Address** and **Enter Biographical** (both checked).
- Student Information:** Student Type, Student Status, Residence, Full or Part Time (radio buttons for Full Time, Part Time, and selected None), Rate, Education Goal, and Education Level.
- Application and Recruit Information:** Create Application Record (checkbox), Application Number, Admission Type, Application Status, Admission Decision, Create Recruit Record (checkbox), and Primary Source.
- Curriculum:** Term (200310 Fall 2002 (2003)), Program (3256872), College (01 College of Arts & Sciences), Catalog Term (200320 Spring 2003 (2)), Level (01 Undergraduate Education), Degree (AB Artium Baccalaureus), Priority (1), and Campus (1 Main). It also shows "Record 1 of 1".
- Field of Study:** Type (MAJOR), Field of Study (010 Accounting Primary), Department (0002 Economics Department), Priority (1), Status (INPROGRESS), and Attached to Major.

Steps

Follow these steps to complete the Quick Entry form.

1. Access the Quick Entry Form (SAAQUIK).
2. Select *Generate ID* in the **Options** menu, or enter *GENERATED* in the **ID** field and press Enter to open the Current Identification window.

Result: The Common Matching (GOAMTCH) window opens.

The screenshot shows the 'Common Matching Entry' window. The 'Data Entry' section is filled with the following information:

- ID: GENERATED
- Matching Source: ACT_LORI
- Last Name: Davis
- First Name: Liza
- Middle Name: Jane
- Address Type: PR Permanent
- Street Line 1: (empty)
- Street Line 2: (empty)
- Street Line 3: (empty)
- City: (empty)
- State or Province: (empty)
- ZIP or Postal Code: (empty)
- County: (empty)
- Nation: (empty)
- Non-Person Name: (empty)
- SSN/SIN/TIN: (empty)
- Birth Date: Day: (empty), Month: (empty), Year: (empty)
- Gender: Null
- Telephone Type: PR Home
- Telephone: (empty)
- E-mail Type: HOME Home
- E-mail: (empty)

Below the data entry fields are buttons for Duplicate Check, Select ID, Details, Update ID, View Comments, and Create New. A table below shows columns for ID, Name, Matched Address, Telephone, and E-mail, with a 'No Matches' message at the bottom.

3. Enter values in the **Last Name**, **First Name**, and **Middle Name** fields.

Note: Each participant must create a unique student. Make a note of the student's name and ID because they will be used in future lessons.

4. Click the **Save** icon.
5. Double-click in the **Term** field to select a term.
6. Double-click in the **Level** field and select *UG* (Undergraduate).
7. Perform a **Next Block** function.

Result: You may receive the message "Defaulting values from Quick Entry Rules

Form.” Note that many of the field values will default in based on the rules that have been created.

8. Click either the **Enter Address** checkbox or the **Enter Biographical** checkbox if you want to go directly to those tabs to enter that information.

Result: The appropriate tab opens.

9. Complete steps 10 through 18 to enter address information.
10. Click the **Enter Address** checkbox and enter a date in the **From Date** field, if desired.
11. Select an address type in the **Address Type** field.
12. Enter a street address in the **Street Line 1** field.
13. Enter a city in the **City** field.
14. Enter a state or province code in the **State or Province** field.
15. Enter a zip or postal code in the **Zip or Postal Code** field.
16. Select a telephone type in the **Telephone Type** field.
17. Enter a telephone number in the **Telephone** field.
18. Click the **Save** icon.
19. Complete steps 20 through 30 to enter biographical information.
20. Click the **Enter Biographical** checkbox and select either the **Male** or **Female Gender** radio button as appropriate.
21. Enter a date in DD-MM-YYYY format in the **Birth Date** field.
22. Enter the appropriate number in the **SSN/SIN/TIN** field.
23. Select a citizenship code in the **Citizenship** field.

Note: Your institution may not request this information. If it does not, the field can be left blank.

24. Enter the marital status in the **Marital Status** field.
25. Enter the religion in the **Religion** field, if known.
26. Enter the legacy information in the **Legacy** field, if known.

27. Select an ethnicity code in the **New Ethnicity** field.

Note: Your institution may not request this information. If it does not, the field can be left blank.

If you have confirmed this information, click the **Ethnicity and Race Confirmed** checkbox and enter a confirmed date in the **Confirmed Date** field.

