Banner Student Admissions
Define session organization

This session was designed to be instructor led and follows traditional classroom activities you may have been previously exposed to. In this course, the instructor will present information about how to use the Admissions module of the Student Information System. You will be asked to complete activities/exercises in this manual. Following along in the manual will help you complete this course successfully.

*Please avoid using your computer until the instructor has asked you to do so.*

<table>
<thead>
<tr>
<th>Session Manual Key</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Discussion:</strong> Look, listen, interact, and learn! These pages will focus on concepts, highlight certain topics/items, or even ask for your feedback.</td>
</tr>
<tr>
<td><strong>Procedure:</strong> Look, listen. That’s basically it. Watch the demonstration and follow along in your manual.</td>
</tr>
<tr>
<td><strong>On Your Own Activity:</strong> The instructor talked about it. You’ve seen it. Now perform the task following the steps provided.</td>
</tr>
<tr>
<td><strong>Exercise:</strong> Test your knowledge and skills! Complete the exercise per the instructions. If you need help… <strong>just ask!</strong> We want you to <strong>succeed.</strong></td>
</tr>
</tbody>
</table>
The following is a recommended course sequence:

- Banner Student Overview
Define session agenda

Lesson 1: View admissions information

- Topic 1: Access information about a student’s application
- Topic 2: View the most recent applications
- Topic 3: View supplemental admissions information
- Topic 4: Determine where a graduate student is in the admissions process

Lesson 2: View a student’s academic history at a previous institution

- Topic 1: View a student’s high school information
- Topic 2: View a student’s test scores
- Topic 3: View the records of a graduate or transfer student who is applying for admission
Banner 5.x supports the integrated flow of information throughout Wayne State University. It assists the user in both time and resource management. Banner continues the tradition of end user success established by the previous Student Information System.

The Banner Student System supports the full range of functions necessary for student administration, including: class schedule administration, admissions, academic history, degree audit reporting, registration, academic status, and holds.
The Admissions module establishes admission records and identifies items an applicant needs to provide to continue the application process. General Student records are automatically created once an applicant has been accepted. Test scores, high school, and prior college information are maintained here.
Review basic Banner commands

**Direct Access:** From the File menu enables you to go directly to a form using the form’s acronym.

**Block/Next:** Moves the cursor to the next block that has at least one enterable field. If the next area is in another window, that window is opened.
- Key Strokes: Ctrl+PageDown
- Icon Button:
- Menu Command:

**Enter Query:** Clears the fields of a form to enable it to perform a query.
- Key Stroke: F7
- Icon Button:
- Menu Command:
Review basic Banner commands

**Execute Query**: Executes a query based on the information provided.
- Key Stroke: F8
- Icon Button:
- Menu Command:

**Rollback**:
- Application and inquiry forms: Clears all information (except key information) and returns you to the first enterable field in the key block.
- Validation forms: Returns you to the first enterable field on the form.
- Query forms: Returns you to the first enterable field on the calling form.
  - Key Stroke: Shift + F7
  - Icon Button:
Review basic Banner commands

**Exit:** This command provides one of three functions based where one is at in Banner: cancels a query, exits the current form, or exits Banner.

- **Key Stroke:** Ctrl + q
- **Icon Button:** ![Exit Icon]
- **Menu Command:**

![Banner Menu](image)
Banner displays information in forms. This is very similar to a screen in SIS. Each form in the Banner Student System has a seven character name. This name is an acronym that tells you about the type of information it contains, the University business process it’s related to, and much, much more.
The information on the forms is organized into blocks. A **block** is a section of a form or window that contains information related to the current record. If a form or window contains more than one block, each block (except the key block) may be enclosed in a solid line box.

Most blocks have a title. There are three exceptions:

- A key block does not have a title.
- If a form or window has only one block, the block does not have a title.
- If a form has a key block and only one other block, the second block does not have a title.
The first block on most forms contains **key** information. (Some forms, especially validation forms and certain list forms, do not have a Key block.) This *Key block* determines what is entered or displayed on the rest of the form. All information on the form refers to the Key block.

The **Key block** has at least one field and typically more. For example, a form that maintains financial information may have Key block fields for both a chart of accounts and a fiscal year. The Key block stays on the form as subsequent blocks appear. Occasionally, another window may appear on top of the Key block if the window is unusually large or if the key block is not pertinent to the window.

