CHAPTER 1

Adding and Updating Applications

This chapter discusses how to:

- Add new applications manually.
- Add new prospects and applications with quick admit.
- Create applications from external test score data.
- Update applications.
- View application summary information.
- Calculate application fees in batch.
- Record the basis of admission.
- Record comments and conditions for admission.
- Viewing summary checklist, comment, and communication data.

See Also

lsad, Tracking Supporting Prospect and Applicant Information, Prerequisites

"Research Tracking Additions to Admissions Functionality" and "Program Enrollment Additions to Admissions Functionality" documents in the Recruiting and Admissions documentation package for Bundle 24 (CS_Bundle_24_Recruiting_and_Admissions _9_0.pdf). This package is available on My Oracle Support (CS 9.0 Bundle #24 Functional Documentation and Additional Features January 2012 — Doc ID 1400708.1)

Adding New Applications Manually

If the applicants you are entering do not already exist in your database, the system creates them and assigns them identification numbers.

The first two pages in this component store information regarding the applicant as a *person.* This data is shared between all applications for an applicant, as well as with prospect personal data. Updating biographical data here updates it throughout the database. The last three pages in this component, however, are application-specific pages, meaning they store information unique to this *application.* In other words, applications share biographical data but application data is unique to each application.

Avoid entering duplicate applications. Specify on the Installation Defaults - AD page at what level you want the system to warn you that a potential duplicate application exists.

See lsad, Setting Up Prospects, Setting Up Admission Installation Defaults.

The Student Admissions , Add Application component is the second of three very similar components:

- Student Recruiting , Create/Update Prospects component.

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- Student Admissions, Add an Application component.
- Student Admissions, Maintain Applications component.

Create/Update Prospect and Add an Application have a Biographical Data page and a Regional page. All three components have other pages with similar names such as Prospect Program Data page and Application Program Data page. Use these components to enter or maintain similar information at different times during your business processes: for entering prospects, for entering application data, and for maintaining application data.

This section lists prerequisites and discusses how to:

- Enter or update applicant biographical data.
- Enter or update applicant regional data.
- Enter application program data.
- Update or add application regional data.
- Use the Calculate Deposit Fees page.
- Enter application data.
- Use the Application Fees page.
- Use the Application Items page.
- Enter recruiting information for an application.
- Add communications, checklists and comments for applicants.

Prerequisites

Before you begin entering application data, determine if the person is already in your Student Administration database. Often an applicant already has a system ID because an administrator already entered the person as a prospective student. For example, if a person sent test scores to your institution, it is likely that he or she is already in the system.

To see if the applicant is already in your system, select Student Admissions, Application Entry, Search Match.

See Also

lscc, Searching for Records and Using Search, Match, Using Search, Match

Pages Used to Add New Applications Manually

Page Name	Definition Name	Navigation	Usage
Biographical Details	SCC_BIO_DEMO_PERS	Student Admissions, Application Entry, Add Application, Biographical Details	Enter an applicant's biographical information.
Addresses	SCC_BIO_DEMO_ADDR	Student Admissions, Application Entry, Add Application, Addresses	Enter an applicant's address.
Regional	SCC_BIO_DEMO_REG	Student Admissions, Application Entry, Add Application, Regional	Enter region specific information, if applicable, based on country code.

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Page Name	Definition Name	Navigation	Usage
Application Program Data	ADM_APPL_PROG_ENT	Student Admissions, Application Entry, Add Application, Application Program Data	Enter program data and academic plan data pertaining to this application. You can also create an enrollment deposit and matriculate an applicant from this page. You must track applications at least at the plan level, but any lower level tracking depends on your office policies.
Application Regional	SAD_APPL_REG_DATA	• Student Admissions, Application Maintenance, Maintain Applications • Student Admissions, Application Entry, Add Application	Add or update country-specific data regarding the application.
Evaluation	ADM_APPL_EVAL1_SEC	Click the Evaluation link on the Application Program Data page.	Add an evaluation status for this program.
Deposit Fees	ADM_APPL_DEP_FEE	Click the Calculate Deposit Fees link on the Application Program Data page.	Calculate a deposit fee when entering a new application. You can calculate the deposit owed for enrollment and post that charge to the person's account directly from the Application Program Data page as part of adding a new application. If the application has a program status of admitted, the Calculate Deposits Fees link becomes available if a value is defined on the Application Center Table.
Deposit Fees (entry)	ADM_APPL_ENTRY2_S	Click the Calculate Deposit Fees button or the Deposit Fees link on the Deposit Fees page.	Enter deposit fees for the applicant. **Note.** When this deposit posts in PeopleSoft Student Financials, the system updates the program action to matriculation if you selected the Create Student check box on the Status Update page.

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Page Name	Definition Name	Navigation	Usage
Application Data	ADM_APPL_DATA	Student Admissions, Application Entry, Add Application, Application Data	Enter additional information regarding the application and to calculate an application fee. The system stores data on this page at the *application* level, as opposed to storing it under a person or academic program. This data is relevant to all academic programs being applied to with this application.
Application Fees	APP_FEE_CALC_MSG	Click the Calculate Application Fees link on the Application Data page.	Calculate the application fee that the person owes. If fees were calculated in the AAWS on line application and a payment was sent to the GL, fees are not recalculated when you click this link.
Tender Details	ADM_APPL_TNDRCC_SP	Click the Show Tender Details link on the Application Fees page. The Tender Details page is accessible when you select the Credit Card tender category on the Application Fees page.	Enter credit card information. See lssf, Cashiering, Processing Cashiering Transactions, Accepting Student Payments.
Tender Details	ADM_APPL_TENDER_SP	Click the Show Tender Details link on the Application Fees page. The Tender Details page displays when you select the Check or Cash tender category on the Application Fees page.	Enter check or cash information. See lssf, Cashiering, Processing Cashiering Transactions, Accepting Student Payments.
Currency Conversion	APPL_FEE_CURR_SP	Click the Currency Detail link on the Application Fees page.	Obtain details on the currency conversion.
Application Items	ADM_APPL_ENTRY3_S	Click the Transaction Summary link on the Application Data page to view information about the application fee for this application.	Review information about the application fee for an applicant.
Tender Details	PAYMENT_TENDER_SP	Click the Show Tender Details link on the Application Items page.	View tender details.
Application School/Recruiting	ADM_APPL_RECRUIT	Student Admissions, Application Entry, Add Application, Application School/Recruiting	Enter recruiting information about an applicant.

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Entering or Updating Applicant Biographical Data

Access the Biographical Details page.

Use this page to enter and update the known biographical and demographic data for an applicant.

If, by performing search/match, you find that the person does *not* yet have an ID in your database, the key dialog prompt says *NEW* in the ID field because you are adding a new person as well as a new application. The application number will be all zeros.

Note. Leave the Application Number field as all zeros in order for the auto-numbering feature to work properly.

If you find the person in your search/match and used the Carry ID option, your key dialog prompt lists that person's ID. The application number is still all zeros.

If the person exists in your database, it is a good idea to see if an application has already been entered. You do *not* want to enter a duplicate application. Go to the Maintain Applications component to determine if the person has any current applications.

If you find a matching ID during your search process, the Biographical Data page displays existing data about this person. If you do not find a matching ID during your search process, then you add a new person as well as a new application. The page is blank except for those fields populated according to your user defaults.

After running a search/match, select Student Admissions, Application Entry, Add Application to add a new application.

Entering or Updating Applicant Regional Data

Access the Regional page.

Use this page to enter biographical information specific to your installation country. If this person is already in your database and has existing information, you can view it on this page.

Entering Application Program Data

Access the Application Program Data page.

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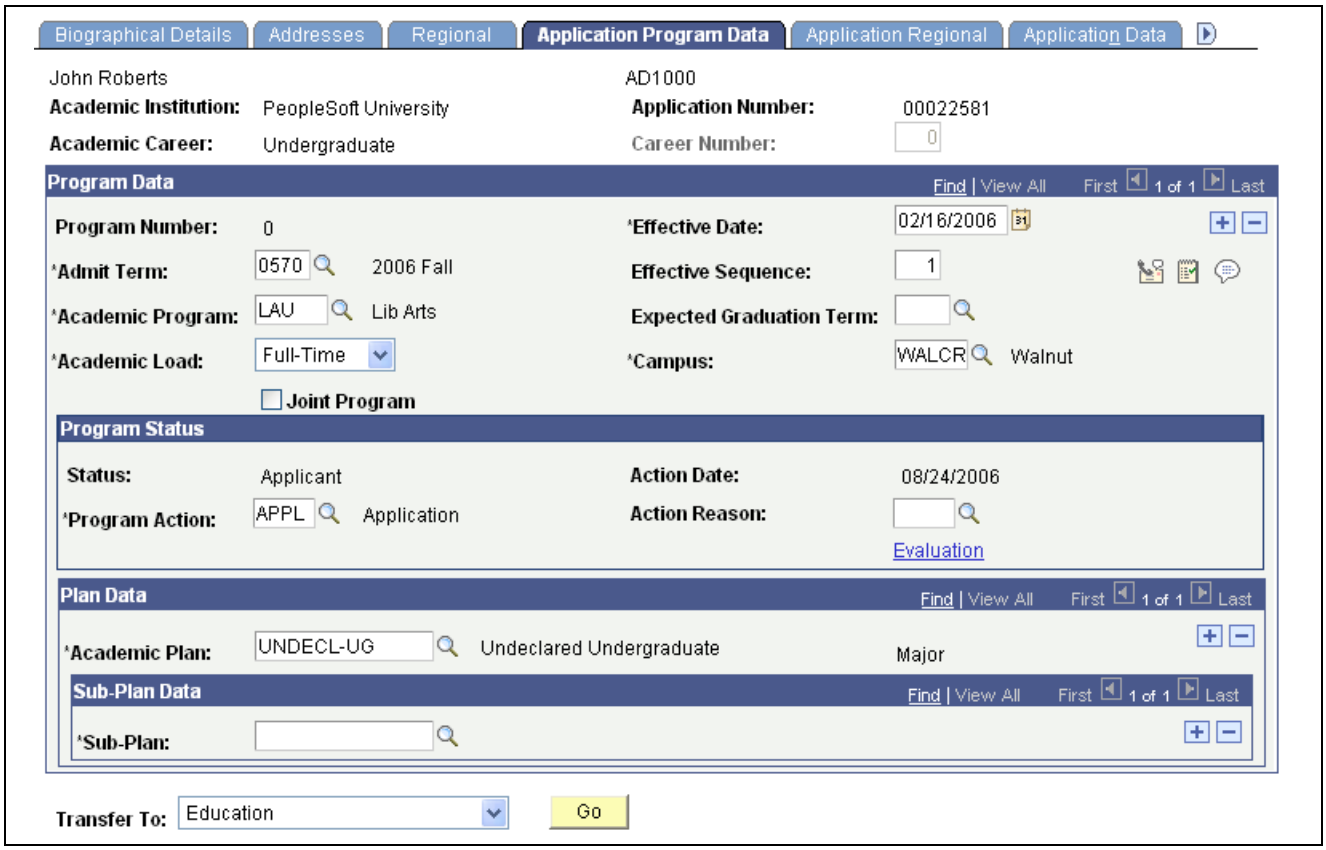

Application Program Data page

Note. The system fills in most of the fields on the Application Program Data page according to your user defaults. If the applicant had a prospect record and your setup dictates that data from the prospect record is to be copied to the application, the system populates some fields according to those defaults. For example, depending on your default setup, the system might populate academic career, institution, admit term, academic load, and academic program data based on the values in the matching prospect record.

Note. Admissions application records use the Last Admit Term to determine if the program, plan, or subplan should appear in the prompt. If the Last Admit Term is populated on the Academic Program Table (ACAD_PROG_TBL), Academic Plan Table (ACAD_PLAN_TBL), or Academic SubPlan Table (ACAD_SBPLN_TBL) and the term is less than or equal to the term selected for the ID, the system does not display the value in the prompt.

Effective Date Enter an effective date for the application to this academic program if different than the default date. If you are entering the application after the start date of the admit term, you need to back date the effective date to a date prior to the start date of the admit term in order to term activate the student once they are matriculated.

Admit Term Enter the admit term in which the applicant is expected to enroll, if he or she is admitted for this application. Define admit terms on the Term Table page. This is a user default field.

Expected Graduation Term Enter the term in which the student expects to graduate.

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Academic Program Enter or update the academic program to which the person is applying. Define academic programs on the Academic Program page. This is a user default field.

After you matriculate the applicant, the system copies the application program data to the program/plan tables in PeopleSoft Student Records.

Academic Load Select the academic load that the applicant will be taking on if admitted for this application. Values for this field are delivered with your system as translate values. You can modify these translate values. Values are *Full-Time* and *Part-Time.*

Joint Program Select the Joint Program check box if the applicant is applying to a joint program.

Dual Program This field becomes available when you select the Joint Program check box. Enter the joint academic program. Define dual programs on the Academic Program page.

Campus Enter or update the campus to which the person is applying within your academic institution. Define campuses on the Campus Table page. This is a user default field.

Status Because you are entering a new application, this field automatically displays *Applicant.*

Program Action Because you are entering a new application, this field automatically displays *Application.* This value can be changed. Program actions are predefined on the Admissions Action Table page and should not be modified.

Action Date The default for the action date is your system date. This is the date that the action was actually entered into the system (contrast this with the effective date).

Action Reason If there are action reasons associated with the program action that you selected, you can select the appropriate reason value. Action reasons enable you to record a brief explanation of why the program action took place. For example, for the action *WADM (Administrative Withdrawal),* you could define a reason of *Incomplete Application.* Define action reasons on the Program Action Reason Table page.

Career Number Available if the Program Action field contains the value *Readmit Application.* If you want to readmit this applicant for this application into an existing career, you can select the proper career number here. You must also have an admit type where the Readmit Processing Required check box has been selected on the Admit Type Table page. The system readmits the person into the career that corresponds to the career number that you select.

Academic Plan Enter the academic plan within the academic program being applied to with this application. An academic plan can be any area of study, such as English, math minor, physics, or undeclared. Define academic plans on the Academic Plan Table page. This is a user default field.

Sub-Plan If a subplan exists for the academic plan, enter the subplan here. Define academic subplans on the Academic Sub-Plan Table page. This is a user default field.

Calculate Deposit Fees Click this link to calculate an enrollment deposit. The Calculate Deposit Fees Page appears.

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If your application center has designated a deposit fee code that requires a deposit, and you enter a program status of *Admit*, the Calculate Deposit Fees link appears. You can not exit the component until you calculate the enrollment deposit. Application centers are designated on the Application Data page.

Evaluation

Select this link to enter the status of the application. Values for this field are defined on the Evaluation Status Table.

Create Program

To matriculate the applicant at the same time you are entering the new application, select *Matriculation* in the Program Action field. The Create Program button becomes available.

Click the Create Program button to save the component. Also, note that if you select *Matriculation* in the Program Action field, you are *required* to click the Create Program button (which, again, saves the component) before exiting the component.

After you matriculate a person, the system creates a record in Student Records. All fields on this page are unavailable because to access the information you need access to pages in Student Records. Therefore, if you must make a change to this person's record after matriculation, you must do so through Student Records.

The Recruiting and Admissions application enables you to record multiple academic programs for one application under an academic career. After you have saved the Application Entry component, however, you must use the Program Addition page to add an additional program. Note that the Prog Number field shows the number of the program in the order it was entered. For example, if you only have one program, it displays *0*. The next program displays *1*.

Before matriculating the applicant, you might want to move to the next page in the Application Entry component first to record additional information about the applicant before you perform the matriculation process.

Go

Click this button to go to another component.

Updating or Adding Application Regional Data

Bundle 27
Updated screenshot for the Netherlands regional data.

Access the Application Regional page.