28. Enter the appropriate veteran information in the **Veteran File Number**, **Veteran Category**, and **Active Duty Separation Date** fields, if this information applies. Otherwise, you may leave these fields blank.

29. Perform a **Next Block** function to access the Race block.

Result: Information in the fields may default based on what you have selected in the Ethnicity field.

30. Enter additional race records in the **Race** field, if appropriate.

Note: You cannot change an existing race.

31. Access the **Quick Admit** tab.

Note: Some of these fields may have defaulted in, depending on the rules that have been created. If that is the case, you will not need to complete all fields.

32. Enter a student type code in the **Student Type** field.

Example: *A* (1st Time Freshman)

33. Enter a student status code in the **Student Status** field.

Example: *AS* (Active)

34. Enter a residence code in the **Residence** field.

35. Enter *F* if the student is full time or *P* if the student is part time in the **Full or Part Time** field.

36. Select a rate code in the **Rate** field.

37. Select an education goal in the **Education Goal** field.

38. Select an education level in the **Education Level** field.

39. Click the **Create Application Record** checkbox.

40. Select the type of admissions in the **Admission Type** field.

41. Select an application status code in the **Application Status** field.
42. Select an admissions decision in the **Admission Decision** field.
43. Perform a **Next Block** function to access the Curriculum block.
44. Select a catalog term in the **Catalog Term** field.
45. Enter a priority number that identifies curriculum rank in the **Priority** field (this field will default to 10).
46. Select a program from the All Programs option in the **Program** field.

Note: The **College**, **Level**, and **Degree** fields may be filled in for you based on the program selected. If not, select values for these fields.

47. Select a campus code in the **Campus** field.
48. Access the Field of Study block.
49. Select *Major* in the **Type** field.
50. Enter a field of study priority number in the **Priority** field (note this will default to 10).
51. Select a major, minor, or concentration code in the **Field of Study** field.
52. Select a status in the **Status** field (note this may default to INPROGRESS).
53. Click the **Save** icon.
54. Click the **OK** button to acknowledge that the records have been saved.

Result: The Communication Plan window opens.

55. Click the **Save** icon to save the communication plan.
56. Click the **Return** button.
57. Click the **Exit** icon.

Running the Admissions Count by College/Major Report

Introduction

The Admissions Count by College/Major Report (SARACTM) is used to produce admission application counts with totals by major and college.

Banner form

The screenshot shows a web browser window titled "Process Submission Controls - GIAPCTL 8.0 (BAN8)". The form is divided into several sections:

- Process:** SARACTM (dropdown) and Adm Count By College/Major (text input).
- Parameter Set:** (empty dropdown).
- Printer Control:** Printer: (empty dropdown), Special Print: (empty text input), Lines: 55 (text input), Submit Time: (empty text input).
- Parameter Values:** A table with columns for Number, Parameters, and Values.

Number	Parameters	Values
01	Entry Term	199801
02	Prior Entry Term 1	199701
03	Prior Entry Term 2	199601

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
- Submission:** Save Parameter Set as, Name: (empty text input), Description: (empty text input), Hold, Submit.

Steps

Follow these steps to run the Admissions Count by College/Major Report (SARACTM).

1. Access the Admissions Count by College/Major Report (SARACTM).
2. Perform a **Next Block** function.
3. Enter the appropriate printer or type *DATABASE* in the **Printer** field.
4. Perform a **Next Block** function.
5. Enter the parameters as appropriate.

Note: Use the table as a guide to the parameters.

Parameter	Description	Req?
Entry Term	Enter the term code for which you wish to run the admissions application counts.	Yes
Prior Entry Term 1	Enter the first term for which you want to compare the admissions counts.	Yes
Prior Entry Term 2	Enter the second term for which you want to compare the admissions counts.	Yes

6. Perform a **Next Block** function.
7. Click the **Save** icon.
8. Click the **Exit** icon.

Running the Admissions Application Report

Introduction

The Admissions Application Report (SARADMS) is used to list application data by ID or name, term, and application number.

