(GBR) Managing UCAS and UTT Applications

Understanding UCAS and UTT Data Processing

Bundle 38. Regulatory updates for UCAS admission cycle 2016.

Universities and Colleges Admissions Service (UCAS) is the UK central body that receives and processes admission applications. Applicants apply to UCAS. UCAS then distributes the applications to the institutions. Institutions communicate the admission decision to UCAS rather than directly to the applicant.

UCAS provides an Open Database Connectivity (ODBC) link to which participating institutions can connect to import applications and send back admission decision details to UCAS. UCAS then communicates the decision details to the applicants. PeopleSoft Campus Solutions enables you to connect to the UCAS database to import full-time undergraduate (FTUG) and UCAS Teacher Training (UTT) applications, process the imported applications, and send back the admission decision details to UCAS.

UCAS provides database views through which institutions import data. For example, the ivStarA database view contains the applicant's contact details, including address and phone number. Refer to the ODBC-link Technical Manual for information about the database views, its field descriptions, and the transactions that are exchanged between UCAS and the academic institution. This manual is available to UCAS subscribers from the UCAS website.

See www.ucas.ac.uk

To import and process UCAS and UTT applications:

1. Set up options, including the database link to UCAS.
2. Import reference data, such as ethnic codes, country codes, and application statuses, from UCAS.
3. Review the imported reference data.

   In some cases, you must map the reference data to the Campus Solutions data, for example, UCAS country codes to Campus Solutions country codes.
4. Import applications and applicant data from UCAS.
5. Review and correct errors in the imported applications.
6. Enter admission decisions for the imported applications.
7. Communicate the decisions back to UCAS as transactions.
8. Import any changes to the applicant or applications data maintained by UCAS.

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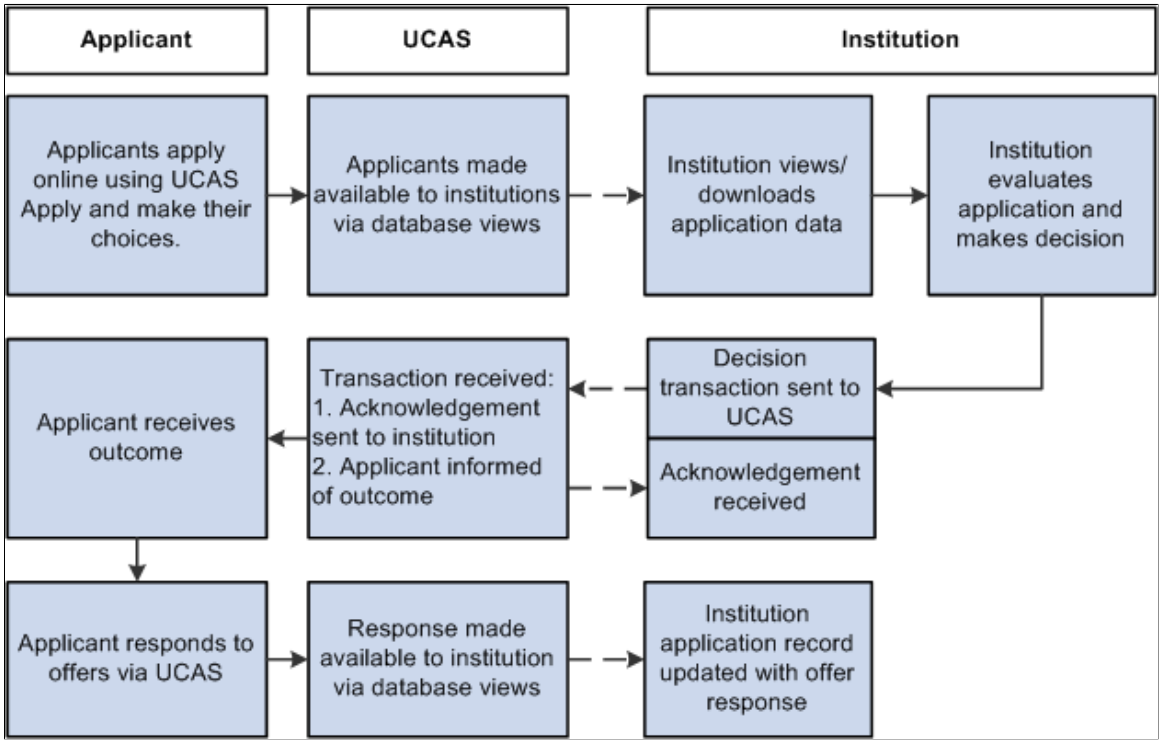
Data changes that you import from UCAS could be offer responses.

Each combination of an institution and a UCAS course is referred to as a *choice.*

Image: Process flow of importing and processing UCAS applications

This diagram provides an overview of the process of importing and processing UCAS applications.



When the applicant responds to an offer and when his or her exam results are available, the institution confirms or rejects the conditional offer by comparing the applicant's exam results with the conditions. Campus Solutions enables you to import the exam results, match the results with the offer conditions and process Confirmation decisions.

An applicant who does not have an admission offer becomes eligible for Clearing. Also, an applicant can register with UCAS for Adjustment if he or she wants to apply for another course. Campus Solutions supports Confirmation, Clearing, and Adjustment processing for 2009 admissions cycle onwards.

The *UCAS Admissions Guide* and *Decision Processing Manual* provide more information about Confirmation, Clearing, and Extra. This guide and manual are available to subscribers from the UCAS website.

Common Elements Used to Manage UCAS and UTT Applications

Personal Information	Click this link to access the Add/Update a Person component (SCC_BIO_DEMO) where you can view and maintain the person records that the system creates for the imported applicants.

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Applicant Summary	Click this link to access the Applicant Summary page where you can view the imported applicant data.
Maintain Applications	Click this link to access the Maintain Applications component (ADM_APPL_MAINTNCE) where you can view and maintain the Campus Solutions admission application records that the system creates for the imported applications.
Choice Details	Click this link to access the Choices page where you view the applicant's imported application choices and a summary of the related Campus Solutions application records.
Decision Entry	Click this link to access the Initial Decision Entry page where you can enter an admission decision for an imported application choice.
Application Notes (<number>)	Click this link to access the Application Notes page where you can view all the key application choice information on a single page and add notes. The number in parentheses indicates the number of notes records for the application choice, for example, Application Notes (2) indicates two notes records for the application choice.
CAS Details (<number>)	Click this link to access the CAS Maintenance component where you can view the related CAS detail record for the application choice. The number in parentheses indicates the number of CAS details records for the application choice, for example, CAS Details (2) indicates two CAS Details records for the application choice.
Comments (<number>)	Click this link to access the Application Notes page where you can view and add comments. The number in parentheses indicates the number of comment records for the application choice, for example, Comments (2) indicates two comment records for the application choice.
Further Information	Click this link to access the Further Information page for a subject where you can view the Other Qualification Title, Equivalence, National Centre Number and Unit Grades.
Round / Choice	This field indicates the round number and choice number of the UTT application choice. The first digit of Round / Choice represents the Round Number and the second digit represents the Choice Number.

Preparing for UCAS and UTT Data Processing

Before you can import and process UCAS and UTT data, you must set up your system as follows:

- Enable the UK fields for all institutions.

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- Enable the UK fields for a specific institution.
- Set up script text for UCAS Confirmation and Clearing enquiries.
- Set up phone numbers for UCAS Confirmation and Clearing enquiries.
- Set up UCAS and UTT options.
- Set up UCAS and UTT application import defaults.
- Set up UCAS and UTT decision approval options.
- Set up UCAS and UTT program action reasons.
- Set up UCAS and UTT program action reasons for Confirmation, Clearing, and Adjustment.
- Set up outcomes for enquiries and notes.
- Map UCAS attendance types.
- Map UCAS and UTT entry years and months.
- Map UCAS entry points.
- Map UCAS housing interest.
- Define external systems.
- Set up UCAS and UTT user defaults.
- Set up National ID Types for country code GBR.

Note: If you are implementing separate instances of your PeopleSoft Campus Solutions and PeopleSoft HCM systems, you should read the additional documentation describing those integrations. Setting up National ID Types as detailed in this UCAS documentation may vary depending on how you configure your systems. The CS-HCM Integration Information Knowledge Document details the additional documents that describe the setup, functional, and technical implementation considerations.

See Also

Campus Solutions-HCM Integration documentation

Pages Used to Prepare for UCAS and UTT Data Processing

Page Name	*Definition Name*	*Navigation*	*Usage*
SA Features	SCC_INSTALL_SA2	Set Up SACR, Install, Student Admin Installation, SA Features	Enable the UK-specific fields on the Campus Solutions pages for all institutions.
Academic Institution 6	SSR_INST_FEATURES	Set Up SACR, Foundation Tables, Academic Structure, Academic Institution Table, Academic Institution 6	Enable the UK-specific fields on the Campus Solutions pages for a specific institution.

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Page Name	*Definition Name*	*Navigation*	*Usage*
Program Action Reason Table	PROG_RSN_TBL	Set Up SACR, Product Related, Student Records, Program Action, Program Action Reason Table	Set up program action reasons for UCAS and UTT. Also, set up the script text for UCAS program action reasons. Your institution's employees can read aloud this script text to applicants during Confirmation and Clearing enquiries.
Application Center	ADM_APPLCTR_TABLE	Set Up SACR, Product Related, Recruiting and Admissions, Applicants, Application Center Table	Set up the application centers for UCAS and UTT applications. Enter the phone numbers that UCAS applicants can call to enquire about Confirmation and Clearing in your institution.
UCAS Configuration	SAD_UC_CONFIG	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, UCAS Configuration, UCAS Configuration	For an institution, set up the UCAS institution code, current admissions cycle year, application import options, address usage value, and link to the UCAS database.
UCAS Application Import	SAD_UC_CONFIG2	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, UCAS Configuration, UCAS Application Import	For an institution, set up the default values that the import process uses to create the Campus Solutions application records for the ivStarC application data.
UTT Application Import	SAD_UC_GT_CONFG	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, UCAS Configuration, UTT Application Import	For an institution, set up the default values that the import process uses to create the Campus Solutions application records for the ivgStarG application data.
UCAS Decision Approval	SAD_UC_DECN_SETUP	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, UCAS Configuration, UCAS Decision Approval	Indicate whether approval is required for UCAS application, Confirmation, and Release into Clearing decisions.
UTT Decision Approval	SAD_UC_GDEC_SETUP	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, UCAS Configuration, UTT Decision Approval	Indicate whether approval is required for UTT application decisions.

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Page Name	*Definition Name*	*Navigation*	*Usage*
UCAS Program Actions	SAD_UC_UPRG_SETUP	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, UCAS Configuration, UCAS Program Actions	Define the program actions and reason values that the system uses when an update to a UCAS application choice requires an update to the program action and action reason values of the corresponding Campus Solutions application record.
UTT Program Actions	SAD_UC_GPRG_SETUP	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, UCAS Configuration, UTT Program Actions	Define the program actions and reason values that the system uses when an update to a UTT application choice requires an update to the program action and action reason values of the corresponding Campus Solutions application record.
UCAS Confirmation	SAD_UC_CONF_SETUP	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, UCAS Configuration, UCAS Confirmation	Define the program actions and reason values that the system uses for UCAS Confirmation, Clearing, and Adjustment.
UTT Confirmation	SAD_UC_GCNF_SETUP	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, UCAS Configuration, UTT Confirmation	Define the program actions and reason values that the system uses for UTT Confirmation processing and for Clearing Elsewhere.
Outcome Codes	SAD_UC_OUTCMCDS	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Outcome Code	Define the outcome codes that you can use to classify applicant enquiries and application notes.
Attendance Type	SAD_UC_ATTTYPEM	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Mappings, Attendance Type	Map UCAS attendance types to Campus Solutions academic levels. The system uses this mapping when you import ivEducation and ivgEducation data to create Campus Solutions external education records.

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Page Name	*Definition Name*	*Navigation*	*Usage*
Entry Year	SAD_UC_ENTRYYRM	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Mappings, Entry Year	Map UCAS entry year and month to a Campus Solutions admit term. You can map multiple combinations of entry year and month to a Campus Solutions admit term. You define admit terms on the Term Table page. For information about defining term tables, see "Defining Terms, Sessions, and Session Time Periods" (PeopleSoft Campus Solutions 9.0: Application Fundamentals)
Entry Point	SAD_UC_ENT_PT	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Mappings, Entry Point	Map UCAS entry points to Campus Solutions academic levels and careers. The system uses this mapping when you import UCAS applications and when you create transactions to send to UCAS.
Home	SAD_UC_HOME	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Mappings, Home	Map UCAS home values to Campus Solutions housing interest values. The system uses this mapping to populate the Housing Interest values in the Campus Solutions application records when you import UCAS applications.
Title	SAD_UC_TITLE_MP	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Mappings, Title	Map UCAS titles values to HRMS name prefix values. The system uses this mapping when creating name records in Campus Community when you import UCAS applicant records.
UCAS, UTT Defaults	SAD_UC_USR_DEFAULT	Set Up SACR, User Defaults, UCAS, UTT Defaults	Set up user defaults that aid in data entry and search.
External System	SCC_EXT_SYS_TBL	Setup SACR, Product Related, Campus Community, Define Campus Community, Set Up, Define External Systems	Specify the external systems for UCAS.
National ID Type Table	NID_TYPE_TABLE	Set Up HRMS, Foundation Tables, Personal, National ID Type	Assign UCASID and GTTRID national ID types to the country code GBR.

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Enabling the UK Fields for All Institutions

Access the SA Features page (Set Up SACR, Install, Student Admin Installation, SA Features).

Select the HESA, UCAS check box to enable the HESA and UCAS specific fields in the system for all academic institutions.

Enabling the UK Fields for a Specific Institution

Access the Academic Institution 6 page (Set Up SACR, Foundation Tables, Academic Structure, Academic Institution Table, Academic Institution 6).

Select the HESA, UCAS check box to enable the HESA and UCAS specific fields in the system for a specific institution.

Setting Up Script Text for UCAS Confirmation and Clearing Enquiries

Access the Program Action Reason Table page (Set Up SACR, Product Related, Recruiting and Admissions, Applicants, Program Action Reason Table).

Image: Program Action Reason Table page

This example illustrates the fields and controls on the Program Action Reason Table page. You can find definitions for the fields and controls later on this page.

Long Description Enter the description that should appear on the UCAS Confirmation Enquiries page.

Script Text Enter the description that should appear as script text on the UCAS Confirmation Enquiries page.

The following is an example of how the script text appears on the Confirmation Enquiries page:

1. Enter the script text and long description for a program action reason of CONF. CONF is mapped to program action of ADMT (Admit).

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2. For Accept Firm decision, select program action of ADMT and action reason of CONF on the UCAS Confirmation page of the UCAS Configuration component.
3. For an applicant, to whom your institution gave a conditional offer, enter a decision of Accept on the Confirmation Entry page (and if required, approve it).
4. Because ADMT and CONF are mapped to the Accept Firm decision, the system automatically enters CONF as the action reason for the corresponding Campus Solutions application record.
5. The CONF script text and long description appear for this applicant on the Confirmation Enquiries page.

See Also

Setting Up Admissions Program Actions and Program Action Reasons

Setting Up Phone Numbers for UCAS Confirmation and Clearing Enquiries

Access the Application Center Table page (Set Up SACR, Product Related, Recruiting and Admissions, Applicants, Application Center Table).

Telephone Contact 1	Enter the phone number that should appear as the Confirmation phone number on the UCAS Confirmation Enquiries page.
Telephone Contact 2	Enter the phone number that should appear as the Clearing phone number on the UCAS Confirmation Enquiries page.

These two fields appear on the Application Center Table, regardless of whether you have selected the UCAS, HESA check box on the Academic Institution 6 and SA Features pages.

See Also

Setting Up Application Processing Centers

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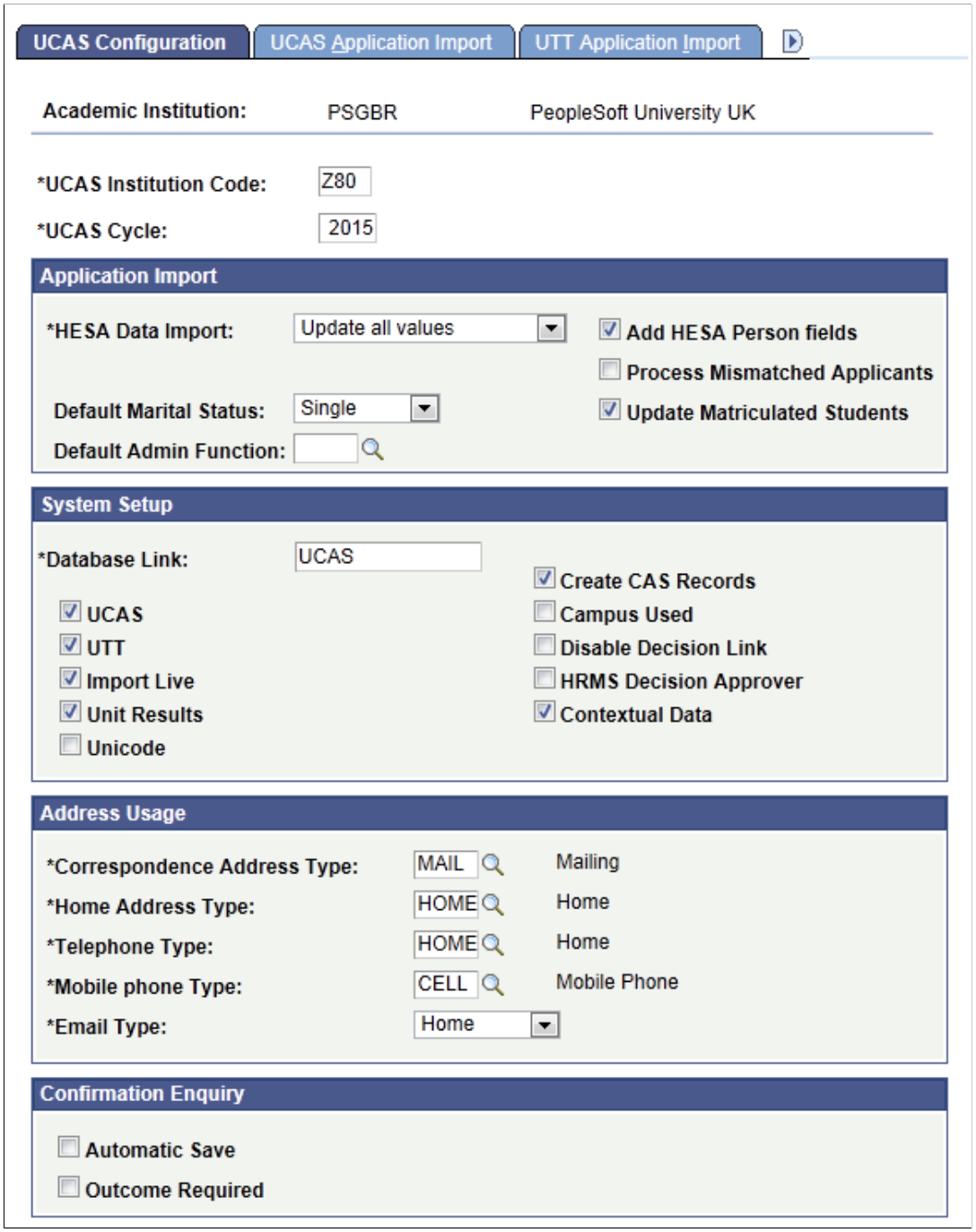
Setting Up UCAS and UTT Options

Access the UCAS Configuration page (Set Up SACR, Product Related, Recruiting and Admissions, UCAS, UCAS Configuration, UCAS Configuration).

Image: UCAS Configuration page

This example illustrates the fields and controls on the UCAS Configuration page. You can find definitions for the fields and controls later on this page.



UCAS Institution Code Enter the institution code that UCAS supplied to your institution.

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UCAS Cycle

Enter the admission cycle for which you want to import data from UCAS. The system uses this value to determine the effective term for creating new person residency records for applicants.

You must enter the new cycle value when UCAS makes updated views for the new cycle available through the ODBC-link. The system uses this value to determine which new fields must be imported. For example, the system imports the new ivStarK fields added by UCAS for 2010 only if the UCAS cycle is *2010* or greater.

Application Import

HESA Data Import

Select to indicate how the system should update or add the Instance field values in your database when you import data from ivStarJ and ivgStarJ.

Select *Update all values* to overwrite Instance field values with the imported values.

Select *Update only null values* to add imported values to Instance fields that do not have any values.

Add HESA Person Fields

Select if you want the system to add new Person HESA Data field values when you import data from ivStarJ and ivgStarJ.

Process Mismatched Applicants

The system uses this check box's setting when you import data from ivStarJ and ivgStarJ.

Select this check box if you want the system to continue processing the staging record if there is a mismatch on Name, Gender or Date of Birth between the incoming StarJ record and the existing person record. That is, if the check box is selected, then the system will log the mismatch and the processing of the staging record will continue.

If you do not select the check box, then if there is a mismatch on Name, Gender or Date of Birth between the incoming StarJ record and the existing person record, then the system sets the staging record to *Error* and no further processing is done. You will need to resolve the mismatch either by updating the staging record or by updating the person record before the staging record can be re-processed.

Update Matriculated Students

Select if you want the system to automatically update Person HESA Data records of matriculated students when you import person data from ivStarA, ivgStarA, ivStarK, and ivgStarK.

If you do not select this check box, the system does not update the person record if the student has matriculated with an application associated with the current combination of Personal ID and Application Code. For example, suppose you import

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an UTT application choice (personal ID of 10910031010 and Application Code GT02) that has a corresponding application record with a PROG_ACTION = *MATR*. In such a case, if you have selected the Update Matriculated Students check box, the system will update the applicant's personal record with the imported UTT data. If you have not selected the check box, the system will not update the personal record with the imported UTT data because the current application has been matriculated.

If the student has matriculated with a previous application not associated with the current combination of Personal ID and Application Code, then the system updates the personal data of the student, regardless of whether you have selected the Update Matriculated Students check box. For example, suppose you import an UTT application choice (personal ID of 10910031010 and Application Code GT01). The applicant has a previous UCAS application choice (personal ID of 10910031010 and application code of UC01) that has a corresponding application record with a PROG_ACTION = *MATR*. In such a case, even if you have not selected the Update Matriculated Students check box, the system will update the applicant's personal record in Campus Solutions with the imported UTT data.

Default Marital Status

Select the default marital status value that the system should assign to the imported applicant records.

Default Admin Function

Select a value to be the default administrative function when you add a 3C record using the 3C/Attachments page.

Values are *ADMA* and *ADMP*.

If you do not select a value here, the system enters *ADMA* as the default value when you add a 3C record using the 3C/Attachments page.

System Setup

Database Link

Enter the name of the ODBC database link that the system uses to connect to UCAS.

You can create a database link to UCAS by running the following command:

`CREATE PUBLIC DATABASE LINK` *link name*

`CONNECT TO` *user_name*

`IDENTIFIED BY` *password*

`USING` *'service_name'*

link name is the value you enter in the Database Link field of the UCAS Configuration page.

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UCAS supplies the *link name, user_name, password,* and *service_name* values to institutions.

Refer to the ODBC-link Technical Manual for more information about connecting to the UCAS database.

UCAS

Select if you want to import UCAS applicant and application data.

If you do not select this check box, the import process does not load the UCAS data into the Campus Solutions tables.

The UCAS-specific pages (such as the UCAS Decision Approval page) appear on the UCAS Configuration component only if you select this check box.

UTT

Select if you want to import UTT applicant and application data.

If you do not select this check box, the import process does not load the UTT data into the Campus Solutions tables.

The UTT-specific pages (such as the UTT Decision Approval page) appear on the UCAS Configuration component only if you select this check box.

Import Live

Select if you want to import live data from UCAS or UTT into the Campus Solutions tables through the staging tables. UCAS data that contains errors will remain in the staging table.

If you do not select this check box, the import process posts the data from the staging tables to the Campus Solutions tables. For example, clear this check box if you have corrected the staging data and now you want to load the staging table data into the Campus Solutions tables.

Unit Results

Select if you want to import unit grade results of your applicants from ivUnitResults.

Unicode

Select if you want to import data from the Unicode version of applicant views.

Create CAS Records

Select if you want the import process to automatically create a CAS record for a Campus Solutions application when the applicant's StarK record has a Visa Required value of *Y.*

See Understanding PBI Data Exchange

Campus Used

Select if you have multiple institution campuses for UCAS or UTT admissions.

Clear if you have a single institution campus for UCAS or UTT admissions.

Disable Decision Link

Select to disable the Decision Entry link on the UCAS Applicant Summary page (Student Admissions, UCAS Processing, UCAS Applications, UCAS Applicant Summary),

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the UTT Applicant Summary page (Student Admissions, UCAS Processing, UTT Applications, UTT Applicant Summary), the UCAS Application Notes page (Student Admissions, UCAS Processing, UCAS Application Notes), and the UTT Application Notes page (Student Admissions, UCAS Processing, UTT Application Notes).

HRMS Decision Approver Select if you want the Approver and Decision Maker lookups to display person IDs from PeopleSoft HRMS records (EMPLEE_NAME_VW).

If you do not select this check box, the Approver and Decision Maker lookups display person IDs from only the People records (PEOPLE_SRCH).

Contextual Data Select if you want to import data from the Contextual Data views (cvRefSchoolContextualData and ivContextual).

Address Usage

The system uses these values when it imports applicant address data from ivStarA and ivgStarA views.

Correspondence Address Type Select the address type that you want the import process to assign to the imported correspondence addresses.

Home Address Type Select the address type that you want the import process to assign to the imported home addresses.

The home and correspondence address values must be different.

Telephone Type Select the phone type that you want the import process to assign to the imported telephone numbers.

Mobile Phone Type Select the phone type that you want the import process to assign to the imported mobile phone numbers.

Email Type Select the email type that you want the import process to assign to the imported email addresses.

For information about defining address types, see *PeopleSoft HCM: Application Fundamentals*, “Setting Up Personal Information Foundation Tables”

Confirmation Enquiry

After exam results are published, applicants may want to confirm with an institution whether or not they have been accepted. Also, during this Confirmation processing period, an institution will also handle enquiries from rejected applicants who may want to be considered through Clearing. Use the Confirmation Enquiry group box to configure how to handle such applicant enquiries related to Confirmation and Clearing.

Automatic Save Select to have the system automatically save the record once you have entered the mandatory values on the UCAS Confirmation Enquiries page.

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If you do not select this check box, you will need to click the Save button on the UCAS Confirmation Enquiries page, after entering the mandatory values.

Outcome Required Select to make the Action Required and Outcome Codes fields mandatory to save a Notes record on the UCAS Confirmation Enquiries page. If you do not select this check box, the Action Required and Outcome Codes fields become optional fields.

Setting Up UCAS Application Import Defaults

Access the UCAS Application Import page (Set Up SACR, Product Related, Recruiting and Admissions, UCAS, UCAS Configuration, UCAS Application Import).

When you import ivStarC application data for the first time, the system creates Campus Solutions application records for the imported data. You can use the Maintain Applications component to access the Campus Solutions application records. The import process uses the values you set up on the UCAS Application Import page to create the Campus Solutions application records for the imported ivStarC application data.

Initial Action Reason Enter the default action reason that you want the import process to assign to the Campus Solutions application records related to the imported ivStarC application data.

Define the initial action reasons in the Program Action Table page. Only action reasons mapped with the program action of *APPL* appear on the UCAS Application Import page.

For information about setting up action reasons, see Setting Up Admissions Program Actions and Program Action Reasons

Admit Type Enter the admit type that you want the import process to assign to the Campus Solutions application records related to the imported ivStarC application data.

Define the admit types in the Admit Type Table page. If you have defined an admit type for a career, ensure that the Admit Type in the UCAS Application Import page matches the career that is associated with the ivStarC application data.

Academic Level Select the default academic level that you want the import process to assign to the Campus Solutions application records related to the imported ivStarC application data. Values for this field are delivered with your system as translate values. The import process assigns this default value only if you do not map the academic levels to entry points on the Entry Point Mapping page.

Application Center Select the default application center that you want the import process to assign to the Campus Solutions application records related to the imported ivStarC application data. The import process uses this default value only if you do not map

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application centers to UCAS courses and Campus Solutions careers, programs, and plans on the UCAS Course page.

Define the application processing centers in the Application Center Table page. If you have defined an application center for a career, ensure that the application center selected on the UCAS Application Import page matches the career with which the ivStarC application data is associated.

See Setting Up Application Processing Centers

See "Setting Security for Application Centers" (PeopleSoft Campus Solutions 9.0: Application Fundamentals)

Application Fee Type

Select the application fee type that you want the import process to assign to the Campus Solutions application records related to the imported ivStarC application data. Values for this field are delivered with your system as translate values.

Application Method

Select the application method that you want the import process to assign to the Campus Solutions application records related to the imported ivStarC application data. Values for this field are delivered with your system as translate values.

Campus

Enter the default campus that you want the import process to assign to the Campus Solutions application records related to the imported ivStarC application data. Values for this field are delivered with your system as translate values. The import process assigns the default value only if you do not map a campus to UCAS courses and Campus Solutions careers, programs, and plans on the UCAS Course page.

UCAS Course Code

Enter the default course code that you want the import process to assign to the imported ivStarC application data. The import process assigns the default value only to imported applications that do not have a course code.

Earliest Application Year

Enter the application year for which you want the process to import applications. If you leave the field blank, the import process may import applications from ivStarC for both previous and current admission cycles depending on timestamp values.

Suppose, your institution is implementing Campus Solutions UCAS for the 2010 cycle (the UCAS cycle is 2010 on the UCAS Configuration page). The institution wants to prevent the import of 2009 applications. In this case, enter *2010* in the Earliest Application Year field.