When the cursor is in the key block, enterable fields in the key block are enabled. These same fields are disabled when the cursor leaves the key block.
Lesson 1: View admissions information
Lesson Overview

The purpose of this lesson is to access information regarding admissions for evaluation. One may access information, such as:

- when a student applied for admission
- view all the applications made
- view items needed to complete an application
- determine whether a decision has been made about an application
- view information regarding Presidential scholarships

Lesson Agenda

Topic 1: Access information about a student’s application
Topic 2: View the most recent applications
Topic 3: View supplemental admissions information
Topic 4: Determine where a graduate student is in the admissions process
Basic admissions information can be viewed using the Admissions Form (SAAADMS). It may also be used to access information about outstanding items needed to complete the admissions process and to identify whether a student has multiple applications.

What you will learn in this topic:

• How to view basic admissions information using the Admissions Form (SAAADMS)
Navigate to the SAAADMS form.
1) Type SAAADMS into the Direct Access field on the Banner Main Menu and press the Enter key. The Admissions Application Form will appear.
Procedure: Access information about a student’s application

The next series of steps involves navigating to the pertinent information:

1) Type the student’s ID number into the ID field or perform a search for their name. The student’s name will appear.
2) Click on the Next Block button or press the Ctrl+PageDown keys. Data will appear in the next block.
Procedure: Access information about a student’s application

3) Review the information. Click on the down scroll bar on the right side of the block to view information about another application.
4) Click on the Next Block button or press the Ctrl+PageDown keys. The Checklist Summary form will appear with a list of outstanding items.

Lesson 1: View admission information
Topic 1: Access information about a student’s application
Discussion: Access information about a student’s application

The Checklist Summary form displays information about outstanding items needed to complete the admissions process. If an item appears to be outstanding, then it is currently outstanding or a change has not been made in the system. Changes in the system only take a couple days.

This window is similar to the SIS CTRK screen.
Procedure: Access information about a student’s application

5) Click on the Previous Block button or press the Ctrl+PageUp keys to close the window and return to the Admissions Application Form.
Describe the pertinent fields in the form.

**Entry Term** – the date of the term applied for

**Level** – this is the level that the applicant is applying

**Admit** – a special admissions type

**Student type** – first time student, transfer student

**Status** – indicates the status of items needed to complete the application

**Decision** – what decision has been made about the application (i.e. approved, denied, in for a decision)

**Decision Date** – the date a decision about the application has been made
Describe the pertinent fields in the form.

**Appl Date** – the date the application was entered

**College** – this is the primary college the applicant is applying

**Degree** – type of degree (i.e. BS)

**Program** – indicates the degree, level, and college

**Primary** – Major (Curriculum)

**Outstanding Requirement** – indicates if there are outstanding requirements

**St Date** – this is the date associated with the most current status of the application
Now return to Banner’s main menu.
1) Click on the red door icon (exit) or press the Ctrl+Q keys. The Main Menu form will appear.
On Your Own Activity: Access information about a student’s application

<table>
<thead>
<tr>
<th>Steps:</th>
<th>Action:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) At Banner's Main Menu, enter the name of the form.</td>
<td>Type SAAADMS into the Direct Access field and press the Enter key. The Admissions Application form will appear.</td>
</tr>
<tr>
<td>2) Type the student’s ID number into the ID field.</td>
<td>Type 000299777. The student’s name will appear.</td>
</tr>
<tr>
<td>3) Click on the Next Block button or press the Ctrl+PageDown keys.</td>
<td>Data will appear in the next block.</td>
</tr>
<tr>
<td>4) Click on the down scroll bar button on the right side of the block.</td>
<td>Information about the application on file will appear.</td>
</tr>
<tr>
<td>5) Click on the Next Block button or press the Ctrl+PageDown keys.</td>
<td>The Checklist Summary form will appear with a list of outstanding items.</td>
</tr>
<tr>
<td>6) Return to the Admissions Application Form.</td>
<td>Click on the Previous Block button or press the Ctrl+PageUp keys. The window will close.</td>
</tr>
<tr>
<td>7) Return to Banner’s main menu.</td>
<td>Click on the red door icon (exit) or press the Ctrl+Q keys. The Main Menu form will appear. The Main Menu form will appear.</td>
</tr>
</tbody>
</table>
On Your Own Activity: Access information about a student’s application

Review the following fields:
- Appl Date
- College
- Degree
- Program
- Primary
- Outstanding Requirement
- St Date

Lesson 1: View admission information
On Your Own Activity Review: Access information about a student’s application
Using the Admissions Application Summary Form (SAASUMI) you can view multiple applications submitted by a student.