Banner form

The screenshot shows a web-based form titled "Process Submission Controls GIAPCTL 8.0 (BAN8)". The form is divided into several sections:

- Process:** A dropdown menu set to "SARADMS" and a text field containing "Admissions Application Report".
- Parameter Set:** A dropdown menu.
- Printer Control:** A section with a "Printer:" dropdown set to "DATABASE", a "Special Print:" text field, "Lines:" set to "55", and a "Submit Time:" text field.
- Parameter Values:** A table with two columns: "Number" and "Parameters". The "Parameters" column has a dropdown menu. The "Values" column has a dropdown menu. The first row shows "01" for the number and "Term" for the parameter, with the value "199601" entered. The other rows (02-08) are empty. Below the table, it says "LENGTH: 6 TYPE: Character O/R: Optional M/S: Single".
- Submission:** A section with a checkbox "Save Parameter Set as", "Name:" and "Description:" text fields, and radio buttons for "Hold" and "Submit".

Steps

Follow these steps to run the Admissions Application Report (SARADMS).

1. Access the Admissions Application Report (SARADMS).
2. Perform a **Next Block** function.
3. Enter the appropriate printer or type *DATABASE* in the **Printer** field.
4. Perform a **Next Block** function.
5. Enter the parameters as appropriate.

Note: Use the table as a guide to the parameters. Multiple values can be entered for most parameters; you cannot enter multiple values for **Term** and **Report Sequence (N = Name, I = ID)**.

Parameter	Description	Req?
Term	Enter the term code for which you wish to run the admissions application report.	No
Admissions Type	Enter the admissions type code for which you wish to select the admissions application information.	No
Student Type	Enter the student type code for which you wish to select the admissions application information.	No
Major Code	Enter the major code for which you wish to select the admissions application information.	No
Degree Code	Enter the degree code for which you wish to select the admissions application information.	No
College Code	Enter the college code for which you wish to select the admissions application information.	No
Level Code	Enter the level code for which you wish to select the admissions application information.	No
Residence Code	Enter the residency type code for which you wish to select the admissions application information.	No
Application Status Code	Enter the application status code for which you wish to select the admissions application information.	No

Parameter	Description	Req?
Application Decision Code	Enter the application decision code for which you wish to select the admissions application information.	No
Report Sequence (N = Name, I = ID)	Enter / to run the report in name sequence; enter / to run the report in ID number sequence.	No

6. Perform a **Next Block** function.
7. Click the **Save** icon.
8. Click the **Exit** icon.

Running the Admit Decision Calculation Report

Introduction

The Admit Decision Calculation Report (SARBDSN) is used to calculate automated decisions based on institution rules. The process selects all application records that match the parameter values. If any of the applications have outstanding checklist items, regardless of their application status, they will not be processed and will have a message associated with them on the report. If all checklist items are received, then the process compares each applicant and/or application against the rules on SAADCSN.

Banner form

The screenshot shows a web-based form titled "Process Submission Controls GJAPCTL 8.0 (BAN8)". The form is divided into several sections:

- Process:** A dropdown menu set to "SARBDSN" and a text field containing "Admit Decision Calc Report".
- Parameter Set:** A dropdown menu.
- Printer Control:** Includes a "Printer:" dropdown, a "Special Print:" text field, "Lines:" set to "55", and a "Submit Time:" text field.
- Parameter Values:** A table with two columns: "Number" and "Parameters". The "Parameters" column has a dropdown menu. The "Values" column has a dropdown menu. The table contains the following data:

Number	Parameters	Values
01	Applicant entry term	200510
02	Admissions type	
03	Student type	
04	Major code one	
05	Degree code one	
06	College code one	19
07	Level code	UG
08	Residence Code	

Below the table, there is a note: "LENGTH: 6 TYPE: Character O/R: Required M/S: Single. Enter the applicant entry term to process, or % for all terms."

- Submission:** Includes a checkbox for "Save Parameter Set as", a "Name:" text field, a "Description:" text field, and radio buttons for "Hold" and "Submit".

Steps

Follow these steps to run the Admit Decision Calculation Report (SARBDSN).

1. Access the Admit Decision Calculation Report (SARBDSN).
2. Perform a **Next Block** function.
3. Enter the appropriate printer or type *DATABASE* in the **Printer** field.
4. Perform a **Next Block** function.
5. Enter the parameters as appropriate.