Previous Name Type

Select the name type that the import process should use to create the Previous Name records in Campus Solutions. The import process creates the previous Name records from the Forenames and Previous Surname values that it imports from the StarN views.

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The available values for this field does not include *Primary* or *Preferred* because the import process uses these two types when it creates applicant's current Name records in Campus Solutions.

To define name types, select Set Up HRMS, Foundation Tables, Personal, Name Type.

After running the import process, both the previous names and primary/preferred names can be viewed on the Names page (Campus Community, Personal Information, Biographical, Names).

Note: The import process assigns the academic load of *Full time* and the notification plan of *Regular* to the Campus Solutions application records related to the imported ivStarC application data. The values *Full time, Part time,* and *Regular* are delivered with your system as translate values.

Setting Up UTT Application Import Defaults

Access the UTT Application Import page (Set Up SACR, Product Related, Recruiting and Admissions, UCAS, UCAS Configuration, UTT Application Import).

When you import ivgStarG application data for the first time, the system creates Campus Solutions application records for the imported data. You can use the Maintain Applications component to access the Campus Solutions application records. The import process uses the values you set up on the UTT Application Import page to create the Campus Solutions application records for the imported ivgStarG application data.

Initial Action Reason

Enter the default action reason that you want the import process to assign to the Campus Solutions application records related to the imported ivgStarG application data. If you do not enter an initial action reason, the system creates Campus Solutions application records with an *APPL* program action and no action reason for the imported ivgStarG application data.

Define the initial action reasons in the Program Action Table page. Only action reasons mapped with the program action of *APPL* appear on the UTT Application Import page.

Admit Type

Enter the admit type that you want the import process to assign to the Campus Solutions application records related to the imported ivgStarG application data.

Define the admit types on the Admit Type Table page. If you have defined an admit type for a career, ensure that the default Admit Type on the UTT Application Import page matches the career with which the ivgStarG application data is associated.

Academic Level

Select the academic level that you want the import process to assign to the Campus Solutions application records related to the imported ivgStarG application data. Values for this field are delivered with your system as translate values.

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Application Center

Select the default application center that you want the import process to assign to the Campus Solutions application records related to the imported ivgStarG application data. The import process uses this default value only if you do not map application centers to UTT courses and Campus Solutions careers, programs, and plans on the UTT Course page.

Define the application processing centers in the Application Center Table page. If you have defined an application center for a career, ensure that the application center selected in the UTT Application Import page matches the career with which the ivgStarG application data is associated.

Application Fee Type

Select the application fee type that you want the import process to assign to the Campus Solutions application records related to the imported ivgStarG application data. Values for this field are delivered with your system as translate values.

Application Method

Select the application method that you want the import process to assign to the Campus Solutions application records related to the imported ivgStarG application data. Values for this field are delivered with your system as translate values.

Campus

Enter the default campus that you want the import process to assign to the Campus Solutions application records related to the imported ivgStarG application data. Values for this field are delivered with your system as translate values. The import process assigns the default value only if you do not map a campus to UTT courses and Campus Solutions careers, programs, and plans on the UTT Course page.

UTT Course Code

Enter the default course code that you want the import process to assign to the imported ivgStarG application data. The import process assigns the default value only to imported applications that do not have a course code.

Earliest Application Year

Enter the application year for which you want the process to import applications. If you leave the field blank, the import process may import applications from ivgStarG for both previous and current admission cycles depending on timestamp values.

Suppose, your institution is implementing Campus Solutions UTT for the 2010 cycle (the UCAS cycle is 2010 on the UCAS Configuration page). The institution wants to prevent the import of 2009 applications. In this case, enter *2010* in the Earliest Application Year field.

Previous Name Type

Select the name type that the import process should use to create the Previous Name records in Campus Solutions. The import process creates the previous Name records from the Forenames and Previous Surname values that it imports from the StarN views.

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The available values for this field does not include *Primary* or *Preferred* because the import process uses these two types when it creates applicant's current Name records in Campus Solutions.

To define name types, select Set Up HRMS, Foundation Tables, Personal, Name Type.

After running the import process, both the previous names and primary/preferred names can be viewed on the Names page (Campus Community, Personal Information, Biographical, Names).

Note: The import process assigns the notification plan of *Regular* to the Campus Solutions application records related to the imported ivgStarG application data. Additionally, the import process assigns the academic load of *Full time* or *Part Time* based on the value of the PartTime field in the imported ivgStarG record. The values *Full time, Part time,* and *Regular* are delivered with your system as translate values.

Setting Up UCAS Decision Approval Options

Access the UCAS Decision Approval page (Set Up SACR, Product Related, Recruiting and Admissions, UCAS, UCAS Configuration, UCAS Decision Approval).

Select the Interview, Unconditional Offer, Conditional Offer, Rejection, and Withdrawal check boxes to indicate that a user must use one of the UCAS Decision Approval processing pages to review and approve the decisions before the institution communicates the decisions to UCAS.

See Approving or Rejecting a UCAS Decision

See Approving or Rejecting Multiple UCAS Decisions

Select the Confirmation Acceptance and Confirmation Rejection check boxes to indicate that a user must use the UCAS Confirmation Approval page or the Quick Confirmation Approval page to review and approve the UCAS Confirmation decision before the institution communicates the decisions to UCAS.

See Approving or Rejecting a UCAS Confirmation Decision

See Approving or Rejecting Multiple UCAS Confirmation Decisions

Select the Release to Clearing check box to indicate that a user must use the UCAS Release Approval page to review and approve the release before the institution communicates the decisions to UCAS.

See Approving or Rejecting the Release into Clearing Decision

Setting Up UTT Decision Approval Options

Access the UTT Decision Approval page (Set Up SACR, Product Related, Recruiting and Admissions, UCAS, UCAS Configuration, UTT Decision Approval).

Select the Interview, Unconditional Offer, Conditional Offer, Rejection, and Withdrawal check boxes to indicate that a user must use the UTT Decision Approval processing page to review and approve the decisions before the institution communicates the decisions to UTT. To navigate to the UTT Decision

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Approval processing page, select Student Admissions, UCAS Processing, UTT Decision Approval, Decision Approval.

See Approving or Rejecting a UTT Decision

The Confirmation Acceptance and Confirmation Rejection check boxes do not have any impact on the system.

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Setting Up UCAS Program Action Reasons

Access the UCAS Program Actions page (Set Up SACR, Product Related, Recruiting and Admissions, UCAS, UCAS Configuration, UCAS Program Actions).

Image: UCAS Program Actions page (1 of 3)

This example illustrates the fields and controls on the UCAS Program Actions page (1 of 3). You can find definitions for the fields and controls later on this page.

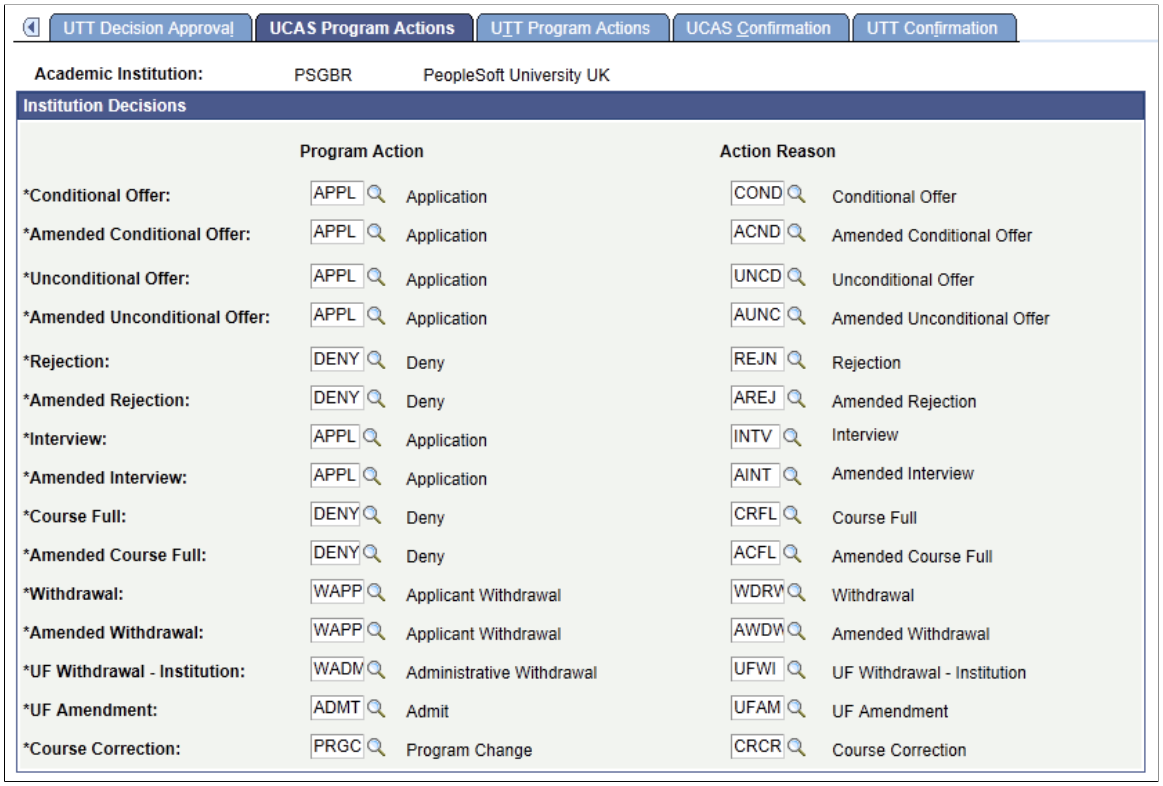

Image: UCAS Program Actions page (2 of 3)

This example illustrates the fields and controls on the UCAS Program Actions page (2 of 3). You can find definitions for the fields and controls later on this page.

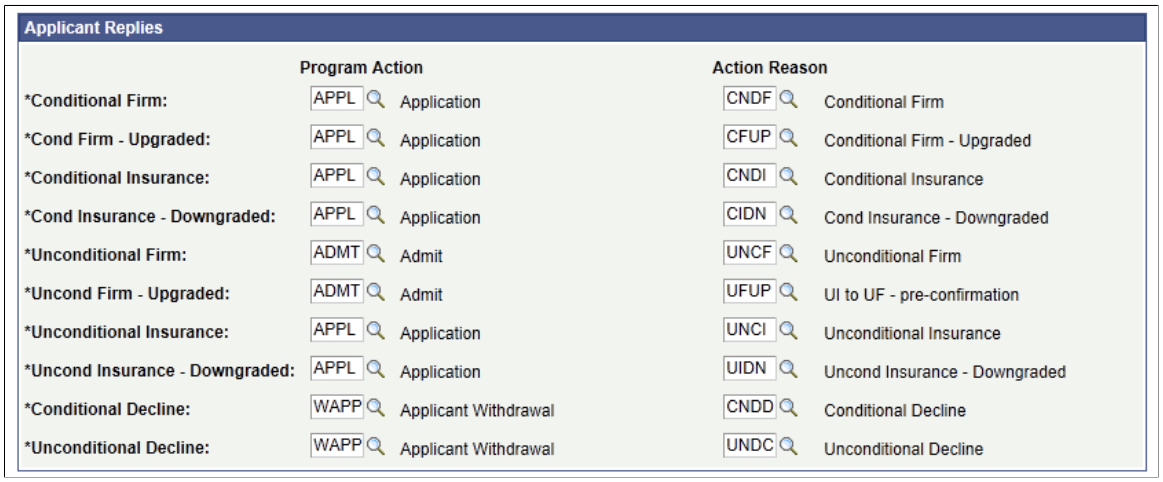

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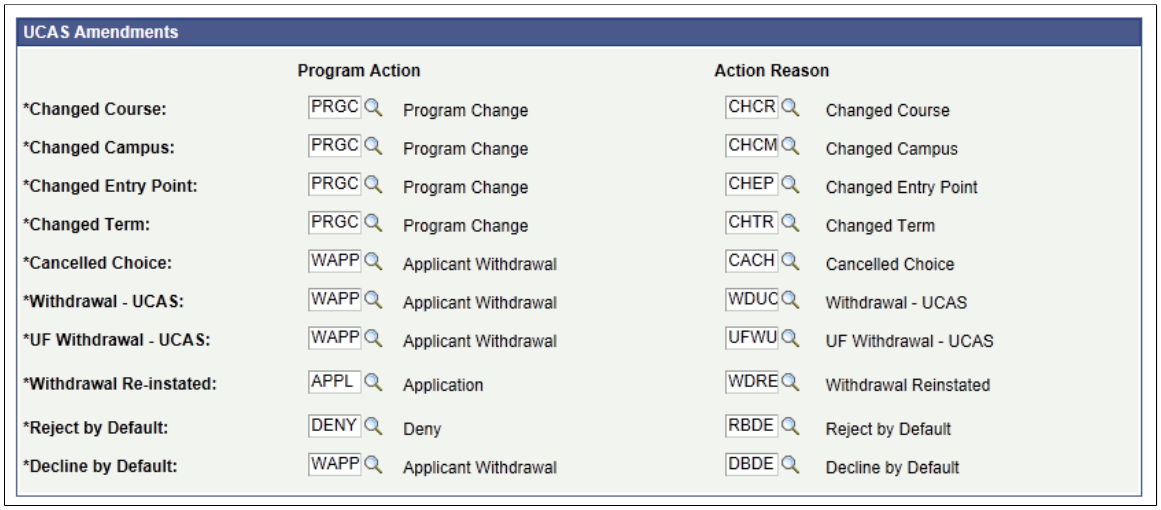
Image: UCAS Program Actions page (3 of 3)

This example illustrates the fields and controls on the UCAS Program Actions page (3 of 3). You can find definitions for the fields and controls later on this page.



UCAS Amendments

	Program Action		Action Reason	
*Changed Course:	PRGC	Program Change	CHCR	Changed Course
*Changed Campus:	PRGC	Program Change	CHCM	Changed Campus
*Changed Entry Point:	PRGC	Program Change	CHEP	Changed Entry Point
*Changed Term:	PRGC	Program Change	CHTR	Changed Term
*Cancelled Choice:	WAPP	Applicant Withdrawal	CACH	Cancelled Choice
*Withdrawal - UCAS:	WAPP	Applicant Withdrawal	WDUC	Withdrawal - UCAS
*UF Withdrawal - UCAS:	WAPP	Applicant Withdrawal	UFWU	UF Withdrawal - UCAS
*Withdrawal Re-instated:	APPL	Application	WDRE	Withdrawal Reinstated
*Reject by Default:	DENY	Deny	RBDE	Reject by Default
*Decline by Default:	WAPP	Applicant Withdrawal	DBDE	Decline by Default

Institution Decisions

When you generate decision transactions to send to UCAS, the system uses the Institution Decisions group box values to update the Campus Solution application records (related to the imported application data). The following table describes when the system uses the program action and reason values for the institution decisions:

Program Action and Action Reason Values For	*Used by the System When*
Conditional Offer	You make a conditional offer.
Amended Conditional Offer	You amend a decision to conditional offer. This decision is applicable to an LA transaction.
Unconditional Offer	You make an unconditional offer.
Amended Unconditional Offer	You amend a decision to unconditional offer. This decision is applicable to an LA transaction.
Rejection	You reject an application.
Amended Rejection	You amend a decision to rejection. This decision is applicable to an LA transaction.
Interview	You enter a decision of interview.
Amended Interview	You amend a decision to interview. This decision is applicable to an LA transaction.
Course Full	You enter a decision of course full.

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Program Action and Action Reason Values For	*Used by the System When*
Amended Course Full	You amend a decision to course full. This decision is applicable to an LA transaction.
Withdrawal	Your institution withdraws an application.
Amended Withdrawal	You amend a decision to be withdrawn by the institution. This decision is applicable to an LA transaction.
UF Withdrawal - Institution	Applicant declines the offer. This decision is applicable to an RW transaction.
UF Amendment	You amend a course, entry date, or entry point of an applicant who has firmly accepted an unconditional offer or who has accepted a Clearing place. This decision is applicable to an RA transaction.
Course Correction	When you correct a course, the system does not automatically generate LC transactions for UCAS and as a consequence the system does not update the Campus Solutions application record using the program action/reason for Course Correction.

Applicant Replies

The system uses the Applicant Replies group box values when the Reply values you imported change. The following table describes when the system uses the program action and reason values for the applicant reply decisions:

Program Action and Action Reason Values For	*Used by the System When*
Conditional Firm	The applicant replies for the first time by accepting a conditional offer firmly.
Cond Firm – Upgraded	The applicant changes his or her reply from Conditional Insurance to Conditional Firm prior to confirmation. This can be set to the same values as Conditional Firm if your institution does not want to distinguish between initial replies and updated replies.
Conditional Insurance	The applicant replies for the first time by accepting a conditional offer as insurance.
Cond Insurance – Downgraded	The applicant changes his or her reply from Conditional Firm to Conditional Insurance. This can be set to the same values as Conditional Insurance if your institution does not want to distinguish between initial replies and updated replies.

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Program Action and Action Reason Values For	*Used by the System When*
Unconditional Firm	The applicant replies for the first time by accepting an unconditional offer firmly.
Uncond Firm – Upgraded	The applicant changes his or her reply from Unconditional Insurance to Unconditional Firm prior to confirmation. This can be set to the same values as Unconditional Firm if your institution does not want to distinguish between initial replies and updated replies.
Unconditional Insurance	The applicant replies for the first time by accepting an unconditional offer as insurance.
Uncond Insurance – Downgraded	The applicant changes his or her reply from Unconditional Firm to Unconditional Insurance. This can be set to the same values as Unconditional Insurance if your institution does not want to distinguish between initial replies and updated replies.
Conditional Decline	The applicant declines a conditional offer.
Unconditional Decline	The applicant declines an unconditional offer. The applicant declines an unconditional offer made by your institution for an Adjustment choice (Choice Number = 6, Decision = U, Reply = D and Adjustment is not D).

UCAS Amendments

The system uses the UCAS Amendments group box values when UCAS initiates changes and you import these changes from ivStarC and ivStarK. The following table describes when the system uses the program action and reason values for the UCAS amendments:

Program Action and Action Reason Values For	*Used by the System When*
Changed Course	UCAS changes a course.
Changed Campus	UCAS changes a campus.
Changed Entry Point	UCAS changes an entry point.
Changed Term	UCAS changes entry year, entry month, or both, which results in a change of admit term for the applicant.
Cancelled Choice	UCAS cancels an application choice (in ivStarC, the value of the ChoiceCancelled field is *Y*).

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Program Action and Action Reason Values For	***Used by the System When***
Withdrawal - UCAS	UCAS either notifies that the applicant has withdrawn all application choices (in ivStarK, the value of the Withdrawn field is *C)* or applicant has withdrawn only one choice (in ivStarC, the value of Decision is *W*).
UF Withdrawal - UCAS	Applicants with an unconditional firm offer for an application choice notify UCAS that they want to withdraw their applications (in ivStarK, the value of the Withdrawn field is *U*).
Withdrawal Re-instated	UCAS notifies that a previously withdrawn application choice can be considered by the institution. The system uses the Withdrawal Re-instated field values when UCAS changes the ivStarC decision value to blank from *W.* Note that the system does not process the *R* values for the ivStarK Withdrawn fields. This change is not specific to an application choice; as a consequence, the system does not process this change when you import data. To process this type of change, you must change the decision value to blank from *W* for an application choice.
Reject by Default	UCAS rejects the application because your institution did not communicate any decision to UCAS (in ivStarC, the Action field is *R*).
Decline by Default	UCAS declines an offer because the applicant did not reply (in ivStarC, the Action field is *D*). Note that in ivStarC, if the Action field is *U* (updated from insurance to firm, CI to CF, or UI to UF), then the system picks up the change in the ivStarC Reply value.

The following scenario shows how Campus Solutions uses the values set up on the UCAS Program Actions page:

1. On the UCAS Program Actions page, for the Rejection decision enter a program action of *DENY* and an action reason of *R.*
2. Enter a decision of *Rejection* for a UCAS application on the Initial Decision Entry page. If approval is required, use the UCAS Decision Approval page to approve the Rejection decision.
3. Select the Generate Transaction check box on the Transaction Processing page and run the Transaction Processing Application Engine (SAD_UC_TRAN) process to generate a transaction for the Rejection decision.
4. The system sets the program action to *DENY* and the action reason to *R* in the Campus Solutions application record of the corresponding UCAS application number.

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Setting Up UTT Program Action Reasons

Access the UTT Program Actions page (Set Up SACR, Product Related, Recruiting and Admissions, UCAS, UCAS Configuration, UTT Program Actions).

Image: UTT Program Actions page (1 of 2)

This example illustrates the fields and controls on the UTT Program Actions page (1 of 2). You can find definitions for the fields and controls later on this page.

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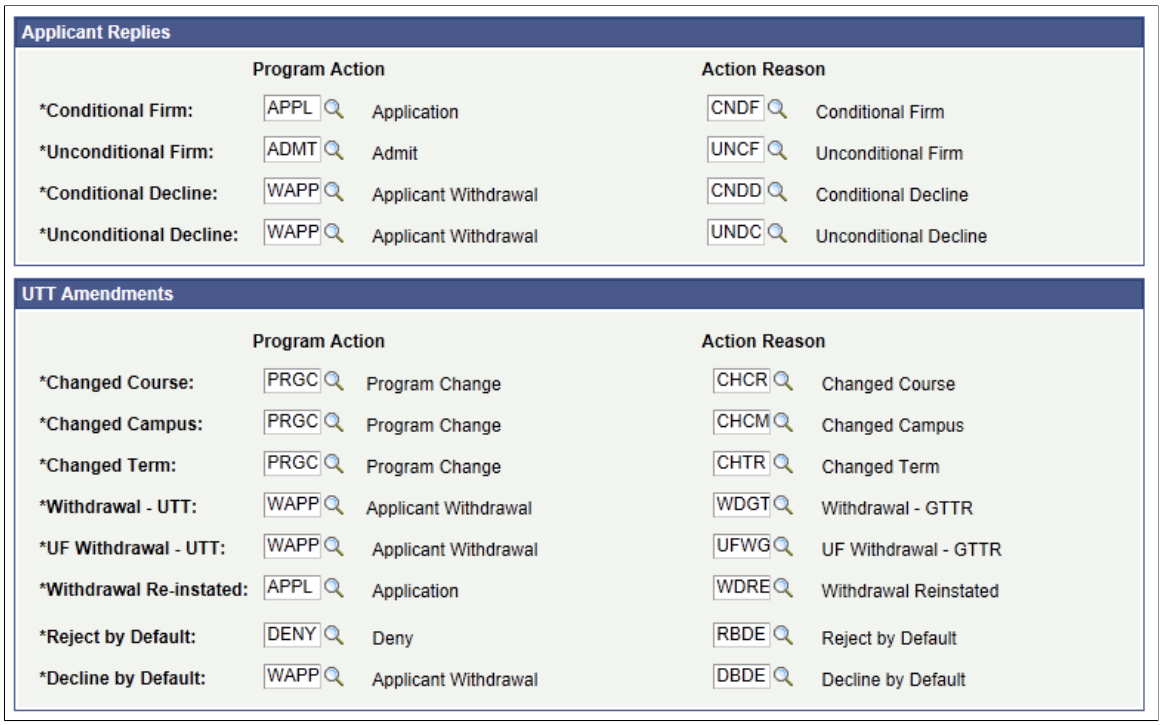
Image: UTT Program Actions page (2 of 2)

This example illustrates the fields and controls on the UTT Program Actions page (2 of 2). You can find definitions for the fields and controls later on this page.



Institution Decisions

When you generate UTT decision transactions, the system uses the Institution Decisions group box values to update the Campus Solution application records (related to the imported UTT application data). The following table describes when the system uses the program action and the reason values for the institution decisions:

Program Action and Action Reason Values For	***Used by the System When***
Conditional Offer	You make a conditional offer.
Amended Conditional Offer	You amend a decision to conditional offer. This decision is applicable to an LA transaction.
Unconditional Offer	You make an unconditional offer.
Amended Unconditional Offer	You amend a decision to unconditional offer. This decision is applicable to an LA transaction.
Rejection	You reject an application.
Amended Rejection	You amend a decision to rejection. This decision is applicable to an LA transaction.
Rejection - English	You enter a decision of *Not qualified in English.*

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Program Action and Action Reason Values For	***Used by the System When***
Amended Rejection - English	You amend a decision to *Not qualified in English.* This decision is applicable to an LA transaction.
Rejection - Maths	You enter a decision of *Not qualified in Mathematics.*
Amended Rejection - Maths	You amend a decision to *Not qualified in Mathematics.* This decision is applicable to an LA transaction.
Rejection - Science	You enter a decision of *Not qualified in Science.*
Amended Rejection - Science	You amend a decision to *Not qualified in Science.* This decision is applicable to an LA transaction.
Course Closed	You enter a decision of *Course Closed.*
Amended Course Closed	You amend a decision to *Course Closed.* This decision is applicable to an LA transaction.
Interview	You enter a decision of *Interview* and specify the interview date for the transaction.
Amended Interview	You amend a decision to *Interview* and specify the interview date for the transaction. This decision is applicable to an LA transaction.
Withdrawal	Your enter a decision of *Withdrawal.*
Amended Withdrawal	You amend a decision to *Withdrawal.* This decision is applicable to an LA transaction.
UF Amendment	You amend an unconditional firm application.

Applicant Replies

The system uses the Applicant Replies group box values when the Reply values you imported change. The following table describes when the system uses the program action and the reason values for the applicant replies:

Program Action and Action Reason Values For	***Used by the System When***
Conditional Firm	The applicant accepts a conditional offer firmly.
Unconditional Firm	The applicant accepts a unconditional offer firmly.
Conditional Decline	The applicant declines a conditional offer.
Unconditional Decline	The applicant declines an unconditional offer.

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UTT Amendments

The system uses the UTT Amendments group box values when UTT initiates changes and you import these changes from ivgStarG and ivgStarK. The following table describes when the system uses the program action and the reason values for the UTT amendments:

Program Action and Action Reason Values For	***Used by the System When***
Changed Course	UTT changes a course.
Changed Campus	UTT changes a campus.
Changed Term	UTT changes entry year, entry month, or both, resulting in a change of admit term for the applicant.
Withdrawal - UTT	UTT notifies that the applicant has withdrawn all application choices (in ivgStarK, Withdrawn field is *C* or in ivgStarG, Decision field is *W*).
UF Withdrawal - UTT	Applicants with an unconditional firm offer for an application choice notify UCAS that they want to withdraw their applications (in ivgStarK, Withdrawn field is *U*).
Withdrawal Re-instated	UTT notifies that a previously withdrawn application choice can be considered by the institution. The system uses the Withdrawal Re-instated field values when UTT changes the ivgStarG decision value to blank from *W*. Note that the system does not process the *R* values for the ivgStarK Withdrawn fields. This change is not specific to an application choice and, as a consequence, the system does not process this change when you import data. To process this type of change, you must change the decision value to blank from *W* for an application choice.
Reject by Default	UTT rejects the application because your institution did not communicate any decision to UCAS (in ivgStarG, Action field is *R*).
Decline by Default	UTT declines an offer because the applicant did not reply (in ivgStarG, Action field is *D*).

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Setting Up UCAS Program Action Reasons for Confirmation, Clearing, and Adjustment

Access the UCAS Confirmation page (Set Up SACR, Product Related, Recruiting and Admissions, UCAS, UCAS Configuration, UCAS Confirmation).

Image: UCAS Confirmation page (1 of 2)

This example illustrates the fields and controls on the UCAS Confirmation page (1 of 2). You can find definitions for the fields and controls later on this page.