Students may apply for more than one program for a few reasons. For example:

- They may need to reapply if they were admitted but had not attended classes.
- They may have applied to more than one school/college hoping one of the applications would be accepted.

What you will learn in this topic:

- How to view the most recent application for a specific student using the Admissions Application Summary Form (SAASUMI).
Procedure: View the most recent applications

Navigate to the SAASUMI form.  
1) Type SAASUMI into the Direct Access field on the Banner Main Menu and press the Enter key. The Admissions Application Summary Form will appear.
Procedure: View the most recent applications

The next series of steps involves navigating to the pertinent information:
1) Type the student’s ID number into the ID field or perform a search for their name. The student’s name will appear.
Procedure: View the most recent applications

2) Click on the Next Block button or press the Ctrl+PageDown keys. Data will appear in the next block.
Discussion: View the most recent applications

**Term** – this field identifies the term associated with the information on the applicant record.

**Program** – this is a Curriculum Program Code.

**Major** – this identifies the primary major the applicant is applying.

**Decision** – double click on this field to obtain a description for the code.

Lesson 1: View admission information
Topic 2: View the most recent applications
Procedure: View the most recent applications

Now return to Banner’s main menu.
1) Click on the red door icon (exit) or press the Ctrl+Q keys. The Main Menu form will appear.
### Steps:  

<table>
<thead>
<tr>
<th></th>
<th>Action:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td>At the Banner Main Menu, type the name of the form.</td>
</tr>
<tr>
<td></td>
<td>Type SAASUMI into the Direct Access field and press the Enter key. The Admissions Application Summary form will appear.</td>
</tr>
<tr>
<td>2)</td>
<td>Type the student’s ID number into the ID field.</td>
</tr>
<tr>
<td></td>
<td>Type 000463722. The student’s name will appear.</td>
</tr>
<tr>
<td>3)</td>
<td>Click on the Next Block button or press the Ctrl+PageDown keys.</td>
</tr>
<tr>
<td></td>
<td>Data will appear in the next block.</td>
</tr>
<tr>
<td>4)</td>
<td>Review the information.</td>
</tr>
<tr>
<td></td>
<td>Identify relevant fields of data.</td>
</tr>
<tr>
<td>5)</td>
<td>Return to Banner’s main menu.</td>
</tr>
<tr>
<td></td>
<td>Click on the red door icon (exit) or press the Ctrl+Q keys. The Main Menu form will appear.</td>
</tr>
</tbody>
</table>
On Your Own Activity: View the most recent applications

Review the following fields:
- Term
- Program
- Major
- Decision

Lesson 1: View admission information
On Your Own Activity: View the most recent applications
The following process will be used to access supplemental admissions information. It displays information about whether a student has applied for admissions on the web or they have a presidential scholarship.

This form is used to provide information about the admissions process not found elsewhere.

What you will learn in this topic:

- How to view the most recent application for a specific student using the Admissions Application Summary Form (SAASUMI).

This form is similar to the SIS RESI screen and the flag section of APPL.
Navigate to the SOASUPL form.
1) Type SOASUPL into the Direct Access field on the Banner Main Menu and press the Enter key. The Application Supplemental Information Form will appear.
The next series of steps involves navigating to the pertinent information:

1) Type the student’s ID number into the ID field or perform a search for their name. The student’s name will appear.
Procedure: View supplemental admission information

2) Click on the search button on the right of the Term field. SAASUMI will appear.
3) Choose the desired term. In this case, double click on the first Term field. SOASUPL will appear with the information placed in the Term and APP fields.
Procedure: View supplemental admission information

4) Click on the Next Block button or press the Ctrl+PageDown keys. The User Defined Flags and Fields Form will appear.
Discussion: View supplemental admission information

Review the information. There are 10 flag boxes. Each box represents a process. Currently, only a few of the boxes are being used. Placing the cursor over a box and clicking will cause a description for it to appear in the Flags Description field. The boxes will be populated with either a Y for yes or left blank no.