Note: Use the table as a guide to the parameters. Multiple values can be entered for these parameters:

Admissions Type, Student Type, Major Code One, Degree Code One, College Code One, Level Code, Residence Code, Application Status Code, Application Decision Code

Parameter	Description	Req?
Applicant Entry Term	Enter the term code for which you wish to calculate automatic decisions.	Yes
Admissions Type	Enter the admissions type code for which you wish to calculate automatic decisions.	No
Student Type	Enter the student type code for which you wish to calculate automatic decisions.	No
Major Code One	Enter the major code for which you wish to calculate automatic decisions.	No
Degree Code One	Enter the degree code for which you wish to calculate automatic decisions.	No
College Code One	Enter the college code for which you wish to calculate automatic decisions.	No
Level Code	Enter the level code for which you wish to calculate automatic decisions.	No

6. Continue entering the parameters as appropriate, using the table as a guide.

Parameter	Description	Req?
Residence Code	Enter the residency type code for which you wish to calculate automatic decisions.	No
Application Status Code	Enter the application status code for which you wish to calculate automatic decisions.	No
Application Decision Code	Enter the application decision code for which you wish to calculate automatic decisions.	No
Apply Updates (Y = Yes, N = No)	Enter <i>Y</i> to update the admission decisions; enter <i>N</i> to run the report in audit mode.	Yes
Program Code	Enter the program code for which you wish to calculate automatic decisions.	No
Campus Code	Enter the campus code for which you wish to calculate automatic decisions.	No
Citizenship Code	Enter the citizenship code for which you wish to calculate automatic decisions.	No
Exclude Decision Code	Enter the admissions application decision code for students you wish to exclude from processing.	No

7. Perform a **Next Block** function.

8. Click the **Save** icon.

9. Click the **Exit** icon.

Admissions Mass Entry

Overview

The Mass Entry Admissions form (SAAMAPP) allows Admissions personnel to update Admissions records in a group, either immediately or in a batch process.

The Admissions Mass Entry form, SAAMAPP, consists of three tabs:

- **Search**
- **Update**
- **Results**

The **Search** tab requires that SAAADMS (Admissions Application) exist for those applicants who meet the search criteria. The **Update** tab requires both SAAADMS and SAADCRV (Application Decision Form) in order to be able to update the Applicant's record(s). Records may be updated either automatically, via the selection criteria, or manually, by entering applicants onto the **Results** tab directly. The Mass Entry is accomplished by running the process directly or by saving the process to be run later as a batch process.

As well as updating the Admissions records for the selected group, this process also permits you to update the Communications Plan for each individual in the group. This is done by specifying a Letter Code, Initiated and Printed Dates and Initials to be used when generating the signature on the letter.

The **Results** tab displays the records selected by the Search criteria specified on the **Search** tab. If the Search Criteria is left blank, no records are displayed. However, records may be manually entered on the **Results** tab to be updated whether or not Search Criteria are specified. In order to update the selected records, SAAADMS must exist for the indicated records. In addition, Admission records will not be processed for records marked "Deceased." They will, however, update for records marked "Hold" or "Confidential."

Admissions Mass Entry SAAMAPP 8.0 (UDCSysT)

Search Update Results

Results

Select Indicator: Select All Deselect All None

Select	ID	Name	Term Code	Application Hold	Deceased	Conf	Manually Added	Yes	No	Partial	None	Message
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
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9. Once the process has been executed, the results are displayed on this tab. Each record is displayed with status indicators and a message type which contains more information for each record's update results.

Indicator	Description
Manually Added	Checked when the record has been manually added to the selected group for update.
Yes	Checked when the update has been completed successfully.
No	Checked when the update has not been completed at all.
Partial	Checked when one part of the update was successfully completed while another part was not.
None	Checked when the update was not attempted, (such as if the record was not selected).
Message	A link to a message explaining the status of the update for that record.

10. Click the **Save** icon.

11. Click the **Exit** icon.

Mass Entry Audit

Overview

Whenever the Mass Entry process executes, an audit file is saved, capturing all of the information on the **Search/Update** tabs and the **Results** tab for each Mass Entry executed. These files can be reviewed by opening this Mass Entry Audit form (SOAMAUD). This form is used to query mass entry event information by session.

These files can be searched by date, user ID and/or form name. The list of saved files are displayed on the **Sessions** tab. You can then view the selected session's associated search criteria and updated and inserted values in the **Search/Update** tab. Depending on whether the updates have been processed directly on the mass entry form or by batch processing (SORMEBP), the processing results can be displayed in the **Results** tab with any associated result messages and whether the record was manually added. For admissions, the **Application Number** and the **Admission Term** fields are displayed.

Banner form

Date Initiated	User ID Initiated	Date Completed	User ID	Batch Process ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Form Name: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Form Name: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Steps

Follow these steps to review Mass Entry Audit files.