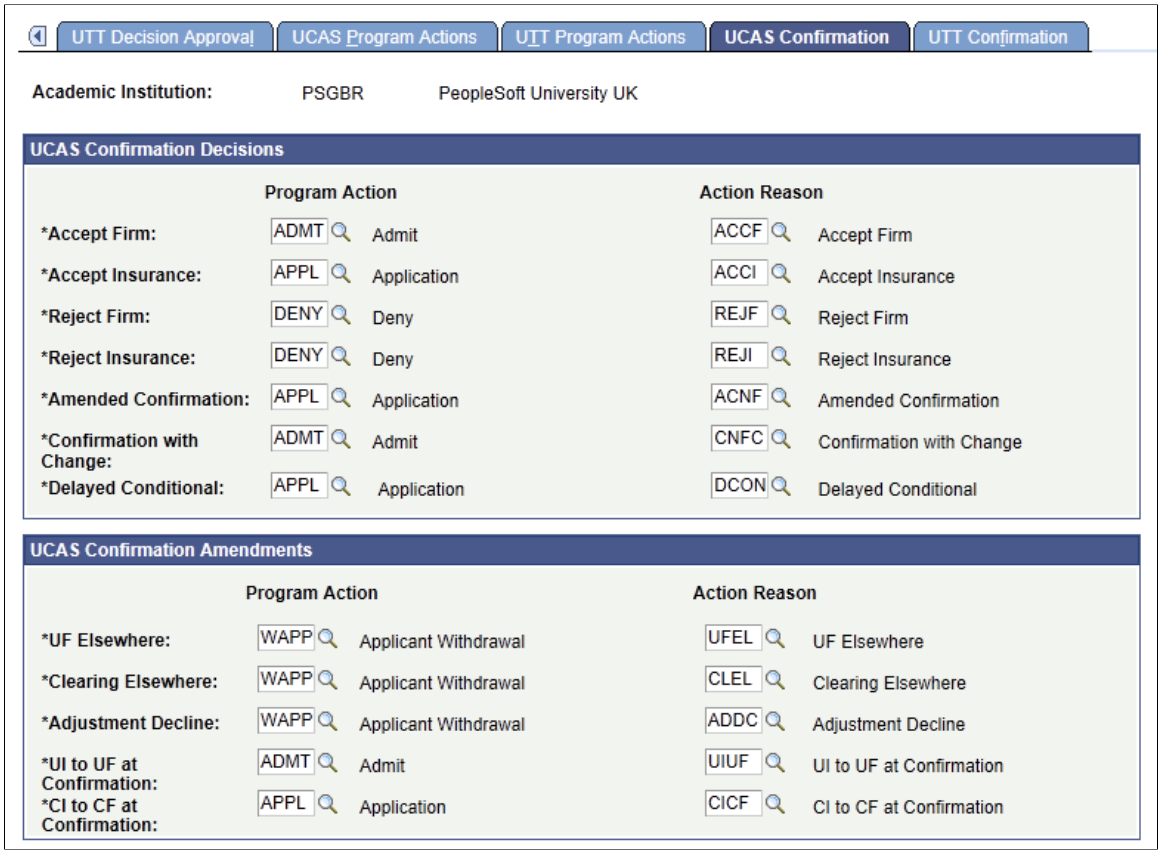
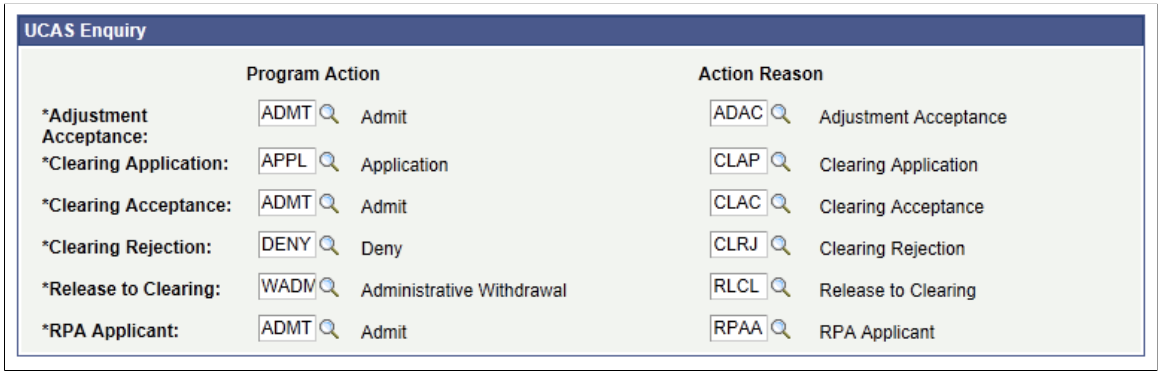


Image: UCAS Confirmation page (2 of 2)

This example illustrates the fields and controls on the UCAS Confirmation page (2 of 2). You can find definitions for the fields and controls later on this page.



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UCAS Confirmation Decisions

Bundle 38. Updated confirmation transaction processing.

When the system generates UCAS confirmation transactions (RD transactions), it uses the UCAS Confirmation Decisions group box values to update the Campus Solutions application records (related to the imported UCAS application data). The following table describes when the system uses the program action and reason values for the UCAS Confirmation decisions:

Program Action and Action Reason Values For	***Used by the System When***
Accept Firm	The institution confirms acceptance for a conditional firm application. That is, Decision is *A* (Accept) and Reply is *F* (Firm). Also, the system uses this value in ivStarC update processing when the Reply changes to *F,* the Decision is *U,* and the application was previously *CF.*
Accept Insurance	The institution confirms acceptance for a conditional insurance application. That is, Decision is *A* and Reply is *I* (Insurance). Bundle 38. New processing. To prevent an Accept Insurance row being added when the choice is UF elsewhere, the system uses the following process: If Decision is *A* and existing Reply value of the choice is *I* and the current action/reason is not UF Elsewhere, the system gets the new Program Action and Action Reason for Accept Insurance.
Reject Firm	The institution confirms rejection for a conditional firm application. That is, Decision is *R* (Reject) and Reply is *F.*
Reject Insurance	The institution confirms rejection of a conditional insurance application. That is, Decision is *R* and Reply is *I.*
Amended Confirmation	You change a Confirmation decision and a new RD transaction is generated.
Confirmation with Change	You change Course or Year as part of a Confirmation decision. That is, Decision is *C* (Conditional Offer) in an RD transaction.
Delayed Conditional	You delay the conditional offer. That is, Decision is *D* (Delayed Confirmation Decision) in an RD transaction.

For an applicant, you can enter the institution decision and view the applicant reply on the Initial Decision Entry page and the Decision Processing page.

See Entering an Initial Admission Decision for a UCAS Application Choice

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See Entering or Updating an Admission Decision for a UCAS Application Choice

See Entering a Decision for Multiple UCAS Application Choices

UCAS Confirmation Amendments

When you receive Confirmation amendments from UCAS, the system uses the UCAS Confirmation Amendments group box values to update the Campus Solution application records (related to the imported UCAS application data). The following table describes when the system uses the program action and the reason values for the UCAS Confirmation amendments:

Program Action and Action Reason Values For	***Used by the System When***
UF Elsewhere	The applicant is UF (unconditional firm) at another institution and the local choice is UI (unconditional insurance) or CI (conditional insurance).
Clearing Elsewhere	Another institution has accepted the applicant through Clearing.
Adjustment Decline	Another institution has accepted the applicant through Adjustment.
UI to UF at Confirmation	An unconditional insurance offer becomes firm as a result of the applicant's conditional firm choice being rejected at Confirmation. That is, Decision is *U,* Reply is *F,* and the previous Reply value was *I.*
CI to CF at Confirmation	The applicant's CF choice is rejected during Confirmation and UCAS updates the applicant's existing CI choice to CF. That is, Decision is *C,* Reply is *F,* and the previous Reply value was *I.*

UCAS Enquiry

Bundle 38. StarZ1 processing updates.

During the Clearing and Adjustment processes, the system uses the UCAS Enquiry group box values to create or update the Campus Solutions application records. The following table describes when the system uses the program action and the reason values for the UCAS Clearing and Adjustment decisions:

Program Action and Action Reason Values For	***Used by the System When***
Adjustment Acceptance	You import Adjustment applications (for which the institution has sent AD transactions) and the system updates the corresponding Campus Solutions application record.
Clearing Application	You import Clearing applications and the system creates the corresponding Campus Solutions application records for the imported Clearing applications.

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Program Action and Action Reason Values For	*Used by the System When*
Clearing Acceptance	You create a RX transaction (with Decision = A) and the system updates the corresponding Campus Solutions application record. You import an accepted Clearing application and the system creates a new Campus Solution application record for the accepted Clearing application (new application). You import an accepted Clearing decision (Result = A) and the system updates the Campus Solution application record with the result (existing application).
Clearing Rejection	You create a RX transaction (with Decision = R) and the system updates the corresponding Campus Solutions application record. You import a rejected Clearing decision (Result = R) and the system updates the Campus Solution application record with the result (existing application).
Release to Clearing	You create a RR transaction to notify UCAS that the applicant is released into Clearing and the system updates the corresponding Campus Solutions application record.
RPA Applicant (record of prior acceptance applicant)	EAS in ivStarK is *R,* and the system updates the corresponding Campus Solutions application record.

Scenarios

The following scenarios show how Campus Solutions uses the values set up on the Confirmation page:

Scenario 1: Importing new Clearing applications (that is, application choice number 9 does not exist in the database)

1. For Clearing Application, enter the program action *APPL* (Application) and action reason *CAP.* For Clearing Acceptance, enter the program action *ADMT* and action reason *CAC.* For Clearing rejection, enter the program action *DENY* and action reason *CR.*

2. The Import Applicant Data Application Engine (SAD_UC_IMPAP) process imports UCAS Clearing application records from ivStarZ1. The imported UCAS Clearing application records have a choice number of *9.*

3. If the Result value in ivStarZ1 is *null* for the Clearing application, the system creates a corresponding Campus Solutions application record with a program action of *APPL* and action reason of *CAP.*

4. If the Result value in ivStarZ1 is *A* for the Clearing application, the system creates a corresponding Campus Solutions application record with a program action of *ADMT* and action reason of *CAC.*

5. If the Result value in ivStarZ1 is *R* for the Clearing application, the system creates a corresponding Campus Solutions application record with a program action of *DENY* and action reason of *CR.*

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6. For the new Clearing Campus Solutions application record that has a program action of *APPL,* you enter a decision *A.* After entering the decision you generate the RX transaction. In this case, the system updates the Campus Solutions application record with the program action of *ADMT* and action reason *CAC.*

Scenario 2: Confirming offers

1. For the Accept Firm decision enter a program action of *ADMT* and action reason of *COF.*
2. Click Accept on the UCAS Confirmation page for a UCAS application that has a conditional offer. If required, approve the acceptance of the admission offer.
3. Select the Generate Transaction check box on the Transaction Processing page and run the Transaction Processing process to generate a transaction for the Confirmation decision.
4. The system assigns the program action *ADMT* and action reason *COF* to the Campus Solutions application record for the corresponding UCAS application.

Scenario 3: Importing Adjustment Applications

1. For the Adjustment Acceptance decision, enter a program action of *ADMT* and action reason of *ADA.*
2. The Import Applicant Data process imports UCAS adjustment (choice number 6) records from ivStarC. For applications, which the institution has already sent AD transactions to UCAS, the incoming decision value is *U* and reply value is *F.*
3. If the incoming decision value is not *U,* the system creates a corresponding Campus Solutions application record with a program action of *APPL* and the action reason that you had set up on the UCAS Application Import page.
4. If the incoming decision value is *U* and reply is *F,* the system updates the corresponding Campus Solutions application record with a program action of *ADMT* and action reason of *ADA.*
5. If the incoming decision value is *U,* reply is *D,* and Adjustment is not *D,* the system updates the corresponding Campus Solutions application record with the program action and action reason values that you had set up for Unconditional Decline on the UCAS Program Actions page.
6. For the new Adjustment Campus Solutions application record that has a program action of *APPL,* the institution generates an AD transaction. In this case, the system updates the Campus Solutions application record with the program action of *ADMT* and action reason of *ADA.*

Scenario 4: An applicant has been accepted by another institution through Adjustment. Your institution previously sent an unconditional offer or a confirmation acceptance to UCAS that the applicant has firmly accepted (the applicant has an application choice with a decision reply value of UF).

1. For the Adjustment Decline decision, enter a program action of *DENY* and action reason of *ADD.*
2. The Import Applicant Data process imports UCAS choice records from ivStarC.
3. If the incoming Adjustment value is *D* for an application choice that exists in your database, the process updates the decision-reply value from *UF* to *UD.* Also, the system updates the corresponding Campus Solutions application record with a program action of *DENY* and action reason of *ADD.*

Bundle 38. Updated StarZ1 processing for new scenario.

Scenario 5: Importing updated Clearing applications.

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After a Decision has been made for a choice but before the applicant replies, any changes to course details, term or entry point made at UCAS can lead to the adding of a new row in the Campus Solutions application. Consequently, the earlier offer row generated by the LD/LA transaction is no longer the latest. In this scenario,

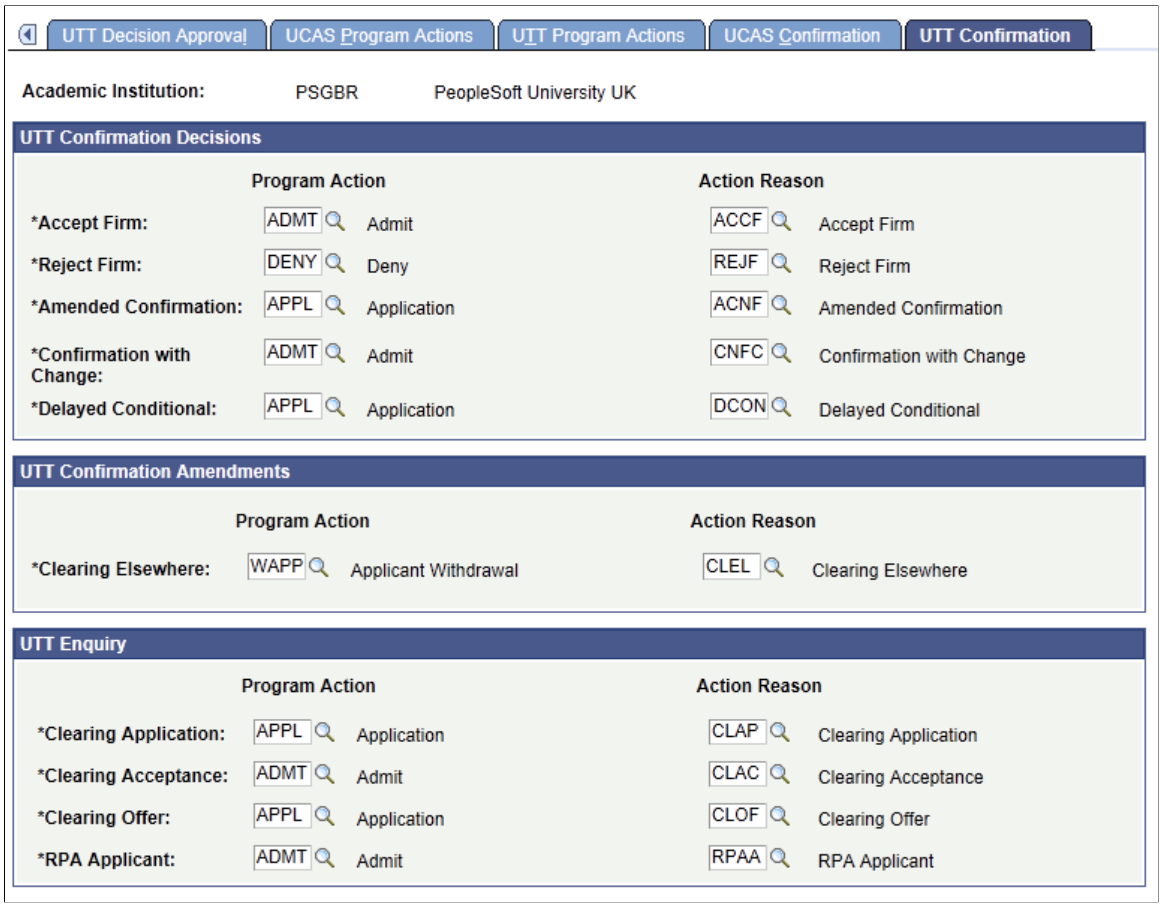
- If the incoming Result = A and the Reply is not D, add a new row for Clearing Acceptance.
- If the incoming Result = A and Reply is D and the Campus Solutions application is not already withdrawn (application status is not Cancelled from WADM or WAPP program action), add a new row for Unconditional Decline.
- If the incoming Result = R, add a new row for Clearing Rejection.

Setting Up UTT Program Action Reasons for Confirmation and Clearing Elsewhere

Access the UTT Confirmation page (Set Up SACR, Product Related, Recruiting and Admissions, UCAS, UCAS Configuration, UTT Confirmation).

Image: UTT Confirmation page

This example illustrates the fields and controls on the UTT Confirmation page. You can find definitions for the fields and controls later on this page.



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UTT Confirmation Decisions

When the system generates UTT Confirmation transactions, it uses the UTT Confirmation Decisions group box values to update the Campus Solution application records (related to the imported UTT application data). The following table describes when the system uses the program action and the reason values for the UTT Confirmation decisions:

Program Action and Action Reason Values For	***Used by the System When***
Accept Firm	The institution confirms acceptance for a conditional firm application (Decision is *A* and Reply is *F*). Also, the system uses this action in ivgStarG update processing when you change the Reply to *F,* the Decision is *U,* and previously the application was *CF.*
Reject Firm	The institution confirms rejection for a conditional firm application (Decision is *R,* and Reply is *F).*
Amended Confirmation	You change a Confirmation decision and a new RD transaction is generated.
Confirmation with Change	You change Course, Campus, Modular, Part Time, Entry Year, or Entry Month as part of a Confirmation decision (Decision is *C* in an RD transaction).
Delayed Conditional	You delay the conditional offer. That is, Decision is D (Delayed Confirmation Decision) in an RD transaction.

UTT Confirmation Amendments

When you receive UTT Confirmation amendments, the system uses the UTT Confirmation Amendments group box values to update the Campus Solution application records (related to the imported UTT application data). The following table describes when the system uses the program action and the reason values for the UTT Confirmation amendments:

Program Action and Action Reason Values For	***Used by the System When***
Clearing Elsewhere	An applicant was accepted through Clearing at another institution.

UTT Enquiry

When the system generates UTT Enquiry transactions, it uses the UTT Enquiry group box values to create or update the Campus Solution application records (related to the imported UTT application data). The following table describes when the system uses the program action and the reason values for the UTT Enquiry decisions:

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Program Action and Action Reason Values For	***Used by the System When***
Clearing Application	You import Clearing applications and the system creates the corresponding Campus Solutions application records for the imported Clearing applications.
Clearing Acceptance	You import an accepted Clearing application that has Decision = *U* (Unconditional Offer) or *A* and the system creates a new Campus Solution application record for the accepted Clearing application. You create a RX transaction (Decision is *U)* and the system updates the corresponding Campus Solutions application record.
Clearing Offer	You import an accepted Clearing application that has Decision = *C* (Conditional Offer) and the system creates a new Campus Solution application record for the accepted Clearing application. You create a RX transaction (Decision is *C)* and the system updates the corresponding Campus Solutions application record.
RPA Applicant	EAS in ivStarK is *R,* and the system updates the corresponding Campus Solutions application record.

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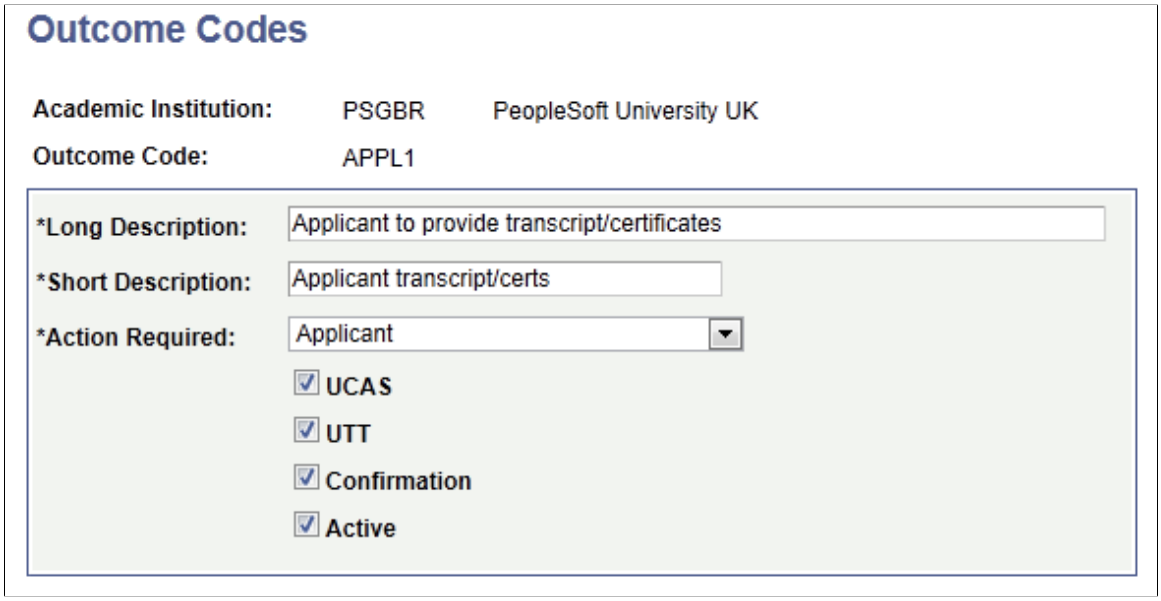
Setting Up Outcomes for Enquiries and Notes

Access the Outcome Codes page (Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Outcome Codes).

Image: Outcome Codes page

This example illustrates the fields and controls on the Outcome Codes page . You can find definitions for the fields and controls later on this page.



Action Required Select a value that allows you to filter the outcome codes on the UCAS Confirmation Enquiries page, and UCAS and UTT Application Notes pages.

Values are *Applicant, Institution,* and *None.*

UCAS Select to have the outcome code available for selection on the UCAS Application Notes and UCAS Confirmation Enquiries pages.

UTT Select to have the outcome code available for selection on the UTT Application Notes page.

Confirmation Select to have the outcome code available for selection on the UCAS Confirmation Enquiries page.

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Mapping UCAS Attendance Types

Access the Attendance Type page (Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Mappings, Attendance Type).

Image: Attendance Type page

This example illustrates the fields and controls on the Attendance Type page. You can find definitions for the fields and controls later on this page.

Map the UCAS attendance types to Campus Solutions academic load values.

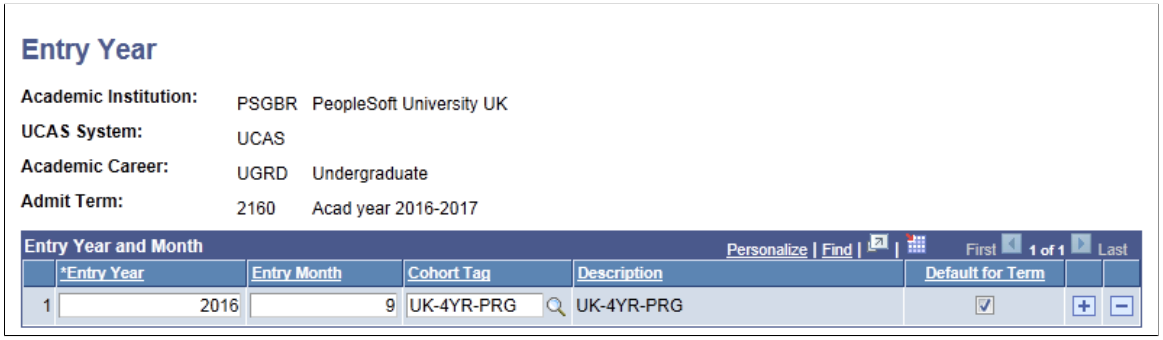
Note: When you import UCAS application data, the system uses the mapped academic load to create the related Campus Solutions application records.

Mapping UCAS and UTT Entry Years and Months

Access the Entry Year page (Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Mappings, Entry Year).

Image: Entry Year page

This example illustrates the fields and controls on the Entry Year page. You can find definitions for the fields and controls later on this page.



Entry Year

Enter the UCAS entry year in the format YYYY.

Entry Month

Enter a number between 1 and 12 to indicate the UCAS entry month. For example, if the month is January, enter *1*.

For non-modular UTT applications, enter *0*. UTT does not deliver an entry month value for non-modular UTT applications.

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If any incoming application does not have an entry month, the import process uses the mapping with 0 as the default.

Cohort Tag

Use this field if you are using the Program Enrollment functionality and you want the Import Applicant Data process to set this cohort value when it creates or updates Campus Solutions applications as part of the UCAS and UTT application import.

For information about Program Enrollment, refer to the Student Records - Program Enrollment documentation.

See "Understanding Program Enrollment" (PeopleSoft Campus Solutions 9.0: Student Records)

Default for Term

If you have mapped multiple combinations of entry year and month to a single admit term, select a default admit term for transactions that you send to UCAS.

Note: When you import the UCAS application data, the system uses the mapped admit term to create or update the related Campus Solutions application records.

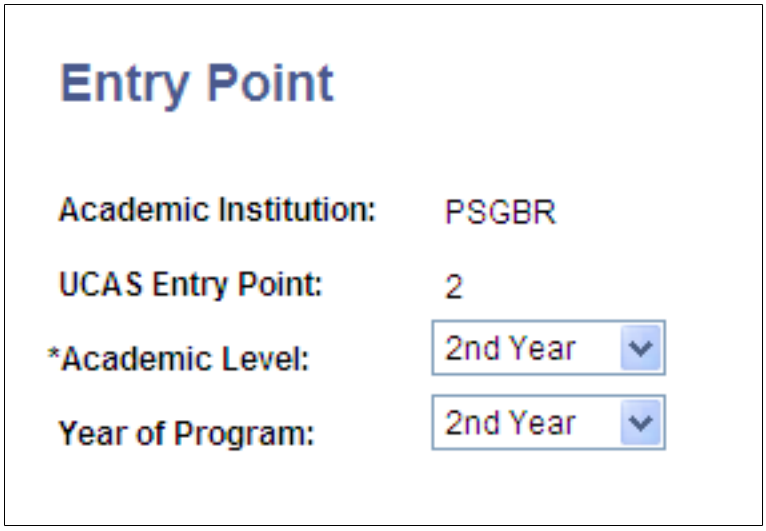
Note: It is recommended that you define entry year mappings for a single career for each combination of institution and UCAS system.

Mapping UCAS Entry Points

Access the Entry Point page (Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Mappings, Entry Point).

Image: Entry Point page

This example illustrates the fields and controls on the Entry Point page. You can find definitions for the fields and controls later on this page.



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Note: When you import UCAS application data, the system uses the mapped academic level and year of program to create the related Campus Solutions application records. If the year of program is not mapped, then the system sets the value in Application Program Data page to *00* (not set).

UCAS admission entry points range from 0 for foundation year and 1 through 5 for first through fifth year entry. Entry point is not used in UTT admissions. Therefore, for UTT you need not map entry points with academic levels and careers. The system uses the default academic level that you defined on the UTT Application Import page for UTT applications.

Mapping UCAS Housing Interest

Access the Home page (Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Mappings, Home).

Values for the Housing Interest field are delivered with your system as translate values. Values are *Commuter, Off Campus Housing,* and *On Campus Housing.*

Note: When you import UCAS application data, the system populates the mapped Campus Solutions housing interest into the related Campus Solutions application records.

Mapping UCAS Titles

Access the Title page (Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Mappings, Title).

Image: Title page

This example illustrates the fields and controls on the Title page. You can find definitions for the fields and controls later on this page.

Name Prefix values are defined in HRMS (Set Up HRMS, Foundation Tables, Personal, Name Prefix).

Note: When you import UCAS application choices, the system populates the mapped name prefixes into the related Campus Solutions name records.
If a UCAS Title value is not mapped to a name prefix, then the system uses the UCAS Title value as the prefix in the name record.

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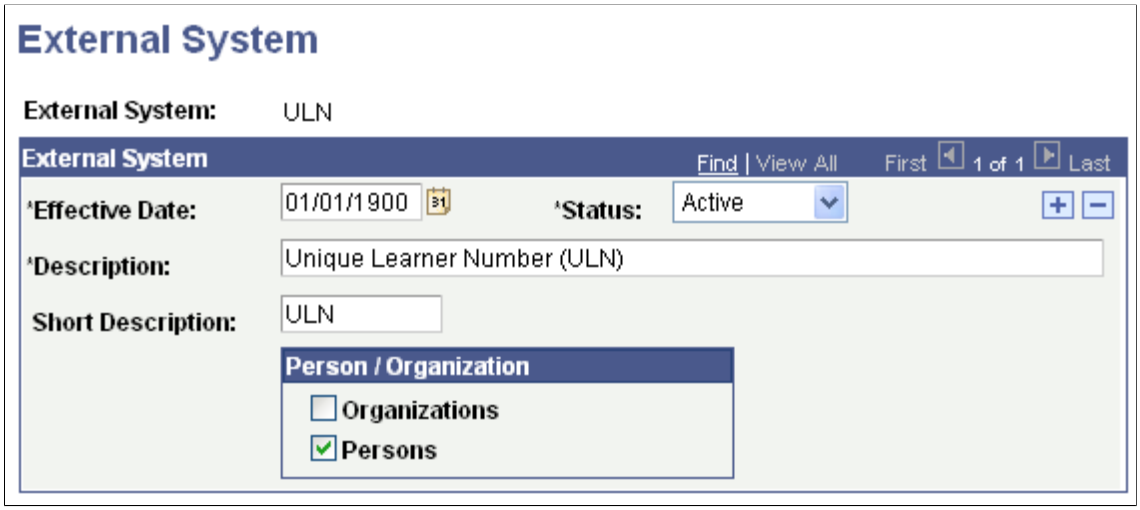
Defining External Systems

Access the External System page (Set Up SACR, Product Related, Campus Community, Define Campus Community, Set Up, Define External Systems).

Image: External System page

This example illustrates the fields and controls on the External System page. You can find definitions for the fields and controls later on this page.



Define the following external systems codes listed in the following table.

External System Code	*Description*
GT	UTT Personal ID (UTTPERID)
ISA	Ind Safeguarding Auth (ISA)
NIN	National Insurance No (NIN)
SCN	Scottish Candidate Number (SCN)
UC	UCAS Personal ID (UCASPERID)
ULN	Unique Learner No (ULN)

You must define the codes as shown in the table but you can modify the description.

The system uses this setup to track applicant IDs imported from UCAS. To view the imported IDs for an applicant, use the External System page (Campus Community, Personal Information, Identification, External System ID).