**Box 1 – APNT:** This refers to application notes. The information was converted from the previous system.

**Box 2 – WEB:** This refers to whether the application was received via the Web.

**Box 5 – Cond. Admit ELI:** used only in the Admissions Office for letter generation

**Box 10 – Presidential Scholar:** This refers to whether the applicant has met the criteria to be considered for the presidential scholarship.

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**Lesson 1: View admission information**

**Topic 3: View supplemental admission information**
The field names Description and Value hold information about scholarships. A value with free form text will populate the Value field next to its corresponding Description.
Now return to Banner’s main menu.  
1) Click on the red door icon (exit) or press the Ctrl+Q keys. The Main Menu form will appear.
### On Your Own Activity: View supplemental admission information

<table>
<thead>
<tr>
<th>Steps:</th>
<th>Action:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) On the Banner Main Menu, type the name of the form.</td>
<td>Type SOASUPL into the Direct Access field and press the Enter key. The Application Supplemental Information form will appear.</td>
</tr>
<tr>
<td>2) Type the student’s ID number into the ID field.</td>
<td>Type 003441387. The student’s name will appear.</td>
</tr>
<tr>
<td>3) Click on the search button on the right of the Term field.</td>
<td>SAASUMI will appear.</td>
</tr>
<tr>
<td>4) Choose the desired term.</td>
<td>Double click on the first Term field. SOASUPL will appear with the information placed in the Term and APP fields.</td>
</tr>
<tr>
<td>5) Click on the Next Block button or press the Ctrl+PageDown keys.</td>
<td>Data will populate the form.</td>
</tr>
<tr>
<td>6) View supplemental information.</td>
<td>Select the User Defined Flags and Fields option from the Options menu.</td>
</tr>
<tr>
<td>6) Return to Banner’s main menu.</td>
<td>Click on the red door icon (exit) or press the Ctrl+Q keys. The Main Menu form will appear.</td>
</tr>
</tbody>
</table>
Review the information displayed.
The following process may be used for two purposes. First, a graduate student wants to know where they are in the admissions process. Second, Central personnel can use the same process to evaluate the efficiency of their system.

Once the applicant is admitted, a student record is created by the system. An admissions application must exist prior to a decision being entered. An applicant may accept only one offer of admission per term. This form is used to view admissions decisions.

What you will learn in this topic:

- How to view the most recent application for a specific student using the Admissions Application Summary Form (SAASUMI).

This form is similar to the SIS RESI screen and the flag section of APPL.
Procedure: Determine where a graduate student is in the admissions process

Navigate to the SAADCRV form.
1) Type SAADCRV into the Direct Access field on the Banner Main Menu and press the Enter key. The Admissions Decision Form will appear.
Procedure: Determine where a graduate student is in the admissions process

The next series of steps involves navigating to the pertinent information:
1) Type the student’s ID number into the ID field or perform a search for their name. The student’s name will appear.
Procedure: Determine where a graduate student is in the admissions process

2) Click on the Next Block button or press the Ctrl+PageDown keys. Data will appear in the next block.

Note: If the Admission Decision Letter window appears, then click anywhere on Banner’s workspace but outside the Admission Decision Letter window to close the window.
Procedure: Determine where a graduate student is in the admissions process

3) Review the data. Use the scroll bar in the Application Information block to view additional information.
Discussion: Determine where a graduate student is in the admissions process

**Prog1** – this displays a code that describes the degree, level, and college.

**Level** – this is the level that the applicant is applying

**Date** – this date refers to when the application information was entered. Review this date to determine whether the information is up-to-date.

**Decision Code** – this field identifies the application decision value associated with the application (i.e. approved, denied)

**Decision Date** – the date a decision about the application was made

**Lesson 1: View admission information**

**Topic 4: Determine where a graduate student is in the admissions process**
A graduate student can make multiple applications. The first application would be given a Decision Code of “AR.” This will create a student record. Any additional applications will be given a Decision Code of “AJ.” Ultimately and from an Admissions point of view, the student can only make one admissions choice per term. If they want to work toward multiple degrees, then they must settle this issue with their advisor(s) through a plan of work.