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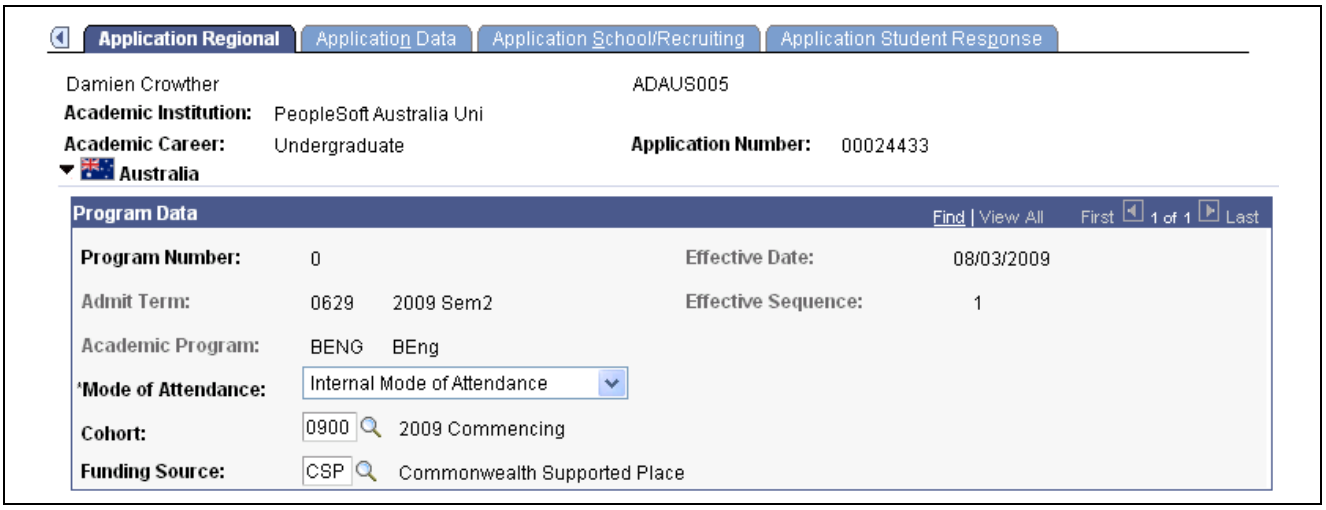
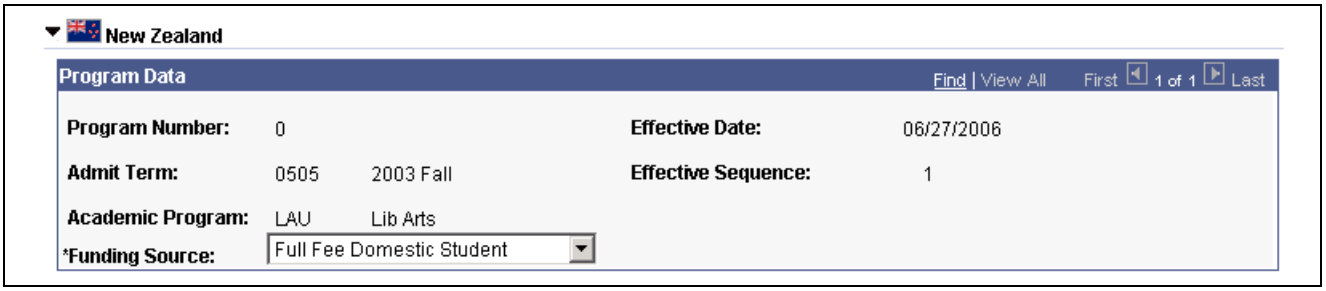


Application Regional page: Australia



Application Regional page: New Zealand

Bundle 27
Updated screenshot.

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Biographical Details | Addresses | Regional | Application Program Data | **Application Regional** | Application Data

Bartholomeus Schoonhoven ADNLD005
Academic Institution: PeopleSoft University - NLD
Academic Career: Bachelor (NLD) Application Number: 00024453
Netherlands

Program Data Find | View All First 1 of 1 Last

Program Number: 0 Effective Date: 08/20/2008
Admit Term: 2090 2009 Effective Sequence: 1
Academic Program: H010 BussEcon

Program Information

BRINcode: NL02 NLD Brincode 02 Start Month: 9
Program Code: 04401 Business Economics Start Occasion:
Academic Year: 2009
Sub Institute: 01 Main

Higher Education Additional Information

Studielink Status: Enrollment Requested ☐ Message 31O

Admission Verification

		Transmit	Last Transmit Date
Deficiency Status:	Not yet determined	☐ Message 31K	
Prof Requirements Status:	Not Applicable	☐ Message 31P	
Professional Duties Status:	Not applicable	☐ Message 31I	
Language Test Status:	Not applicable	☐ Message 31J	
Approval Higher Year:	False	☐ Message 31H	

Student Prior Education Student Data Higher Education Student Messages

Application Regional page: Netherlands (1 of 2)

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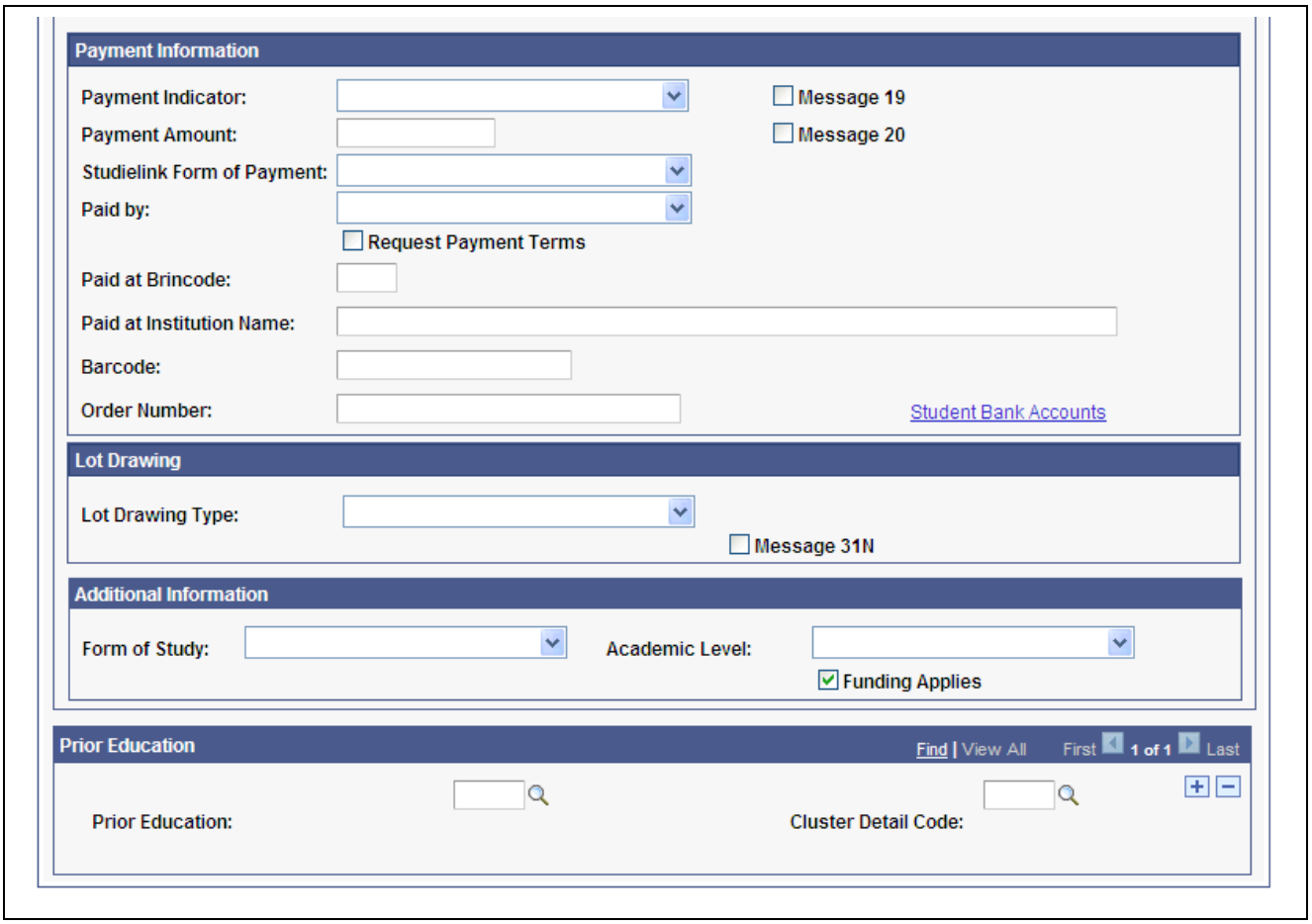

Application Regional page: Netherlands (2 of 2)

You can add or update country-specific application data on this page. The page and the appropriate data appear based on the country options that you select on the following pages:

- (AUS, NLD, NZL) Academic Institution Table, Academic Institution 6 page.
- (NLD) Student Admin Installation, SA Features page.

(AUS) Australia and (NZL) New Zealand Functionality

(AUS) Mode of Attendance

The Mode of Attendance field is a required field that is populated on each student's application. This data is required for reporting admissions data to the TACs via the Enrollment Feedback process as well as reporting element 329 Mode of Attendance code in DEEWR Data Collections.

The Mode of Attendance field resides on Application Entry, Application Maintenance, and Program Addition pages. It is a required field when you enter an application. After the student is matriculated, the mode of attendance is carried forward to the student program.

(AUS) Cohort

(Optional) Select a cohort for the student that the system will use as the default value when you enroll the student. The system populates this value by default on the Australian regional enrollment data and the field is available to tuition calculation for HECS or tuition fees if the Australian Regional Installation Settings are selected. After the student is matriculated, the cohort is carried forward to the student program.

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(AUS) Funding Source (Optional) Select a funding source for the applicant to represent the type of place being offered. The funding source can be mapped to the code reportable as element 724 in the DEEWR Applications & Offers Collection.

See lssr, (AUS) Generating Government Reports, Processing the DEEWR Applications and Offers Files, Generating the Applications and Offers Files.

(NZL) Funding Source This field is populated at application data entry time and is used in the Single Data Return process. The system uses the funding source that you enter as a default on the enrollment record for the student.

(NLD) Netherlands Functionality

Form of Study Enter the form of study for which the applicant is registering.

Academic Level The academic level can be registered separately from the academic program record.

Funding Applies Select this option to indicate whether funding applies.

Prior Education Before a student can enroll in a program, the student has to meet certain requirements concerning his or her curriculum. One is these requirements is the fact that the student has obtained a diploma from their previous school. The diploma received will reflect a specific level of education. Individual exam results are relevant. On a student level all prior education, including information about the school(s), courses taken and subjects passed, have to be registered.

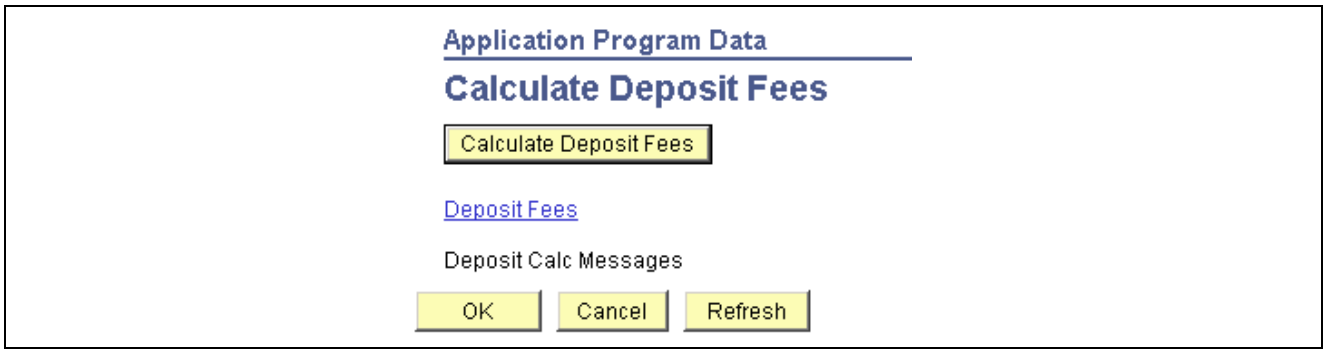
For more information about fields in the Admission Verification, Payment Information, and Lot Drawing group boxes, refer to the “Reviewing Other Application Information” subsection at the link directly below:

See [PeopleSoft Recruiting and Admissions 9.0 PeopleBook]Reviewing Admissions Information.

Note. To make changes to this page after it has been saved, you must do so through the Maintain Applications component. If you are only entering one program for the applicant, enter only one program action on the Application Program Data page. You must enter additional program actions through the Maintain Applications component. For example, suppose you enter the application initially with a program action of *APPL* in the Add Application component. When you admit the applicant, you would enter the program action of *Admit* in the Maintain Applications component.

Using the Calculate Deposit Fees Page

Access the Calculate Deposit Fees page.



Calculate Deposit Fees page

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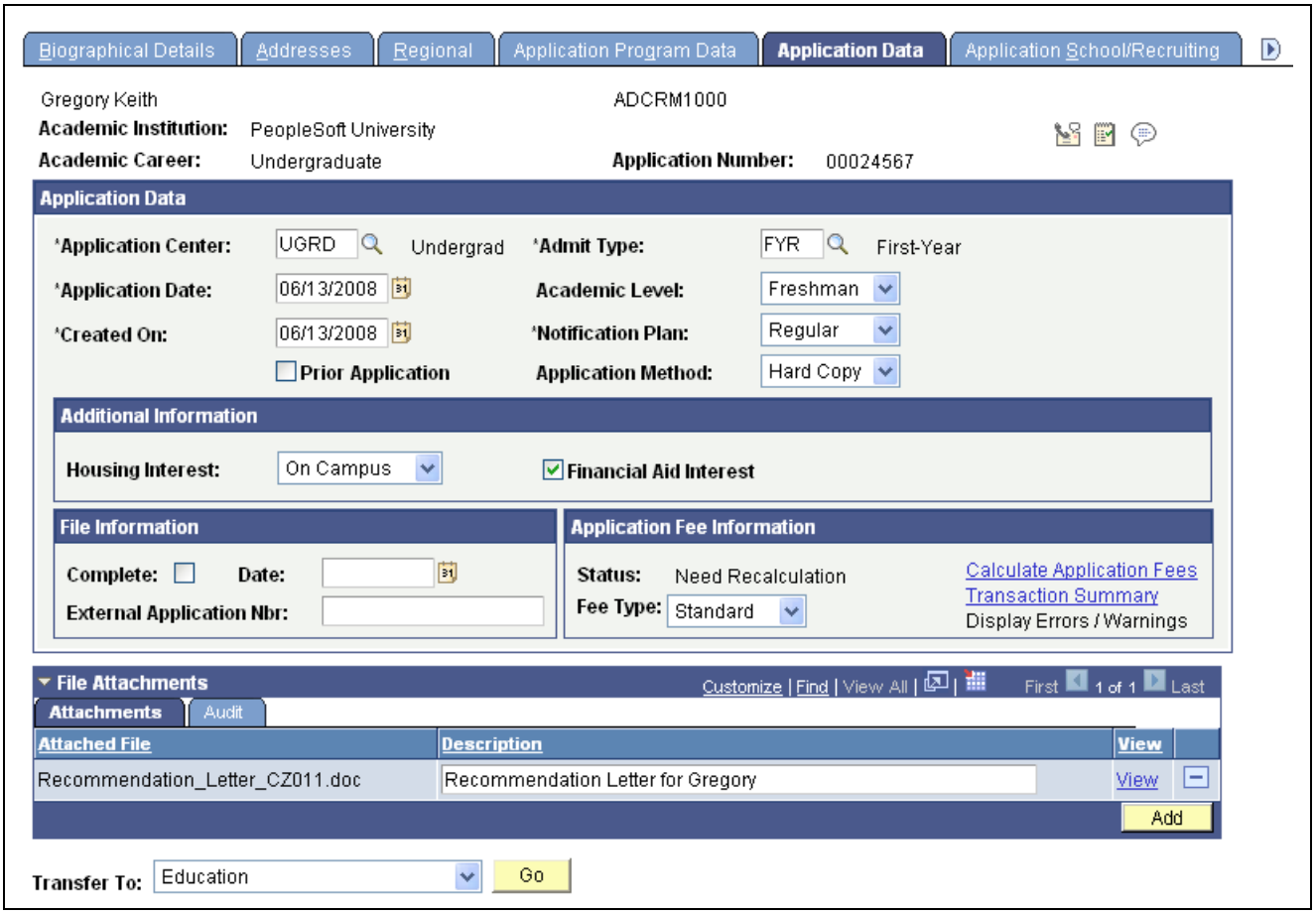
Calculate Deposit Fees Click this button to access the Deposit Fees page where you can calculate an enrollment deposit fee.

Deposit Fees Click this link to access the Deposit Fees page where you can view details about a person's enrollment deposit.

Deposit Calc Messages (deposit calculation messages) Click this link to view messages that occur while attempting to calculate deposit fees. This link becomes available when the system generates a message.

Entering Application Data

Access the Application Data page.



Application Data page

Note. The system populates most of the fields on this page according to your user defaults. If the applicant had a prospect record and your setup dictates that data from the prospect record is to be copied to the application, the system populates some fields according to those defaults.

Application Center Enter the application center that will process this application. This information helps you track which office is managing specific applications. Define application centers on the Application Center Table page. This is a user default field.