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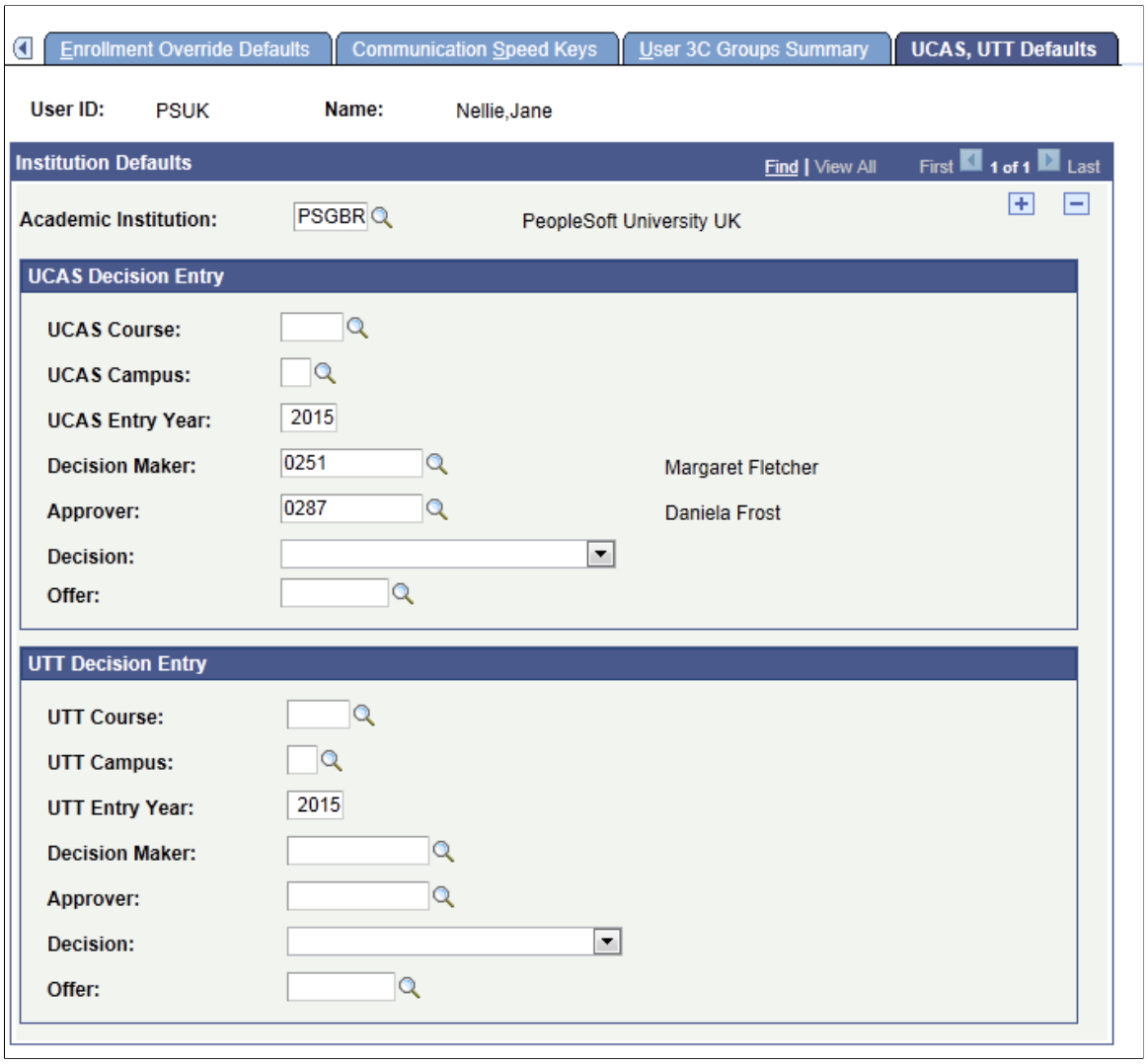
Setting Up UCAS and UTT User Defaults

Access the UCAS, UTT Defaults page (Set Up SACR, User Defaults, UCAS, UTT Defaults).

Image: UCAS, UTT Defaults page

This example illustrates the fields and controls on the UCAS, UTT Defaults page . You can find definitions for the fields and controls later on this page.



The system uses the defaults that you set up here to populate data in the UCAS pages. The default values that you set up here can be overridden on any page in the system.

Although setting user defaults can save time and minimize data entry errors, doing so is optional.

To set up user defaults for the Academic Institution, Term, Career, and Academic Program fields, select Set Up SACR, User Defaults, User Defaults 1. To set up user defaults for the Application Center field, select Set Up SACR, User Defaults, User Defaults 2.

If your institution does not have HRMS installed, the Decision Maker and Approver lookups do not have access to the database table that differentiates staff members from the other person records (such as students). Therefore, if HRMS is not installed, the lookups will display all person records. The same logic

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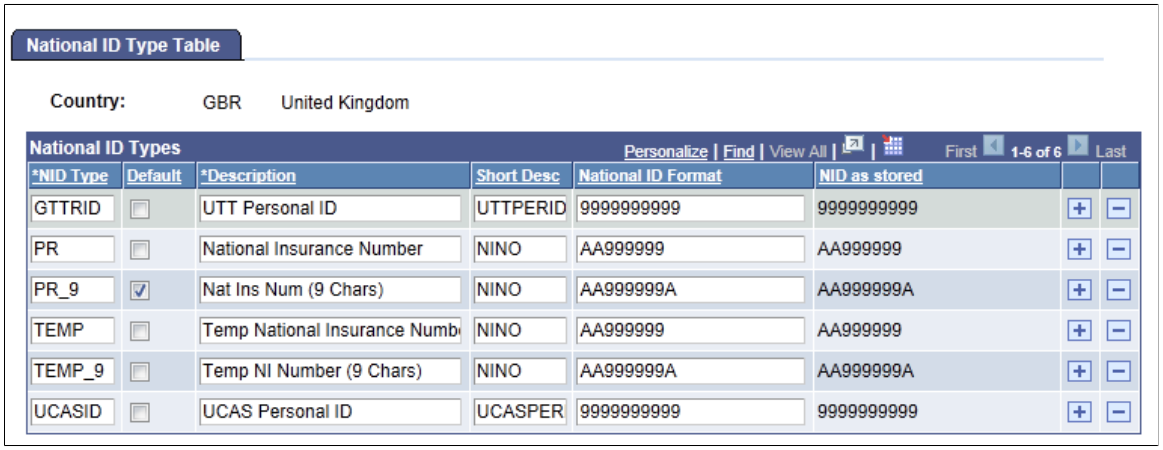
applies to other pages where Decision Maker or Approver lookups exist (for instance, the UCAS Decision Processing page).

Setting Up National ID Types for Country Code GBR

Access the National ID Type Table page (Set Up HRMS, Foundation Tables, Personal, National ID Type).

Image: National ID Type Table page

This example illustrates the fields and controls on the National ID Type Table page. You can find definitions for the fields and controls later on this page.



You must define UCASID and GTTRID as National ID types as described in the following table:

NID Type (maximum 6 characters)	*Default*	*Description (maximum 30 characters)*	*Short Desc (maximum 10 characters)*	*National ID Format (maximum 20 characters)*
UCASID	No	UCAS Personal ID	UCASPERID	9999999999 (10 digits)
GTTRID	No	UTT Personal ID	UTTPERID	9999999999 (10 digits)

The Import Applicant Data process uses the UCASID and GTTRID NID types to import UCAS and UTT applications.

Processing UCAS and UTT Reference Data

This section provides an overview of reference data processing and discusses how to:

- Import reference data.
- Review and map UCAS courses.
- Review and map UTT courses.
- Review and map area of permanent residence.

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- Review and map disability data.
- Review and map ethnicity data.
- Review and map residential category data.
- Review and map country data.
- Review and map nationality data.
- Review and map exam level data.

Understanding UCAS and UTT Reference Data Processing

You must process reference data before importing applications. To process reference data, first run the Import Reference Data Application Engine (SAD_UC_IMREF) process to import the reference data. Then, use the Reference Data pages to view the imported reference data in the Campus Solutions tables.

If you selected the Import Live check box on the UCAS Configuration page, the system loads the data from UCAS into the staging tables and then into the Campus Solutions tables.

If you did not select the Import Live check box, the system loads the data from the staging tables into the Campus Solutions tables. The following table lists the staging tables that store the reference data:

Staging Table	***Stores Data Imported From***
PS_SAD_UC_I_SCHCTX	cvRefSchoolContextualData
PS_SAD_UC_I_INST	cvInstitution
PS_SAD_UC_I_REGION	cvnRefRegion
PS_SAD_UC_I_CVCOURSE	cvCourse
PS_SAD_UC_I_CVGCOURSE	cvgCourse
PS_SAD_UC_I_KEYWORD	cvRefKeyword
PS_SAD_UC_I_SCHOOL	cvSchool
PS_SAD_UC_I_SCHOOLCONT	cvSchoolContact
PS_SAD_UC_I_SCHOOLTYPE	cvRefSchoolType
PS_SAD_UC_I_ESTGROUP	cvRefEstGroup
PS_SAD_UC_I_APR	cvRefAPR
PS_SAD_UC_I_DIS	cvRefDis
PS_SAD_UC_I_ETHNIC	cvRefEthnic
PS_SAD_UC_I_RESCAT	cvRefResCat
PS_SAD_UC_I_COUNTRY	cvRefCountry

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Staging Table	*Stores Data Imported From*
PS_SAD_UC_I_NATIONLTY	cvRefNationality
PS_SAD_UC_I_POCC	cvRefPOCC
PS_SAD_UC_I_SOCCLASS	cvRefSocialClass
PS_SAD_UC_I_SOCIOECON	cvRefSocioEconomic
PS_SAD_UC_I_CARE	cvRefCare
PS_SAD_UC_I_SPONSOR	cvRefPrepSponsor
PS_SAD_UC_I_SCHOOLYEAR	cvRefSchoolYear
PS_SAD_UC_I_PARENTHE	cvRefParentinHE
PS_SAD_UC_I_FEE	cvRefFee
PS_SAD_UC_I_EBLSUBJ	cvEBLSubject
PS_SAD_UC_I_AWARDBODY	cvRefAwardBody
PS_SAD_UC_I_EXAM	cvRefExam
PS_SAD_UC_I_SUBJ	cvRefSubj
PS_SAD_UC_I_UNITS	cvRefUnits
PS_SAD_UC_I_OEQ	cvRefOEQ
PS_SAD_UC_I_DEGRSUBJ	cvgRefDegreeSubject
PS_SAD_UC_I_GDTYPE	cvgRefHighestExpectedQualType
PS_SAD_UC_I_OFFABBR	cvRefOfferAbbrev
PS_SAD_UC_I_UVOFFABBR	uvOfferAbbrev
PS_SAD_UC_I_STATUS	cvRefStatus
PS_SAD_UC_I_OFFERSUBJ	cvRefOfferSubj
PS_SAD_UC_I_ERROR	cvRefError
PS_SAD_UC_I_CVAMEND	cvRefAmendments
PS_SAD_UC_I_POCC10	cvRefPOCC2010
PS_SAD_UC_I_CVGAMEND	cvgRefAmendments
PS_SAD_UC_I_CAREDUR	cvRefCareDuration
PS_SAD_UC_I_TARIFF	cvRefTariff

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Staging Table	*Stores Data Imported From*
PS_SAD_UC_I_LEA	cvRefLea
PS_SAD_UC_I_GENIDE	cvRefGenIdenDiff
PS_SAD_UC_I_SEXORT	cvRefSexOrientation
PS_SAD_UC_I_RELBLF	cvRefReligionBelief

If you selected both the UTT and UCAS check boxes on the UCAS Configuration page, the system loads both the UCAS and UTT reference data.

The system imports cvRefSchoolContextualData data only if you have selected the Contextual Data check box and the UCAS Cycle is *2012* or greater on the UCAS Configuration page.

After loading the reference data, you need to use the Reference Data pages to map the UCAS values to the Campus Solutions values. For example, you must map the UCAS courses to the Campus Solutions careers, programs, and plans. Additionally, you can use the Reference Data pages to review whether the Import Reference Data process imported all the required data.

For information about the fields on the Reference Data pages that display the imported data, refer to the ODBC-link Technical Manual.

All the Reference Data pages have Active and Imported check boxes. Clear the Active check box to deactivate a manually added reference data record.

The system enables the Active check box for records that you entered manually through the Reference Data pages. However, the system disables the Active check box for imported records. The exception to this rule is the Institution Offer Abbreviation page on which the Active check box is enabled for both imported and non-imported records.

The Imported check box indicates whether you imported or manually added the reference data. If you manually add the data on a Reference Data page, then the system clears the Imported check box.

For cvName/cvNameU and cvgName/cvgNameU, the system does not import the data into Campus Solutions. Therefore, staging tables do not exist for these views. The Personal ID look up icon directly queries these views to display the applicant values on the UCAS and UTT Enquiry Entry pages. If the Unicode check box is selected on the UCAS Configuration page, then the lookup queries the NameU version of the view.

If the configured cycle is 2015 or greater on the UCAS Configuration page, the Import Reference Data process imports the cvRefPOCC2010 view based on the date/time column POCCDate2010 of cvRefAmendments. POCCDate2010 indicates the date/time of the last changes to the cvRefPOCC2010 view.

From 2015 cycle onwards, the process does not import cvRefSocialClass.

The Import Reference Data process imports records for the local institution code (that you define on the UCAS Configuration page) from cvgCourse. In order to also import the course records of associated institutions for Schools Direct applications, you must select the Accredited Institution check box for the institution on the Institution page (Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Reference Data, Institution) and the Override Timestamp value for the cvgCourse view must be set back to ensure that all the required records are imported the next time Import Reference Data process is run.

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The Override Timestamp value is set on the Internal Timestamp page. For more information, see Defining a Timestamp for Re-importing Data

Pages Used to Process UCAS and UTT Reference Data

Page Name	*Definition Name*	*Navigation*	*Usage*
Import Reference Data	SAD_UC_IMP_REF_PRC	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Import Reference Data	Import UCAS reference data into your database.
UCAS Courses	SAD_UC_COURSE	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Mappings, UCAS Course	View the imported cvCourse data or manually enter the UCAS course data into your database. Also, map a UCAS course with a Campus Solutions academic career, program, plan, subplan, application center, and campus.
Area of Permanent Residence	SAD_UC_APR	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Mappings, Area of Permanent Residence	View the imported cvRefAPR domicile data or manually enter the APR data into your database. Also, map the UCAS domicile to the Campus Solutions country code.
Country	SAD_UC_CNTRY	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Mappings, Country	View the imported cvRefCountry data or manually enter the UCAS country data into your database. Also, map the UCAS country code to the Campus Solutions country code.
Disability	SAD_UC_DIS	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Mappings, Disability	View the imported cvRefDis data or manually enter the UCAS disability data into your database. Also, map the UCAS disability code to the Campus Solutions disability code and type of impairment.
Ethnic	SAD_UC_ETHNIC	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Mappings, Ethnic	View the imported cvRefEthnic data or manually enter the UCAS ethnic data into your database. Also, map the UCAS ethnicity code to the Campus Solutions set ID, regulatory region, and ethnicity group.

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Page Name	*Definition Name*	*Navigation*	*Usage*
Nationality	SAD_UC_NATION	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Mappings, Nationality	View the imported cvRefNationality data or manually enter the UCAS nationality data into your database. Also, map the UCAS nationality code to the Campus Solutions country and citizenship codes.
Residential Category	SAD_UC_RESCAT	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Mappings, Residential Category	View the imported cvRefResCat data or manually enter the UCAS residential category data into your database. Also, map the UCAS residential category code to the Campus Solutions residency code.
Exam Levels	SAD_UC_EXAM	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Mappings, Exam Levels	View the imported cvRefExam data or manually enter the UCAS exam level data into your database. Also, map the UCAS exam level to the Campus Solutions qualification type.
EBL Subject	SAD_UC_EBLSUB	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Reference Data, EBL Subject	View the imported cvEBLSubject data or manually enter the UCAS EBL Subject data into your database.
Institution	SAD_UC_INST	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Reference Data, Institution	View the imported cvInstitution data or manually enter the UCAS institution data into your database.
NHS Region	SAD_UC_REGION	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Reference Data, NHS Region	View the imported cvnRefRegion data or manually enter the NHS Region data into your database.
Awarding Body	SAD_UC_AWDBDY	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Reference Data, Awarding Body	View the imported cvRefAwardBody data or manually enter the UCAS awarding body data into your database.
In Care	SAD_UC_CARE	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Reference Data, In Care	View the imported cvRefCare data or manually enter the UCAS In Care data into your database.

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Page Name	Definition Name	Navigation	Usage
In Care Duration	SAD_UC_CAREDUR	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Reference Data, In Care Duration	View the imported cvRefCareDuration data or manually enter the UCAS In Care Duration data into your database.
Error Code	SAD_UC_ERROR	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Reference Data, Error Code	View the imported cvRefError data or manually enter the UCAS Error Code data into your database.
Establishment Group	SAD_UC_ESTGRP	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Reference Data, Establishment Group	View the imported cvRefEstGroup data or manually enter the UCAS establishment group data into your database.
Fee Payer	SAD_UC_FEE	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Reference Data, Fee Payer	View the imported cvRefFee data or manually enter the UCAS fee payer data into your database.
Keyword	SAD_UC_KEY	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Reference Data, Keyword	View the imported cvRefKeyword data or manually enter the UCAS keyword data into your database.
LEA	SAD_UC_LEA	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Reference Data, LEA	View the imported cvRefLea data or manually enter the LEA codes into your database.
Other Exam Qualifications	SAD_UC_OEQ	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Reference Data, Other Exam Qualifications	View the imported cvRefOEQ data or manually enter the UCAS Other Exam Qualifications data into your database.
Offer Abbreviation	SAD_UC_COFABB	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Reference Data, Offer Abbreviation	View the imported cvRefOfferAbbrev data.
Offer Subject	SAD_UC_OFFSUB	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Reference Data, Offer Subject	View the imported cvRefOfferSubj data or manually enter the UCAS Offer Subject data into your database.
Parent in Higher Education	SAD_UC_PARHE	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Reference Data, Parent in Higher Education	View the imported cvRefParentinHE data or manually enter the UCAS Parent in Higher Education data into your database.

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Page Name	*Definition Name*	*Navigation*	*Usage*
Parental Occupation	SAD_UC_POCC	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Reference Data, Parental Occupation	View the imported cvRefPOCC data or manually enter the UCAS Parental Occupation data into your database.
Parental Occupation 2010		Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Reference Data, Parental Occupation 2010	View the imported cvRefPOCC2010 data or manually enter the UCAS Parental Occupation 2010 data into your database.
Sponsor	SAD_UC_PRESPN	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Reference Data, Sponsor	View the imported cvRefPrepSponsor data or manually enter the UCAS sponsor data into your database.
School	SAD_UC_SCHOOL	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Reference Data, School	View the imported cvSchool and cvSchoolContact data. Click the External Org Details link to update or view the details of the External Organization that is mapped to the school.
School Contextual Data	SAD_UC_SCH_CTXT	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Reference Data, School Contextual Data	View the imported cvRefSchoolContextualData data or manually enter the School Contextual data into your database.
School Type	SAD_UC_SCHTYP	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Reference Data, School Type	View the imported cvRefSchoolType data or manually enter the UCAS school type data into your database.
School Year	SAD_UC_SCHYR	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Reference Data, School Year	View the imported cvRefSchoolYear data or manually enter the UCAS school year data into your database.
Social Class	SAD_UC_SOCCLS	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Reference Data, Social Class	View the imported cvRefSocialClass data or manually enter the UCAS social class data into your database.
Socio Economic	SAD_UC_SOCECO	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Reference Data, Socio Economic	View the imported cvRefSocioEconomic data or manually enter the UCAS Socio Economic data into your database.

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Page Name	*Definition Name*	*Navigation*	*Usage*
Status	SAD_UC_STATUS	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Reference Data, Status	View the imported cvRefStatus data or manually enter the UCAS status data into your database.
Subject	SAD_UC_SUB	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Reference Data, Subject	View the imported cvRefSubj data or manually enter the UCAS subject data into your database.
Units	SAD_UC_UNITS	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Reference Data, Units	View the imported cvRefUnits data or manually enter the UCAS unit data into your database. Bundle 38. Two columns added to the cvRefUnits view: UNITVALUE and GRADED.
Institution Course Keyword	SAD_UC_CRSKEY	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Reference Data, Institution Course Keyword	View the imported uvCourseKeyword data or manually enter the UCAS Institution Course Keyword data into your database. If required, update or add keywords that users can use to search for the course in the UCAS course web search utility.
Institution Offer Abbreviation	SAD_UC_UOFABB	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Reference Data, Institution Offer Abbreviation	View the imported uvOfferAbbrev data or manually enter the UCAS Institution Offer Abbreviation data into your database.
Tariff Scores	SAD_UC_TARIFF	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Reference Data, Tariff Scores	View the imported cvRefTariff data or manually enter the UCAS tariff data into your database.
UTT Course	SAD_UC_GCOURSE	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Mappings, UTT Course	View the imported cvgCourse data or manually enter the UTT course data into your database. Also, map a UTT course with a Campus Solutions academic career, program, plan, sub-plan, application center, and campus.
UTT Degree Subject	SAD_UC_GDSUB	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Reference Data, UTT Degree Subject Table	View the imported cvgRefDegreeSubject data or manually enter the UTT degree subject data into your database.

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Page Name	*Definition Name*	*Navigation*	*Usage*
UTT Qualification Type	SAD_UC_GDTYPE	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Reference Data, UTT Qualification Type	View the imported cvgRefHighest ExpectedQualType data or manually enter the UTT qualification type data into your database.
Regional	EXT_ORG_TBL_REG	Campus Community, Organization, Create/ Maintain Organizations, Organization Table, Regional	View the imported cvSchool data or manually enter the UCAS school data into your database. The system enables the UK UCAS School Data region only if you select the HESA, UCAS check box on the SA Features page.
Gender Identity Difference		Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Reference Data, Gender Identity Difference	View the imported cvRefGenIdenDiff data or manually enter the gender identity difference data into your database.
Religion/Belief		Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Reference Data, Religion/ Belief	View the imported cvRefReligionBelief data or manually enter the religion or belief data into your database.
Sexual Orientation		Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Reference Data, Sexual Orientation	View the imported cvRefSexOrientation data or manually enter the sexual orientation data into your database.

Importing Reference Data

Access the Import Reference Data page (Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Import Reference Data).

The Import Reference Data process imports reference data based on UCAS timestamps. After the process runs, you can view the latest timestamp information on the Internal Timestamp page.

For more information about the Internal Timestamp page, see Defining a Timestamp for Re-importing Data

Import Live

Indicates how the Import Reference Data process loads data into the Campus Solutions tables.

You cannot select or clear this check box. The system selects this check box if you selected the Import Live check box on the UCAS Configuration page.

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If the system selects the check box, the import process loads the data into the staging tables and then into the Campus Solutions tables. If the system does not select the check box, the import process loads the data from the staging tables into the Campus Solutions tables.

Academic Institution

Enter the academic institution for which you want to import the data.

Create/Update External Org Rec

Select this check box to instruct the process to create or update an external organization record for the imported school.

If you select this option, and if the process does not find a corresponding external organization record for the imported school, it creates an external organization record. You can view this external organization record using the Organization Table page (Campus Community, Organization, Create/Maintain Organizations, Organization Table).

If you select this option, and if the process finds a corresponding external organization record that needs to be updated, it creates a new effective dated record in the Organization Table page. For example, suppose a school's contact email ID has changed and the school already has an associated external organization record in Campus Solutions. When you import the school reference data, the process inserts a new record with the new email ID of the contact.

If the check box is cleared, the process imports the cvSchool and cvSchoolContact records into the Campus Solutions tables but does not create eternal organization records.

Creation of External Org records can cause the process to run slowly. Therefore, you can first run the Import Reference Data process without selecting this check box. Then you can run the process again with the Create/Update External Org Rec check box selected to create the external organization records.

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Reviewing and Mapping UCAS Courses

Access the UCAS Course page (Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Mappings, UCAS Course).

Image: UCAS Course page

This example illustrates the fields and controls on the UCAS Course page . You can find definitions for the fields and controls later on this page.

Note: If the UCAS Campus value in cvCourse is *null* (that is, the institution does not have separate UCAS campus codes), then the Import Reference Data process imports the value as *. If you are adding course records manually, you need to add either a valid UCAS campus value or *.

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UCAS Timestamp Displays the date and time when UCAS updated the cvCourse view.

This field is read-only and only appears for imported records. For manually added records, this field is blank and you do not need to enter a value.

Mapping

You must map a Campus Solutions academic career, program, and plan for each combination of UCAS course code, entry year and entry month that may exist in an imported application choice. The remaining fields in the Mapping group box are optional. The system uses the mapped values when creating or updating the Campus Solutions application record related to the UCAS application choice.

If you do not map the Application Center and Campus values on this page, then the system uses the default values defined in the UCAS Application Import page.

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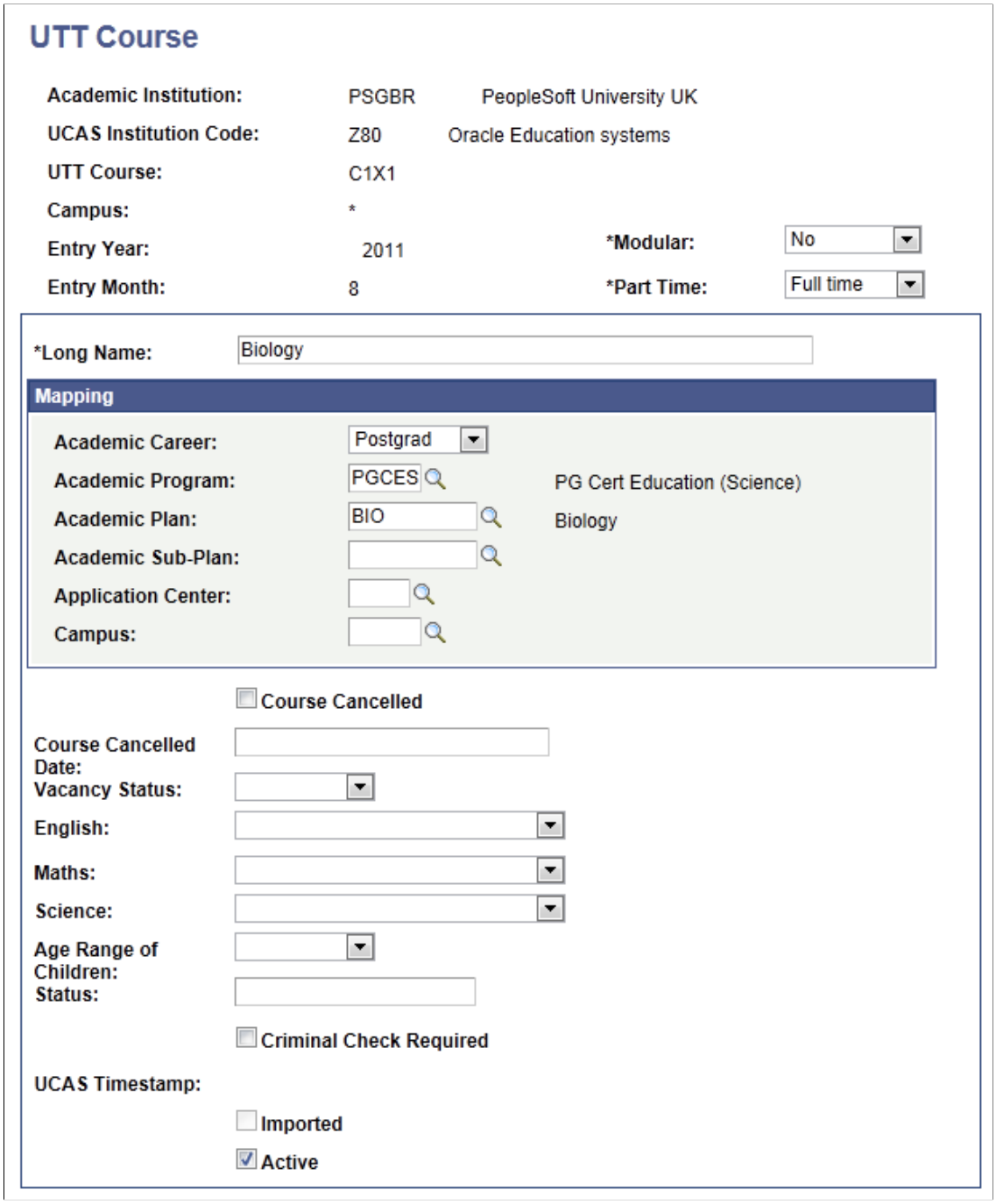
Reviewing and Mapping UTT Courses

Access the UTT Course page (Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Mappings, UTT Course).

Image: UTT Course page

This example illustrates the fields and controls on the UTT Course page. You can find definitions for the fields and controls later on this page.



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Note: If the UTT Campus value in cvgCourse is *null* (that is, the institution does not have separate UTT campus codes), then the Import Reference Data process imports the value as *. If you are adding course records manually, you need to add either a valid UTT campus value or *.

UCAS Timestamp Displays the date and time when UTT updated the cvgCourse view.

This field is read-only and only appears for imported records. For manually added records, this field is blank and you do not need to enter a value.

Mapping

You must map a Campus Solutions academic career, program, and plan for each combination of UTT course code, entry year and entry month that may exist in an imported application choice. The remaining fields in the Mapping group box are optional. The system uses the mapped values when creating or updating the Campus Solutions application record related to the UTT application choice.