There are exceptions such as a grad student who has applied to the Law College and then to the MBA Program. In this case, there will be a Level Code of “LW” in one record and another record having a Level Code of “GR.”
Procedure: Determine where a graduate student is in the admissions process

Now return to Banner’s main menu.

1) Click on the red door icon (exit) or press the Ctrl+Q keys. The Main Menu form will appear.
### On Your Own Activity: Determine where a graduate student is in the admissions process

**Steps:**

<table>
<thead>
<tr>
<th>Steps</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) On the Banner Main Menu, enter the name of the form.</td>
<td>Type SAADCRV into the Direct Access field and press the Enter key. The Admissions Decision form will appear.</td>
</tr>
<tr>
<td>2) Type the student’s ID number into the ID field.</td>
<td>Type 000321122. The student’s name will appear.</td>
</tr>
<tr>
<td>3) Click on the Next Block button or press the Ctrl+PageDown keys.</td>
<td>Data will appear in the next block. Note: If the Admission Decision Letter window appears, then click anywhere on Banner’s workspace but outside the Admission Decision Letter window to close the window.</td>
</tr>
<tr>
<td>4) Click on the down scroll bar button in the Application Information block.</td>
<td>Information about the student’s application will appear.</td>
</tr>
<tr>
<td>5) Return to Banner’s main menu.</td>
<td>Click on the red door icon (exit) or press the Ctrl+Q keys. The Main Menu form will appear.</td>
</tr>
</tbody>
</table>
Lesson 1: View admission information

On Your Own Activity Review: Determine where a graduate student is in the admissions process

Review the information displayed.
Exercise: Matching

Match the following business processes with its matching Banner form.

1) Access basic admissions information
   A) SOASUPL

2) Review the most recent applications
   B) SAADCRV

3) Review supplemental admission information
   C) SAAADMS

4) Determine where a graduate student is in the admissions process
   D) SAASUMI
Exercise Review: Matching

Business process with its matching Banner form.

1) Access basic admissions information
   A) SOASUPL (3)

2) Review the most recent applications
   B) SAADCRV (4)

3) Review supplemental admission information
   C) SAAADMS (1)

4) Determine where a graduate student is in the admissions process
   D) SAASUMI (2 & 4)
Exercise: Fill in the blank

Using the business processes described previously, provide answers to the following story problems:

1) How many applications for admission did a student (ID# 000291877) make for the 2001 fall quarter?

2) Does the student (ID# 000291877) have any outstanding items needed to complete the admissions process and, if so, what is it?

3) Has a decision been made for the student (ID# 000291877) regarding admissions and, if so, what decision was made?

4) What was the date the Presidential Scholarship awarded to the student (ID# 003441388)?
Answers to the story problems:

1) How many applications for admission did a student (ID# 000291877) make for the 2001 fall quarter? Answer: There are two viewable admissions applications but only one was made for the 2001 fall quarter.

2) Does the student (ID# 000291877) have any outstanding items needed to complete the admissions process and, if so, what is it? Answer: Yes. The item is a $20.00 application fee.

3) Has a decision been made for the student (ID# 000291877) regarding admissions and, if so, what decision was made? Answer: Yes. Admit/Temporary

4) What was the date the Presidential Scholarship offered to the student (ID# 003441388)? 03/01/02
### Lesson Review: View admission information

<table>
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<th>Form</th>
<th>Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions Application Form (SAAADMS)</td>
<td>Used to identify whether a student has multiple applications.</td>
</tr>
<tr>
<td><em>SIS Equivalent: APPL</em></td>
<td></td>
</tr>
<tr>
<td>Admissions Application Summary Form</td>
<td>Used to identify if a student has multiple applications.</td>
</tr>
<tr>
<td>(SAASUMI)</td>
<td></td>
</tr>
<tr>
<td><em>SIS Equivalent: APP2</em></td>
<td></td>
</tr>
<tr>
<td>Application Supplemental Information Form</td>
<td>Used to provide miscellaneous/supplemental information about a specific application such as:</td>
</tr>
<tr>
<td>(SOASUPL)</td>
<td>–Notes</td>
</tr>
<tr>
<td><em>SIS Equivalent: FLAG, APPL, and RESI</em></td>
<td>–If it was received via web</td>
</tr>
<tr>
<td></td>
<td>–Presidential scholar information</td>
</tr>
<tr>
<td>Admissions Decision Form (SAADCRV)</td>
<td>Used to view admissions decisions.</td>
</tr>
<tr>
<td><em>SIS Equivalent: None</em></td>
<td></td>
</tr>
</tbody>
</table>
Lesson 2: View a student’s academic history at a previous institution
Lesson Overview

The purpose of this lesson is to access information regarding a student’s past performance as measured by previous course work and admissions tests. This information will be used to advise a student applying for admission.