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Admit Type	Enter the admit type for this application (for example, *First-Year* or *Transfer,*). Define admit types on the Admit Type Table page. This is a user default field.
Application Date	The default for the application date is the system date that the application was received. You can override this default.
Academic Level	Select the academic level to which the applicant is applying for admission. Values for this field are delivered with your system as translate values. You can modify these translate values. Values are *Freshman, Graduate, Junior, Not Set,* and *Post-Baccalaureate.* This is a user default field.
Created On	The default for the created date is the system date on which you create this application record.
Notification Plan	Specify whether this person should be on a regular or special notification track. This field is useful for informational reporting purposes. Values for this field are delivered with your system as translate values. You can modify these translate values. Values are *Early Admit, Regular,* and *Rolling.*
Prior Application	Select this check box if this applicant previously applied to this career. This selection is useful for informational and reporting purposes.
Application Method	Select a value to indicate how or in what form this application was received. Values for this field are delivered with your system as translate values. You can modify these translate values. Values are *(none), Application Service, Diskette, Hard Copy, Web Application, EDI,* and *OUAC.* This is a user default field.
Housing Interest	Enter any housing interest indicated by the applicant. Values for this field are delivered with your system as translate values. You can modify these translate values. Values are *(none), Commuter, Off Campus,* and *On Campus.* This is a user default field.
Financial Aid Interest	Select this check box if this applicant is interested in financial aid for the programs to which he or she is applying. This field is useful for informational and reporting purposes. For example, the financial aid office can run reports listing those applicants interested in financial aid. This is a user default field.
Complete	Select this check box if this application is not missing any information and is considered complete by your office.
Date	Enter the date that you marked this application as complete.
External Application Nbr (external application number)	Enter the external application number if you received this application from a service with its own application-numbering scheme.
Fee Type	Select the type of fee assigned to this application. Values for this field are delivered with your system as translate values. You can modify these translate values. Values are *(none), International,* and *Standard.* These fee types enable you to charge varying user-defined application fees.
Calculate Application Fees	You can use the Application Fees Calculation process to calculate application fees based on the Application Fee Code structure which is attached to the Application Center. The fee is calculated based on core production data—application program data. Application fees may or may not be posted to the student account. An administrator can waive the fee. The waiver is associated with an item type defined on the Application Fee Code setup. Both the application fee and waiver are posted to the student account.

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If you calculate application fees based on core production data, then after selecting the fee type, click the Calculate Application Fees link to calculate the application fee owed. The Application Fees Calculation process runs and the Application Fees page appears. The system displays the calculated fee amount.

When you return to the Application Data page, the Status field in the Application Fee Information group box displays *Calculated.*

If your application fee is set up to post to PeopleSoft Student Financials, the Application Fees calculation process runs when you click the Run button on the Application Fees page. A COBOL posting program runs which creates an account for this person in PeopleSoft Student Financials.

If you use the Admission Applications Web Services (AAWS), fee calculation does not rely on Admissions production data. If a fee is required, *fee calculation occurs during the application submit process via the web service,* using the data stored in the AAWS staging table. With the exception of the maximum amounts on the Minimum/Maximum Fee Code (which rely on the charges posted to the student account), the AAWS fee calculation process produces the same amounts as the production data Application Fee Calculation process.

Note. Application fees and payments are *not* posted to the student account for AAWS. Regardless of any setup in the Application Fees component, all AAWS transactions are posted to the general ledger using the Direct to GL process.

For AAWS application fee processing, if Yes is selected for the Application Fee Required field on the Application Center Table page *and* the Amount Sent to GL value is greater than zero, then when you click the Calculate Application Fees link, the fee is not recalculated. The link takes you to the Application Fees page where you can view the results of AAWS application fee and waiver processing.

See [PeopleSoft Recruiting and Admissions 9.0 PeopleBook]Setting Up Application Processing Centers .

See *PeopleSoft Recruiting and Admissions 9.0 PeopleBook,* Managing PeopleSoft Admission Transactions, Reviewing and Editing Staged Admission Application Transactions

See *PeopleSoft Recruiting and Admissions 9.0 PeopleBook,* Using Admission Applications Web Services, Payment Integration Web Service Operations

See [PeopleSoft Student Financials 9.0 PeopleBook]Setting Up Application Fees .

See [PeopleSoft Student Financials 9.0 PeopleBook]Generating Direct to GL Entries.

Status

For AAWS fee and waiver processing, the value in this field is updated based on staging table data for SAD_APL_DAT_STG.APP_FEE_STATUS.

Transaction Summary

Click this link to view information about the application fee for this application. The Application Items Page appears.

Display Errors/Warnings

If any errors occurred during the calculation, click this link to view error details.

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Go Click this button to go to another component.

Note. After this page has been saved, you make changes to this application in the Application Maintenance component.

File Attachments

Use this group box to add, delete and view attachments for an admissions application.

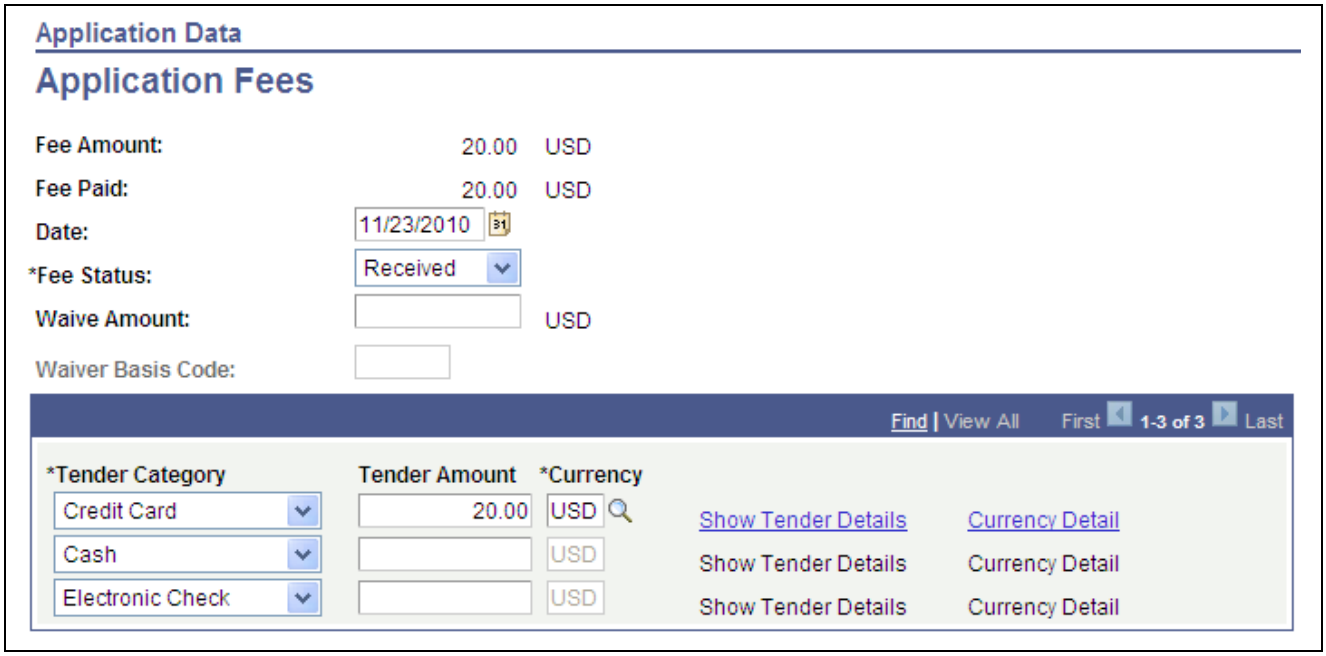
Add Click to access standard PeopleTools functionality to browse to a file and upload it

View Click the link to open the attachment in a new window.

The Audit tab displays all updates to attachments, including user name and date/time.

Using the Application Fees Page

Access the Application Fees page.



Application Fees page

Note. You cannot authorize/capture credit card or electronic check payments through Admissions Application Fee Payment.

To adhere to PCI compliance regulations, you should not store credit card numbers in your database.

Date

The default for this date is your system date. Edit this field to reflect the date the application fee was entered or waived.

Fee Status Values for this field are delivered with your system as translate values. You can modify these translate values. Values are *Deferred, Pending, Received, Waived,* and *Waiver.*

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If you calculate fees from production data, using the Application Fee Calculation process, select a status for this application fee. If you are receiving the application fee, change the status of the fee to *Received.* After you change the status to *Received,* the fields in the lower section of the page become available.

For information about how to use this page for AAWS application fee and waiver processing:

See *PeopleSoft Recruiting and Admissions 9.0 PeopleBook,* Managing PeopleSoft Admission Transactions, Reviewing and Editing Staged Admission Application Transactions

Waive Amount

Enter the amount of the application fee that will be waived, if appropriate.

For AAWS, if manual reconciliation is required, you enter the waive amount in the Application Data staging page and it appears here after the data is posted.

Waiver Basis Code

The field is available for edit only if the value in the Fee Status field is *Waived* or *Waiver.*

For information about how this field is populated by AAWS fee processing:

See *PeopleSoft Recruiting and Admissions 9.0 PeopleBook,* Managing PeopleSoft Admission Transactions, Reviewing and Editing Staged Admission Application Transactions

Tender Category

Use this field to designate how the fee payment was received. Values for this field are delivered with your system as translate values. You can modify these translate values. Values are *Credit Card, Electronic Check, Check,* or *Cash.*

You have the flexibility to receive payments in multiple tenders. For example, you can waive a portion of a fee and the student's remaining payment can be split between a credit card and a check.

If you enter *Credit Card, Electronic Check,* or *Check,* the Tender Details page appears so you can enter further information.

If you do not use AAWS fee processing, you can enter information about the echeck or credit card, although the authorize/settle must be completed outside of Campus Solutions.

Hosted payment authorize/settle functionality is available only through AAWS fee processing.

For AAWS fee processing, if payment is required at the time of the application, the value that appears here is carried through on posting from the Application Transactions staging component. You enter a value here only if the applicant is allowed to pay later or if the waiver request was denied in the Application Maintenance component and payment was received later.

Note. For AAWS, partial payment is not allowed and applicants cannot split payments between credit card and check.

Tender Amount

After entering a form of payment, enter the amount tendered.

For information about AAWS fee processing, refer to the previous documentation about the Tender Category field.

Currency

Enter the type of currency, such as *USD* (US Dollars).

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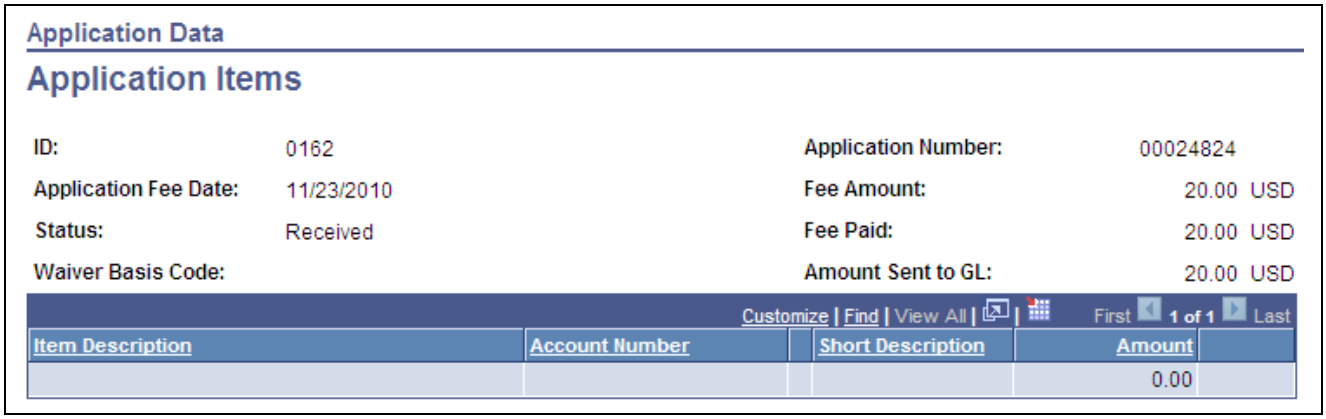
For information about AAWS fee processing, refer to the previous documentation about the Tender Category field.

Currency Conversion Details Click this link to obtain details on the currency conversion. The Currency Conversion Page appears.

Show Tender Details Click this link to view details about the application fee. The Tender Details page appears.

Using the Application Items Page

Access the Application Items page.



Application Items page

Use the Application Items page to view the results of application fee processing. Application fees are processed using production data or, for AAWS, via the web service, using staging data.

The Amount Sent to GL field applies to AAWS fee processing and is populated based on the value in the related field in the Application Transactions staging component.

Set up waiver basis codes on the Application Fee Waiver Basis page (Set Up SACR, Product Related, Recruiting and Admissions, Applicants, Application Fee Waiver Basis).

Note. To view a summary of a person's financial account, access the Customer Accounts page in PeopleSoft Student Financial.

See *PeopleSoft Recruiting and Admissions 9.0 PeopleBook*, Managing PeopleSoft Admission Transactions, Reviewing and Editing Staged Admission Application Transactions

See [PeopleSoft Recruiting and Admissions 9.0 PeopleBook]Setting Up Application Processing Centers .

See [PeopleSoft Student Financials 9.0 PeopleBook]Generating Direct to GL Entries.

Entering Recruiting Information for an Application

Access the Application School/Recruiting page.

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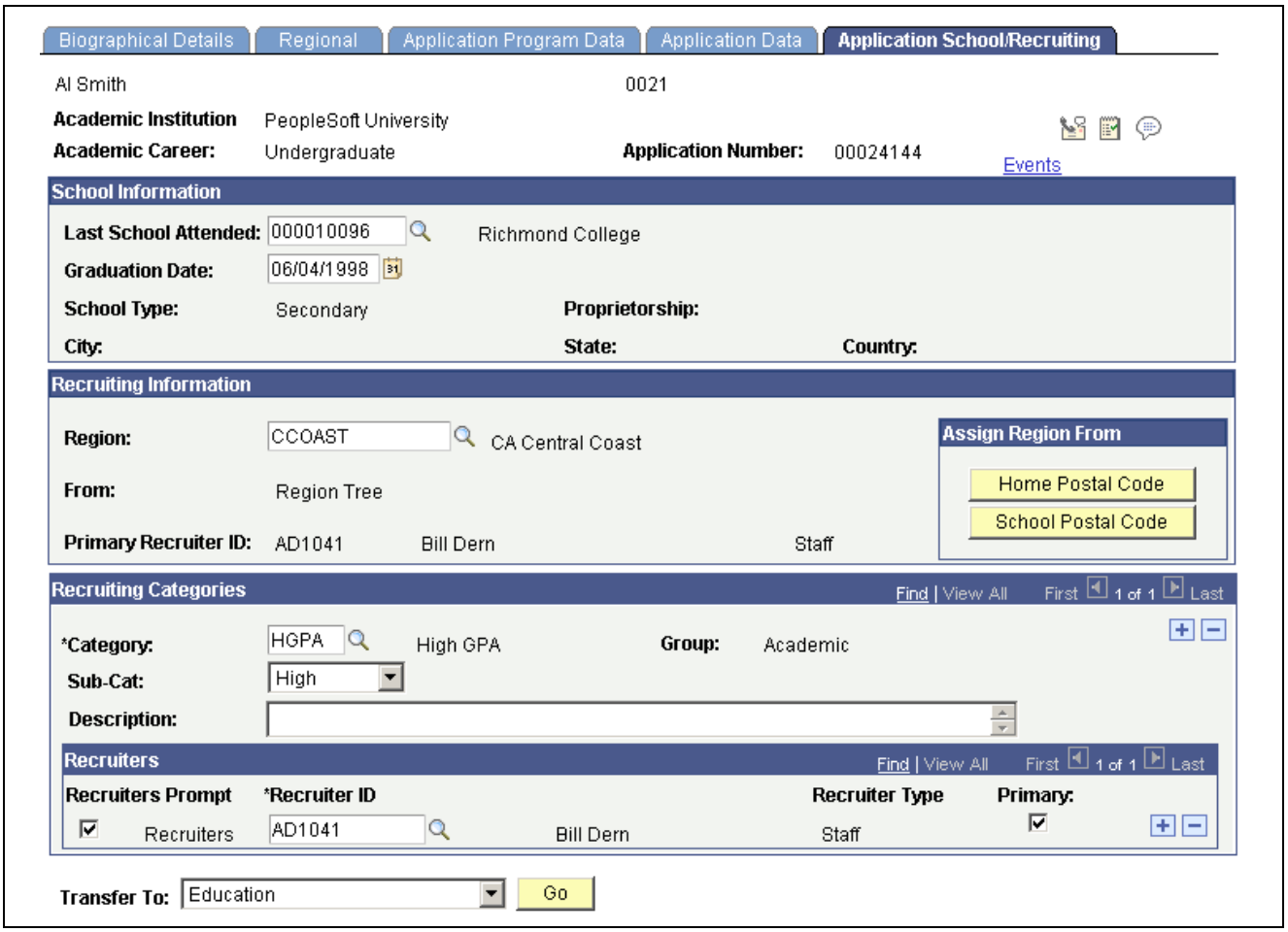

Application School/Recruiting page

Note. If the applicant had a prospect record, and you selected the Move to Application option on the Prospect Recruiters page, and your setup dictates that data from the prospect record be copied to the application, the system automatically populates some of the fields on this page. For example, the Last School Attended and Graduation Date fields could be populated by the values in the matching prospect record.