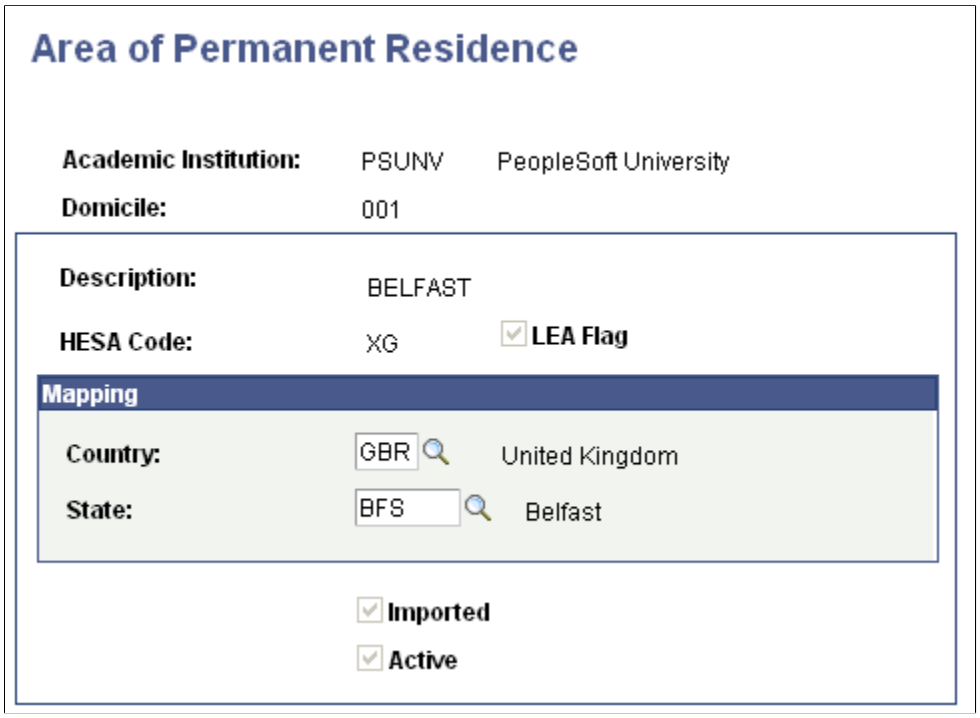
If you do not map the Application Center and Campus values on this page, then the system uses the default values defined in the UTT Application Import page.

Reviewing and Mapping Area of Permanent Residence

Access the Area of Permanent Residence page (Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Mappings, Area of Permanent Residence).

Image: Area of Permanent Residence page

This example illustrates the fields and controls on the Area of Permanent Residence page. You can find definitions for the fields and controls later on this page.



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Mapping

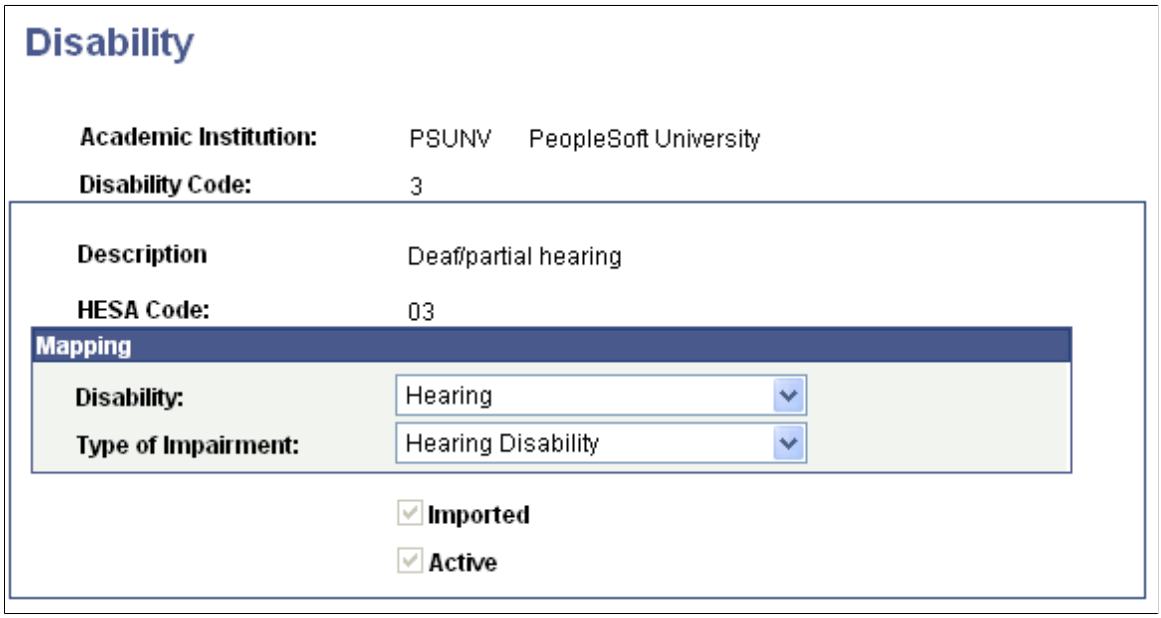
In the Country and the State fields, enter the Campus Solutions country and state codes to map to the UCAS domicile code.

Reviewing and Mapping Disability Data

Access the Disability page (Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Mappings, Disability).

Image: Disability page

This example illustrates the fields and controls on the Disability page. You can find definitions for the fields and controls later on this page.



Mapping

In the Disability and Type of Impairment fields, enter the Campus Solutions disability and type of impairment codes to map to the UCAS disability code.

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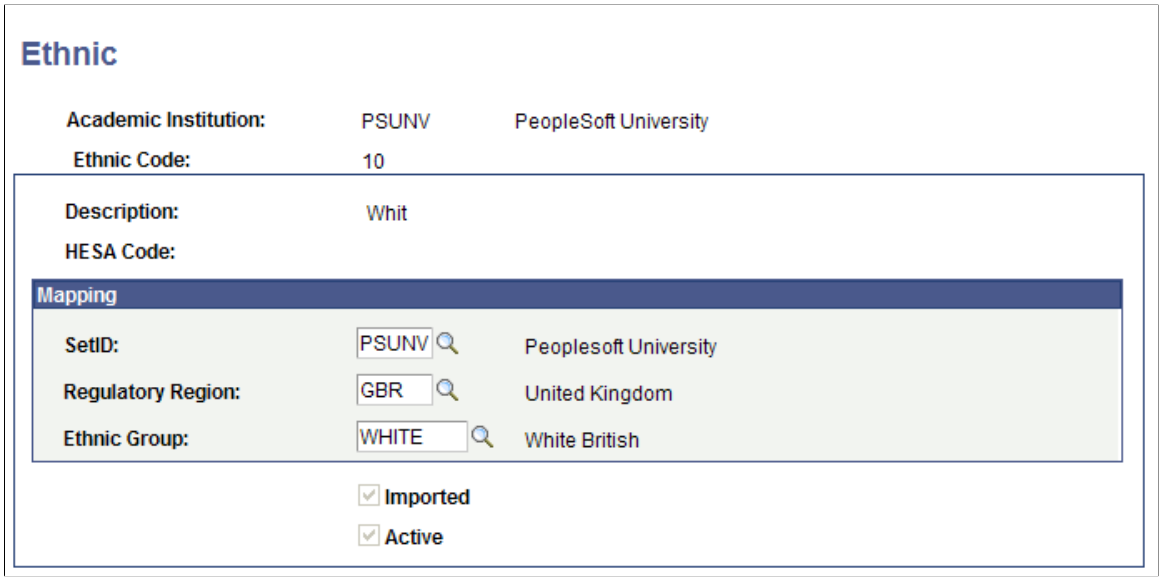
Reviewing and Mapping Ethnicity Data

Access the Ethnic page (Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Mappings, Ethnic).

Image: Ethnic page

This example illustrates the fields and controls on the Ethnic page. You can find definitions for the fields and controls later on this page.



Mapping

In the SetID field, enter the setID of your institution. In the Regulatory Region field, enter the Campus Solutions regulatory region code. In the Ethnic Group field, enter the Campus Solutions ethnic code to map to the UCAS ethnic code.

Reviewing and Mapping Residential Category Data

Access the Residential Category page (Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Mappings, Residential Category).

Mapping

In the Residency field, enter the Campus Solutions residency code to map to the UCAS residential category code.

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Reviewing and Mapping Country Data

Access the Country page (Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Mappings, Country).

Image: Country page

This example illustrates the fields and controls on the Country page. You can find definitions for the fields and controls later on this page.

Mapping

In the Country field, enter the Campus Solutions country code to map to the UCAS country code.

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Reviewing and Mapping Nationality Data

Access the Nationality page (Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Mappings, Nationality).

Image: Nationality page

This example illustrates the fields and controls on the Nationality page. You can find definitions for the fields and controls later on this page.

Mapping

In the Country and Citizenship Status fields, enter the Campus Solutions country and citizenship status codes to map to the UCAS nationality code.

Reviewing and Mapping Exam Level Data

Access the Exam Levels page (Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Mappings, Exam Levels).

Mapping

In the Qualification Type field, enter the Campus Solutions qualification type code to map to the UCAS exam level.

Importing UCAS and UTT Applications and Applicant Data

This section provides an overview of importing applications and applicant data into your database, and discusses how to:

- View the transaction setup.

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- Define the search/match criteria.
- Enter the applicant import parameters.
- Import new applicants.
- Import HESA data.
- Review and edit the suspense data.
- View, update, and delete application staging data.
- Define a timestamp for re-importing data.

Understanding Importing UCAS and UTT Applications and Applicant Data

When you import applicant data from UCAS, the system creates new person records in your database or updates details about existing person records. First, you must ensure that you are not going to create any duplicate data by setting up the search/match parameters. Then, you run the Import Applicant Data process to load the application and applicant data into your database. The search/match process determines if the person might already exist in your database. The purpose of the search/match is to prevent duplicate records. You can specify what you want the post process to do when search/match finds a match or multiple matches. It is recommended that you set the status as *Suspend* when you set up the search/match criteria for multiple matches. Based on the results of the search/match process, the import process can update the record in your database that matches the UCAS data if you are sure that the person in your database is the same person to whom the UCAS data relates.

If you selected the UCAS check box on the UCAS Configuration page, the Import Applicant Data process imports data from the UCAS iv views. If you selected the UTT check box on the UCAS Configuration page, the Import Applicant Data process imports data from the UTT iv views. If you selected both the UCAS and UTT check boxes, the Import Applicant Data process imports data from both the UCAS and UTT iv views.

If you selected the Import Live check box on the UCAS configuration page, the system loads the data from UCAS into the Campus Solutions tables through the staging tables.

If you did not select the Import Live check box because you have data in the staging tables, the system loads the data from the staging tables into the Campus Solutions tables. You can then use the Campus Solutions pages to review the data in the Campus Solutions tables.

The Import Applicant Data process imports data from the ivContextual view only if the Contextual check box is selected and the UCAS Cycle is *2012* or greater on the UCAS Configuration page. Also, the process imports data from the Unicode version of views, only if the Unicode check box is selected on the UCAS Configuration page. For example, if you have selected the Unicode check box, the process imports data from the Unicode views, such as ivStarAU and ivStarJU. Conversely, if you have not selected the Unicode check box, the process imports data from the standard views, such as ivStarA and ivStarJ.

You can view, update, or delete the suspended UCAS and UTT application data in the staging tables using the Staging Data pages. You can search for the suspended data based on various search parameters including import status, application code and personal ID.

The import process creates a corresponding Campus Solutions application record for each imported application choice. If an applicant has more than one ChoiceNo for an AppCode at your institution, the import process creates a separate Campus Solutions application record for each AppCode and ChoiceNo

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combination. You can use the Maintain Applications component to access the Campus Solutions application record. Each application record will have an effective date that indicates the date when you imported the application. If you import updates to the same application on different days, the system creates new application records with the different effective dates. If you import updates to the same application multiple times on a particular day, the system updates the Campus Solutions application record for that particular date. In addition to creating (or updating) the Campus Solutions application for an imported choice matching the local institution code that you have defined on the UCAS Configuration page, the process also creates (or updates) the Campus Solutions application for an imported UTT choice whose Accrediting Provider value matches the local institution code.

The import process also creates an application choice record in Campus Solutions for the imported UCAS application choice. You can use the UCAS Applications and UTT Applications components to view the imported application choice.

For more information about these two components, see Reviewing Imported UCAS and UTT Applications and Applicant Data

Suppose you are importing a UCAS or UTT choice and its decision value already exists in ivStarC or ivgStarG. For such a choice, when you run the import process for the first time, the process creates the Campus Solutions application and populates the Program Action and Action Reason of the Application Program Data record based on the following mappings set up on the program action page of the UCAS Configuration component:

UCAS processing - ivStarC:

- If Decision = I, use action/reason for *Interview*
- If Decision = F, use action/reason for *Course Full*
- If Decision = R, use action/reason for *Rejection*
- If Decision = W, use action/reason for *Withdrawal*
- If Decision = C or D and Reply = F, use action/reason for *Conditional Firm*
- If Decision = C or D and Reply = I, use action/reason for *Conditional Insurance*
- If Decision = C or D and Reply = D, use action/reason for *Conditional Decline*
- If Decision = C or D and Reply = blank, use action/reason for *Conditional Offer*
- If Decision = U and Reply = F, use action/reason for *Unconditional Firm*
- If Decision = U and Reply = I, use action/reason for *Unconditional Insurance*
- If Decision = U and Reply = D, use action/reason for *Unconditional Decline*
- If Decision = U and Reply = blank, use action/reason for *Unconditional Offer*
- Else set program action = APPL and reason = default value (if defined) from the UCAS Application Import page of the UCAS Configuration component.

Bundle 38. Updated StarC processing.

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Processing updates ensure that for applications where a decision has been made but a reply has not yet been received, if a new row is added for a change of course/campus, term or entry point, then a second new row is added to ensure that the most recent row reflects the decision value.

If during import,

- A new row is added for any of the following: Changed Course/Campus, Changed Term, Changed Entry Point;
- And, the new Decision value is not blank;
- And, both the new and existing Reply values are blank (no subsequent Reply Change row will be added);

Then, a new row is added based on the Decision value of the choice. For example, if the Decision = C, then the program action and reason for Conditional Offer are used for the new row.

For applications previously rejected or declined by default and then re-instated, processing updates add a row to reflect the decision and reply of the choice.

If the new Action value is blank and the existing Action for the choice is *D* or *R*, the Campus Solutions application is updated based on the new decision/reply values. For example, if the Decision = C and Reply = F, the program action and reason for Conditional Firm are used for the new row.

UTT processing - ivgStarG:

- If Decision = I, use action/reason for *Interview*
- If Decision = G, use action/reason for *Course Closed*
- If Decision = R, E, M, or S, use action/reasons for *Rejection, Rejection - English, Rejection - Maths, Rejection - Science*
- If Decision = W, use action/reason for *Withdrawal*
- If Decision = C or D and Reply = F, use action/reason for *Conditional Firm*
- If Decision = C or D and Reply = D, use action/reason for *Conditional Decline*
- If Decision = C or D and Reply = blank, use action/reason for *Conditional Offer*
- If Decision = U and Reply = F, use action/reason for *Unconditional Firm*
- If Decision = U and Reply = D, use action/reason for *Unconditional Decline*
- If Decision = U and Reply = blank, use action/reason for *Unconditional Offer*
- Else set program action = APPL, reason = default value (if defined) from the UTT Application Import page of the UCAS Configuration component.

Bundle 38. Updated StarG processing.

Processing updates ensure that for applications where a decision has been made but a reply has not yet been received, if a new row is added for a change of course/campus or term, then a second new row is added to ensure that the most recent row reflects the decision value.

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If during import,

- A new row is added for either Changed Course/Campus or Changed Term;
- And, the new Decision value is not blank;
- And, both the new and existing Reply values are blank (no subsequent Reply Change row will be added);

Then, a new row is added based on the Decision value of the choice. For example, if the Decision = C, then the program action and reason for Conditional Offer are used for the new row.

For applications previously rejected or declined by default and then re-instated, processing updates add a row to reflect the decision and reply of the choice.

If the new Action value is blank and the existing Action for the choice is *D* or *R*, the Campus Solutions application is updated based on the new decision/reply values. For example, if the Decision = C and Reply = F, the program action and reason for Conditional Firm are used for the new row.

The Import Applicant Data process uses the Nationality page mapping to import the passport field values from StarK and create the citizenship and passport records. If the nationality value in an imported record does not have a corresponding country code mapping, then the process does not create a citizenship and passport record. The process logs an error message and the record is retained in the staging tables.

Suppose, you have mapped a nationality with a country code but did not map the same nationality with a citizenship status. In this case, if a citizenship record does not exist in Campus Solutions for the imported record, the process creates a new blank citizenship record. That is, the process enters only the Country value and leaves the Citizenship Status value as blank on the Citizenship Detail page (Add/Update a Person component).

Suppose, you have mapped a nationality *610* with a country code *CHN* and citizenship status *1* (Citizen). The citizenship record for a person named Eric with the same nationality exists in Campus Solutions with a different citizenship status *2* (Naturalized). In this case, when the process again imports Eric's record that has a nationality of *610,* it updates Eric's citizenship record in Campus Solutions with the mapped citizenship status *1*.

The Import Applicant Data process processes an incoming passport record if you have mapped the Nationality and Country values and if UCAS has provided a passport number. The process creates or updates a passport record for the applicant in the following ways:

- If the applicant's passport record with the Country and Passport Number combination exists in Campus Solutions, then the process updates that record with the incoming passport issue date, expiry date and place issued values.
- If the applicant's passport record with the Country and Passport Number combination does *not* exist in Campus Solutions, then the process creates a new record using the incoming values.

The import process uses the Forenames and Surname values from StarN to create or update a Primary and Preferred Name record in Campus Solutions. However, if Preferred First Name value from StarK exists, then the import process uses this StarK value to create or update the Preferred Name record for the applicant.

If the LastEducation value exists in the ivStarK view and the school code is mapped to a Campus Solutions External Org in the imported School reference data, the process populates this mapped External Org value in the Application School/Recruiting page for the Campus Solutions application record. If the

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LastEducation value does not exist, but the School value exists in the ivStarK view and the school code is mapped to a Campus Solutions External Org in the imported School reference data, the process populates this mapped External Org value in the Application School/Recruiting page.

Pages Used to Import UCAS and UTT Applications and Applicant Data

Page Name	*Definition Name*	*Navigation*	*Usage*
Transaction Setup	SCC_TRANSAC_DTLS	Student Admissions, UCAS Processing, Import Applicants, Transaction Setup	View the delivered *UCAS* transaction that you can use in the Transaction Search/Match Setup page. Do not modify any values for this delivered *UCAS* transaction or create a new UCAS transaction.
Search/Match Setup	SCC_SEARCH_PARMS	Student Admissions, UCAS Processing, Import Applicants, Transaction Setup, Search/Match Setup	Define search and match parameters for the delivered *UCAS* transaction, which specify what UCAS data the system will append to existing records in your database and which UCAS data the system will suspend or ignore.
Import Applicant Data	SAD_UC_RUN_CNTL	Student Admissions, UCAS Processing, Import Applicants, Import Applicant Data	Import the UCAS and UTT applications and applicant data into your system. Before you import the data, set up the search/match parameters on the Search/Match Processing pages.
Transaction Data	SCC_TRANSAC_DATA	Student Admissions, UCAS Processing, Import Applicants, Transaction Data	After you run the Import Applicant Data process, use this page to review the status of a UCAS record with regard to loading, searching/matching, and posting processing. For example, determine if a record is waiting to be processed or if a record caused a new person to be added to your database.
UCAS Contextual Staging Data	SAD_UC_I_IVCONTXT	Student Admissions, UCAS Processing, Import Applicants, UCAS Staging Data, ivContextual Staging Data	View, update, or delete the suspended ivContextual data stored in the staging tables.
UCAS Education Staging Data	SAD_UC_I_EDUCAT	Student Admissions, UCAS Processing, Import Applicants, UCAS Staging Data, ivEducation Staging Data	View, update, or delete the suspended ivEducation data stored in the staging tables.

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Page Name	Definition Name	Navigation	Usage
UCAS Employment Staging Data	SAD_UC_I_IVEMPL	Student Admissions, UCAS Processing, Import Applicants, UCAS Staging Data, ivEmployment Staging Data	View, update, or delete the suspended ivEmployment data stored in the staging tables.
UCAS Form Quals Staging Data	SAD_UC_I_IVFMQ	Student Admissions, UCAS Processing, Import Applicants, UCAS Staging Data, ivFormQuals Staging Data	View, update, or delete the suspended ivFormQuals data stored in the staging tables.
UCAS Offer Staging Data	SAD_UC_I_OFFER	Student Admissions, UCAS Processing, Import Applicants, UCAS Staging Data, ivOffer Staging Data	View, update, or delete the suspended ivOffer data stored in the staging tables.
UCAS Prep Activities Staging Data	SAD_UC_I_IVPREP	Student Admissions, UCAS Processing, Import Applicants, UCAS Staging Data, ivPrepActivities Staging Data	View, update, or delete the suspended ivPrepActivities data stored in the staging tables.
UCAS Qualification Staging Data	SAD_UC_I_IVQUAL	Student Admissions, UCAS Processing, Import Applicants, UCAS Staging Data, ivQualification Staging Data	View, update, or delete the suspended ivQualification data stored in the staging tables.
UCAS Reference Staging Data	SAD_UC_I_IVREF	Student Admissions, UCAS Processing, Import Applicants, UCAS Staging Data, ivReference Staging Data	View, update, or delete the suspended ivReference data stored in the staging tables.
UCAS StarA Staging Data	SAD_UC_I_STARA	Student Admissions, UCAS Processing, Import Applicants, UCAS Staging Data, ivStarA Staging Data	View, update, or delete the suspended ivStarA data stored in the staging tables.
UCAS StarC Staging Data	SAD_UC_I_IVSTRC	Student Admissions, UCAS Processing, Import Applicants, UCAS Staging Data, ivStarC Staging Data	View, update, or delete the suspended ivStarC data stored in the staging tables.
UCAS StarH Staging Data	SAD_UC_I_IVSTH	Student Admissions, UCAS Processing, Import Applicants, UCAS Staging Data, ivStarH Staging Data	View, update, or delete the suspended ivStarH data stored in the staging tables.
UCAS StarJ Staging Data	SAD_UC_I_IVSTJ	Student Admissions, UCAS Processing, Import Applicants, UCAS Staging Data, ivStarJ Staging Data	View, update, or delete the suspended ivStarJ data stored in the staging tables.

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Page Name	Definition Name	Navigation	Usage
UCAS StarK Staging Data	SAD_UC_I_IVSTK	Student Admissions, UCAS Processing, Import Applicants, UCAS Staging Data, ivStarK Staging Data	View, update, or delete the suspended ivStarK data stored in the staging tables.
UCAS StarN Staging Data	SAD_UC_I_STARN	Student Admissions, UCAS Processing, Import Applicants, UCAS Staging Data, ivStarN Staging Data	View, update, or delete the suspended ivStarN data stored in the staging tables.
UCAS StarPQR Staging Data	SAD_UC_I_IVPQR	Student Admissions, UCAS Processing, Import Applicants, UCAS Staging Data, ivStarPQR Staging Data	View, update, or delete the suspended ivStarPQR data stored in the staging tables.
UCAS StarW Staging Data	SAD_UC_I_STARW	Student Admissions, UCAS Processing, Import Applicants, UCAS Staging Data, ivStarW Staging Data	View, update, or delete the suspended ivStarW data stored in the staging tables.
UCAS StarX Staging Data	SAD_UC_I_IVSTX	Student Admissions, UCAS Processing, Import Applicants, UCAS Staging Data, ivStarX Staging Data	View, update, or delete the suspended ivStarX data stored in the staging tables.
UCAS StarZ1 Staging Data	SAD_UC_I_STARZ1	Student Admissions, UCAS Processing, Import Applicants, UCAS Staging Data, ivStarZ1 Staging Data	View, update, or delete the suspended ivStarZ1 data stored in the staging tables.
UCAS Statement Staging Data	SAD_UC_I_IVSTAT	Student Admissions, UCAS Processing, Import Applicants, UCAS Staging Data, ivStatement Staging Data	View, update, or delete the suspended ivStatement data stored in the staging tables.
UCAS Unit Results Staging Data	SAD_UC_I_IVUNRS	Student Admissions, UCAS Processing, Import Applicants, UCAS Staging Data, ivUnitResults Staging Data	View, update, or delete the suspended ivUnitResults data stored in the staging tables.
UTT Degree Contents Staging Data	SAD_UC_I_IVGDGC	Student Admissions, UCAS Processing, Import Applicants, UTT Staging Data, ivgDegreeContents Staging Data	View, update, or delete the suspended ivgDegreeContents data stored in the staging tables.
UTT Education Staging Data	SAD_UC_I_IVGDGC	Student Admissions, UCAS Processing, Import Applicants, UTT Staging Data, ivgEducation Staging Data	View, update, or delete the suspended ivgEducation data stored in the staging tables.

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Page Name	*Definition Name*	*Navigation*	*Usage*
UTT First Degree Staging Data	SAD_UC_I_IVGFDG	Student Admissions, UCAS Processing, Import Applicants, UTT Staging Data, ivgFirstDegree Staging Data	View, update, or delete the suspended ivgFirstDegree data stored in the staging tables.
UTT Form Quals Staging Data	SAD_UC_I_IVGFMQ	Student Admissions, UCAS Processing, Import Applicants, UTT Staging Data, ivgFormQuals Staging Data	View, update, or delete the suspended ivGFormQuals data stored in the staging tables.
UTT Offer Staging Data	SAD_UC_I_GOFFER	Student Admissions, UCAS Processing, Import Applicants, UTT Staging Data, ivgOffer Staging Data	View, update, or delete the suspended ivgOffer data stored in the staging tables.
UTT Other Languages Staging Data	SAD_UC_I_IVGOLN	Student Admissions, UCAS Processing, Import Applicants, UTT Staging Data, ivgOtherLanguages Staging Data	View, update, or delete the suspended ivgOtherLanguages data stored in the staging tables.
UTT Reference Staging Data	SAD_UC_I_IVGREF	Student Admissions, UCAS Processing, Import Applicants, UTT Staging Data, ivgReference Staging Data	View, update, or delete the suspended ivgReference data stored in the staging tables.
UTT StarA Staging Data	SAD_UC_I_GSTARA	Student Admissions, UCAS Processing, Import Applicants, UTT Staging Data, ivgStarA Staging Data	View, update, or delete the suspended ivGStarA data stored in the staging tables.
UTT StarG Staging Data	SAD_UC_I_IVSTRG	Student Admissions, UCAS Processing, Import Applicants, UTT Staging Data, ivgStarG Staging Data	View, update, or delete the suspended ivgStarG data stored in the staging tables.
UTT StarH Staging Data	SAD_UC_I_IVGSTH	Student Admissions, UCAS Processing, Import Applicants, UTT Staging Data, ivgStarH Staging Data	View, update, or delete the suspended ivgStarH data stored in the staging tables.
UTT StarJ Staging Data	SAD_UC_I_IVGSTJ	Student Admissions, UCAS Processing, Import Applicants, UTT Staging Data, ivgStarJ Staging Data	View, update, or delete the suspended ivGStarJ data stored in the staging tables.
UTT StarK Staging Data	SAD_UC_I_IVGSTK	Student Admissions, UCAS Processing, Import Applicants, UTT Staging Data, ivgStarK Staging Data	View, update, or delete the suspended ivgStarK data stored in the staging tables.

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Page Name	*Definition Name*	*Navigation*	*Usage*
UTT StarN Staging Data	SAD_UC_I_GSTARN	Student Admissions, UCAS Processing, Import Applicants, UTT Staging Data, ivgStarN Staging Data	View, update, or delete the suspended ivgStarN data stored in the staging tables.
UTT StarW Staging Data	SAD_UC_I_GSTARW	Student Admissions, UCAS Processing, Import Applicants, UTT Staging Data, ivgStarW Staging Data	View, update, or delete the suspended ivgStarW data stored in the staging tables.
UTT StarX Staging Data	SAD_UC_I_GSTARX	Student Admissions, UCAS Processing, Import Applicants, UTT Staging Data, ivgStarX Staging Data	View, update, or delete the suspended ivgStarX data stored in the staging tables.
UTT Statement Staging Data	SAD_UC_I_IVGSTA	Student Admissions, UCAS Processing, Import Applicants, UTT Staging Data, ivgstatement Staging Data	View, update, or delete the suspended ivgStatement data stored in the staging tables.
UTT Experience Staging Data	SAD_UC_I_IVGEXP	Student Admissions, UCAS Processing, Import Applicants, UTT Staging Data, ivgExperience Staging Data	View, update, or delete the suspended ivgExperience and ivgExperienceU data stored in the staging tables.
Internal Timestamps	SAD_UC_TIMESTMP	Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Timestamps	For an institution, reset a timestamp to a previous date if you want to re-import UCAS records. See the highest UCAS timestamp when the view was last imported. Additionally, see the number of records that were added, deleted, or amended when the view was last imported.

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Viewing the Transaction Setup

Access the Transaction Setup page (Student Admissions, UCAS Processing, Import Applicants, Transaction Setup).

Image: Transaction Setup page (1 of 2)

This example illustrates the fields and controls on the Transaction Setup page (1 of 2).