1. Access the Mass Entry Audit form (SOAMAUD).
2. Using the Key Block, enter the earliest date to search for the Audit Session by filling in the **Submit Date From** field.
3. Enter the latest date to search for the Audit Session by filling in the **Submit Date To** field.
4. Select the **User ID** from the drop down list.
5. Enter the **Form Name** to search for Audit Session files for that specific form.
6. Perform a **Next Block** function to see the list of Audit Session files that exist for the criteria specified.
7. Highlight the Audit Session file desired.
8. Click on the **Search/Update** tab.

The screenshot displays the SOAMAUD 8.1 web application interface. At the top, there are input fields for 'Submit Date From' (27-OCT-2008), 'Submit Date To' (03-NOV-2008), 'User ID' (SAISUSR), and 'Form Name'. Below these fields are three tabs: 'Sessions', 'Search/Update', and 'Results'. The 'Search/Update' tab is active. The main content area is divided into two sections: 'Search Criteria' and 'Update Criteria'. Each section has a table with two columns: 'Column' and 'Value'. The 'Search Criteria' table has five rows, and the 'Update Criteria' table has five rows. The 'Form Name' field is also visible above the 'Search Criteria' table.

Note: The following data is contained at the top of the **Search/Update** tab:

Field	Description
Date Initiated	The date the Mass Entry was initiated
User ID Initiated	User ID of the individual who initiated the Mass Entry.
Date Completed	The date the Mass Entry update was complete; If Batch process has not yet been run this field will be empty.
User ID Completed	User ID of the individual who ran the update; If Batch process has not yet been run this field will be empty.
Batch Process ID	The Batch Process ID assigned by the system to this session, if Batch processing was selected. If the update was processed in real time, this field will be empty.
Form Name	Identifies the form used for Mass Entry
Session Name	The name of the session selected

9. The Search Criteria from the original Mass Entry form is reproduced in the Search Criteria block on the **Search/Update** tab.
10. The Update Criteria from the original Mass Entry form is reproduced in the Update Criteria block on the **Search/Update** tab.
11. The Mass Entry process updates the mass entry tables with result codes and associated result messages once updates have taken place. Results may be viewed on the **Results** tab, and include both records selected for update, and records that satisfied the Search criteria that were not selected for update.

Mass Entry Audit SOAMAUD 8.1 (s10b80)

Submit Date From: 27-OCT-2008 Submit Date To: 03-NOV-2008 User ID: SAISUSR Form Name:

Sessions Search/Update Results

Date Initiated User ID Initiated Date Completed User ID Completed Batch Process ID

Form Name:

ID	Name	Manually Hold	Manually Added	Yes	No	Partial	None	Message	Process Indicator
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13. After reviewing the results of your selected session, click on the **Exit** icon.

Mass Entry Batch Update

Overview

The Process Mass Entry Report (SORMEBP) is used to process mass entry updates in batch that are held for job submission processing in the **Results** tab of the mass entry form. When a process is held for job submission, all of the data is written to the Mass Entry Audit tables without a date completed or an update result, but with a batch process identifier. The batch process ID can be submitted through job submission using SORMEBP when you are ready to process the updates.

This report processes the mass entry updates based on the mass entry form name, the ID of the user who initiated the updates, the date and time the records were saved for batch update, and the batch process ID. Only records with no completion date are considered for update. Output is listed in alphabetical order and can show summary, detail or totals information.

The report can be run in Audit or Update mode. Audit Mode permits the user to run the batch process as a "trial," and the update results and associated messages are not shown on the report output. When run in Update mode, updates are made to the parent forms of the mass entry forms, and the audit table is updated with the ID of the user who ran the report, the date completed, the results and the setting of the Process Indicator on the Audit form.

Banner form

The screenshot shows a software window titled "Process Submission Controls: GMAPCTL 8.0 (s7s80)". The interface includes several sections:

- Process:** SORMEBP (dropdown), Process Mass Entry (text field)
- Parameter Set:** (dropdown)
- Printer Control:** Printer: DATABASE (dropdown), Special Print: (text field), Lines: 55, Submit Time: (text field)
- Parameter Values:** A table with columns for Number, Parameters, and Values.
- Submission:** Save Parameter Set as (checkbox), Name: (text field), Description: (text field), Hold (radio button), Submit (radio button)

Number	Parameters	Values
01	Form Name	SGAMSTU
02	Add User ID	
03	Add Date From	
04	Add Date To	
05	Batch Process ID	SYSTEM24MSTUD00033
06	Report Option	D
07	Run Mode	U

Steps

Use the following steps to execute the selected Batch process report.