School Information

Last School Attended

Enter the last school attended for this applicant. Because a person might have attended several schools in his or her external academic career, it is helpful to know which school was attended most recently. This is a user default field.

Upon the first save of the application, the value entered in this field is added to the Education component automatically. After you enter a school, you might receive a message informing you that this school will not be added to the Academic History record, depending on how your institution has set this parameter on the Installation - AD page. Schools are stored for academic history in the Education component. The school you store here is for recruiting and informational purposes.

Graduation Date

Enter the graduation date. A graduation date can be in the future if the person is still attending this school.

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Recruiting Information

Region Enter a region if you want to choose a region from the region tree manually. Only regions from your region tree are available for selection. Define regions on the Region Table page.

Home Postal Code Click this button if you want the system to assign a region based on the postal code in the applicant's home address. The system uses the tree manager to assign a region based on the postal code.

School Postal Code Click this button if you want the system to assign a region based on the applicant's last school attended postal code. The system uses the tree manager to assign a region based on the postal code.

From This display-only field shows you how this region was defined:

Region Tree: If you *manually* assigned a region.

Address: Assigned if you click the Home Postal Code button.

School: Assigned if you click the School Postal Code button.

Recruiting Categories

Use the fields in this group box to target the applicant for special recruiting efforts during the admissions process regarding this application.

Category Enter a recruiting category for the applicant under this career and application. For example, in the previous screen example, this applicant is being recruited according to the geographic region of her school. Define recruiting categories on the Recruiting Category Table page. These same categories are used in both the recruiting and application processes to target and report on students.

If you plan to assign a recruiter to this applicant based on your region tree, you must enter a category of *REGN* (region). Only the recruiters assigned to the region appearing in the Region field will be available.

Group The group under which this category falls automatically displays when you move out of the Category field.

Sub-Category Select a recruiting subcategory. Values for this field are delivered with your system as translate values. You can modify these translate values. Values are *(none)*, *High*, *Low*, and *Medium*. A subcategory can be used to indicate the priority of this recruiting category.

Description Enter any descriptive information regarding the recruiting category.

Note. You can enter multiple recruiting categories and supporting information for an application.

Recruiters

This group box becomes available if you have entered a recruiting category. The recruiter assignment is tied to the recruiting categories. Use this section of the page to assign one or more recruiters, relevant to this category, for the applicant.

Recruiters Prompt Select this check box if you want *all* recruiters in your database to be available when you prompt on the Recruiter ID field, regardless of the recruiting category to which recruiters are assigned.

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Clear this check box if you want *only* the recruiters assigned to the current recruiting category to be available when you prompt on the Recruiter ID field. (Note that the *REGN* category works differently).

If you are adding recruiters for the recruiting category *REGN*, you select only from recruiters who were assigned the region that appears in the Region field.

If you entered the region according to the last school attended using the School Postal Code button; the Prompt Table field displays *Recruiters for School's Region.* Select the prompt to bring up any recruiters assigned to that school. If no recruiters are assigned to that school, then your choices are any recruiters assigned to the region.

If you entered the region according to the applicant's home address using the Home Postal Code button, the Prompt Table field displays *Recruiters from Address Region.* Click the prompt to bring up all recruiters assigned to the region.

If you manually chose the region from the region tree, all recruiters assigned a recruiting category of *REGN - Region* are available when you prompt for values on the Recruiter ID field. The Prompt Table display field in this case displays *Recruitment Category.*

Recruiter ID

Enter the ID number of the recruiter that you want to assign to this applicant. The region tree determines which recruiters to make available for selection, based on the region that you assigned to the applicant.

You can override the region tree selection by selecting the Recruiters Prompt check box. If selected, all recruiters for the academic career are available.

You can assign an applicant multiple recruiters for any recruiting category.

Primary

Select this check box if this is the primary recruiter for this category.

The ID of the person who has been marked primary displays in the Prmy Recruiter ID (primary recruiter ID) field. You can use this field to report on primary versus non-primary recruiters.

Events

Click this link to sign an applicant up for attendee events. The Attendee Events page appears.

Go

Click this button to go to another component.

Note. After you save the information on these pages, all modifications must be made on the Application Recruiters page in the Application Maintenance component.

Adding Communications, Checklists and Comments for Applicants

The Communication, Checklist and Comment buttons appear next to the Application Number field on the Application Data, Application School/Recruiting, and Application Recruiters pages, and next to the Expected Graduation Term field on the Application Program Data page.

Use the Communication, Checklist and Comment buttons from this component to open a new window for the entry pages for communication, checklist, and comments and initiate recruiting and admissions related items.

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If the Communication, Checklist or Comments Pages are Accessed From the:	The Variable Data for the Following Administrative Function is Supplied:	Data that is Transferred
Application Program Data page	ADMP Admissions Program	ID, academic career. student career number, application number, application program number.
Application Data page	ADMA Admissions Application	ID, academic career, student career number, application center.
Application School/Recruiting page	EVNT Event	ID

See Also

lscc, Using the 3C Engine

Adding New Prospects and Applications with Quick Admit

Recruiting and Admissions can take information concerning people enrolled from the Student Records Quick Admit process and at your discretion, create a prospect record and an application, or an application only for those people.

This section provides an overview of quick enroll and quick admit and discusses how to:

- Enter biographical details.
- Enter regional data.
- Enter or view academic program data.
- Select your criteria for quick admit batch apps.
- Assign criteria for quick admit.

Understanding Quick Enroll and Quick Admit

The Quick Admit a Student component, Quick Enroll and Student component, and Quick Admit Batch Apps component are a variation on the fuller processes of admitting students and enrolling them into classes. Typically, you will use these components in conjunction with each other to accelerate admissions and enrollment procedures where immediate formal processing is not required or is unavailable for students. In addition, collecting admissions information on students who have been quick admitted might be useful for various funnel reports.

The Quick Admit a Student component and Quick Enroll a Student component, when used together, enable you to rapidly add or update a student’s personal data in your system; activate the student in an academic career, academic program, or term; and enroll the student in classes.

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The Quick Admit a Student component works concurrently with the Quick Admit Batch Apps component. Whenever you admit a student through the Quick Admit a Student component, the system flags the student's record to indicate that the student has been admitted by this method. The system then places these records into a temporary table awaiting your action. Using the Quick Admit Batch Apps component, you can then run the Quick Admit Process (ADQCKADM) to create prospect records and applications for these flagged records in the temporary table. The Quick Admit Batch Apps component and Quick Admit a Student component are not a replacement for the regular Recruiting and Admissions functionality. You must use the Application Data pages for regular admissions.

You can use the Quick Admit a Student component to add a new student's personal data record to your system, to activate a student into an academic career and an academic program within that academic career, and to activate a student into a specific term. By completing and saving the Quick Admit a Student component, a student quickly becomes eligible for class enrollment. You can also use the Quick Admit a Student component to update a new or continuing student's personal data record after the student already has an existing personal data record stored in the system. If you are entering new students into the system through the Quick Admit a Student component and you click the Save button after entering the student's biographical data and program data, the system assigns the student a unique ID that remains associated with the individual in your database until you change or delete it. Remember that each user has access to specific edit modes based on her or his security profile.

Important! To avoid creating duplicate IDs in your system, you should use the search/match function to determine if an individual with the same data already exists in your database before adding the new individual.

For new students, you can use the Quick Admit a Student component to enter the biographic, demographic, address, and program data about the student. When you save the component, the system:

- Assigns the new student an ID and creates a row for the student in the person tables.
- Activates the new student in the academic program that you select within the specific academic institution and academic career that you specify.
- Activates the new student in the term that you select, creating a row in the student term table (STDNT_CAR_TERM) for the student.

For continuing students, you can use the Quick Admit a Student component to activate the student into a subsequent term; or to activate the student into a new academic career. When you save the component, the system:

- Updates the data for the student in the person tables.
- Verifies whether the student has already been activated for the term, and if not, activates the student in the term, creating a new row in the student term table (STDNT_CAR_TERM) for the student.
- Activates the continuing student in the new academic program that you select within the specific academic institution and career that you specify when you are adding the student to a new academic career.

After you have saved the student's biographical data and activated the student into the term, the student is eligible for class enrollment. You can then use the Quick Enroll a Student component to rapidly enroll students into the term. The system carries forward the key information (ID, academic institution, academic career, and term) and automatically opens the Quick Enroll a Student component for the given student.

When you access the Quick Admit a Student component, a dialog box prompts you to enter the key values of the admissions transaction. The key values are:

ID In add mode, the system defaults the student's ID to *New.* For a student new to your system, you can use the default value to have the system assign the ID, or you can enter a new ID of your choice provided that it does not

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belong to another individual already in the system , or you can enter a student's existing ID.

In other modes, the system prompts you to search for an existing ID.

If you enter a new ID of your choice, you run the risk of disrupting the auto-numbering sequence that is included with the system. If you disrupt the auto-numbering sequence, a system administrator must correct the situation.

Academic Institution Enter the academic institution to which you want to quickly admit the student.

Academic Career Enter the academic career to which you want to quickly admit the student. Remember that academic careers are parents of academic programs. Therefore, when you enter an academic program on the Program/Plan page within this component, the system displays academic programs based only on the academic career you enter here.

Term Enter the term for which you want to activate the student. After you enter the required data for a student into the Quick Admit a Student component and click the Save button, the system activates the student into the term that you specify. This functionality works for both new and continuing students.

To use the Quick Admit feature for a specific term, you must already have defined your academic term calendar for the academic programs within that term.

Note. Quick Admit uses the Max Program Effective Date for Term field from the Term/Session Table when populating the Effective Date on Student Program/Plan. If the current date is less than or equal to the Max Program Effective Date for the activation term, the Effective Date field on Student Program/Plan will be set to current date. If the current date is greater than the Max Program Effective Date for the activation term, the Effective Date field on Student Program/Plan will be set to the Max Program Effective Date defined for activation term.

See lsfn, Establishing Terms and Sessions.

Add Click to open the component with the specified key values.

The Quick Admit Batch Apps process is a two-step, two-page process. Use the first page in the Quick Admit Batch Apps component, the Selection Criteria page, to select a group of students who have been admitted through the Quick Admit a Student component. Use the second page in the Quick Admit Batch Apps component, the Assignment Criteria page, to specify whether to create historical prospect and application records or new prospect and application records, or both.

See Also

lssr, Processing Class Enrollment Transactions

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Pages Used to Add New Prospects/Applications with Quick Admit

Page Name	Definition Name	Navigation	Usage
Quick Admit - Biographical Details	SCC_BIO_DEMO_PERS	Records and Enrollment, Enroll Students, Quick Admit a Student	Enter or update a student's biographic and demographic information.
Quick Admit - Regional	SCC_BIO_DEMO_REG	Records and Enrollment, Enroll Students, Quick Admit a Student, Regional	Enter or update a student's information according to regional data requirements.
Quick Admit - Program/Plan	PROGRAM_PLAN	Records and Enrollment, Enroll Students, Quick Admit a Student, Program/Plan	For new students, select the primary academic program for which you want to activate the student in a term and enter other program stack information. For continuing students, view the student's career number and primary academic program or add the student to a new academic career. If you want make any changes to a new or continuing student's program stack information after you save the student to your system, you must use the Student Program/Plan component.
Quick Admit - Selection Criteria	QUICK_ADMIT_SELECT	Records and Enrollment, Enroll Students, Quick Admit Batch Apps	Enroll students into classes without going through a formal admissions process.
Quick Admit - Assignment Criteria	QUICK_ADMIT_CREATE	Records and Enrollment, Enroll Students, Quick Admit Batch Apps, Assignment Criteria	Create applications for the group of quick-admitted students that you selected in the first page of this component.

Entering Biographical Details

Access the Quick Admit - Biographical Details page.

This page is part of the Quick Admit a Person feature, which enables you to rapidly admit students into your institution. The system saves any biographic and demographic data that you add or change to the person tables. You can maintain a student's biographical data through either the Quick Admit component or the Add/Update a Person component found in PeopleSoft Campus Community.

See lsad, Adding and Updating Applications, Adding New Applications Manually, Entering or Updating Applicant Biographical Data.

Entering Regional Data

Access the Quick Admit - Regional page.

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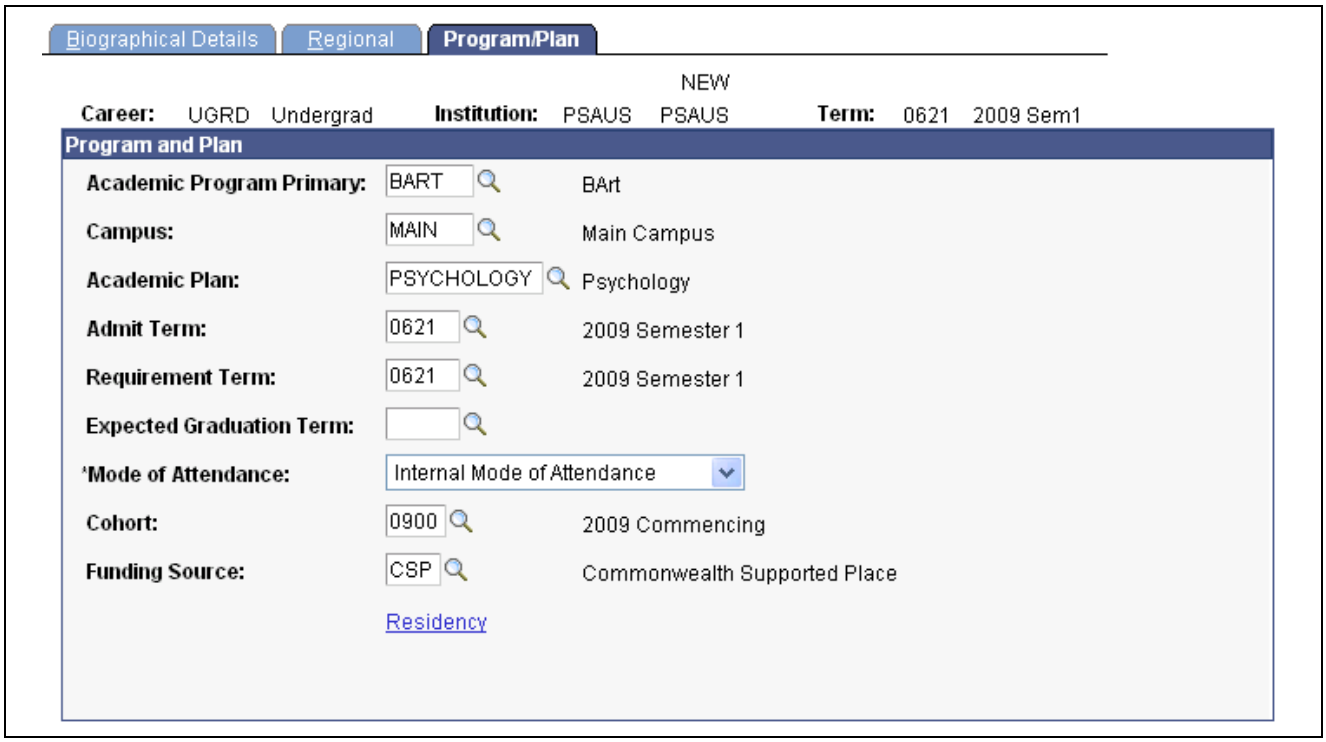
This page is part of the Quick Admit a Student feature, which enables you to rapidly admit students into your institution. The system saves the regional data that you add or change to the person tables. You can maintain a student's biographical data through either the Quick Admit component or the Add/Update a Person component found in PeopleSoft Campus Community.

See Also

lscc, Managing Biographical Information

Entering or Viewing Academic Program Data

Access the Quick Admit - Program/Plan page.



Quick Admit - Program/Plan page

Note. Admissions application records use the Last Admit Term to determine if the program, plan, or subplan should appear in the prompt. If the Last Admit Term is populated on the Academic Program Table (ACAD_PROG_TBL), Academic Plan Table (ACAD_PLAN_TBL), or Academic SubPlan Table (ACAD_SBPLN_TBL) and the term is less than or equal to the term selected for the ID, the system does not display the value in the prompt.