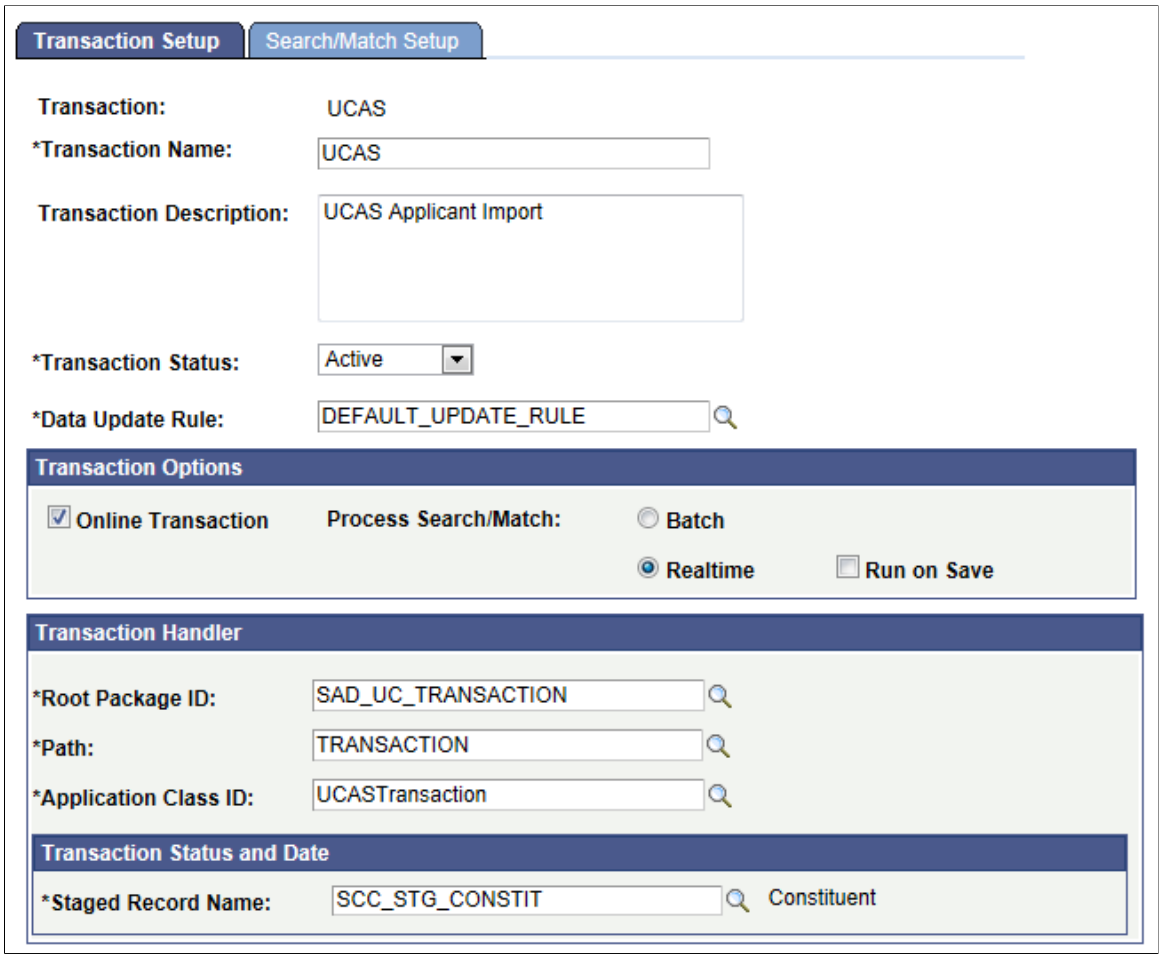

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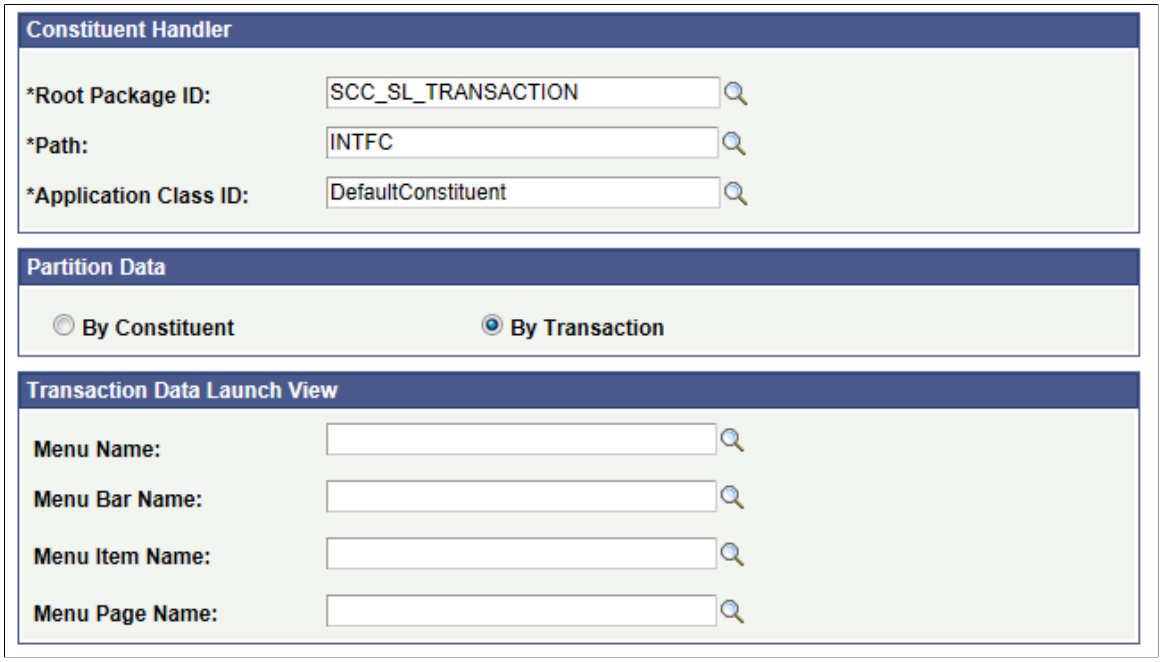
Image: Transaction Setup page (2 of 2)

This example illustrates the fields and controls on the Transaction Setup page (2 of 2).



The system uses this delivered *UCAS* transaction to process the incoming UCAS and UTT data. Do not change any values for this transaction.

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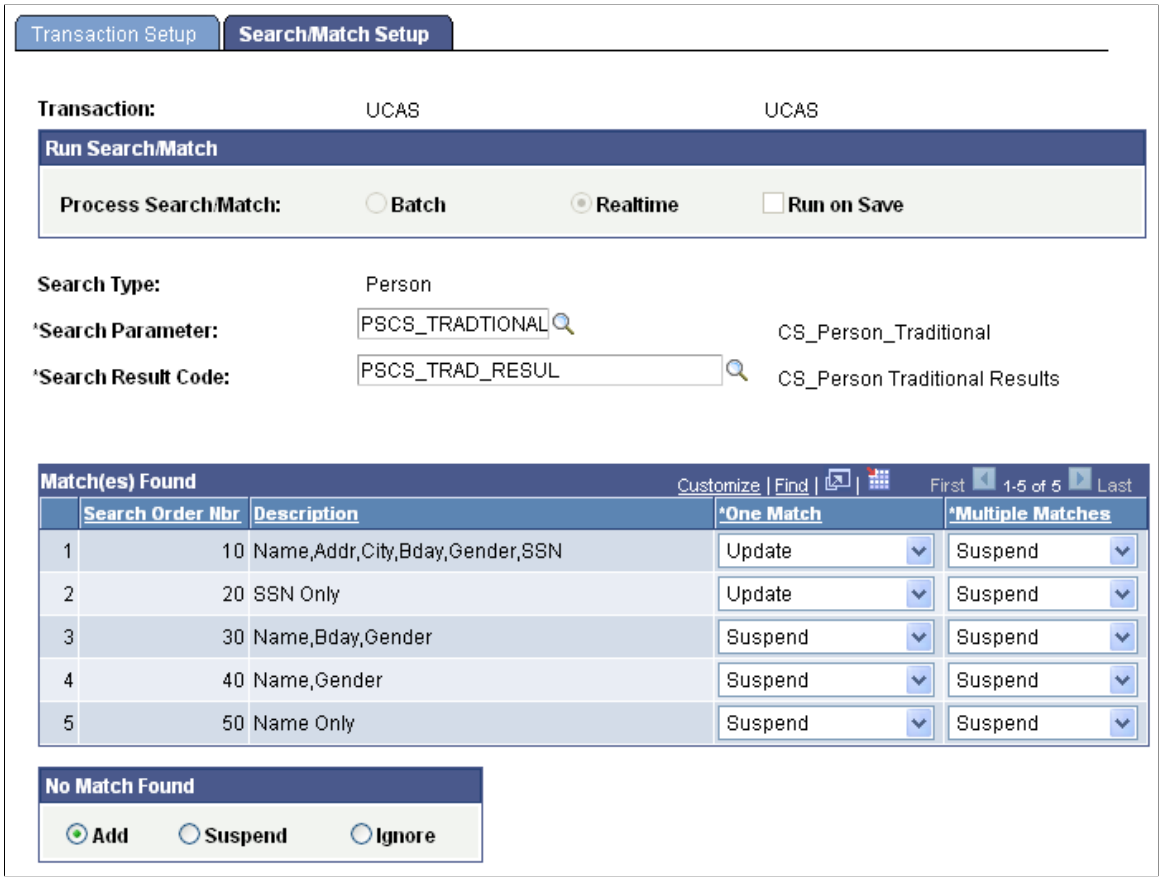
Defining the Search/Match Criteria

Access the Search/Match Setup page (Student Admissions, UCAS Processing, Import Applicants, Transaction Setup, Search/Match Setup).

Image: Search/Match Setup page

This example illustrates the fields and controls on the Search/Match Setup page. You can find definitions for the fields and controls later on this page.



The system uses this delivered *UCAS* transaction to process the incoming UCAS and UTT data. Therefore, you will need to define search match parameters for the *UCAS* transaction.

Use the Search Parameter field to select the group of predefined search parameters that you want to use for the Import Applicant Data process.

Use the Search Result Field field to select a search result value that you defined in the Search Result page.

It is recommended that you change the Number of Characters of FirstNameSrchRule and LastNameSrchRule to 7 for PSCS_10, PSCS_30, PSCS_40 and PSCS_50 in the Search/Match Rules page. Select Set Up SACR, System Administration, Utilities, Search/Match, Search/Match Rules to navigate to the Search/Match Rules page.

For information about setting up search/match rules, search parameters and results, see "Understanding Search/Match" (PeopleSoft Campus Solutions 9.0: Campus Community) and "Setting Up Search/Match" (PeopleSoft Campus Solutions 9.0: Campus Community)

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Note: You must define at least one Suffix value in the Name Suffix table (Set Up HRMS, Foundation Tables, Personal, Name Suffix)

Match(es) Found

This group box contains one row for each search/match criteria order defined by your institution. Define search/match orders on the Search/Match Criteria page.

Search Order Nbr (search order number)

For each order number, select what you want to do with the record if the search/match/post process discovers one or more matching records.

One Match and **Multiple Matches**

Select whether you want to add, update, suspend, or ignore matching records:

Add: Add a new record to your database using the staging table record.

Update: Update the existing record with the data in the staging table record.

Suspend: Keep the suspense record back in the staging table. Determine manually whether or not this record matches a record in your database.

Ignore: Ignore the staging table record that matched a record in your database.

The process marks the record to be purged.

No Match Found

Select one of the following options to specify what the search/match/post process should do when it does not find a matching record in your database:

Add: Add the unmatched record, including personal data, to your database.

Suspend: Keep the unmatched record in the staging tables to be looked at manually.

Ignore: Ignore the unmatched record completely. The process marks the record to be purged.

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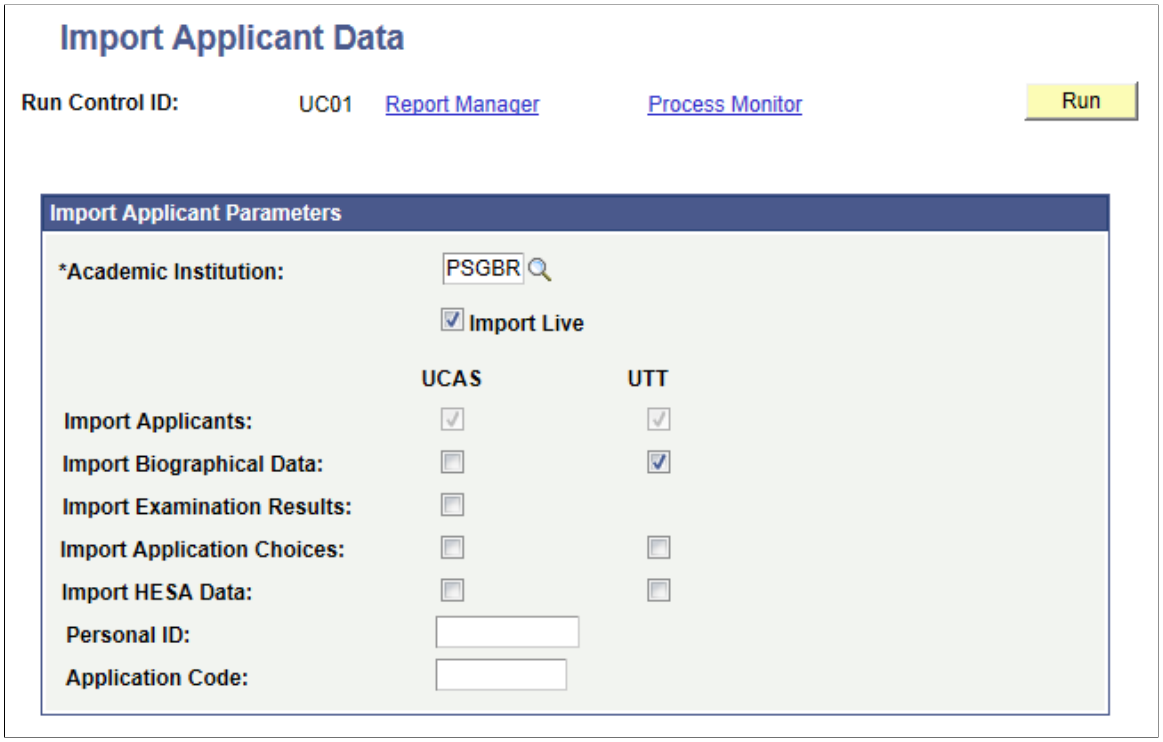
Entering the Applicant Import Parameters

Access the Import Applicant Data page (Student Admissions, UCAS Processing, Import Applicants, Import Applicant Data).

Image: Import Applicant Data page

This example illustrates the fields and controls on the Import Applicant Data page. You can find definitions for the fields and controls later on this page.



Academic Institution

Enter the academic institution for which you want to import data.

Import Live

Select if you want the import process to load the data into the staging tables and then into the Campus Solutions tables. If you do not select this check box, the import process loads the data from the staging tables into the Campus Solutions tables.

By default, the system selects this check box if the Import Live check box on the UCAS Configuration page is selected.

Import Applicants

Indicates whether the process imports applicant data from UCAS, UTT, or both.

You cannot select or clear these check boxes. The system selects the check boxes if you have selected the UCAS and UTT check boxes on the UCAS Configuration page.

If the system selects the UTT check box, the process imports applicant data from UTT ivgStarN, ivgStarA, and ivgStarK views. If the system selects the UCAS check box, the process

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imports applicant data from UCAS ivStarN, ivStarA, and ivStarK views.

Note: Either the UCAS check box or the UTT check box for Import Applicants must appear as selected for the Import Applicant Data process to run successfully.

Import Biographical Data

Select the UCAS check box if you want to import application biographical data from the following UCAS views:

- ivStarX
- ivStarH
- ivFormQuals
- ivQualification
- ivEducation
- ivEmployment
- ivPrepActivities
- ivContextual

Select the UTT check box if you want to import application biographical data from the following UTT views:

- ivgStarX
- ivgStarH
- ivgFormQuals
- ivgEducation
- ivgExperience
- ivgOtherLanguages
- ivgFirstDegree
- ivgDegreeContents

Select both check boxes if you want to import application biographical data from the UTT and UCAS views.

Import Examination Results

Select the UCAS check box if you want to import data from ivStarPQR and ivUnitResults views.

Import Application Choices

Select the UCAS check box if you want to import application choices from these UCAS views:

- ivStarC
- ivStarW

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- ivReference
- ivStatement
- ivOffer
- ivStarZ1

Select the UTT check box if you want to import application choices from the following UTT views:

- ivgStarG
- ivgStarW
- ivgReference
- ivgStatement
- ivgOffer

Select both check boxes if you want to import application choices from UTT and UCAS.

Import HESA Data

Select the UCAS check box if you want to import ivStarj data.

Select the UTT check box if you want to import ivgStarj data.

Personal ID and **Application Code**

Specify the UCAS or UTT personal ID and application code, if you want to re-import all the records of a particular applicant (that has previously been incorrectly matched and then deleted). If you specify the personal ID and application code here, then during the selection from applicant views, the import process will select only records for that applicant, irrespective of the Earliest Application Year that you configured and timestamp values. If you leave these two fields blank, the process will select records for all applicants based on the timestamp in the views and updates the internal timestamp with the highest imported timestamp value. For more information on the internal timestamp settings:

Defining a Timestamp for Re-importing Data

The Personal ID and Application Code fields are available only when you select the Import Live check box on the Import Applicant Data page.

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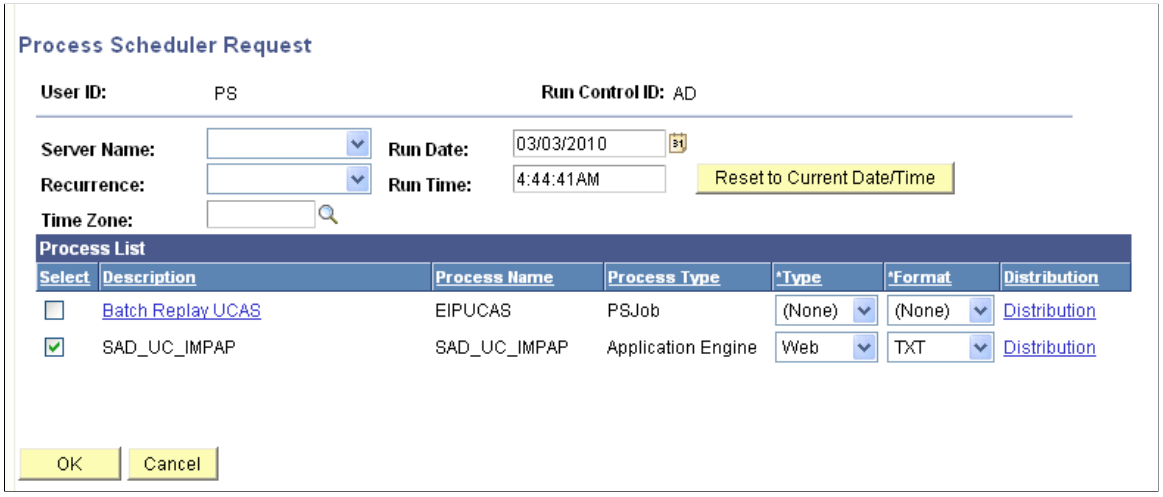
Note: By using the Personal ID and Application Code fields, you can specify only one applicant for a single run of the Import Applicant Data process and you will need to ensure that the correct UCAS or UTT import check boxes are selected on the Import Applicant Data page.
Also, note that if you specify a personal ID, then the application code is required. Personal ID must be a 10-digit numeric value and application code must be a 4-character value (for example, UC01, UC02, GT01 and GT02).

If you have installed CRM for Higher Education, you can run an EIP batch replay process following the main Import Applicant Data process. The following example shows the options available on the Process Scheduler Request page when CRM for HE is installed.

Image: Process Scheduler Request page for the Import Applicant Data process

This example illustrates the fields and controls on the Process Scheduler Request page for the Import Applicant Data process. You can find definitions for the fields and controls later on this page.



If you select the Batch Replay UCAS option, the Import Applicant Data process (SAD_UC_IMPAP) runs first and then the EIP Batch Replay (SCC_BAT_RPLY) runs. If you select the SAD_UC_IMPAP option, only the Import Applicant Data process runs.

For more information about the EIP Batch Replay process see *CRM for Higher Education Developer's Guide.*

Importing New Applicants

To process the ivStarN and ivgStarN staging records, the Import Applicant Data process performs the following initial processing steps to determine if the applicant already exists in the system. The steps are followed until an EMPLID is found. If an EMPLID is not found, then the Import Applicant Data process invokes the search/match processing.

1. Check if there is a matching applicant record for the local institution in SAD_UC_APPLREC. This check is made by matching the applicant's Institution, Personal ID and App Code.

2. Check if there is a matching applicant record for the other institution in SAD_UC_APPLREC. This check is made by matching the applicant's Personal ID and App Code.

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3. Check if there is a matching applicant record from previous cycle or other system (UCAS or UTT) in SAD_UC_APPLREC. This check is made by matching only the Personal ID of either:

   a. Applicant record for the same system (that is, UCAS for UCAS applicants and UTT for UTT applicants) for a previous cycle with a different App Code.

   b. Applicant record for the other system (that is, UTT for UCAS applicants and UCAS for UTT applicants).

4. Check the External System ID of the same system. This check is made by matching Personal ID to External System ID of the same system, that is, *UC* for UCAS applicants and *GT* for UTT applicants.

5. Check the External System ID of other system. This check is made by matching Personal ID to External System ID of the other system, that is, *GT* for UCAS applicants and *UC* for UTT applicants.

6. Check the Legacy External System ID. This check is made by matching Personal ID to the *UP* External System ID. This check is for legacy records that your institution may have imported using a localisation provided by a vendor.

7. Check the ULN External System ID. This check is made by matching the UniqueLearnerNumber value that is imported from ivStarN and ivgStarN and held in SAD_UC_ULN to the ULN External System ID.

Mapping UCAS Applicant Data

The following tables show the mappings between the UCAS applicant views and the various staging and base records in Campus Solutions.

- Import Applicants

odbc-link View	***Staging Record***	***Record***
ivStarN	SAD_UC_I_STARN	SAD_UC_APPLREC
ivStarA	SAD_UC_I_STARA	SAD_UC_APPLREC
ivStarK	SAD_UC_I_IVSTK	SAD_UC_IVSTK

- Import Biographic Data

odbc-link View	***Staging Record***	***Record***
ivContextual	SAD_UC_I_IVCNTX	SAD_UC_IVCONTXT
ivEducation	SAD_UC_I_EDUCAT	SAD_UC_EDUCAT
ivEmployment	SAD_UC_I_IVEMPL	SAD_UC_IVEMPL
ivFormQuals	SAD_UC_I_IVFMQ	SAD_UC_FRMQUAL
ivQualification	SAD_UC_I_IVQUAL	SAD_UC_IVQUAL

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odbc-link View	Staging Record	Record
ivPrepActivities	SAD_UC_I_IVPREP	SAD_UC_IVPREP
ivStarH	SAD_UC_I_IVSTH	SAD_UC_IVSTH
ivStarX	SAD_UC_I_IVSTX	SAD_UC_IVSTX

- Import Choices

odbc-link View	Staging Record	Record
ivStarZ1	SAD_UC_I_STARZ1	SAD_UC_IVSTARC
ivStarC	SAD_UC_I_IVSTRC	SAD_UC_IVSTARC SAD_UC_OTH_CH
ivOffer	SAD_UC_I_OFFER	SAD_UC_OFFER SAD_UC_OTH_OFF
ivReference	SAD_UC_I_IVREF	SAD_UC_REFERENC
ivStatement	SAD_UC_I_IVSTAT	SAD_UC_STATEMNT
ivStarW	SAD_UC_I_STARW	SAD_UC_STARW

- Import Exam Results

odbc-link View	Staging Record	Record
ivStarPQR	SAD_UC_I_IVPQR	SAD_UC_FRMQUAL
ivUnitResults	SAD_UC_I_IVUNRS	SAD_UC_IVUNRS

- Import HESA Data

odbc-link View	Staging Record	Record
ivStarJ	SAD_UC_I_IVSTJ	SCC_HE_PERSON SCC_HE_QUAL_ENT SCC_HE_INST_FLD SAD_UC_POCC2010
ivStarJ	SAD_UC_I_IVSTJQ	SCC_HE_QUAL_ENT

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Mapping UTT Applicant Data

The following tables show the mappings between the UTT applicant views and the various staging and base records in Campus Solutions.

- Import Applicants

odbc-link View	*Staging Record*	*Record*
ivStarN	SAD_UC_I_STARN	SAD_UC_APPLREC
ivStarA	SAD_UC_I_STARA	SAD_UC_APPLREC
ivStarK	SAD_UC_I_IVSTK	SAD_UC_IVSTK

- Import Biographic Data

odbc-link View	*Staging Record*	*Record*
ivgDegreeContents	SAD_UC_I_IVGDGC	SAD_UC_IVGDGC
ivgEducation	SAD_UC_I_EDUCAT	SAD_UC_EDUCAT
ivgExperience	SAD_UC_I_IVGEXP	SAD_UC_IVGEXP
ivgFirstDegree	SAD_UC_I_IVGFDG	SAD_UC_IVGFDG
ivgFormQuals	SAD_UC_I_IVGFMQ	SAD_UC_FRMQUAL
ivgOtherLanguages	SAD_UC_I_IVGOLN	SAD_UC_IVGOLN
ivgStarH	SAD_UC_I_IVGSTH	SAD_UC_IVGSTH
ivgStarX	SAD_UC_I_IVGSTX	SAD_UC_IVGSTX

- Import Choices

odbc-link View	*Staging Record*	*Record*
ivgStarG	SAD_UC_I_IVSTRG	SAD_UC_IVSTARG SAD_UC_OT_CH_GT
ivOffer	SAD_UC_I_GOFFER	SAD_UC_OFFER SAD_UC_OTH_OFF
ivReference	SAD_UC_I_IVGREF	SAD_UC_REFERENC
ivStatement	SAD_UC_I_IVGSTA	SAD_UC_STATEMNT

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odbc-link View	Staging Record	Record
ivStarW	SAD_UC_I_STARW	SAD_UC_STARW

- Import HESA Data

odbc-link View	Staging Record	Record
ivStarJ	SAD_UC_I_IVGSTJ	SCC_HE_PERSON SCC_HE_INST_FLD

Importing HESA Data

A subprocess is called by the Import Applicant Data process that imports StarJ (HESA) data from UCAS and UTT when the UCAS and UTT check boxes for Import HESA Data is selected on the Import Applicant Data page.

For more information about the Import Applicant Data page, see Entering the Applicant Import Parameters.

Business Rules

If you select the UCAS check box for the Import HESA Data sub-process, the UCAS view ivStarJ is imported to the staging table then processed.

The following tables are loaded if this subprocess is selected for the UCAS view:

UCAS View	Staging Table	Base Table
IVSTARJ	PS_SAD_UC_I_IVSTJ	• Person HESA Data (PS_SCC_HE_PERSON, PS_SCC_HE_PER_FLD) • HESA Instance Data (PS_SSR_HE_INSTANCE, PS_SSR_HE_INST_FLD, PS_SSR_HE_QUAL_ENT) • External System ID

If you select the UTT check box for the Import HESA Data sub-process, the UTT view ivgStarJ is imported to the staging table and then processed.

The following tables are loaded if this subprocess is selected for the UTT view:

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UCAS View	*Staging Table*	*Base Table*
IVGSTARJ	PS_SAD_UC_I_IVGSTJ	• Person HESA Data (PS_SCC_HE_PERSON, PS_SCC_HE_PER_FLD) • HESA Instance Data (PS_SSR_HE_INSTANCE, PS_SSR_HE_INST_FLD, PS_SSR_HE_QUAL_ENT) • External System ID

General Process Logic

The following is the logic for the Import HESA Data subprocess:

- The subprocess considers the Update Matriculated Students check box setting on the UCAS Configuration page for processing External System ID records.
- The subprocess updates HESA-specific records regardless of the Update Matriculated Students check box setting to ensure that the records are synchronized with the corresponding UCAS view. Updates to HESA records are controlled by the HESA Data Import field on the UCAS Configuration page. If the Add HESA Person fields check box is selected on the UCAS Configuration page, then the subprocess creates new Disability, Nation, Ethnicity and Domicile fields. If the Add HESA Person fields check box is not selected, then the subprocess updates the existing fields but does not add new fields.
- The subprocess considers the Process Mismatched Applicants check box setting on the UCAS Configuration page.

For more information about the UCAS Configuration page, see Setting Up UCAS and UTT Options

Prerequisites

The following are the prerequisites for a successful run of Import HESA Data sub-process:

- The Person HESA Data and HESA Instance Data records must have been created for each applicant whose details you want to import.

  See "Creating HESA Instance and Person HESA Data Records for Students" (PeopleSoft Campus Solutions 9.0: Student Records)
- A UCAS configuration record must be defined on the UCAS Configuration page. Refer to the above topic *General Process Logic*

Import Records to Staging Table

If you have selected the Import Live Data from UCAS check box on the UCAS configuration page, then records are imported from the StarJ views into the relevant staging table based on the timestamp value of each record. If the timestamp is greater than the internal timestamp for the view, then the record is imported. At the end of the Import Applicant Data process, the internal timestamp is updated with the highest timestamp of the records that have been imported.

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Processing of Staging Table Records

For each staging table record with status of *New*, *Pending* or *Error*:

1. The record is matched to an existing UCAS applicant record in PS_SAD_UC_APPLREC using UCAS Personal ID and Application Code to find the EMPLID, or if applicant record is not found, then the EMPLID is selected from matching External System ID records with ID type UC or GT (depending on whether UTT or UCAS is selected on the UCAS Configuration page).

2. The imported Surname, Fnames, Birthdate and Gender values are compared with the values in the Campus Solutions primary person record. If the values are different then a message is logged. If a Surname, Fnames, Birthdate or Gender value is different and the Process Mismatched Applicants check box is selected, then the system adds a warning message to the log file (for example, "Warning: Personal ID: 0035697369, AppCode:UC01, ID:0278 - SURNAME value does not match person record") and the subprocess continues to process the staging record. If a Surname, Fnames, Birthdate or Gender value is different and the Process Mismatched Applicants check box is *not* selected, the system sets the staging record status to *Error*. does not process the record and adds a message to the log file (for example, "Processing skipped for Personal ID: 0035697369, AppCode:UC01, ID:0278 - SURNAME value does not match person record").

3. Person HESA Data Update: If a Person HESA Data record exists, then fields are added or updated using the incoming IVSTARJ values (see table below). The inserts/updates are done depending on the value of the HESA Data Import field on the UCAS configuration page.

4. External System ID (SCN):

   - External System ID records are created or updated based on the imported value.
   - Default values of *999999999* are skipped
   - For matriculated students, updates/inserts are done only if the Update Matriculated Students check box is selected.