1. Access the Batch Update Process Report (SORMEBP).
2. Enter the Form Name into the Parameter Value block.
3. Click on the **Query** icon to locate your Batch Process ID.
4. Select the Batch Process you wish to run.
5. Press **Next Block** to move to the Submission block.
6. To save the parameter set for use again in future queries you can fill in the **Name** and **Description** fields, and click on the check box for **Save Parameter Set as**.
7. Click on the **Save** icon.
8. Click on the **Exit** icon.
9. To confirm that the Batch process did run, access the Mass Entry Audit form (SOAMAUD), and navigate to the Audit file associated with the Batch ID you just processed. You can then review the **Results** tab to note the results of the Batch process. Follow the steps in the Mass Entry Audit section of this workbook.

Mass Entry Purge Audit

Overview

Audit tables may be very large, and you may wish to remove them after the processing is complete and the audit confirms the results. Records can be selected for deletion based on mass entry form, user ID, from and to dates, delete option (update status to be deleted), or batch process ID. The update status can be:

- All completed updates
- Failed updates
- Incomplete updates
- No updates
- Partial updates
- Successful updates.

The process can be run in Audit Mode or Update Mode, and can show summary, detail or totals information.

Banner form

The screenshot shows the 'Process Submission Controls' window for 'SOPMAUD - Purge Mass Entry Audit'. The 'Printer Control' section is set to 'DATABASE' printer with 55 lines. The 'Parameter Values' section lists 8 parameters: Form Name (SHAMDEG), User ID, Add Date From, Add Date To, Delete Option (A), Run Mode (A), Report Option (A), and Batch Process ID (SYSTEM18MDEG000007). The 'Submission' section has 'Save Parameter Set as' checked, with 'Name' and 'Description' fields, and 'Hold' and 'Submit' buttons.

Number	Parameters	Values
01	Form Name	SHAMDEG
02	User ID	
03	Add Date From	
04	Add Date To	
05	Delete Option	A
06	Run Mode	A
07	Report Option	A
08	Batch Process ID	SYSTEM18MDEG000007

Steps

Follow these steps to purge the Audit file you created earlier.

1. Access the Purge Mass Entry Audit form (SOPMAUD).
2. Press on **Next Block** to access the parameter values.
3. Select the Form Name, SAAMAPP, from the list of values for the **Form Name** field.
4. Enter the Batch Process ID, if you created one when you executed SAAMAPP, into the **Batch Process ID** field.

Note: You can also enter other parameters that will further narrow the list of sessions returned to you, such as your User ID or the Add Dates.

5. When the selected file is displayed, select individual sessions for deletion.

Note: You can click on **Select All** to mark all the sessions for deletion

6. Click on the **Save** icon.
7. Click on the **Exit** icon.

Summary

Let's review

As a result of completing this workbook, you have

- run the Admissions Decision Criteria Report
- admitted an applicant
- withdrawn a student
- assigned a decision code
- run the Admissions Decision Calculation Report
- rolled prospect information to Admissions
- performed a quick admit
- run various reports and processes related to Admissions
- processed admissions decisions for a group via Mass Entry
- reviewed the Mass Entry audit
- purged the Mass Entry audit.

Self Check

Directions

Use the information you have learned in this workbook to complete this self-check activity.

Question 1

What form do you use to add a student to the system as quickly as possible in order to be scheduled for classes?

Question 2

How do you roll default prospect data to the Admissions module?

Answer Key for Self Check

Question 1

What form do you use to add a student to the system as quickly as possible in order to be scheduled for classes?

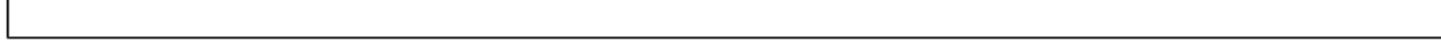
The Quick Entry Form (SAAQUIK).

Question 2

How do you roll default prospect data to the Admissions module?

Prospect data is rolled to the Admission module on the Admissions Application Form (SAAADMS) using the Prospect Information Summary option.