Entering Program Stack Data for New Students

When you add a new student to your system, the following fields appear:

Academic Program Primary (academic program primary)	Enter the primary academic program into which you want to matriculate and activate the student. The system prompts you with academic career values specific to the academic career that you selected as a key upon entering the component.
Campus	Enter the campus where the student is going to take the primary academic program.

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Academic Plan	Enter the student's primary academic plan within the primary academic program. If a student requests multiple academic plans within the academic program, you must enter the additional academic plans through the Student Program/Plan component.
Admit Term	The term in which you are matriculating the student into the academic program. The admit term usually defaults from the Recruiting and Admissions matriculation process. However, because you are performing a quick activation and are going to matriculate the student through this Quick Admit a Student component, you must enter the admit term for the primary academic program that you have specified.
Requirement Term	The requirement term indicates to the system which term's degree progress requirements apply to the student for the primary academic program that you have specified. The system, by default, sets this value to the Admit Term value.
Expected Graduation Term	Enter the term in which you expect the student to graduate. Define term values on the Term Table page.
(NZL) Funding Source	This field is used by New Zealand institutions.
(AUS) Mode of Attendance	The Mode of Attendance field is a required field that is populated on each student's application. This data is required for reporting admissions data to the TACs via the Enrollment Feedback process as well as reporting element 329 Mode of Attendance code in DEEWR Data Collections. The Mode of Attendance field resides on Application Entry, Application Maintenance, and Program Addition pages. It is a required field when you enter an application. After the student is matriculated, the mode of attendance is carried forward to the student program.
(AUS) Cohort	(Optional) Select a cohort for the student that the system will use as the default value when you enroll the student. The system populates this value by default on the Australian regional enrollment data and the field is available to tuition calculation for HECS or tuition fees if the Australian Regional Installation Settings are selected. After the student is matriculated, the cohort is carried forward to the student program.
(AUS) Funding Source	(Optional) Select a funding source for the applicant to represent the type of place being offered. The funding source can be mapped to the code reportable as element 724 in the DEEWR Applications & Offers Collection. See lssr, (AUS) Generating Government Reports, Processing the DEEWR Applications and Offers Files, Generating the Applications and Offers Files.
Residency	Click to display the Residency Official page and record residency information that has been verified by your institution.
Quick Enrollment	Click to access the Quick Enroll component, where you can process enrollment transactions for the student.
Enrollment Appointments	Click to access the Appointments component, where you can add and update enrollment appointments for the student.
Student Program Plan	Click to access the Student Program/Plan component and make any changes to a new or continuing student's program stack information after the student data has been saved to your system.

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Viewing Program Stack Data After Saving the Component

When you are updating a new or continuing student's records, only the following fields appear:

Student Career Nbr (student career number) — The system uses the student career number to differentiate between academic programs within the same academic career. For students with multiple academic programs within the same academic career, you must enter the student career number for which you want to activate the student into the term you have specified. If the student has only one student career number in a specific academic career, the field is unavailable for edit.

Prim Prog (primary program) — The system displays the primary academic program associated with the student career number. The primary academic program that appears is the academic program into which the system activates the student for the term that you have specified.

See Also

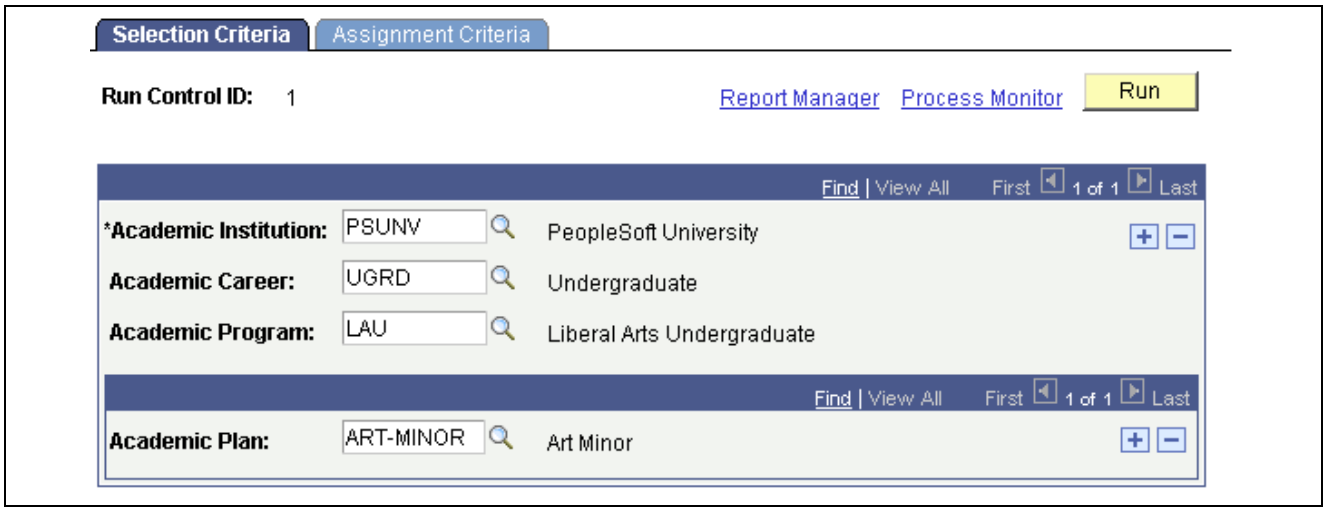
lscc, Managing Biographical Information

lsad, Adding and Updating Applications, Adding New Prospects and Applications with Quick Admit, Understanding Quick Enroll and Quick Admit

lscc, Managing Personal Identification Data, Entering Residency Data

Selecting Your Criteria for Quick Admit Batch Apps

Access the Quick Admit - Selection Criteria page.



Quick Admit - Selection Criteria page

Academic Institution — Enter the academic institution from which you want to select quick-admitted students. You can enter multiple academic institutions. You must enter at least one academic institution.

Academic Career — Enter the academic career from which you want to select quick-admitted students. You can enter multiple academic careers.

Academic Program — Enter the academic program from which you want to select quick-admitted students. You can enter multiple academic programs.

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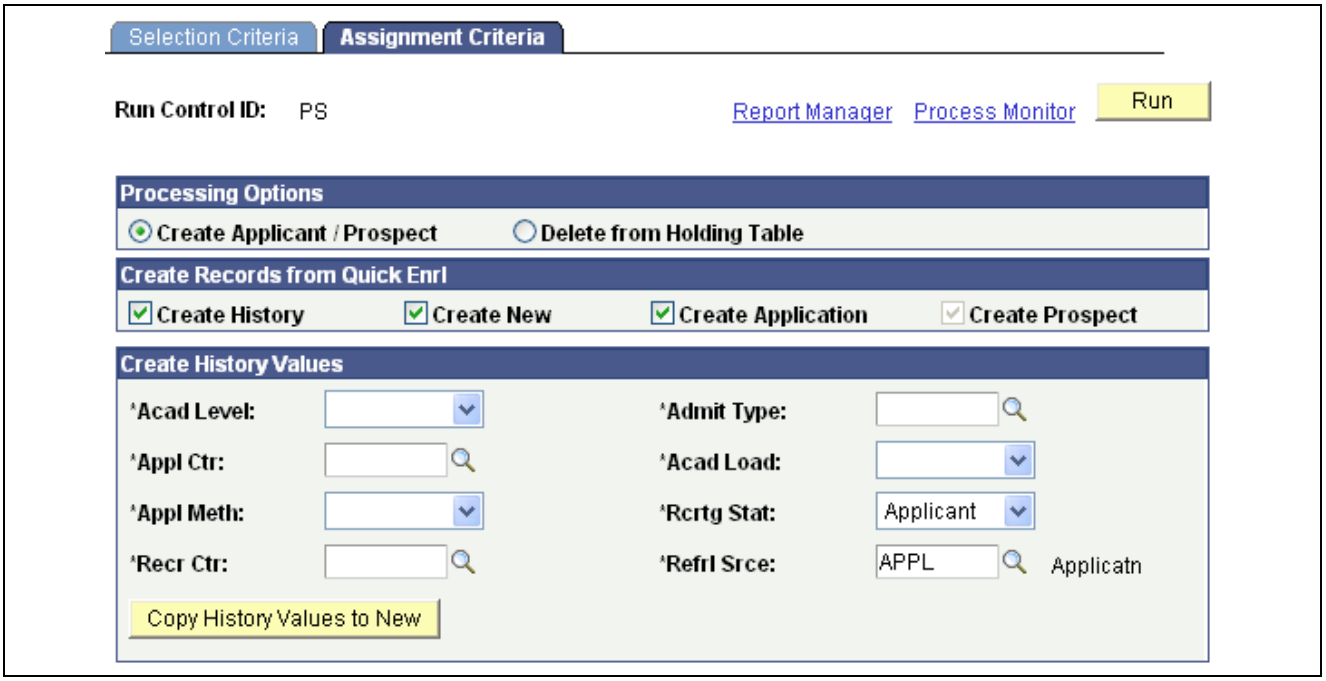
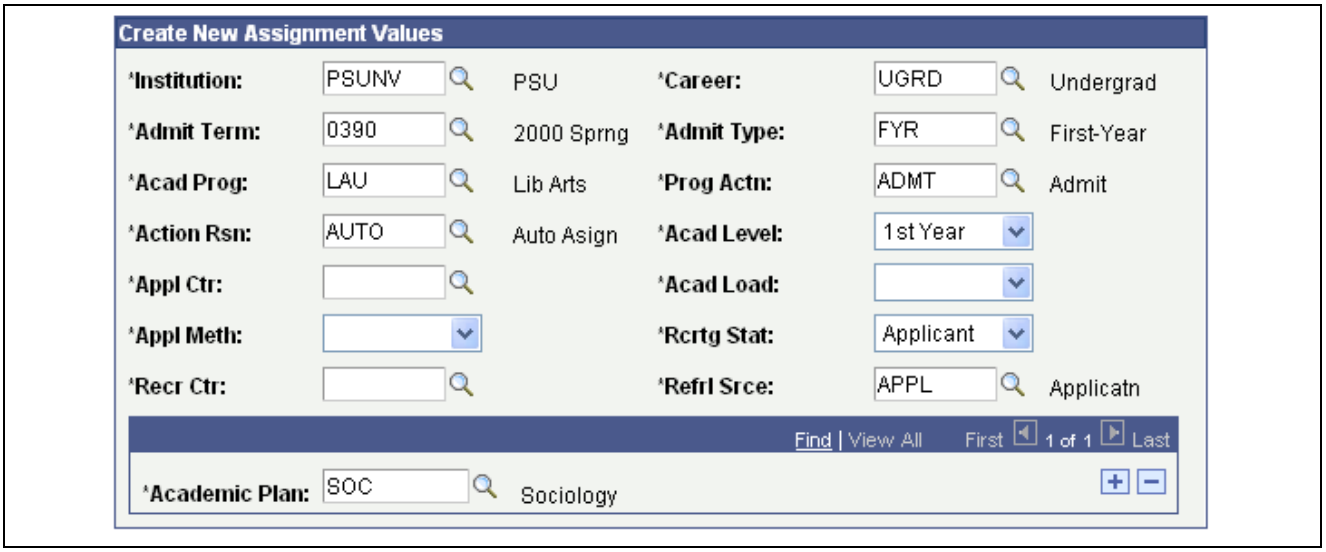
Academic Plan Enter the academic plan from which you want to select quick-admitted students. You can enter multiple academic plans.

Assigning Criteria for Quick Admit

Access the Quick Admit - Assignment Criteria page.



Quick Admit - Assignment Criteria page (1 of 2)



Quick Admit - Assignment Criteria page (2 of 2)

Create Applicant/Prospect Select this option to create prospect and application records for the selected group of students.

Delete From Holding Table Select this option to take the selected group of students and delete them from the temporary table. Selecting this option will disable the remaining fields on the page. If this is the desired option, click the Run button to initiate this

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process. If you use the Quick Admit a Student feature but do not create applications for quick admitted students, you should run this process to clean out the temporary table.

Create History Select this check box to create history records for the group of students you have selected. The system adds the students to the prospect and applicant tables even though they bypassed the normal admissions process. The data created is based on the data entered on the Quick Admit pages. Selecting this check box ensures that admissions information is available for these people for your admissions reporting purposes.

Create New Select this check box to create a new set of prospect and application records for the selected group of students. Prospect and application records will be created based on the parameters in the Assignment Values group box.

Create Application Select this check box to create applications for the selected group of students. This field is available if you select the Create New check box.

Create Prospect Select this check box to create prospect records for the selected group of students specified on the Selection Criteria page. If the Create Application check box is selected, the availability of this field is determined by the settings on the Installation Defaults - AD page.

The following fields appear, regardless of whether you choose Create History or Create New:

Acad Level (academic level) Select the academic level that you want to assign to the selected group.

Admit Type Enter the admit type that you want to assign to selected group.

Appl Ctr (application center) Enter the application center that is populated for each application. This information helps you track what office is handling specific applications. Define application centers on the Application Center Table page.

Acad Load (academic load) Select the academic load that the applicants will carry. Values for this field are delivered with your system as translate values. You can modify these translate values. Values are *Full-Time* and *Part-Time.*

Appl Meth (application method) Select a value to indicate how or in what form the application was received. Values for this field are delivered with your system as translate values. You can modify these translate values. Values are *(none), Application Service, Diskette, Hard Copy, Web Application, EDI,* and *OUAC.*

Rcrtg Stat (recruiting status) Select the recruiting status that will be populated on the prospect record of this applicant. Values for this field are delivered with your system as translate values. You can modify these translate values. Values are *Applicant, Inactive, Inquiry,Pre-Appl, Prospect,*and *Suspect.*

This field appears only if the Create Prospects field on the Installation – AD page is set to *Yes.*

Recr Ctr (recruiting center) Enter the recruiting center that is responsible for this particular program on the prospect record. Define recruiting centers on the Recruiting Center Table page.

This field appears only if the Create Prospects field on the Installation – AD page is set to *Yes.*

Refrl Srce (referral source) Enter the appropriate referral source that will be populated on the prospect record. A referral source indicates how this person became a prospect. In other

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words, it is a high-level indicator of how your institution came into contact with the person. For example, a referral source could be *Drop-In*, *Campus Event*, or *College Fair.* Define referral sources on the Referral Source Table page.

This field appears only if the Create Prospects field on the Installation – AD page is set to *Yes.*

Copy History Values to New Click to transfer values entered for Create History to the corresponding fields in the Create New section. This minimizes data entry.

The following fields are associated solely with the Create New option:

Institution Enter the academic institution that you want to assign to the selected group.

Career Enter the academic career that you want to assign to the selected group.

Academic Plan Enter the academic plan that you want to assign to the selected group of students.

Acad Prog (academic program) Enter the academic program that you want to assign to the selected group.

Prog Actn (program action) Enter the program action that you want to assign to the selected group.

Action Rsn (action reason) Enter the action reason that you want to assign to the selected group.

Admit Term Enter the admit term that you want to assign to the selected group.

Academic Plan Enter the academic plan that you want to assign to the selected group of students.

Click the Run button to run this request at user-defined intervals.

Student records that were processed are automatically deleted from the temporary record, so it is not necessary to run the Delete from Holding Table process.

Creating Applications from External Test Score Data

If application data is included in your LAW, AMCAS, or ADA external test score loads, you can load the data as new applications. The data used to create new applications comes from the Additional Candidate Information data posted to the following pages:

Test	Page Where Data Comes From
LAW	Personal Information
AMCAS	Application
ADA	Application

After the external application data is posted to your database, you are ready to run the Create Applicants from Tests process.

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Note. Applications are created for all records posted to the Additional Candidate Application Information pages listed in the previous table if the Post option contains the *Select for Application Creation* value. After the Create Applicants from Tests process runs, the process updates the Post option to *Created Application* if the process created an application for the person, or *Duplicate Application* if a potential duplicate was found and the program did not create an application.

You must set up some initial parameters before activating the process.

To run the Create Applicants from Tests process:

1. Select the test score load data.
2. Set up the application program parameters.
3. Set up the application data parameters.
4. Set up the application recruiting data parameters and run the Create Applicants from Tests process.