5. HESA Instance – Entry Profile Data Update:

   - HESA Instance records are selected by matching from existing UCAS application choice records via the related Student Program records
   - Fields are added/updated using the incoming StarJ values (see table below) and inserts/updates are done depending on the value of the HESA Data Import field.
   - Imported entry qualifications are matched to existing records (in PS_SSR_HE_QUAL_ENR) based on TYPE, SUBJECT, YEAR and SITTING and if a record already exists, then the GRADE value is updated, otherwise a new record is created

6. Records with errors (*E*) and pending records (*P*) are retained in the staging table and can be reprocessed once errors are corrected.

Data Mapping for ivStarJ / ivgStarJ

Note that ULN, SBJQA1, SBJPCT1, SBJQA2, SBJPCT2, SBJQA3 and SBJPCT3 are not imported.

The following table shows the Person Data mapping:

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StarJ Column: ***IVSTARJ*** ***IVGSTARJ***	***Comment/Format***	***Staging Table Column:*** ***PS_SAD_UC_I_IVSTJ*** ***PS_SAD_UC_I_IVGSTJ***	***Compared with (Page name - Field name)***
Surname	Surname	SAD_UC_SURNAME	Names - Last Name (for primary name record)
Fnames	Forenames	SAD_UC_FORNAME	Names - First Name, Middle Name (for primary name record)
Birthdte	Date of Birth	SAD_UC_BIRTHDTE	Biographical Details - Date of Birth
Gender	Gender (1 = Male or 2 = Female)	SAD_UC_GENDER	Biographical Details – Gender

The following table shows the HESA Person Data mapping:

StarJ Column: ***IVSTARJ*** ***IVGSTARJ***	***Comment/Format***	***Staging Table Column:*** ***PS_SAD_UC_I_IVSTJ*** ***PS_SAD_UC_I_IVGSTJ***	***PS_SCC_HE_PER_FLD***
Disable	HESA Disability code (cvRefDis). Validated against imported HESA codes for DISABLE (To view the codes that you have imported, select Records and Enrollment, HESA Reporting, Codes and Mappings, Codes). Your institution may have already imported Disability values from StarK which the system will have used to create person Disability/ Impairment records.	SAD_UC_DISABLE	DISABLE

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StarJ Column: ***IVSTARJ*** ***IVGSTARJ***	***Comment/Format***	***Staging Table Column:*** ***PS_SAD_UC_I_IVSTJ*** ***PS_SAD_UC_I_IVGSTJ***	***PS_SCC_HE_PER_FLD***
Ethnic	HESA Ethnicity code (cvRefEthnic). Validated against imported HESA codes for ETHNIC. Your institution may have already imported Ethnic values from StarH which the system will have used to create person Ethnicity records.	SAD_UC_ETHNIC	ETHNIC
Nation	HESA country code (cvRefNationality). Validated against imported HESA codes for NATION. Your institution may have already imported Nationality values from StarK which the system will have used to create person Citizenship records.	SAD_UC_NATIONALITY	NATION
NationD	2-digit code. Validated against imported HESA codes for NATIOND.	SAD_UC_NATIONALD	NATIOND

The following table shows the External System ID mapping:

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StarJ Column: ***IVSTARJ*** ***IVGSTARJ***	***Comment/Format***	***Staging Table Column:*** ***PS_SAD_UC_I_IVSTJ*** ***PS_SAD_UC_I_IVGSTJ***	***Base Table — Column***
SCN	Scottish Candidate Number (default is 999999999). Your institution may have already imported SCN values from StarK which the system will have used to create SCN external system ID records. The system does not use the default value 999999999 for processing StarK records.	SAD_UC_ SCN	External System ID – SCN
ULN	Not currently processed – The system creates ULN external system ID as part of the initial STARN import.	SAD_UC_ULN	External System ID – ULN

The following table shows the data mapping for HESA Entry Profile:

Bundle 38. Two new columns.

StarJ Column: ***IVSTARJ*** ***IVGSTARJ***	***Comment/Format***	***Staging Table Column:*** ***PS_SAD_UC_I_IVSTJ*** ***PS_SAD_UC_I_IVGSTJ***	***HESA Base Table: PS_ SSR_HE_INST_FLD***
Domicile	HESA country code (cvRefAPR) Validated against imported HESA codes for DOMICILE. Your institution may have already imported APR from StarK which the system will have used to create person Residency Self-Report records.	SAD_UC_APR	DOMICILE
ParEd	1-character code. Validated against imported HESA codes for PARED.	SAD_UC_PARENTINHE	PARED

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StarJ Column: ***IVSTARJ*** ***IVGSTARJ***	***Comment/Format***	***Staging Table Column:*** ***PS_SAD_UC_I_IVSTJ*** ***PS_SAD_UC_I_IVGSTJ***	***HESA Base Table: PS_SSR_HE_INST_FLD***
PGCEclss (UTT only)	2-digit code. Validated against imported HESA codes for PGCECLSS.	SAD_UC_PGCECLSS	PGCECLSS
Postcode	Text. No validation applied.	SAD_UC_POSTCODE	POSTCODE
Previnstz	Up to 8-digit code, default is U00000. No validation applied.	SAD_UC_PRVINST	PREVINST
Qualent3	3-character code - default is X06. Validated against imported HESA codes for QUALENT3.	SAD_UC_QUALENT2	QUALENT3
SEC	1-digit code (cvRefSocioEconomic). Validated against imported HESA codes for SEC.	SAD_UC_SOCIOECON	SEC If provided, the value for Sec2010 should populate SEC. If not, use the SEC value.
Sec2010 Bundle 38. New column.	1-digit code. Validate against HESA codes for SEC.	SAD_UC_SEC2010	
SOC2000	4-digit code (cvRefPocc). Validated against imported HESA codes for SOC2000.	SAD_UC_POCC	SOC2000
Bundle 38. New column. SOC2010	4-digt code. Validated against HESA codes for SOC2010.	SAD_UC_2010	SOC2010
WelBacc	1-digit code (1, 2, or 3). Validated against imported HESA codes for WELBACC.	SAD_UC_WELBACC	WELBACC
Yrllinst	Year of leaving school in YYYY format – default is 9999. No validation applied.	SAD_UC_YRLLINST	YRLLINST

The following table shows the data mapping for Entry Qualifications:

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StarJ Column: ***IVSTARJ*** ***IVGSTARJ***	***Comment/Format***	***Staging Table Column: PS_SAD_UC_I_IVSTJ PS _SAD_UC_I_IVGSTJ***	***HESA Base Table: PS_ SSR_HE_QUAL_ENT***
QualType1 – 30	Text (max 6 characters). Validated against imported HESA codes for QUALTYPE.	SAD_UC_QUALTYPE1 to 30	SSR_HE_QUAL_TYPE
QualSbj1 – 30	ABL Subject Code (EBL _SUBJ in cvRefSubj). Validated against imported HESA codes for QUALSBJ.	SAD_UC_QUALSBJ1 to 30	SSR_HE_QUAL_SUBJ
QualSit1 – 30	S (Summer) or W (Winter). Validated against imported HESA codes for QUALSIT.	SAD_UC_QUALSIT1 to 30	SSR_HE_QUAL_SIT
QualGrade1 – 30	Text (max 6 characters). Validated against imported HESA codes for QUALGRADE.	SAD_UC_QUALGRADE1 to 30	SSR_HE_QUAL_GRADE
QualYear1 – 30	4-digit Year value. No validation applied.	SAD_UC_QUALYEAR1 to 30	SSR_HE_QUAL_YEAR

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Reviewing and Editing the Suspense Data

Access the Transaction Data page (Student Admissions, UCAS Processing, Import Applicants, Transaction Data).

Image: Transaction Data page

This example illustrates the fields and controls on the Transaction Data page. You can find definitions for the fields and controls later on this page.

Personal ID Displays the value imported from the StarN staging record for suspended records and from PS_SAD_UC_APPLREC for updated or added records.

Previous Surname Displays the value from the StarN staging record for suspended records.

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This field does not display a Previous Surname value for updated or added records.

Possible values for the Status field include:

- *New ID Created:* The import process added a record with a new ID to your database when the post process was run. Or the system added a record with a new ID to your database when you clicked the Add button.
- *ID Updated:* The import process updated an existing ID record with the data from the UCAS record. Or the system updated an existing ID record with the data from the UCAS record when you selected the existing ID in the Results region and then clicked the Update button.
- *Suspended:* The import process has completed running the search/match process and indicated that the record should be held for later processing.
- *Ignore:* The import process has completed running the search/match process and indicated that the record should be ignored for any processing.
- *Error:* The import process suspends error records. The Error Messages region indicates which value is invalid. You must correct the invalid data specified by each error message before selecting the Add button or the Update button to process the record.

Other staging statuses that you can see on the Transaction Data search page are not currently used in UCAS.

You define the logic to determine the status values in the Search/Match Setup page. For example, to give the *ID Updated* status to a record, you may have specified that if the import process does not find a matching record, then add the imported record to the tables.

The Select a Duplicate region displays the single or multiple matching records. The system disables the Add and Update buttons and hides the Select a Duplicate region if the data has been posted. Also, all the fields appear as read-only when the status is *New ID Created* or *ID Updated.*

Select a duplicate

Displays a single or multiple matching records for the imported UCAS record where the status is *suspended* or *error*.

Click the Detail link to navigate to the Add/Update a Person component.

Add	Click to ignore any potential duplicates, manually add a new ID, and post the imported UCAS record to your database. When you click this button, the system posts the record and assigns an ID to the person.
Update	Click to match to an existing record and update the person record selected in the Select a Duplicate region with data from the UCAS record.

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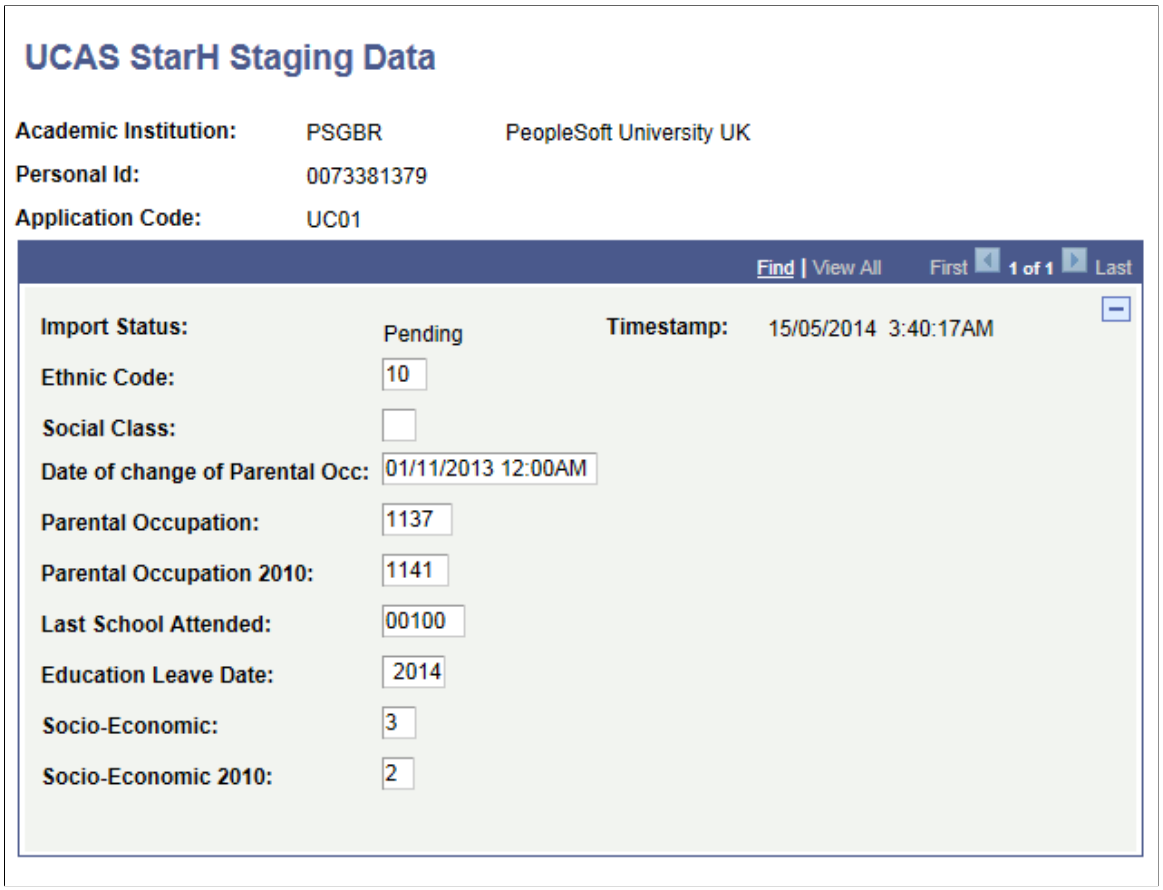
Viewing, Updating and Deleting Application Staging Data

Use the Staging Data pages to view, update, or delete the suspense data in the staging tables. The following is an example of a Staging Data page.

Image: Example of a Staging Data page

This example illustrates the fields and controls of a Staging Data page.



The Import Status field displays any one of the following values:

- *Error*: If the Import Applicant Data process cannot load the record into the Campus Solutions tables.
- *Imported*: If the Import Applicant Data process has loaded the record into the Campus Solutions tables.
- *New*: If the Import Applicant Data process has not loaded the record into the Campus Solutions tables.
- *Pending*: If the Import Applicant Data process load is waiting for the creation of a new person ID for the applicant.

In the UCAS and UTT StarA Staging Data search pages, the Country Code search field searches both the Correspondence Country and the Home Country values loaded from the StarA views. The search results therefore display records that have a matched search value in either the Correspondence Country field or Home Country field or both fields. For example, if you enter NLD in the Country Code search field, the system displays records that have NLD as either the Home Country or Correspondence Country or both. It is recommended that you use the Contains option when searching using this field.

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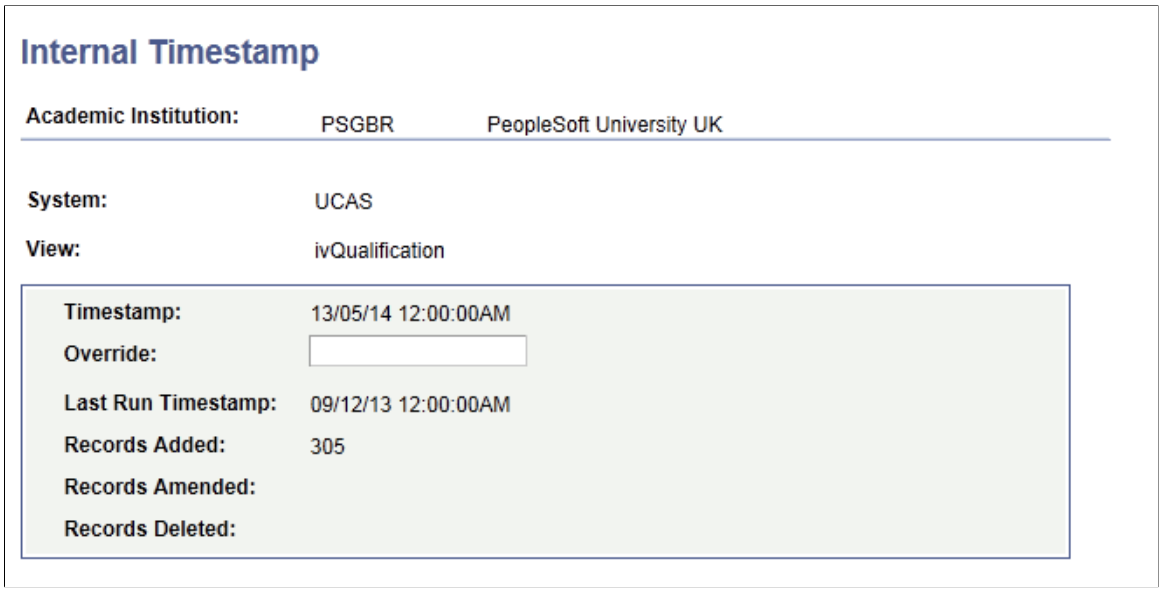
The staging data pages can display data from either the Unicode views or the standard views. For example, if you have selected the Unicode check box on the UCAS Configuration page, the StarA Staging Data page displays the ivStarAU data. Conversely, if you have not selected the Unicode check box on the UCAS Configuration page, the StarA Staging Data page displays the ivStarA data.

Defining a Timestamp for Re-importing Data

Access the Internal Timestamp page (Set Up SACR, Product Related, Recruiting and Admissions, UCAS, Timestamps).

Image: Internal Timestamp page

This example illustrates the fields and controls on the Internal Timestamp page. You can find definitions for the fields and controls later on this page.



Timestamp Displays the highest UCAS timestamp for the view when it was last imported.

Override Specify an override date if you want to reload a particular view. After specifying the override date, run the import process. The import process then imports the UCAS view records that have a timestamp of on and after the specified override date. The default system time for the specified override date is 00:00:00.

After the import process finishes, the system sets the Override field value to blank.

Last Run Timestamp Displays the latest timestamp used by the import process when it was last run.

Records Added Displays the number of records that the import process added when the process last ran.

Records Amended Displays the number of records that the import process modified when the process last ran.

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Records Deleted Displays the number of records that the import process deleted when the process last ran.

The following scenario describes how the Internal Timestamp page displays its field values:

1. You have already imported records for a view that has UCAS timestamps up to and including July 31, 2008. Therefore, the Timestamp field on the Internal Timestamp page displays the date *July 31, 2008.*
2. You now want to re-import data for the view that UCAS has modified and added on or after May 31, 2008, 12 AM.
3. On August 4, 2008 enter an override date of May 31, 2008 in the Internal Timestamp page and run the Import Applicant Data process.
4. After the Import Applicant Data process completes importing the data, the system sets the Override date field as blank and sets the Last Run Timestamp field as *May 31, 2008* because May 31,2008 was the override timestamp date that the system used when the process was run.
5. The Internal Timestamp page displays the number of records that the import process added, amended, and deleted on August 4, 2008.
6. The Timestamp field on the Internal Timestamp page still displays the date *July 31, 2008* if no records were found in the UCAS view with timestamps greater than July 31. If the import process imported records in the UCAS view that had a timestamp of August 1, 2008, then the Timestamp field displays the date *August 1, 2008.*

Reviewing Imported UCAS and UTT Applications and Applicant Data

This section provides an overview of reviewing the imported admissions data and discusses how to review the imported admissions data.

Understanding Reviewing Imported UCAS and UTT Applications and Applicant Data

After you load the UCAS applicant data into the Campus Solutions tables, use the UCAS Applications and UTT Applications components to review the imported applications and applicant data. Refer to the ODBC-link Technical Manual for information about the fields displayed on the UCAS Applications and UTT Applications components.

These components also enable you to view and maintain the Campus Solutions admission application record for the imported UCAS or UTT application. For example, you can click the admission application number link on the Choices grid of the UCAS Applicant Summary to navigate to the Maintain Applications component. Use the Maintain Applications component to maintain the Campus Solutions admission application record for the imported UCAS application.

For more information about the Maintain Applications component, see Updating Applications

The UCAS Applications and UTT Applications components also enable you to view and maintain the person records that the import process creates for the applicants. For example, you can click the Personal Information link on any page of the UCAS Applications component to navigate to Campus Community's

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Add/Update a Person component. Note that the import process creates various other personal information records, such as Citizenship and Passport Data records, Impairment records, and Residency records, that you can review using the Campus Community menus.

See the product documentation for PeopleSoft Campus Community Fundamentals.

The applicant summary pages of both these components displays a decision entry link that enables you to navigate to a decision entry/update page where you can enter or update a decision for the imported application. When you click this link, the system displays the Initial Decision Entry page if a decision record does not exist for the UCAS or UTT application. If a decision record does exist for the UCAS or UTT application, the system displays the Decision Processing page.

For more information about the initial decision entry and decision processing pages for UCAS and UTT, see Processing Imported UCAS and UTT Applications and Applicant Data

When a service indicator is assigned to a person ID, the corresponding negative or positive service indicator button appears on all the pages of the UCAS Applications component or UTT Applications component for that person ID.

See "Understanding Service Indicators" (PeopleSoft Campus Solutions 9.0: Campus Community)

Note that UCAS and UTT application search pages enforce application center security. The system restricts the search results on the UCAS and UTT decision pages based on the application centers defined for the user (Set Up SACR, Security, Secure Student Administration, User ID, Application Center Security). You can view the UCAS or UTT application only if your User ID has access to the application center of the related Campus Solutions application. For example, suppose that user ID SATRN11 does not have access to the UGRD application center. In such a case, the UCAS Applications page does not allow SATRN11 to access an application associated with the UGRD application center.

See "Setting Security for Application Centers" (PeopleSoft Campus Solutions 9.0: Application Fundamentals)

The system applies the same application center security to UCAS and UTT application pages and the Maintain Applications component.

Pages Used to Review Imported UCAS and UTT Applications and Applicant Data

Page Name	*Definition Name*	*Navigation*	*Usage*
UCAS Applicant Summary	AD_UC_APPL	Student Admissions, UCAS Processing, UCAS Applications, UCAS Applicant Summary	View the imported UCAS applicant record and data from ivStarC and ivStarK application and applicant data. View a summary of the application choices for your institution, application status, and applicant biographical details.
Choices	SAD_UC_CHOICE_DTL	Student Admissions, UCAS Processing, UCAS Applications, Choices	View the applicant's imported application choices (ivStarC data) and the related Campus Solutions application records.

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Page Name	*Definition Name*	*Navigation*	*Usage*
Statements	SAD_UC_STATEMENTS	Student Admissions, UCAS Processing, UCAS Applications, Statements	View the applicant's imported ivStatement data.
References	SAD_UC_REFERENCES	Student Admissions, UCAS Processing, UCAS Applications, References	View the applicant's imported ivReference data.
Qualifications	SAD_UC_FRMQUAL	Student Admissions, UCAS Processing, UCAS Applications, Qualifications	View the applicant's imported ivFormQuals and ivStarPQR data.
Unit Results	SAD_UC_IVUNRS_SP	Student Admissions, UCAS Processing, UCAS Applications, Qualifications, Subject Detail, Unit Results	View the applicant's imported ivUnitResults data.
Qualification Summary	SAD_UC_QUAL_SUMM	Student Admissions, UCAS Processing, UCAS Applications, Qualification Summary	View the applicant's imported ivQualification and ivStarK data.
Education	SAD_UC_EDUCAT	Student Admissions, UCAS Processing, UCAS Applications, Education	View the applicant's imported ivEducation data.
Employment	SAD_UC_IVEMPL	Student Admissions, UCAS Processing, UCAS Applications, Employment	View the applicant's imported ivEmployment data.
Preparatory Activities	SAD_UC_IVPREP	Student Admissions, UCAS Processing, UCAS Applications, Preparatory Activities	View the applicant's imported ivPrepActivities data .
HESA Data	AD_UC_HESA_DTL	Student Admissions, UCAS Processing, UCAS Applications, HESA Data	View the applicant's imported ivStarH and ivStarK HESA details.
UTT Applicant Summary	SAD_UC_GTAPPL	Student Admissions, UCAS Processing, UTT Applications, UTT Applicant Summary	View the imported UTT applicant record and the imported ivgStarG and ivgStarK application and applicant details. View a summary of the application choices, application status, and applicant biographical details.

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Page Name	*Definition Name*	*Navigation*	*Usage*
Choices	SAD_UC_CHOICEGT_DT	Student Admissions, UCAS Processing, UTT Applications, Choices	View the applicant's imported application choices (ivgStarG data) and the related Campus Solutions application records. Check whether the Import Applicant Data process has marked the application choice as clearing application. The process marks the application choice as clearing if ClearingStatus from ivgStarK is 2 (under consideration by institution) or 3 (accepted in clearing) and the ivgStarG Round Number is equal to or greater than the ivgStarK Round Number.
Statements	SAD_UC_STATEMENTS	Student Admissions, UCAS Processing, UTT Applications, Statements	View the applicant's imported ivgStatement data.
Qualifications	SAD_UC_FRMQUAL	Student Admissions, UCAS Processing, UTT Applications, Qualifications	View the applicant's imported ivgFormQuals data.
References	SAD_UC_REFERENCES	Student Admissions, UCAS Processing, UTT Applications, References	View the applicant's imported ivgReference data.
Degree Details	SAD_UC_DEG_DTLS	Student Admissions, UCAS Processing, UTT Applications, Degree Details	View the applicant's imported ivgFirstDegree and ivgDegreeContents data.
Experience	SAD_UC_IVGEXP	Student Admissions, UCAS Processing, UTT Applications, Experience	View the applicant's imported ivgExperience and ivgExperienceU data.
Other Languages	SAD_UC_IVGOLN	Student Admissions, UCAS Processing, UTT Applications, Other Languages	View the applicant's imported ivgOtherLanguages data.
Education	SAD_UC_EDUCAT	Student Admissions, UCAS Processing, UTT Applications, Education	View the applicant's imported ivgEducation data.
HESA Details	SAD_UC_HESA_GT_DTL	Student Admissions, UCAS Processing, UTT Applications, HESA Details	View the applicant's imported ivgStarH and ivgStarK HESA details.

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Page Name	*Definition Name*	*Navigation*	*Usage*
Biographical Details	SCC_BIO_DEMO_PERS	Click the Personal Information link on any page of the UCAS Applications component (SAD_UC_APPL) or the UTT Applications component (SAD_UC_GTAPP). Campus Community, Personal Information, Add/Update a Person, Biographical Details	View or update the imported ivStarN, ivStarA, ivgStarA, and ivgStarN applicant biographical data. Biographical data includes details such as applicant name, birth date, marital status, and address.
Application Program Data	ADM_APPL_PROG_ENT	Click the Maintain Applications link on the UCAS Applicant Summary page or the UTT Applicant Summary page. Student Admissions, Application Maintenance, Maintain Applications, Application Program Data	View or edit the Campus Solutions program and plan data pertaining to the imported application.
External Education	SAD_EXT_EDUCATION	Records and Enrollments, Transfer Credit Evaluation, External Education	View the applicant's school information imported from ivStarK. The imported school record includes the attendance type (academic load).

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Reviewing the Imported UCAS Applications and Applicant Data

Access the UCAS Applicant Summary page (Student Admissions, UCAS Processing, UCAS Applications, UCAS Applicant Summary).

Image: UCAS Applicant Summary page (1 of 3)

This example illustrates the fields and controls on the UCAS Applicant Summary page (1 of 3). You can find definitions for the fields and controls later on this page.

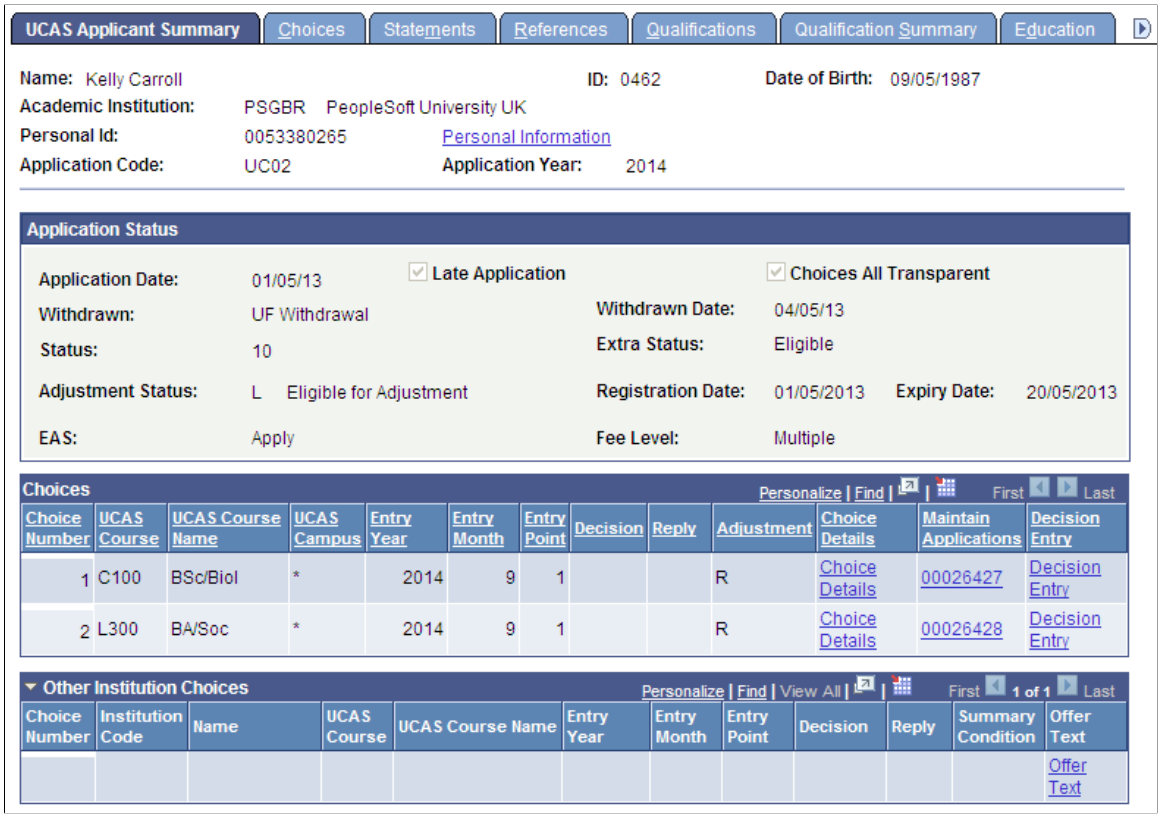

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Image: UCAS Applicant Summary page (2 of 3)

This example illustrates the fields and controls on the UCAS Applicant Summary page (2 of 3). You can find definitions for the fields and controls later on this page.

