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Access information about a student’s application

A) Introduction

The following procedure will be used to access basic admissions information. It may also be used to access information about outstanding items needed to complete the admissions process.

B) Procedure

1. Type SAAADMS into the Direct Access field on the Banner Main Menu and press the Enter key. The Admissions Application Form will appear.
2. Type the student’s ID number into the ID field or perform a search for their name. The student’s name will appear.
3. Click on the Next Block button or press the Ctrl+PageDown keys. Data will appear in the next block.
4. View the data. Click on the down scroll bar on the right side of the block to view information about another application.
5. Click on the Next Block button or press the Ctrl+PageDown keys. The Checklist Summary form will appear with a list of outstanding items.
6. View the data.
7. Click on the Previous Block button or press the Ctrl+PageUp keys to close the window and return to the Admissions Application Form.
8. Return to the Main Menu. Click on the red door icon (exit) or press the Ctrl+Q keys. The Main Menu form will appear.

C) Viewing the data

- This form is used to identify whether a student has multiple applications.
- This form is similar to the SIS CTRK screen.

Field definitions:
- 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)
- Decision Date – the date a decision about the application has been made
- Appl Date – the date the application was made
- College – this is the primary college the applicant is applying for
- 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
A) Introduction

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

- They may need to reapply after they have not attended the university after a few years.
- They may have applied to more than one school/college hoping one of the applications would be accepted.

The following procedure will be used to access information about the most recent applications.

B) Procedure

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.
2. Type the student’s ID number into the ID field or perform a search for their name. The student’s name will appear.
3. Click on the Next Block button or press the Ctrl+PageDown keys. Data will appear in the next block.
4. View the data.
5. Return to the Main Menu. Click on the red door icon (exit) or press the Ctrl+Q keys. The Main Menu form will appear.

C) Viewing the data

- This form is used to identify whether a student has one or more applications.
- This form is similar to the SIS APP2 screen.

Important fields to focus on:

- Term – this field identifies the term associated with the information on the applicant record.
- Program – this is a Curriculum 1 Program Code.
- Major – this identifies the primary major the applicant is applying for.
- Decision – double click on this field to obtain a description for the code.
A) Introduction

The following procedure will be used to access supplemental admissions information. It displays information about whether a student has applied for admissions on the web or if they have a presidential scholarship.

B) Procedure

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.
2. Type the student’s ID number into the ID field or perform a search for their name. The student’s name will appear.
3. Click on the Search button on the right of the Term field. SAASUMI will appear.
4. Choose the desired term. Double click in the Term field. SOASUPL will appear with the information placed in the Term and APP fields.
5. Click on the Next Block button or press the Ctrl+PageDown keys. The User Defined Flags and Fields Form will appear.
6. View the data.
7. Return to the Main Menu. Click on the red door icon (exit) or press the Ctrl+Q keys. The Main Menu form will appear.

C) Viewing the data

- This form is used to provide information about the admissions process not found elsewhere.
- This form is similar to the SIS FLAG, APPL, and RESI screens.
- There are 10 flag boxes. Each box represents a process. Currently, only a few of the boxes are being used. The boxes refer to how the admissions information was received by the university. 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 values of Y or N for yes and no.
- Box 1 – Application Note: This refers to application notes. The information was converted from the previous system.
- Box 2 – Web Application: 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 application has received a presidential scholarship.
- 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.
Determine where a graduate student is in the admissions process

A) Introduction

The following procedure may be used for two purposes. First, a graduate student wants to know where they are at in the admissions process. Second, central personnel can use the same process to evaluate the efficiency of their system.

B) Procedure

1. Type SAADCRV into the Direct Access field on the Banner Main Menu and press the Enter key. The Admissions Decision Form will appear.
2. Type the student’s ID number into the ID field or perform a search for their name. The student’s name will appear.
3. Make sure the Term field is blank.
4. 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.

5. View the data. Use the scroll bar in the Application Information block to view additional information.
6. Return to the Main Menu. Click on the red door icon (exit) or press the Ctrl+Q keys. The Main Menu form will appear.

C) Viewing the data

- This form is used to view admissions decisions. Once the applicant accepts the institution’s offer of admission, 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.

Important fields to focus on:
- Prog1 – this displays a code that describes the degree, level, and college. If this value is not correct for the student, then this could be the cause of keeping the student from being admitted.
- 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.
A) Introduction

An advisor wants to evaluate a student's high school information for admission. Points of interest may include:

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

B) Procedure

1. Type SOAHSCCH into the Direct Access field on the Banner Main Menu and press the Enter key. The High School Information Form will appear.
2. Type the student’s ID number into the ID field or perform a search for their name. The student’s name will appear.
3. Click on the Next Block button or press the Ctrl+PageDown keys. Data will appear in the next block.
4. View the data such as the student’s Graduation Date and GPA.
5. To view where the student’s high school I located, click on the Options pull down menu. The menu will pull down.
6. Click on the High School Address Information option. The Source/Background Address Information window will appear.
7. Locate the Nation field and review its contents.
8. Click on the Return button. The window will close.
9. Return to the Main Menu. Click on the red door icon (exit) or press the Ctrl+Q keys. The Main Menu form will appear.

C) Viewing the data

- This form is used to view information related to high school student’s academic history.

Important fields to focus on:

- Grad Date – this field identifies the student’s graduation date from high school.
- GPA – Grade Point Average
An advisor may want to review a student’s test scores to:

- Determine if the student took a test and evaluate how they did.
- Determine whether the student performed well enough on an exam to be admitted.
- Determine whether the student performed well enough on an exam to qualify for advance placement.

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.
2. Type the student’s ID number into the ID field or perform a search for their name. The student’s name will appear.
3. Click on the Next Block button or press the Ctrl+PageDown keys. Data will appear in the next block.
4. View the data.
5. Return to the Main Menu. Click on the red door icon (exit) or press the Ctrl+Q keys. The Main Menu form will appear.

This form is used to display test scores and other related information.
This form is similar to the SIS TEST screen.

Important fields to focus on:
- 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.
### A) Introduction

Admissions personnel need to 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.

### B) Procedure

1. Type SOAPCOL into the Direct Access field on the Banner Main Menu and press the Enter key. The Prior College Form will appear.
2. Type the student’s ID number into the ID field or perform a search for their name. The student's name will appear.
3. Click on the Next Block button or press the Ctrl+PageDown keys. Data will appear in the next block.
4. View the data. 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.
5. Return to the Main Menu. Click on the red door icon (exit) or press the Ctrl+Q keys. The Main Menu form will appear.

### C) Viewing the data

- This form is used to view information about a person's prior college and/or University experience. The degree information includes GPA, hours, honors, and attendance dates associated with the degrees. Multiple degrees may be created for a prior college.
- The top of the form is similar to the SIS PVED screen. The bottom of the form is similar to the SIS PVDG screen.

**Important fields to focus on:**

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