See Also

lsad, Processing External Test Scores

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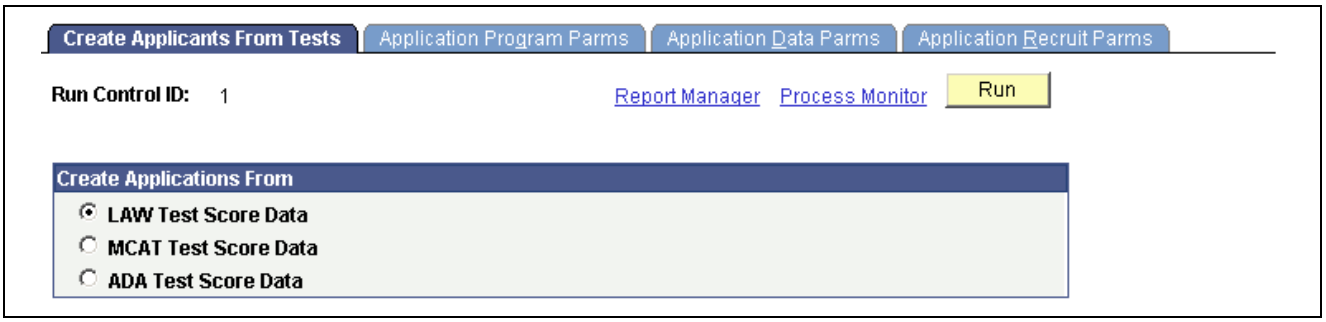
Pages Used to Create Applications from External Test Score Data

Page Name	Definition Name	Navigation	Usage
Create Applicants From Tests	ADM_APPL_PROC_PARM	Student Admissions, External Test Score Processing, Create Applicants from Tests	Indicate which type of application you want to load.
Application Program Parms (application program parameters)	ADM_PROG_PARMS	Student Admissions, External Test Score Processing, Create Applicants from Tests, Application Program Parms	Set up default program parameters for the new applications. The values you select for the fields on this page are inserted on the Application Program Data page when the new applications are loaded.
Application Data Parms (application data parameters)	ADM_APPL_PARMS	Student Admissions, External Test Score Processing, Create Applicants from Tests, Application Data Parms	Set up default application data parameters to be filed in on new applications. The values you select for the fields on this page are inserted on the Application Data page when the new applications are loaded.
Application Recruit Parms (application recruit parameters)	ADM_RECRUIT_PARMS	Student Admissions, External Test Score Processing, Create Applicants from Tests, Application Recruit Parms	Set up default application recruiting parameters to be filled in on new applications. The values you select for the fields on this page are inserted on the Application School/Recruiting page when you load the new applications.

Selecting the Test Score Data Load

Access the Create Applicants From Tests page.



Create Applicants From Tests page

Select the type of external test data from which you want to create applications: *LAW Test Score Data*, *MCAT Test Score Data*, or *ADA Test Score Data*.

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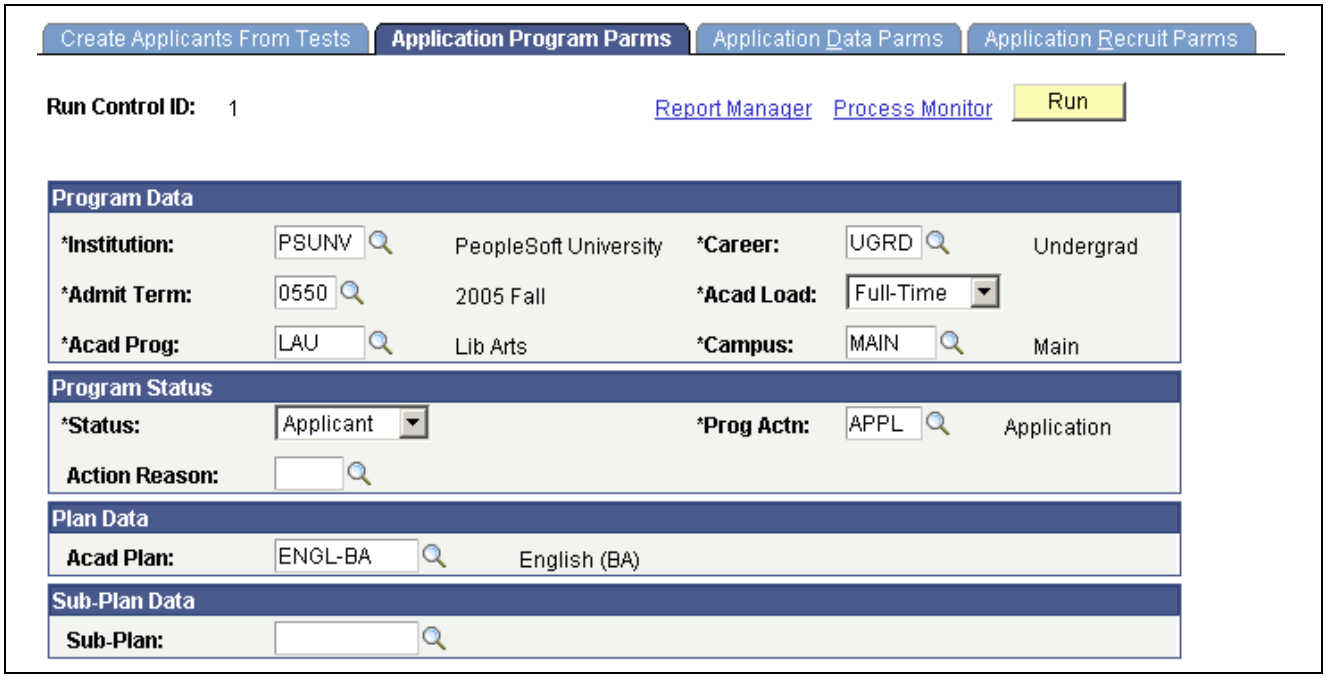
Setting Up the Application Program Parameters

Access the Application Program Parms (application program parameters) page.



Application Program Parms page

Note. Some of the fields on this page might populate automatically according to your user defaults. You can edit those fields as needed.

Admit Term Enter the admit term for these applicants. Define admit terms on the Term Values Table page.

Acad Load (academic load) Select the academic load for these applicants. Values for this field are delivered with your system as translate values. You can modify these translate values.

Acad Program (academic program) Enter the academic program for these applicants. Only the academic programs for the chosen career appear in the prompt list. Define academic programs on the Academic Program Table page.

Campus Enter the campus being applied to within your institution. Define campuses on the Campus Table page.

Status Select the person's program status. This value is entered on the application. Values for this field are delivered with your system as translate values. Field values are delivered with your system as translate values. Do not modify these values in any way. Any modifications to these values require a substantial programming effort.

Prog Actn (program action) Enter the program action that you want entered regarding the program on these applications. Because the intent of this process is to create applications, not all program actions are available when you prompt on this field. Program actions are stored on the Program Action Table page.

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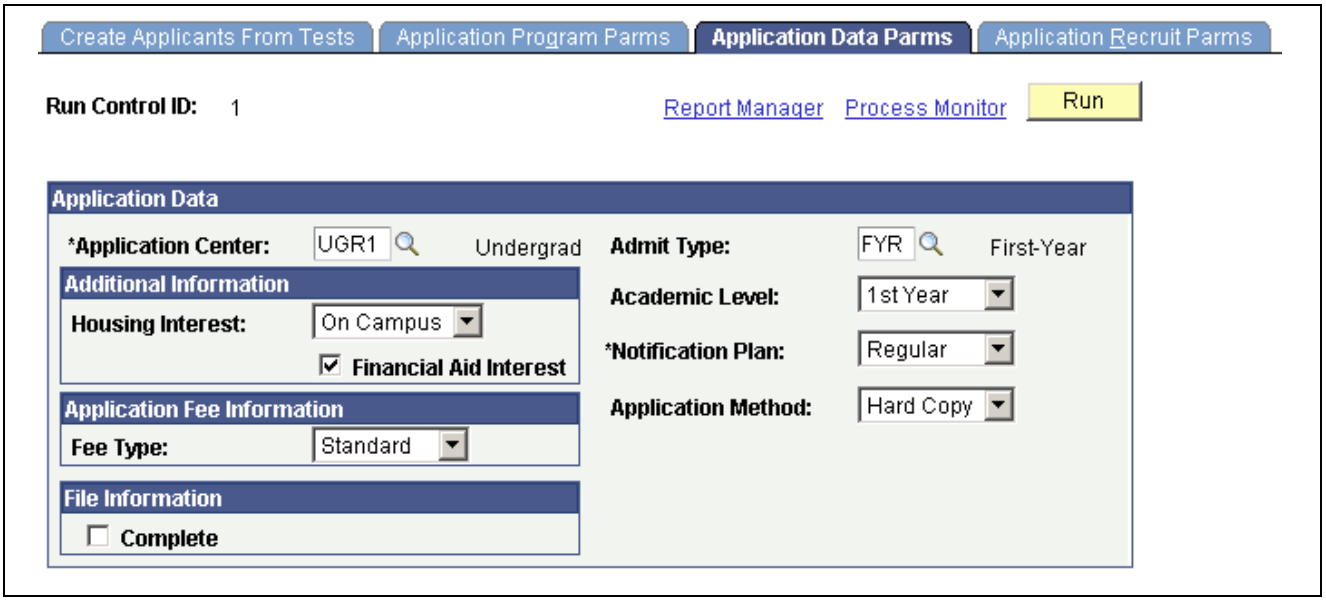
Action Reason If there are action reasons associated with the program action that you selected, you can enter the appropriate reason value. Define action reasons on the Action Reason Table page.

Acad Plan (academic plan) Enter an academic plan for these applications. Define academic plans on the Academic Plan Table page.

Sub-Plan Enter a subplan for these applications. Define academic subplans on the Academic Sub-Plan Table page.

Setting Up the Application Data Parameters

Access the Application Data Parms (application data parameters) page.



Application Data Parms page

Note. Some of the fields on this page appear automatically according to your user defaults. Edit these fields as needed.

Application Center Enter the application center for these applications. The only values available are those that fall under the academic career entered on the Application Program Parameters page.

Housing Interest Select a housing interest, if applicable. Values for this field are delivered with your system as translate values. You can modify these translate values. Values are *Commuter, Off Campus*, and *On Campus.*

Financial Aid Interest Select this check box if you want the system to select the corresponding check box on the newly created applications. This field is useful for informational and reporting purposes. For example, your financial aid office can run reports listing those applicants interested in financial aid.

Fee Type Select the fee type you want entered for these applications. Fee types enable you to charge varying user-defined application fees. Values for this field are delivered with your system as translate values. You can modify these translate values. Values are *Internatnl* (international) and *Standard.*

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Complete Select this check box to mark these applications complete.

Admit Type Enter the admit type that you want entered for these applications. Define admit types on the Admit Type Table page.

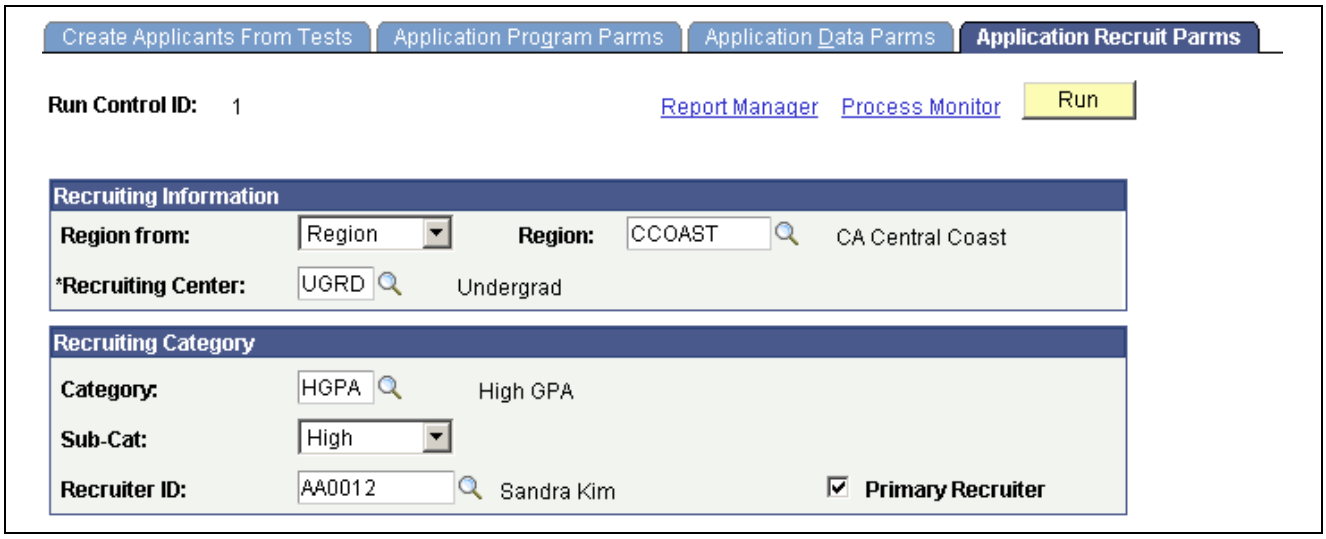
Academic Level Select the academic level you want entered for these applications. Values for this field are delivered with your system as translate values. You can modify these translate values.

Notification Plan Select the notification plan that you want entered for these applications. A notification plan specifies whether this person should be on a regular or special notification track. This field is useful for informational reporting purposes. Values for this field are delivered with your system as translate values. You can modify these translate values. Values are *Early Admt* (early admit), *Regular,* and *Rolling.*

Application Method Select the application method that you want entered for these applications. Application methods indicate how or in what form you received these applications. Values for this field are delivered with your system as translate values. You can modify these translate values. Values are (none), Application Service, Diskette, Hard Copy, Web Application, EDI, and OUAC.

Setting Up the Application Recruiting Parameters

Access the Application Recruit Parms (application recruit parameters) page.



Application Recruit Parms page

Region from Select how you would like the region to be assigned to these applications. Values are *School, Address,* and *Region.*

School: Not a valid choice. You will get an error message if you enter this value.

Address: Select this value if you want the system to automatically assign a region to these applications according to the applicant's home address.

If you select *Address,* the Region field is not available because the system will assign the region based on the person's home address or the address of the last school attended.

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Region: Select this value if you prefer to choose a region here to be entered on all applications.

Field values are delivered with your system as translate values. Do not modify these values in any way. Any modifications to these values require a substantial programming effort.

Region Enter a region to be entered on these applications. This field is available only when you enter *Region* in the Region from field. It is automatically assigned when *Address* is entered. Define regions on the Region Tree page.

Recruiting Center If you have indicated in your installation setup that you want prospect records to be created for applications that come in without existing matching prospect records, you must enter a recruiting center here to be added to the new prospect record. Define recruiting centers on the Recruiting Center Table page.

Category Enter a recruiting category If you want a recruiting category entered on these applications. The recruiting categories available are based on the academic career that you selected.

Sub-Category Select a recruiting subcategory for these applications (optional). Subcategories indicate your level of interest in the applicant. Values for this field are delivered with your system as translate values. You can modify these translate values. Values are *High,Low,* and *Medium.*

Recruiter ID If you have entered a recruiting category and you want a recruiter assigned to these applications under the chosen category, enter the recruiter identification number in this field. Only recruiters assigned to this academic career are available.

Primary Recruiter Select this check box if you want the recruiter that you selected to be the primary recruiter for these applications.

Click the Run button to run the Create Applicants from Tests process at user-defined intervals.

When this process runs, the system looks to the defaults you have set up on the Installation Defaults - AD page and creates a prospect record based on the Create Prospect setting.

Note. To view the applications posted for a person, use the Maintain Applications component, or for a summary of the applications, see the Application Summary page.

See Also

lsad, Setting Up Prospects, Setting Up Admission Installation Defaults

Updating Applications

After you have entered and saved an application, you must use the Application Maintenance component to update the application. Use the Application Maintenance component to program, recruiting data and more. You can also use this component to calculate an application fee, calculate an enrollment deposit, and matriculate an applicant.

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Data in this component is stored at the *application* level, as opposed to the applicant or program level. This data is relevant to all academic programs being applied to with this application. You can enter and edit information in this component.

This section lists prerequisites and discusses how to:

- Update or add application program data.
- Capture student response – why the student selected another institution.
- Add a program to an existing application.

Prerequisites

Before you can edit or add any additional information in the Application Maintenance component, an application must first be entered into the system through the Application Entry component.

The Process Applications, Application Maintenance component is the third of three very similar components:

- Student Recruiting, Add/Update a Prospect component.
- Student Admissions, Add Application component.
- Student Admissions, Maintain Applications component.

For example, Add/Update a Prospect and Add Application have a Bio/Demo (biographic/demographic) page and a Regional page. All three components have pages with similar names such as Prospect Academic Program Data page and Application Program Data page. You use these components to enter or maintain similar information at different times in your business process: for prospects, for entering application data, and for maintaining application data (discussed in this chapter).