Lesson Agenda

Topic 1: View a student's high school information
Topic 2: View a student’s test scores
Topic 3: View the records of a graduate or transfer student who is applying for admission
Using the High School Information Form (SOAHSCH) an advisor can easily evaluate a student’s high school academic information for admission. Points of interest may include:

- Grade Point Average
- Graduation Date
- Determine whether they attended high school in the United States

What you will learn in this topic:

- How to view high school information for the purpose of admission/advising using the High School Information Form (SOAHSCH).
Navigate to the SOAHSC form.  
1) Type SOAHSC into the Direct Access field on the Banner Main Menu and press the Enter key. The High School Information Form will appear.
Procedure: View a student's high school information

The next series of steps involves navigating to the pertinent information:
1) Type the student's ID number into the ID field or perform a search for their name. The student's name will appear.
Procedure: View a student’s high school information

2) Click on the Next Block button or press the Ctrl+PageDown keys. Data will appear in the next block.
Discussion: View a student’s high school information

**Grad Date** – this field identifies the student’s graduation date from high school.

**GPA** – Grade Point Average

Lesson 2: View a student’s academic history at a previous institution

Topic 1: View a student’s high school information
Procedure: View a student's high school information

Assuming the student's ID is entered, take the following steps to determine whether a student graduated from a high school located in the United States:

1) Click on the Options pull down menu. The menu will display.
Procedure: View a student's high school information

2) Click on the High School Address Information option. The Source/Background Address Information window will appear.
Procedure: View a student’s high school information

3) Locate the Nation field and review its contents.
Procedure: View a student's high school information

4) Click on the Return button. The window will close.
Now return to Banner's main menu.
1) Click on the red door icon (exit) or press the Ctrl+Q keys. The Main Menu form will appear.
### On Your Own Activity: View a student’s high school information

<table>
<thead>
<tr>
<th>Steps:</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1) On the Banner Main Menu, enter the name of the form.</td>
<td>Type SOAHSC into the Direct Access field and press the Enter key. The High School Information form will appear.</td>
</tr>
<tr>
<td>2) Type the student’s ID number into the ID field.</td>
<td>Type 003441389. The student’s name will appear.</td>
</tr>
<tr>
<td>3) Click on the Next Block button or press the Ctrl+PageDown keys.</td>
<td>Data will appear in the next block.</td>
</tr>
<tr>
<td>4) Click on the Options pull down menu.</td>
<td>The menu will appear.</td>
</tr>
<tr>
<td>5) Click on the High School Address Information</td>
<td>The Source/Background Address Information window will appear.</td>
</tr>
<tr>
<td>6) Click on the Return button.</td>
<td>The Source/Background Address Information window will close.</td>
</tr>
<tr>
<td>7) Return to Banner’s main menu.</td>
<td>Click on the red door icon (exit) or press the Ctrl+Q keys. The Main Menu form will appear.</td>
</tr>
</tbody>
</table>
On Your Own Activity Review: View a student’s high school information

Review the information displayed.

NOTE: There are not addresses currently loaded in the training environment.

Lesson 2: View a student’s academic history at a previous institution
Your Own Activity: View a student’s high school information
Using the Test Score Information Form (SOATEST) an advisor can review a student's test scores to determine the following:

- If the student took a test and evaluate results
- Whether the student performed well enough on an exam to be admitted
- Whether the student performed well enough on an exam to qualify for advance placement.