Appendix



Forms Job Aid

Form	Full Name	Use this Form to...
STVATYP	Address Type Code Validation	create and maintain Address type codes.
STVCITZ	Citizen Type Code Validation	create and maintain Citizen Type codes.
STVSTAT	State/Province Code Validation	create, update and delete State/Province codes.
GTVLETR	Letter Code Validation	enter and maintain Letter codes used in the Letter Generation process.
GTVPARA	Paragraph Code Validation	enter and maintain the paragraph codes that are used to construct letters. (Text is constructed on GUAPARA)
STVADMR	Admission Request Checklist Code Validation	create and maintain Admission Request Checklist codes.
STVADMT	Admission Type Code Validation	create and update Admission Type codes.
STVAPDC	Admission Application Decision Code Validation	create and maintain Admission Application Decision codes.
STVAPST	Admission Application Status Code Validation	create and maintain Admission Application Status codes.
STVCHRT	Cohort Code Validation	create and maintain Cohort codes, used in Recruiting, Admissions, General Student and Academic History modules.
STVETHN	Ethnic Code Validation	create and maintain ethnic codes. These are validated against IPEDS Ethnic Codes in STVETCT.

Form	Full Name	Use this Form to...
STVHONR	Institutional Honors Code Validation	create and maintain Institutional Honor codes.
STVINIT	Initials Code Validation	create and maintain Initials codes of institution personnel, (used by SOAMATL and Letter Generation process to validate names)
STVLEVL	Level Code Validation	create and maintain Level codes.
STVRELT	Relation Code Validation	create and maintain Relation codes, such as Mother or Spouse.
STVRESL	Residence Code Validation	create and maintain codes for Residency or Domicile.
STVSITE	Site Code Validation	create and maintain information for sites, including name and address.
STVSTST	Student Status Code Validation	create and maintain Student Status codes.
STVSTYP	Student Type Code Validation	create, update, insert and delete Student Type codes, such as First Year Freshman or Transfer, etc.
STVVITY	Visa Type Code Validation	create and maintain Visa Type codes.
SAAADMS	Admissions Application Form	create and update admissions applications submitted to your institution, including tracking of withdrawn applications and other institutions attended by applicants.
SAACHKB	Admissions Checklist Rules	build admissions request check list items that will automatically be generated as an application is entered into the system.
SAADCRV	Admissions Decision Form	assign a Decision Code to an applicant
SAADCSN	Admissions Decision Rules	enter criteria for System-calculated decisions.

Form	Full Name	Use this Form to...
SAAMAPP	Admissions Mass Entry	take action on groups of admissions applications based on selection criteria specified on this form. Requires That SAAADMS exist for each Application being selected. Also requires SAADCRV.
SOAMAUD	Mass Entry Audit Form	review mass updates for admissions.
SORMEBP	Mass Entry Batch Update Process	apply mass updates to admissions via batch updates.
SOPMAUD	Purge Mass Entry Audit	remove audit table records.
SAAQKER	Quick Entry Rules	build and maintain values by term/level that will automatically populate the Quick Entry form (SAAQUIK) to speed the process.
SAAQUIK	Quick Entry Form	add a student to the system as quickly as possible by entering only the necessary information.
SARACTM	Admissions Count by College/Major Report	produce admission application counts with totals by major and college.
SARADMS	Admissions Application Report	list application data by ID or name, term and application number.
SARBDSN	Admissions Decision Calculation Report	calculate automated decisions based on the user-defined rules on the Admissions Decision Rules Form (SAADSCN)
SARDCSN	Admissions Decision Criteria Report	review the rules on the Admissions Decision Rules Form (SAADCSN).
SRASUMI	Prospect Summary Form	roll information from a Prospect Record to Admissions. Also allows you to see curricula records associated with a prospect record.

Terminology

Cohort

A member of a group of students who have similar characteristics such as starting a program at the same time.

Communication Plan

A set of rules designed to implement an institution's preferences regarding who should receive which materials and when those materials should be sent. Materials can be generated (letter or label) or published (department brochures).

Example: All accepted high school students who apply for admissions into the Education program receive a letter acknowledging acceptance into both the university and the Education program. However, all accepted high school students who apply for admissions into the Nursing program receive a letter acknowledging acceptance into just the university and instructions for next steps on how to apply at a later time to the Nursing program. Prospective nursing students also receive a Nursing program brochure along with their acceptance letter into the university.

Prospect

A prospective student such as an applicant or recruit.

Quick Admit

A process for adding a student to the Banner system with the minimum amount of data.

Student

A person becomes a student when they accept the offer of admissions.