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Pages Used to Update Applications

Page Name	Definition Name	Navigation	Usage
Application Program Data	ADM_APPL_PROG_MNT	Student Admissions, Application Maintenance, Maintain Applications	Edit or update program and plan data for an application. You can also create an enrollment deposit and matriculate an applicant from this page. *All* applications must be tied to an academic career and program. Any lower level tracking depends on your office's policies.
Application Data	ADM_APPL_DATA	Student Admissions, Application Maintenance, Maintain Applications, Application Data	Update information for an application.
Application School/Recruiting	ADM_APPL_RECRUIT	Student Admissions, Application Maintenance, Maintain Applications, Application School/Recruiting	Update or add recruiting information data. See lsad, Adding and Updating Applications, Adding New Applications Manually, Entering Recruiting Information for an Application.
Application Student Response	ADM_APPL_STDNT_RSP	Student Admissions, Application Maintenance, Maintain Applications, Application Student Response	Capture the reason why a prospect or applicant chose to attend another institution and what institution he or she will be attending.
Program Addition	ADM_APPL_ADD_PROG	Student Admissions, Application Maintenance, Program Addition	Add a program to an existing application if you have already created an application number for that person within the same career. This page is only for *adding* an academic program and program-related information. You perform all *modifications* to existing academic programs using the Application Program Data page in the Maintain Applications component.

Updating or Adding Application Program Data

Access the Application Program Data page.

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Note. Admissions application records use the Last Admit Term to determine if the program, plan, or subplan should appear in the prompt. If the Last Admit Term is populated on the Academic Program Table (ACAD_PROG_TBL), Academic Plan Table (ACAD_PLAN_TBL), or Academic SubPlan Table (ACAD_SBPLN_TBL) and the term is less than or equal to the term selected for the ID, the system does not display the value in the prompt.

Sequence

The default of the sequence is 1. The sequence appears in the field to the right of the Effective Date field.

When you enter more than one row for the same effective date, the system automatically increments the sequence.

Program Action

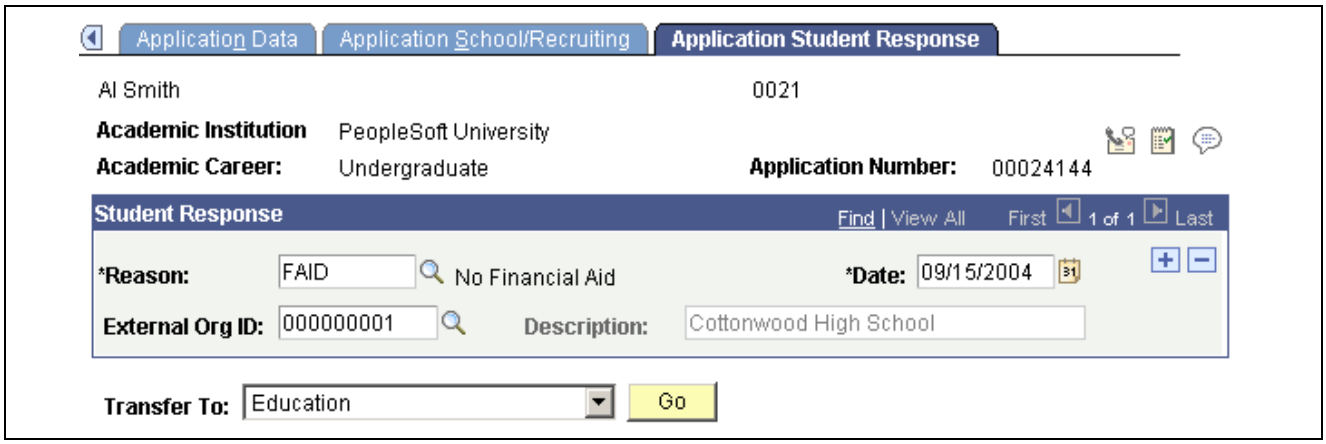
If you are adding a new row, the Program Action field is blank, because the system is assuming you want to update the status of this application. Edit or add the appropriate program action value. Program actions are stored on the Admissions Action Table page and will display based on your Admissions Action security.

See Also

lsad, Adding and Updating Applications, Adding New Applications Manually, Entering Application Program Data

Capturing Student Response – Why the Student Selected Another Institution

Access the Application Student Response page.



Application Student Response page

Student response information is important information your institution might want to track and report on. You can choose from a series of adapted reason response codes that your institution can set up to capture the exact information you want to track. However, you can use this page however you want to. For example, you can capture why students chose *not* to attend your school and where they are going. Alternatively, you can capture the reason why a student *did* select your school. If a student has multiple applications on file, each application can have its own corresponding student response. You can enter multiple reasons per application.

Reason

Enter a Student Response Reason code, for example *FAID* (financial aid). Define reason codes on the Response Reason Table page.

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External Org ID (external organization ID)

Enter the external organization ID of the institution that the student has decided to attend. The system displays the external organizations for which you selected the Student Response - School Type check box.

You can enter a free-form institution name by tabbing out of the External Org ID field without entering a value and entering an institution in the field to the right. This way, the institution does not have to enter in all possible external institution codes. To enter a free form institution, you must select the Free Form Institution check box on the Installation - AD page.

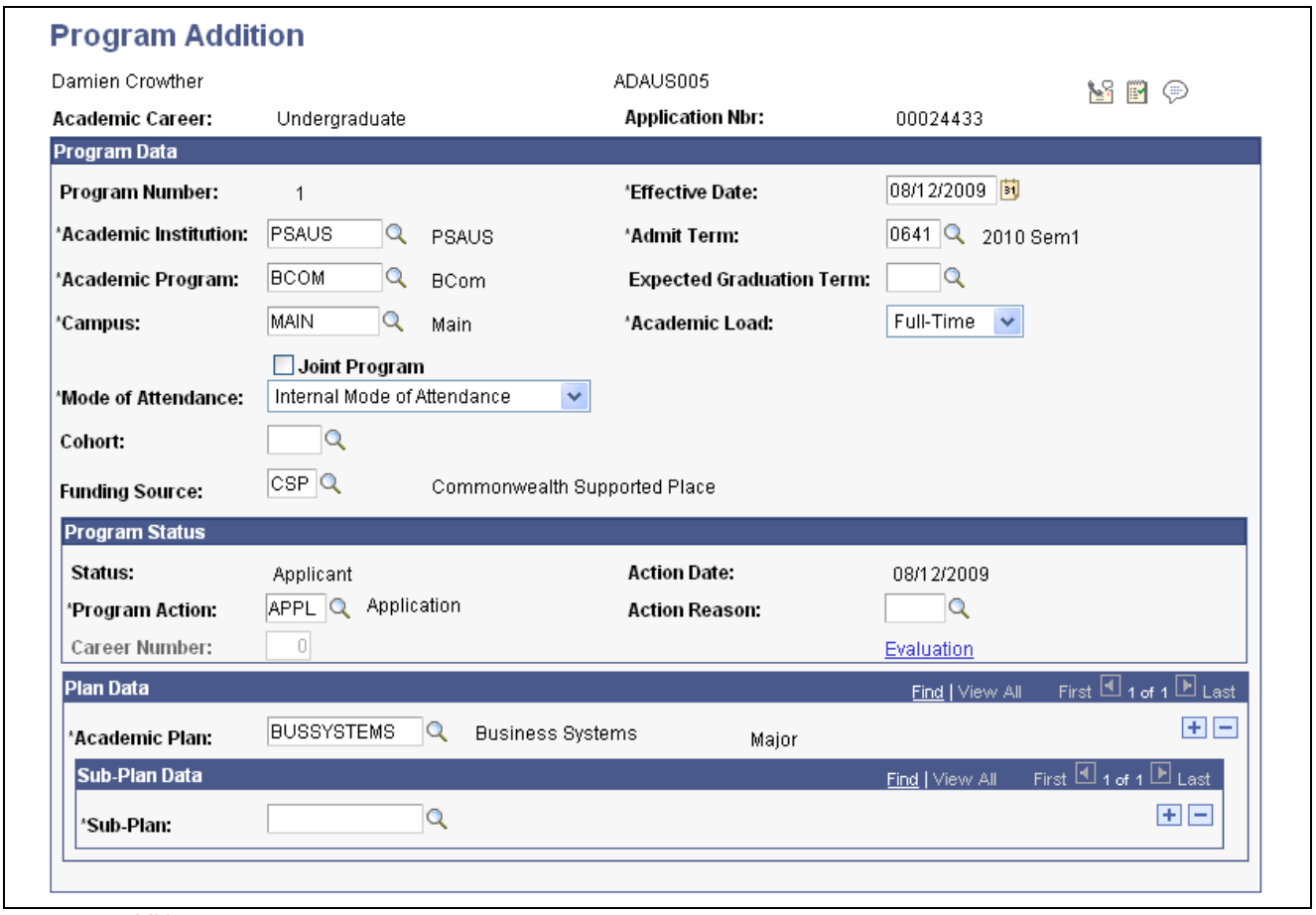
Date

The date the response reason was entered. The default date is your system date.

See lsad, Setting Up for Evaluating Applicants, Setting Up Student Response.

Adding a Program to an Existing Application

Access the Program Addition page.



Program Addition page

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This component allows you to enter another program for an existing application. You may choose this option instead of creating a whole new application. The Program Number will increment by one based on the previous Program Number used for the application. For example, the student has one application on file with Program Number 0 for Liberal Arts and Program Number 1 for Fine Arts. Upon adding a new program from this component, the Program Number will increment to 2. After you have added the additional program, you maintain it through the Application Program Data page in the Maintain Applications component. You are prompted to choose the appropriate program number on the search page before accessing the Application Program Data page. To edit a different academic program for that application, you would need to click the Return to the Search button and choose the correct program number.

Note. Admissions application records use the Last Admit Term to determine if the program, plan, or subplan should appear in the prompt. If the Last Admit Term is populated on the Academic Program Table (ACAD_PROG_TBL), Academic Plan Table (ACAD_PLAN_TBL), or Academic SubPlan Table (ACAD_SBPLN_TBL) and the term is less than or equal to the term selected for the ID, the system does not display the value in the prompt.

For documentation about the fields on the Program Addition page:

See Also

lsad, Adding and Updating Applications, Adding New Applications Manually, Entering Application Program Data

Viewing Application Summary Information

This section discusses how to view application summary information.

Pages Used to View Application Summary Information

Page Name	Definition Name	Navigation	Usage
Application Summary	ADM_APPL_SUMM	Student Admissions, Applicant Summaries, Application Summary	View summary information about any application stored for an applicant.
Application Detail	ADM_APPL_SEC	Click the Application Detail link on the Application Summary page.	View application detail information.

Calculating Application Fees in Batch

This section discusses how to calculate application fees in batch.

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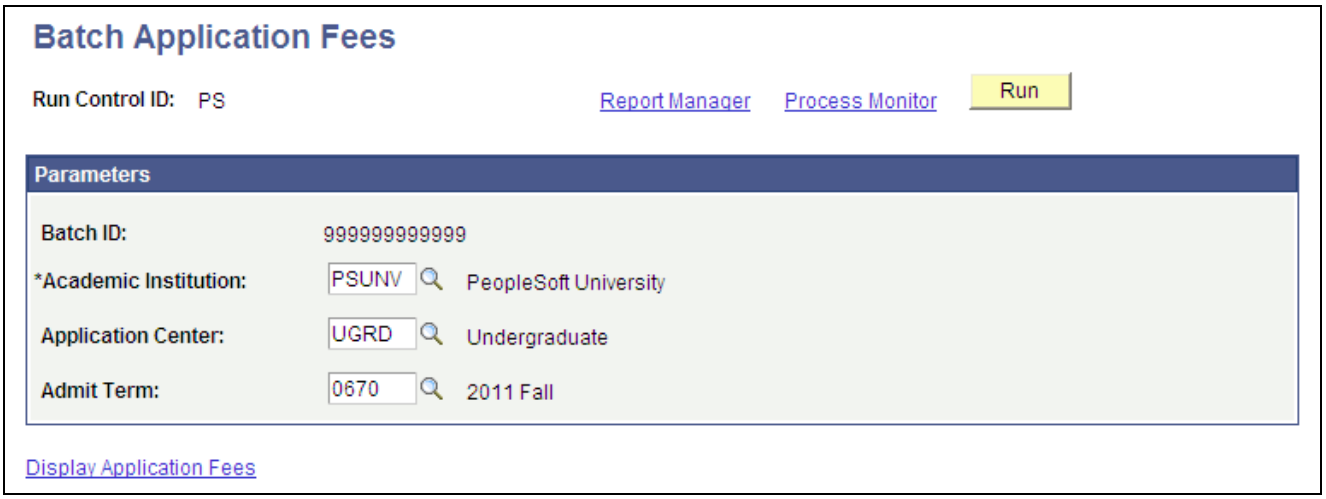
Pages Used to Calculate Application Fees in Batch

Page Name	Definition Name	Navigation	Usage
Batch Application Fees	RUNCTL_SFPBAAPP	Student Admissions, Application Fees and Deposits, Application Fees Process	Calculate application fees for a group of applicants. The Batch Application Fees process updates each applicant's application fee status on the Application Data page to *Completed*. The process also updates each applicant's customer account in PeopleSoft Student Financials if appropriate.
Application Fees (Batch)	APP_FEE_CALC	Student Admissions, Application Fees and Deposits, Review Batch Application Fees	View application fee information generated by the Batch Application Fees process. You must first run the Batch Application Fees process via the Batch Application Fees page.
Application Fee Calc Messages	APP_CALC_MESSAGES	Student Admissions, Application Fees and Deposits, Application Fee Calc Messages	View messages generated by the batch application fees process.

Calculating Application Fees in Batch

Access the Batch Application Fees page.



Batch Application Fees page

Batch ID The Batch Application Fees process assigns a batch ID after you initiate the process.

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Academic Institution, Application Center, and **Admit Term** — Enter an academic institution, application center, and admit term. The Batch Application Fees process calculates application fees for the applicants that the process selects using this criteria.

Display Application Fees — Click this link to view the application fees for each applicant after you have run the Batch Application Fees process. The Application Fees (Batch) page appears.

Click the Run button to run the Batch Application Fees process at user-defined intervals.

Note. If you use AAWS and Yes is the option selected for the Application Fee Required field in the AAWS Application Fee and Waiver Processing group box on the Application Center Table page, then when you click Run, an error message appears: *Application fees for this Application Center can be calculated through Admissions Web Services only.*

See [PeopleSoft Recruiting and Admissions 9.0 PeopleBook]Setting Up Application Processing Centers .

See *PeopleSoft Recruiting and Admissions 9.0 PeopleBook*, Managing PeopleSoft Admission Transactions, Reviewing and Editing Staged Admission Application Transactions

Recording the Basis of Admission

To set up a basis of admission, use the Basis of Admission component (BASIS_ADMIT_TABLE).

This section discusses how to:

- Define the basis of admission code.
- Assign the basis of admission codes to applicants.

You can set up basis of admission codes that represent general admission criteria—such as ACT test score, grade point average, or interview—then link the code or codes to applicants or students. You can also print the basis of admission on admission offer letters and transcripts.

Available Fields for Letter Generation

The following fields are attached to the ADMA and ADMP administrative functions and are available as merge fields for all letters. The system extracts and attaches up to three bases of admissions.

Winword Merge Field	PeopleSoft RECORD.FIELD
BasisAdmit	ADM_BASIS_ADMIT.BASIS_ADMIT_CODE
BasisAdmitDL	ADM_BASIS_ADMIT.DESCR254
BasisAdmitDE	BASIS_ADMIT_TBL.DESCR
BasisAdmitDS	BASIS_ADMIT_TBL.DESCRSHORT
BasisAdmitAcadProg	ADM_BASIS_ADMIT.ACAD_PROG
BasisAdmitTerm	ADM_BASIS_ADMIT.ADMIT_TERM

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Winword Merge Field	PeopleSoft RECORD.FIELD
BasisAdmitBeginDt	ADM_BASIS_ADMIT.BEGIN_DT
BasisAdmitEndDt	ADM_BASIS_ADMIT.END_DT

See Also

lscc, Managing Communications

Pages Used to Record the Basis of Admission

Page Name	Definition Name	Navigation	Usage
Basis of Admission Setup	BASIS_ADMIT_TABLE	Set Up SACR, Product Related, Recruiting and Admissions, Application Evaluation, Basis of Admission Table	Define basis of admission codes. You link these codes to applicants and students on the Basis of Admission page.
Basis of Admission	ADM_APPL_BASIS_ADM	Records and Enrollment, Career and Program Information, Basis of Admission	Assign the basis of admission to an applicant or student.

Defining the Basis of Admission Code

Access the Basis of Admission Setup page.

Include In Offer

Select this check box to include the code, description, short description, and long description by default on the admission offer letter for any applicant to whom you assign this basis of admission code. When you select this check box, the system automatically selects the Include in Offer check box on the Basis of Admission page.