What you will learn in this topic:

- How to view a specific student's test scores using the Test Score Information Form (SOATEST).
Procedure: View a student’s test scores

Navigate to the SOATEST form.
1) Type SOATEST into the Direct Access field on the Banner Main Menu and press the Enter key. The Test Score Information Form will appear.
Procedure: View a student's test scores

The next series of steps involves navigating to the pertinent information:

1) Type the student's ID number into the ID field or perform a search for their name. The student’s name will appear.
Procedure: View a student’s test scores

2) Click on the Next Block button or press the Ctrl+PageDown keys. Data will appear in the next block.
Discussion: View a student’s test scores

**Test** – this field identifies the Test Score Code associated with various tests such as the ACT, SAT, TOEFL, and placement scores.

**Description** – this field conveniently describes the title of the test

**Score** – this field identifies the test score

**Taken** – date the test was taken

**NOTE:** Click on the down scroll button to review additional records containing test record information.

### Test Score Information Form

<table>
<thead>
<tr>
<th>Test</th>
<th>Description</th>
<th>Score</th>
<th>Form</th>
<th>Taken</th>
<th>Type</th>
<th>Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>A01</td>
<td>ACT English</td>
<td>25</td>
<td></td>
<td>01-DEC-1989</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A02</td>
<td>ACT Math</td>
<td>17</td>
<td></td>
<td>01-DEC-1989</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A03</td>
<td>ACT Reading</td>
<td>24</td>
<td></td>
<td>01-DEC-1989</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A04</td>
<td>ACT Science Reasoning</td>
<td>28</td>
<td></td>
<td>01-DEC-1989</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A05</td>
<td>ACT Composite</td>
<td>24</td>
<td></td>
<td>01-DEC-1989</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Scores must be 2 - NUMERIC characters in range of 01 - 36

Lesson 2: View a student’s academic history at a previous institution
Topic 2: View a student’s test scores
Now return to Banner’s main menu.
1) Click on the red door icon (exit) or press the Ctrl+Q keys. The Main Menu form will appear.
## On Your Own Activity: View a student’s test scores

<table>
<thead>
<tr>
<th>Steps:</th>
<th>Action:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) On the Banner Main Menu, enter the name of the form.</td>
<td>Type SOATEST into the Direct Access field on the Banner Main Menu and press the Enter key. The Test Score Information Form will appear.</td>
</tr>
<tr>
<td>2) Type the student’s ID number into the ID field.</td>
<td>Type 003441389. The student’s name will appear.</td>
</tr>
<tr>
<td>3) Click on the Next Block button or press the Ctrl+PageDown keys.</td>
<td>Data will appear in the next block.</td>
</tr>
<tr>
<td>4) Return to Banner’s main menu.</td>
<td>Click on the red door icon (exit) or press the Ctrl+Q keys. The Main Menu form will appear.</td>
</tr>
</tbody>
</table>
Review the following columns of data:

- Test
- Description
- Score
- Taken

**NOTE:** Click on the down scroll button to review additional records containing test record information.

### Lesson 2: View a student's academic history at a previous institution

**Your Own Activity Review: View a student’s test scores**
Using the Prior College Form (SOAPCOL) admissions personnel can evaluate a transfer student or college graduate for admission. The person’s prior college and/or University experience will be evaluated especially regarding the institutions they attended.

The following information can be viewed using SOAPCOL:

- GPA
- Hours
- Honors
- Attendance dates associated with the degrees

What you will learn in this topic:

- How to view a student’s prior college information using the Prior College Form (SOAPCOL).
Procedure: View the records of a graduate or transfer student who is applying for admission

Navigate to the SOAPCOL form.  
1) Type SOAPCOL into the Direct Access field on the Banner Main Menu and press the Enter key. The Prior College Form will appear.
Procedure: View the records of a graduate or transfer student who is applying for admission

The next series of steps involves navigating to the pertinent information:
1) Type the student’s ID number into the ID field or perform a search for their name. The student’s name will appear.
Procedure: View the records of a graduate or transfer student who is applying for admission

2) Click on the Next Block button or press the Ctrl+PageDown keys. Data will appear in the next block.
Procedure: View the records of a graduate or transfer student who is applying for admission

3) Scroll down the first block to review the information regarding institutions the student had attended. Information in the Degree Information block will be displayed if available.
Discussion: View the records of a graduate or transfer student who is applying for admission

Admissions Request – this field identifies the admission checklist request item code. This may be cross-referenced (i.e. receipt of a transcript here updates the admissions checklist received date).

Transcript Received – this field identifies the date the transcript was received from the prior college.