Include In Transcript

Select this check box to include the code and long description by default on the transcript for any student to whom you assign this basis of admission code. When you select this check box, the system automatically selects the Include in Transcript check box on the Basis of Admission page.

Long Description

Enter a default long description for this basis of admission code. The long description appears by default on the Basis of Admission page after you assign this code to the applicant or student.

The long description should clearly state the basis for admission. For example, you could say, "The applicant’s composite SAT score exceeded the minimum score required for admission to the program." You can have another code that represents grade point average, and another that represents letters of referral, for example. Thus, if you admitted a person based on their SAT score, grade point average, and letters of referral, you could assign all three bases of admission codes to the person.

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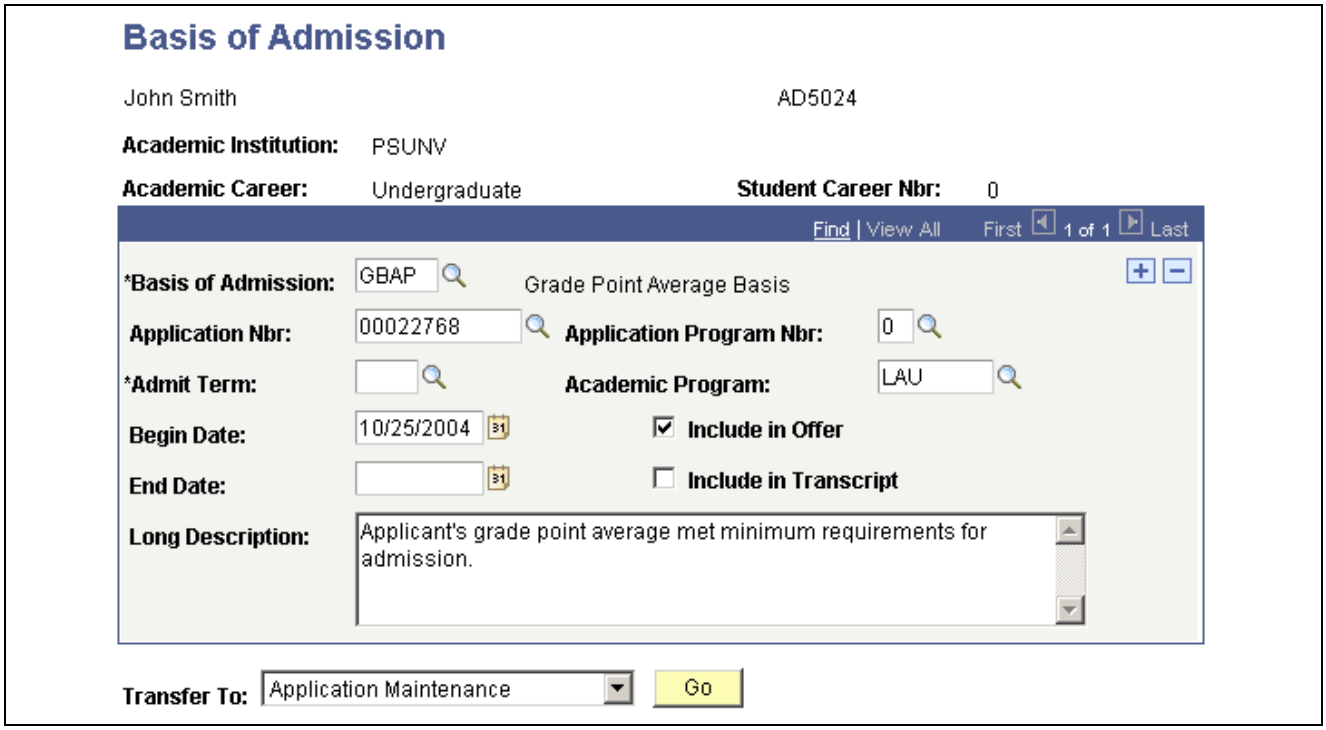
Assigning a Basis of Admission to Applicants

Access the Basis of Admission page.



Basis of Admission page

Basis of Admission	Enter a basis of admission code from the list of valid values. Define basis of admission codes on the Basis of Admission page.
Application Nbr (application number)	Enter an application number to assign the basis of admission to a specific application. (optional)
Application Program Nbr (application program number)	Enter an application program number to assign the basis of admission to a specific program. (optional)
Admit Term	Enter the individual's admit term. If an individual was admitted to more than one academic program, he or she could have multiple admit terms.
Academic Program	Enter the individual's academic program to which you want to apply the basis of admission. Individuals can be admitted to multiple academic programs. (optional)
Begin Date	The default for the begin date is your system date.
End Date	Enter the date that you want this basis admission to be no longer valid. If you run the offer letter or transcript after this date it will not appear even if you have selected the Include in Offer check box.
Include in Offer	Select this check box to include the code, description, short description, and long description on the applicant's admission offer letter. The system automatically selects this check box if the Include in Offer field on the Basis of Admission setup page is selected for the given basis of admission. You can change the setting for this applicant here.

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Include In Transcript Select this check box to include the code and long description on the student's transcript. The system automatically selects this check box if the Include in Transcript field on the Basis of Admission setup page is selected for the given basis of admission. You can change the setting for this person here.

Long Description The long description appears from the Basis of Admission setup page. You can change the long description for this person here.

The long description should clearly state the basis for admission. For example, you could say, "The applicant's composite SAT score exceeded the minimum required for admission to the program." You can have another code that represents grade point average, and another that represents letters of referral, for example. Thus, if you admitted a person based on his or her SAT score, grade point average, and letters of referral, you could assign all three bases of admission codes to the person.

Go Click this button to go to another component.

Recording Comments and Conditions for Admission

To set up admission comment codes, use the Admissions Comments component (ADMISSION_COMMENTS).

This section discusses how to:

- Define admissions comment codes.
- Assign admission comment codes to applicants.

Recruiting and Admissions functionality enables you to record generic comments and then link them to an applicant. You can use this functionality however you like. One particular use is to record conditions of admission. For example, you can define a comment such as "You must successfully complete all current coursework." You can set up admission comment codes that represent general admission comments, then link the code or codes to the applicant. You can print the comments on the admission offer letter, and later, after the applicant becomes a student, you can print the comment on his or her transcript.

Available Fields for Letter Generation

The following fields are attached to the ADMA and ADMP administrative functions and are available as merge fields for all letters. The system extracts and attaches up to three bases of admissions.

Winword Merge Field	PeopleSoft RECORD.FIELD
AdmCommentCd	ADM_COMMENTS.ADM_COMMENT_CD
AdmCommentDL	ADM_COMMENTS.DESCRLONG
AdmCommentDE	COMMENT_CDE_TBL.DESCR
AdmCommentDS	COMMENT_CDE_TBL.DESCRSHORT
AdmCommentTerm	ADM_COMMENTS.ADMIT_TERM
AdmCommentProg	ADM_COMMENTS.ACAD_PROG

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Winword Merge Field	PeopleSoft RECORD.FIELD
AdmCommentBegin	ADM_COMMENTS.BEGIN_DT
AdmCommentEnd	ADM_COMMENTS.END_DT
AdmCommentType	ADM_COMMENTS.COMMENT_TYPE

See Also

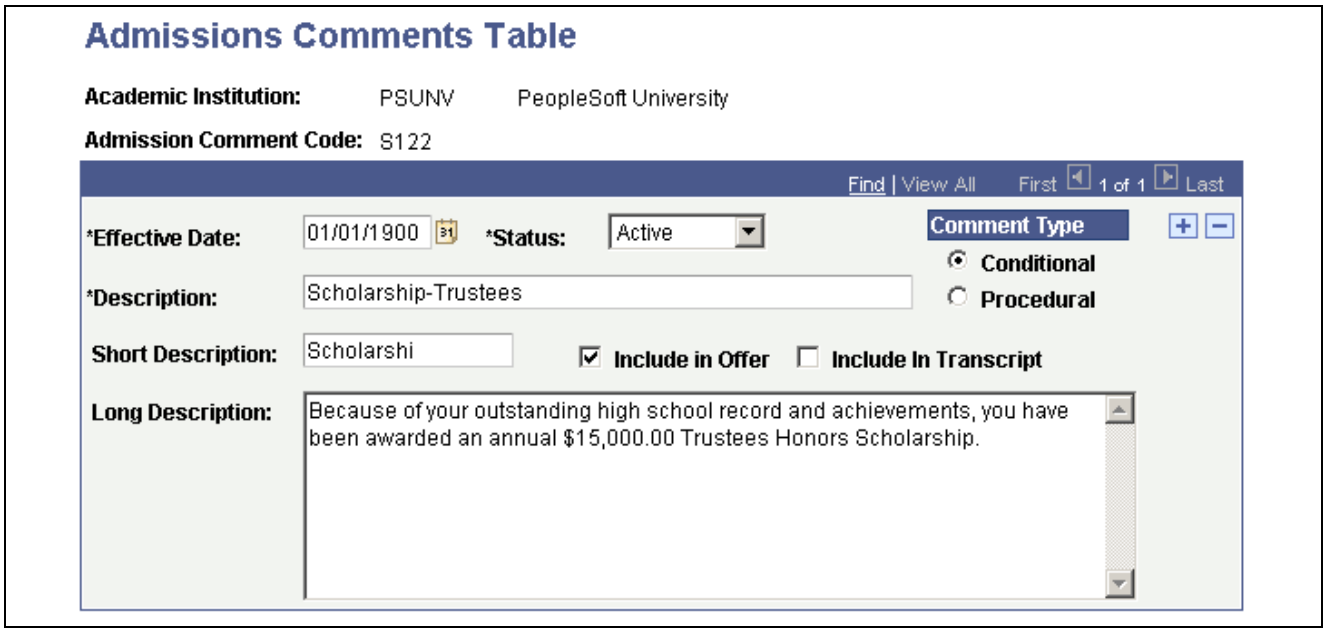
lscc, Managing Communications

Pages Used to Record Comments and Conditions for Admission

Page Name	Definition Name	Navigation	Usage
Admissions Comments Table	ADM_COMMENTS_TABLE	Set Up SACR, Product Related, Recruiting and Admissions, Application Evaluation, Admissions Comments Table	Define admission comment codes.
Admissions Comments	STDNT_ADM_COMMENTS	Student Admissions, Application Evaluations, Application Decisions, Admission Comments	Assign admission comments to applicants.

Defining Admission Comment Codes

Access the Admissions Comments Table page.



Admissions Comments Table page

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Comment Type Indicates the type of comment that you are entering. Select *Conditional* if the comment is a condition for admission, and *Procedural* if the comment is for procedure only. (informational only)

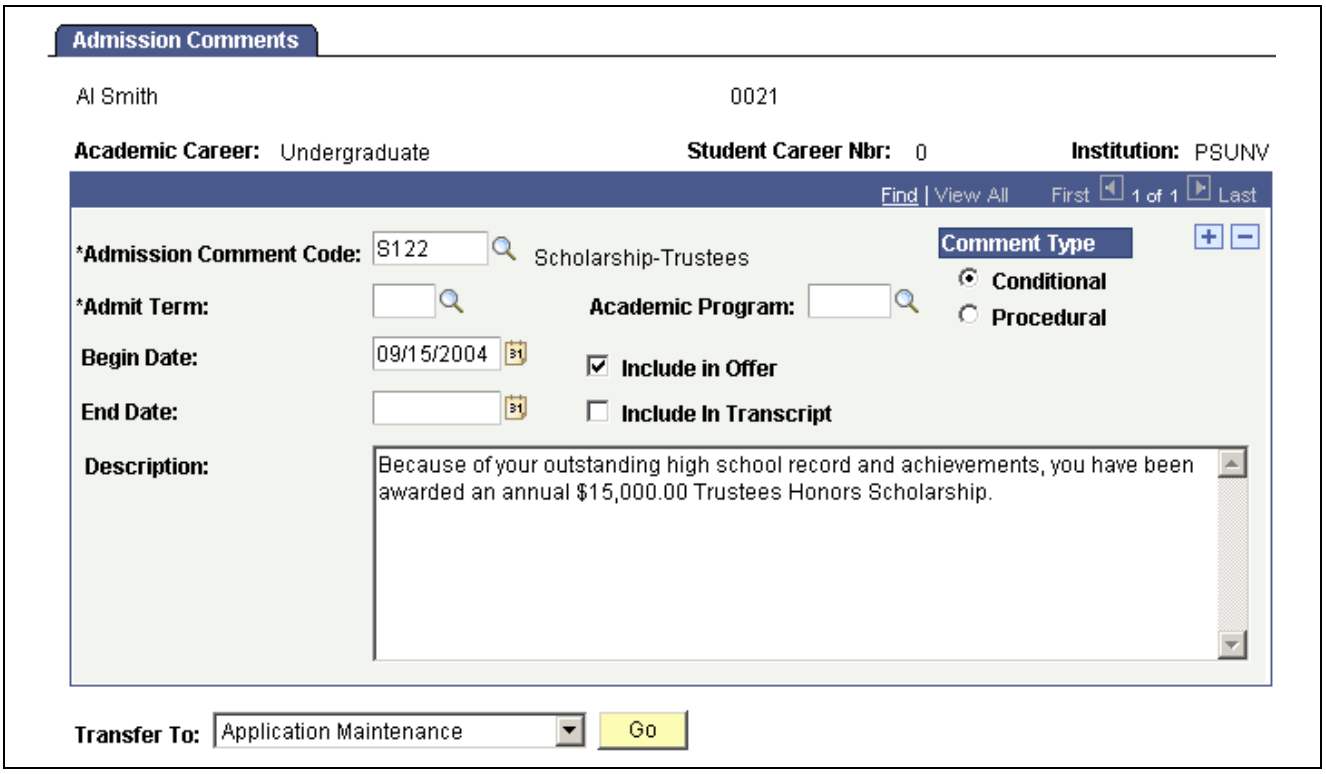
Include In Offer Select this check box to include the code, description, short description, and long description on the applicant's admission offer letter. When you select this check box, the system automatically selects the Include in Offer check box on the Admission Comments page.

Include In Transcript Select this check box to include the code and long description on the student's transcript. When you select this check box, the system automatically selects the Include in Transcript check box on the Admission Comments page.

Long Description Enter the full text of the comment for this admission comment code. The long description appears by default on the Admission Comment page after you assign this code to the applicant.

Assigning Admission Comments to Applicants

Access the Admission Comments page.



Admission Comments page

Admission Comment Code Enter a code. Define comment codes on the Admission Comment Table page.

Admit Term Enter an admit term. If an applicant was admitted to more than one academic program, he or she can have multiple admit terms.

Academic Program Enter an academic program. Applicants can be admitted to multiple academic programs. (optional)

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Comment Type	Indicates the type of comment that you are entering. Select *Conditional* if the comment is a condition for admission, and *Procedural* if the comment is for procedure only. (informational only)
Begin Date	The default for the begin date is your system date.
End Date	Enter the date from which you want this comment to be no longer valid. If you run the offer letter after this date it will not appear even if you have selected the Include in Offer check box.
Include in Offer	Select this check box to include the code, description, short description, and long description on the applicant's admission offer letter. The system automatically selects this check box if the Include in Offer field on the Admission Comment Table page is selected. You can change the setting for this applicant here.
Include In Transcript	Select this check box to include the code and long description on the student's transcript. The system automatically selects this check box if the Include in Transcript field on the Admission Comment Table page is selected. You can change the setting for this applicant here.
Long Description	The long description appears from the Admission Comment Table page. You can change the long description for this applicant here.
Go	Click this button to go to another component.

Viewing Summary Checklist, Comment, and Communication Data

You can use summary pages for a quick view of checklists, comments and communications stored for prospects, applicants and recruiters. You can also view Operator 3C Groups pages for checklists, comments and communications.

- Use the Checklist Summary page (PERS_CHKLST_SUMM) to access a summary of checklists associated with a recruiter, a prospect, or an applicant.

  The Checklist Summary page enables you to designate which checklist information you want to see for a person.
- Use the Comment Summary page (CMNT_SUMMARY) to access a summary of comments associated with a recruiter, a prospect or an applicant.

  The Comment Summary page enables you to designate which checklist information you want to see for a person.
- Use the Communication Summary page (COMM_SUMMARY) to view a summary of communications associated with a recruiter, a prospect, or an applicant.

  This page enables you to designate which communication information you want to see for a person.
- Use the Operator 3C Groups Summary (Checklist) (OPR_GRP_3C_SUM) page to view the user 3C groups to which you are assigned.
- Use the Operator 3C Groups Summary (Comment) (OPR_GRP_3C_SUM) page to view the user 3C groups to which you are assigned.

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- Use the Operator 3C Groups Summary (Communication) page (OPR_GRP_3C_SUM) to view the user 3C groups to which you are assigned.

See Also

lscc, Using the 3C Engine

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