Transcript Reviewed – this field identifies the date the transcript was reviewed by the Transfer Credit Office.
Now return to Banner's main menu. 1) Click on the red door icon (exit) or press the Ctrl+Q keys. The Main Menu form will appear.
### Lesson 2: View a student's academic history at a previous institution

#### Your Own Activity: View the records of a graduate or transfer student who is applying for admission

<table>
<thead>
<tr>
<th>Steps:</th>
<th>Action:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) On the Banner Main Menu, enter the name of the form.</td>
<td>Type SOAPCOL into the Direct Access field on the Banner Main Menu and press the Enter key. The Prior College Form will appear.</td>
</tr>
<tr>
<td>2) Type the student’s ID number into the ID field.</td>
<td>Type 000299777. The student’s name will appear.</td>
</tr>
<tr>
<td>3) Click on the Next Block button or press the Ctrl+PageDown keys.</td>
<td>Data will appear in the next block.</td>
</tr>
<tr>
<td>4) Click on the down scroll bar button on the right side of the block</td>
<td>Information about other college and degree information will appear if available.</td>
</tr>
<tr>
<td>5) Return to Banner’s main menu.</td>
<td>Click on the red door icon (exit) or press the Ctrl+Q keys. The Main Menu form will appear.</td>
</tr>
</tbody>
</table>
On Your Own Activity Review: View the records of a graduate or transfer student who is applying for admission.

Review the following fields:
- Admissions Request
- Transcript Received
- Transcript Reviewed

Lesson 2: View a student’s academic history at a previous institution
Your Own Activity Review: View the records of a graduate or transfer student who is applying for admission.
Exercise: Matching

Match the following business process with its Banner form.

1) View a student’s high school information
   A) SOATEST

2) Review a student’s test scores
   B) SOAPCOL

3) View the records of a graduate or transfer student who is applying for admission
   C) SOAHSCH
Business process with its matching Banner form.

1) View a student’s high school information
   A) SOATEST (2)

2) Review a student’s test scores
   B) SOAPCOL (3)

3) View the records of a graduate or transfer student
   who is applying for admission
   C) SOAHSCH (1)
Using the business processes described previously, provide answers to the following story problems:

1) What were the dates a transcript was received and reviewed from Macomb Community College for the student (ID# 000321122)?

2) Where did student (ID# 003441390) graduate from high school?

3) What was the student’s (ID# 003441389) high school GPA?

4) Did the student (ID# 000455022) take the English Proficiency Exam?
Exercise Review: Fill in the blank

Answers to the story problems:

1) What were the dates a transcript was received and reviewed from Macomb Community College for the student (ID# 000321122)? Answer: The transcript was received 6-9-00 but has not been reviewed.

2) Did the student (ID# 003441390) graduate high school in the United States? Ireland

3) What was the student’s (ID# 003441389) high school GPA? 3.8

4) Did the student (ID# 000455022) take the English Proficiency Exam? Answer: Yes.
<table>
<thead>
<tr>
<th>Form</th>
<th>Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School Information Form (SOAHSCH)</td>
<td>Used to view a student’s high school information and GPA.</td>
</tr>
<tr>
<td><em>SIS Equivalent: None</em></td>
<td></td>
</tr>
<tr>
<td>Test Score Information Form (SOATEST)</td>
<td>Used to review a student’s test scores.</td>
</tr>
<tr>
<td><em>SIS Equivalent: TEST</em></td>
<td></td>
</tr>
<tr>
<td>Prior College Form (SOAPCOL)</td>
<td>Used to view the records of a graduate or transfer student who is</td>
</tr>
<tr>
<td><em>SIS Equivalent: Top part of the form-PVED. Bottom part of the form-PVDG.</em></td>
<td>applying for admission.</td>
</tr>
</tbody>
</table>
Congratulations!

In this training session today, the following concepts and procedures were demonstrated:

- Accessing information about a student’s application
- Viewing the most recent applications
- Viewing supplemental admissions information
- Determining where a graduate student is in the admissions process
- Viewing a student’s high school information
- Viewing a student’s test scores
- Viewing the records of a graduate or transfer student who is applying for admission

Practicing your skills will increase your level of efficiency! While these concepts are still fresh in your memory, be sure to practice as soon as possible back at your computer.

Thank you for your time and attention!