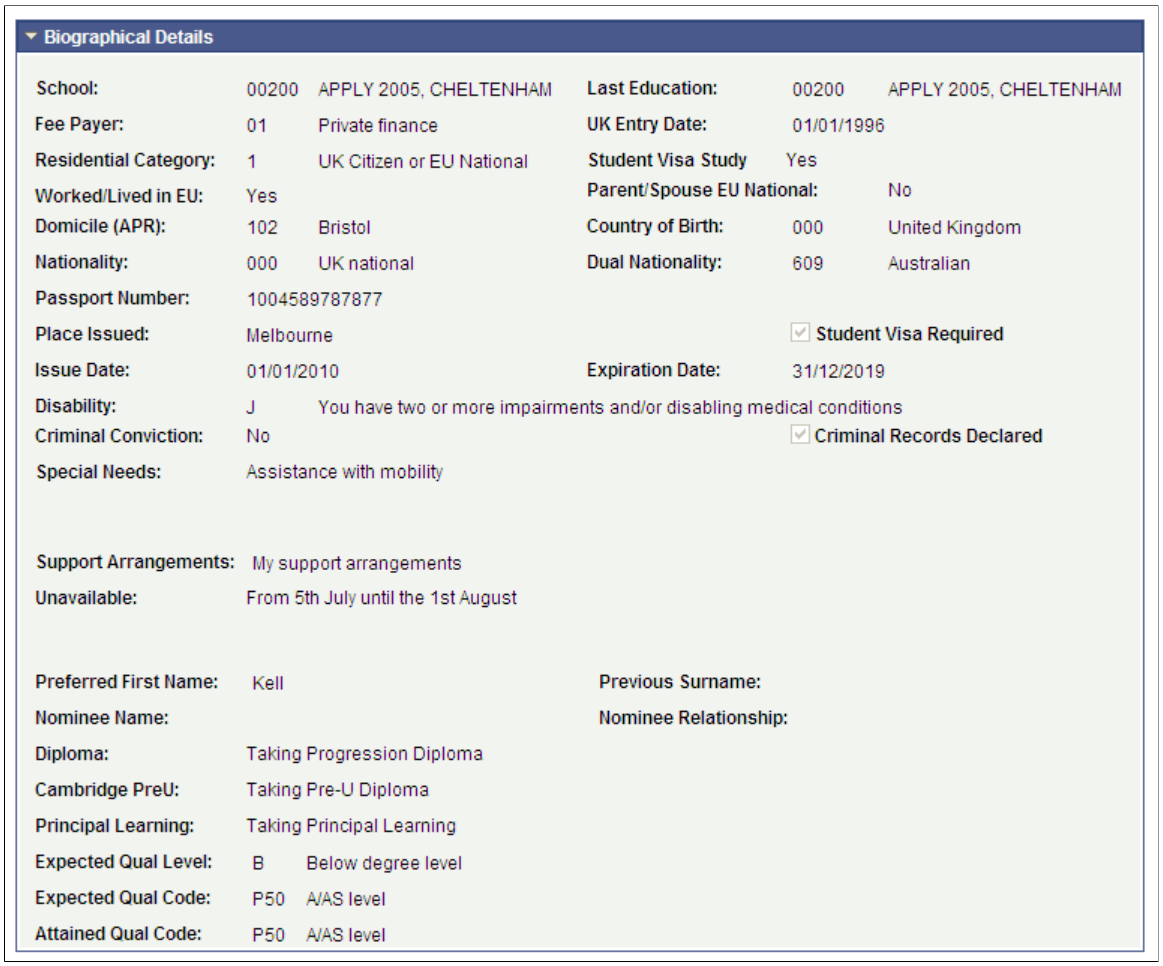
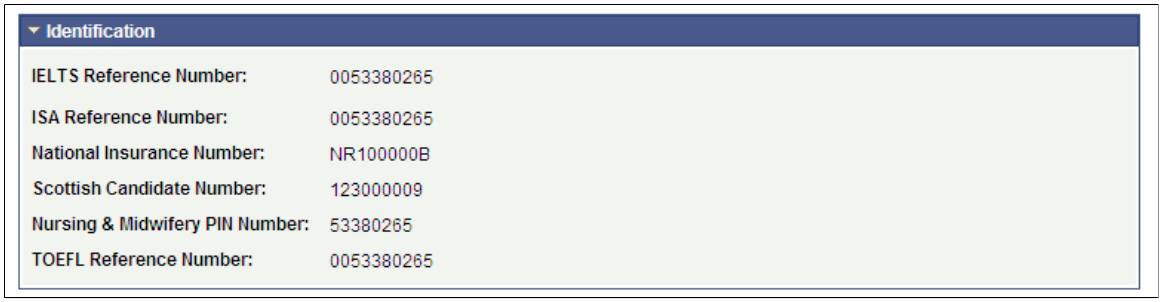


Image: UCAS Applicant Summary page (3 of 3)

This example illustrates the fields and controls on the UCAS Applicant Summary page (3 of 3). You can find definitions for the fields and controls later on this page.



The values in the Application Status and the Biographical Details group boxes come from ivStarK.

The system selects the Criminal Record Declared check box if any of the choice records associated with the applicant has a declared criminal record.

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Processing Imported UCAS and UTT Applications and Applicant Data

This section provides an overview of processing the imported admissions data, and discusses how to:

- Define conditions for an offer.
- Review key UCAS application information.
- Add attachments and review 3C information for UCAS application.
- Delete incorrect UCAS applicant records.
- Enter an initial admission decision for a UCAS application choice.
- Enter or update an admission decision for a UCAS application choice.
- Enter a decision for multiple UCAS application choices.
- Approve or reject a UCAS decision.
- Approve or reject multiple UCAS decisions.
- Determine whether applicants satisfy the offer conditions.
- Enter or update a UCAS Confirmation decision.
- Enter multiple UCAS Confirmation decisions.
- Approve or reject a UCAS Confirmation decision.
- Approve or reject multiple UCAS Confirmation decisions.
- Enter a decision to release an applicant into Clearing.
- Approve or reject the Release into Clearing decision.
- Enter UCAS Clearing and Adjustment details.
- Review and update UCAS qualifications.
- Generate, export, and update UCAS and UTT transactions
- Review UCAS transactions.
- Review UCAS Clearing and Adjustment transactions.
- Handle UCAS applicant enquiries.
- Review key UTT application information.
- Add attachments and review 3C information for UTT application.
- Delete incorrect UTT applicant records.
- Enter an initial admission decision for a UTT application choice.

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- Enter or update an admission decision for a UTT application choice.
- Enter a decision for multiple UTT application choices.
- Approve or reject a UTT decision.
- Approve or reject multiple UTT decisions.
- Enter or update a UTT Confirmation decision.
- Enter multiple UTT Confirmation decisions.
- Approve or reject a UTT Confirmation decision.
- Approve or reject multiple UTT Confirmation decisions.
- Enter UTT Clearing details.
- Review and update UTT qualifications.
- Review UTT transactions.
- Review UTT Clearing transactions.

Understanding Processing Imported UCAS and UTT Applications and Applicant Data

After you import and review the applicants and their applications, delete any applicant records that UCAS has sent in error or UCAS has cancelled. The UCAS ivStarW view and the UTT ivgStarW view contain the data related to applicants and application choices that have been sent to UCAS by mistake or subsequently cancelled at UCAS. When you use the Import Applicant Data process to import the applications and applicant data, the import process also imports the data from these two views. Use the Remove Wrong Applicants components to review the ivStarW and ivgStarW data and delete them from your database. You can also use the Remove Wrong Applicants components to manually un-match an applicant record which is incorrectly matched to an existing person record.

After reviewing and removing incorrect applicant records, use the Decision Processing or Initial Decision Entry pages to enter admission decisions for the remaining applications. The UCAS and UTT Initial Decision Entry pages require less data entry as compared to the Decision Processing pages for making an admission decision. You can use the Initial Decision Entry pages for the quick entry of standard decisions. If decision approval is set up, use the Decision Approval pages to approve the decision.

Next, your institution communicates the admission decisions and approvals to UCAS. The following steps describe how the Campus Solutions system communicates this data to UCAS:

1. After entering or updating a decision, run the Transaction Processing process to generate a transaction . If decision approval is set up, use the Decision Approval page to approve the decision before you generate a transaction.
2. Use the Transaction Processing process to export transactions to the TRANIN view at UCAS and to import error codes once UCAS has processed the transactions. Transactions that the system loads into TRANIN include the transaction ID generated by UCAS and an error code of -1 to indicate that UCAS has not yet processed the transaction. Once UCAS fully processes the transaction, the error code is either 0 (success) or is a code that UCAS defines in the cvRefError reference data view.

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UCAS runs a batch process approximately every five minutes to process incoming transactions. As a result, the Campus Solutions system may delay in reading the error codes and return1 value from TRANIN and updating its transaction records.

The following (1 and 2) describes how the system processes standards decisions which are not related to Confirmation or Clearing:

1.) When you run the Transaction Processing process for UCAS applications, the process selects each UCAS decision record where the system code equals U, transaction flag equals Y, and the approval status is either Approved or Not Required. For each decision record:

- If the latest transaction for an application has a transaction type other than LD, LA, LC, RA, or RD, the process does not generate a transaction. In these cases, you should use the UCAS Transactions page to manually create a transaction.
- If there is no previous transaction for an application and you had entered C (Conditional Offer), U (Unconditional Offer), W (Withdrawal) or R (Rejection), the process generates a LD (initial decision) transaction.
- If the most recent transaction is LD or LA (amended decision):
  - If the application is not UF and either the new decision value is different from the decision value of the existing transaction or the course details have changed, the process generates a new LA transaction.
  - If the application is UF and the new decision is equal to withdrawal, the process generates a RW transaction.
  - If the application is UF and any of the course details of the decision have changed, the process generates a RA transaction.
- If the most recent transaction is LC and there is no previous transaction, the process generates an LD transaction. If there is a previous transaction then the process generates a LA transaction.
- When the process completes processing the decisions, it sets the transaction flag for the decision record to *N* to indicate that transaction processing has completed.

2.) When you run the Transaction Processing process for UTT applications, the process selects each UTT decision record where the system code equals G, transaction flag equals Y, and the approval status is either Approved or Not Required. For each decision record:

- If the latest transaction for an application has a transaction type other than LD, LA, LC or RA, the process does not generate a transaction. In these cases, you should use the UTT Transactions page to manually create a transaction.
- If there is no transaction for an application and you enter I, C, U, W, R, E, M, S, or G decision, the system generates a LD (initial decision) transaction.
- If the most recent transaction is LD or LA (amended decision), then processing is same as UCAS applications and the process generates a LA, RW or RA transaction.
- When the system completes processing the decisions, it sets the transaction flag for the decision record to *N* to indicate that transaction processing has completed.

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When the Transaction Processing process generates a new transaction record, it automatically updates the Campus Solutions application (linked to the UCAS application choice) with the program action and action reason values. For example, if transaction type equals LD and decision is I for a UTT application, the system looks at the program action reason mapping for the decision Interview you have set up in the UTT Program Actions page. The system then attaches the program action and action reason to the application. But in Schools Direct applications, that is, when the local institution is identified as the Accrediting Provider in ivgStarG, the Import Applicant Data process makes direct updates to the corresponding Campus Solutions applications based on updated decision values in ivgStarG.

Use the Standard Offers page to define conditions for an offer to send to UCAS. For example, you can define a condition *three A Levels at Grade B* that can be used for multiple application decisions. Subsequently, you can enter this condition in the Decision Processing pages when making a conditional offer. When you generate transactions for the conditional offers, the system includes this condition in the transactions to send to UCAS.

The following example is a scenario for UCAS application processing.

Enter a decision and generate a transaction:

1. Use the Initial Decision Entry pages to enter a decision. For example, enter a decision of unconditional offer.

2. Run the Transaction Processing process to generate the transaction for the unconditional offer decision. (Select the Generate Transactions check box on the Transaction Processing page.)

3. Use the UCAS Transactions page to review the transaction. For example, because you entered a decision of Unconditional Offer, the Transaction Details section of the page displays the Transaction Type LD and Decision of U.

Now you want to export this decision to UCAS and also want to know that UCAS has received this transaction.

It is recommended that you first generate transactions, review the sent transactions, and then request UCAS for acknowledgement. Normally, a time delay occurs between Campus Solutions writing the transaction to UCAS and UCAS updating the transaction with an error code. Therefore, we recommend that you do not run the transaction processing process with both the Export Transactions and Update Transactions from UCAS check boxes selected. Run the transaction processing process with the Generate Transaction check box selected first and review the sent transactions. Then, run the transaction processing process with the Update Transactions from UCAS check box selected and review the transaction for acknowledgement.

1. Run the Transaction Processing process to export the applicant's LD transaction to UCAS (select the Export Transactions check box on the Transaction Processing page.)

2. In the UCAS Transactions page, review the exported transaction (the Sent check box appears as selected).

3. Run the Transaction Processing process to receive the acknowledgment from UCAS for the exported transaction (select the Update Transactions from UCAS check box on the Transaction Processing page).

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4. Use the UCAS Transactions page to review the error code for the applicant's LD transaction sent to UCAS. The error code is 0 (success) in the UCAS Transactions page, which indicates that UCAS received the institution's decision.

Finally, to know the UCAS applicant's response, complete these steps:

1. Run the Import Applicant Data process. If the applicant has responded to the offer, the offer response will be in ivStarC.

2. On import, Campus Solutions sets the Reply as F (for a Firm response) or I (for an Insurance response) on the UCAS Decision Processing page of the applicant if the applicant has accepted the offer. If the applicant has declined the offer, Campus Solutions sets the Reply as D.

When exam results are available, your institution will confirm conditional offers for UTT and UCAS applications:

1. For UCAS applications, make sure you have imported cvRefTariff data (by running the Import Reference Data process) if you want to use the Results/Offer Matching process to evaluate tariff offers. This step is not applicable for UTT applications.

2. Run the Import Applicant Data process to import the exam results.

3. Compare the applicant exam results with the offer conditions. You can do the comparison manually or run the Results/Offer Matching process. This process is not available for UTT applications.

4. Use the Quick Confirmation page or the Confirmation Entry page to accept or reject the conditional offer.

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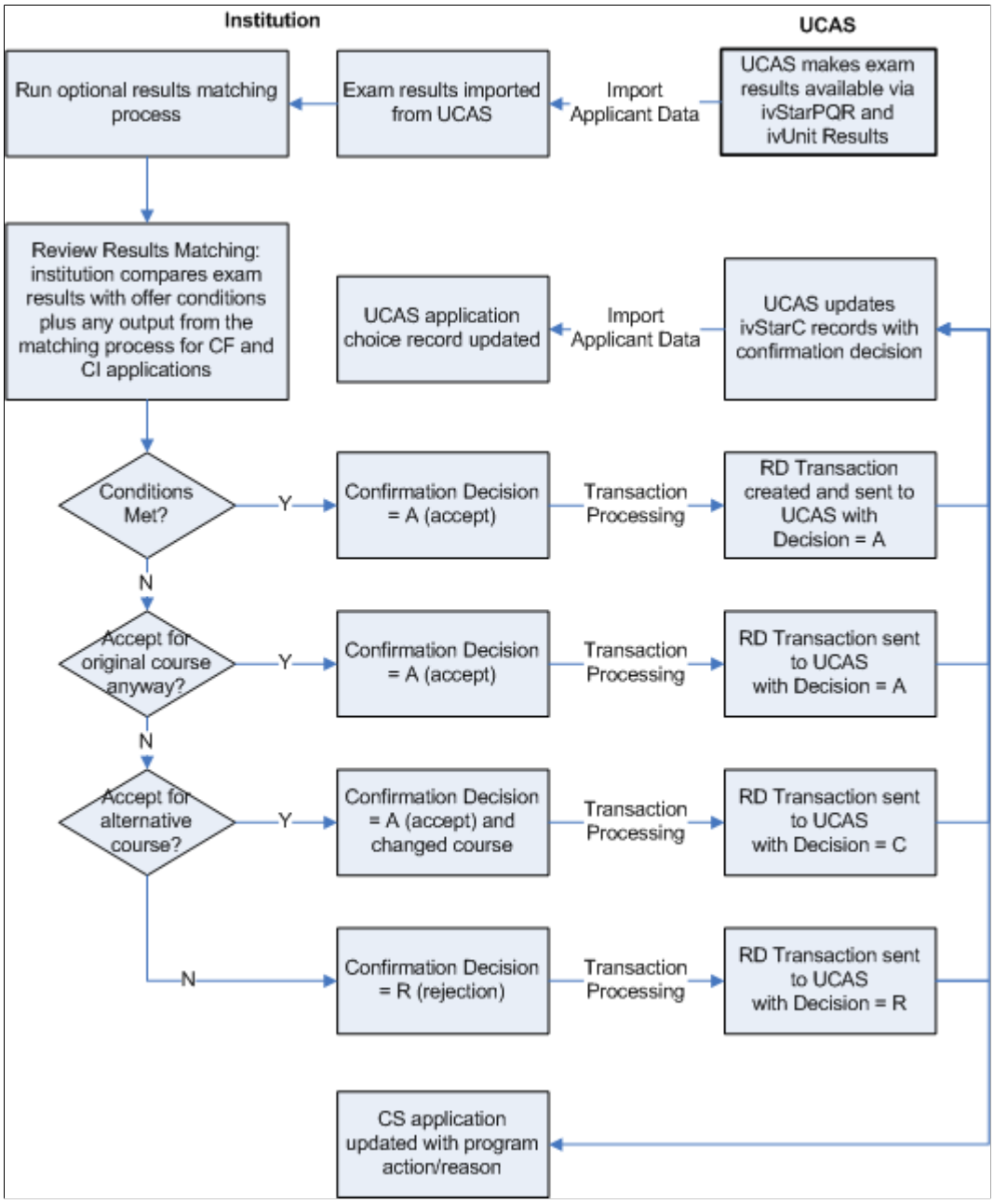
5. Run the Transaction Processing process to generate and export the RD transaction.

Image: Confirmation Processing Flow

This diagram illustrates the Confirmation process flow.



The following is an example of processing the Delayed Conditional decisions:

1. Use the Decision Processing page to enter the Delayed Conditional decision for a CF application.
2. If you have selected the Conditional Offer check box on the UCAS Configuration component, use the Decision Approval page to approve this decision.
3. Run the Transaction Processing process to generate and export the RD transaction with the decision code of *D*.

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4. A decision code of D is only valid in an RD transaction during September or October for a CF applicant. Once the results are known, use the Confirmation Entry page to confirm the DF application.

5. If you have selected the Confirmation Acceptance check box on the UCAS Configuration component, use the Confirmation Approval page to approve this decision.

6. Run the Transaction Processing process to generate and export another RD transaction for the application.

An applicant who may not have got admission in any institution is eligible for Clearing. To process Clearing applications for UCAS applicants:

1. Use the Import Applicant Data to import the Clearing application choices.

2. Use the UCAS Initial Decision Entry or the UCAS Decision Processing page to enter an admission decision for the Clearing application. To search for the Clearing applications, enter 9 in the UCAS Choice Number field of the decision search page. Note that the decision search pages do not display accepted Clearing applications (that is UCAS applications with choice number = 9 and the decision value = A).

3. Use the UCAS Enquiry Entry page to create enquiry records and record RQ Clearing transactions to request the details of a Clearing applicant. If your institution wants to offer admission to the Clearing applicant, use the UCAS Enquiry Entry page to record the RX transaction.

4. Run the Transaction Processing process to generate and export the RQ or RX transaction to UCAS. The RX transaction must have a decision value.

5. Use the Import Applicant Data process to import the application choices for Clearing if you have sent a RQ transaction.

To process Clearing applications for UTT applicants:

1. Use the UTT Enquiry Entry page to collect student contact address and exam results while the institution is negotiating with the student. The personal ID and application code values can be looked up from the cvgName UCAS view.

2. If the institution decides to accept or make a conditional offer to the student, enter the course, campus, entry year, entry month, transaction type (RX), decision (U or C) and decision maker.

3. Run the Transaction Processing process to generate and export the RX transaction to UCAS. The RX transaction must have a decision value.

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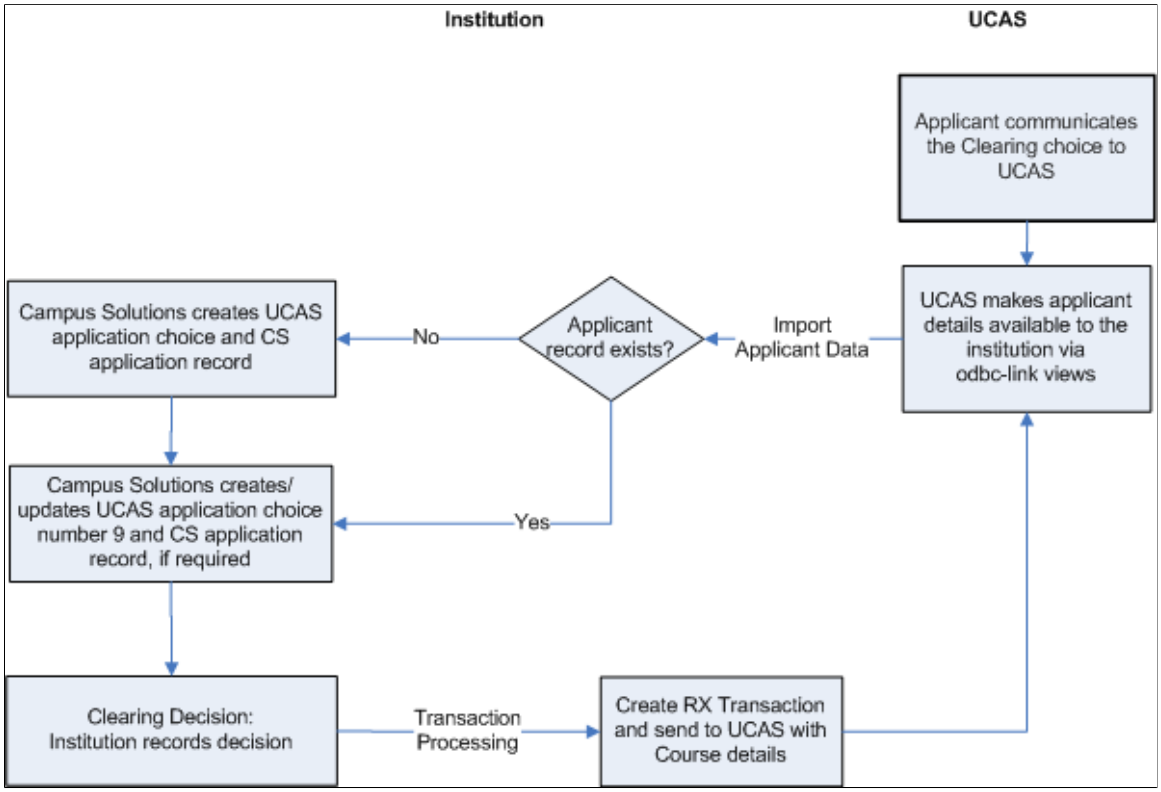
4. Run the Import Applicant Data process to import the applicant data and application choices for the students you have sent RX transactions for.

Image: Clearing Processing Flow Example

This diagram illustrates an example of the Clearing process flow.



For processing Adjustment records (not applicable for UTT applications):

1. Use the UCAS Enquiry Entry page to create Adjustment records and record RQ or PE transactions. Use this page to record the AD transaction.

2. Run the Transaction Processing process to generate and export the RQ, PE, AD, LA or RA transaction to UCAS.

3. Run the Import Applicant Data process. The process imports the Adjustment application choice if you have sent an AD transaction. If you have sent a RQ or PE transaction, the process imports only Adjustment applicant data such as biographical data, and ivStarN, ivStarA and ivStarK data.

Use the UCAS Release to Clearing page to release an applicant into Clearing.

After your institution has accepted an applicant through Adjustment (that is, your institution has sent an AD transaction), the system updates the application choice to UF. If the applicant subsequently withdraws the applicant, then the institution may either release the application to clearing (RR transaction) or

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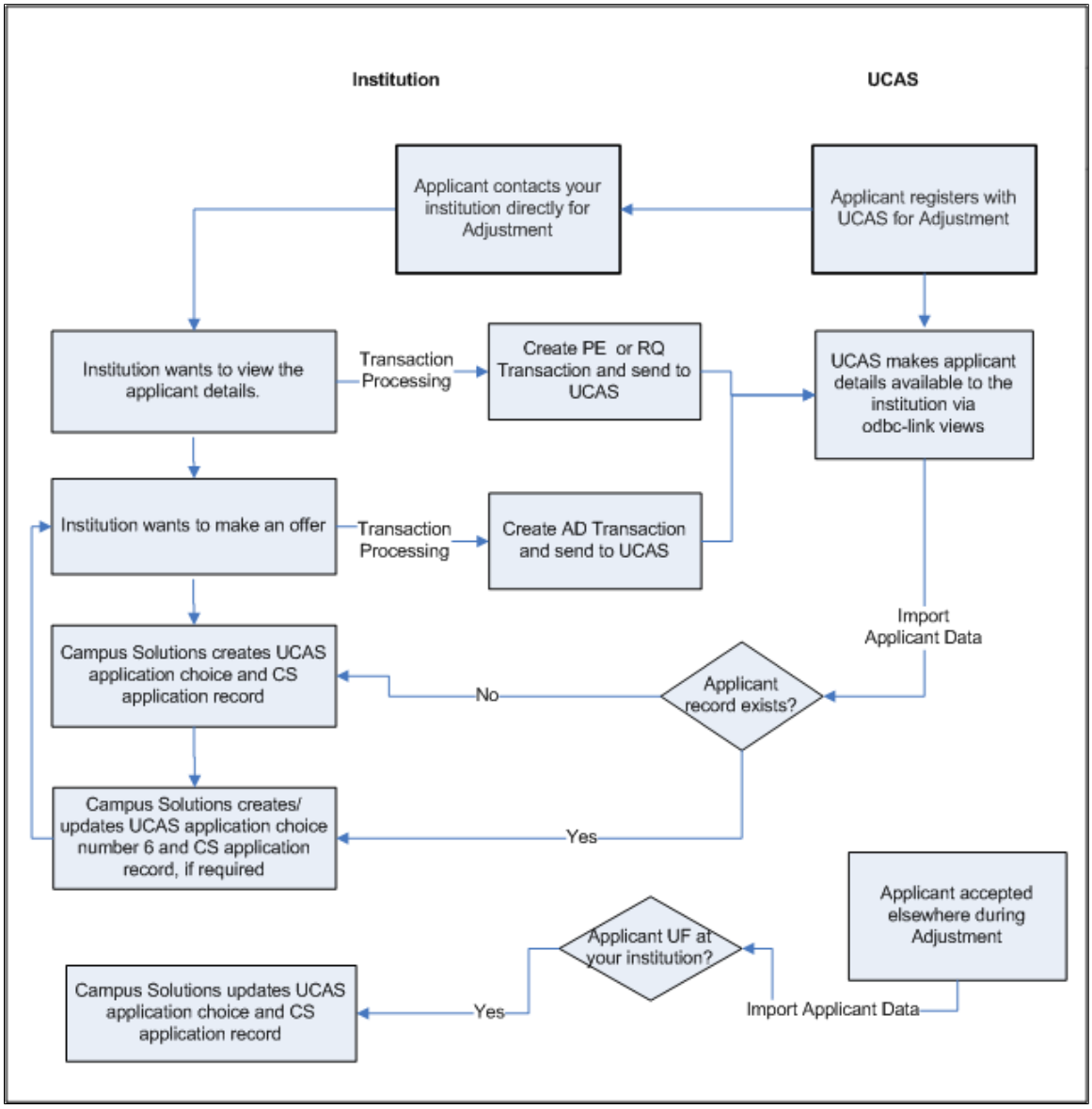
withdraw the applicant (RW transaction). Use the UCAS Release to Clearing page to record the RR transaction or use the UCAS Transactions page to record the RW transaction.

Image: Adjustment Processing Flow Example

This diagram illustrates an example of the Adjustment initial decision process flow.



When a service indicator is assigned to a person ID, the corresponding negative or positive service indicator button appears on the UCAS or UTT decision processing pages for that person ID.

See "Understanding Service Indicators" (PeopleSoft Campus Solutions 9.0: Campus Community)

Note that the UCAS and UTT processing pages discussed in this section (except the Wrong Applicant, Standard Offer, and Result/Offer Matching Process pages) enforce application center security. The system restricts the search results on the UCAS and UTT processing pages based on the application centers defined for the user (Set Up SACR, Security, Secure Student Administration, User ID, Application Center Security). You can view the UCAS or UTT application only if your User ID has access to the application center of the related Campus Solutions application. For example, suppose that user ID SATRN11 does not

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have access to the UGRD application center. In such a case, the UCAS Decision Processing page does not allow SATRN11 to access an application associated with the UGRD application center.

The system applies the same application center security to UCAS and UTT processing pages and the Maintain Applications component.

Related Links

"Setting Security for Application Centers" (PeopleSoft Campus Solutions 9.0: Application Fundamentals)

Pages Used to Process the Imported UCAS and UTT Applications and Applicant Data

Page Name	*Definition Name*	*Navigation*	*Usage*
Standard Offers	SAD_UC_STD_OFF	Student Admissions, UCAS Processing , Standard Offers	Define conditions for an offer that UCAS sends to the applicant.
UCAS Application Notes	SAD_UC_APPLNOTES	Student Admissions, UCAS Processing, UCAS Application Notes	View the key information for a UCAS application choice, on a single page. Enter notes for the application choice.
3C/Attachments	SAD_UC_3C_ATTACH	Student Admissions, UCAS Processing, UCAS Application Notes, 3C/ Attachments	Add or view attachments for the Campus Solutions application record. Enter or view the 3C information for the person ID.
UCAS Wrong Applicants	SAD_UC_STARW	Student Admissions , UCAS Processing, Remove Wrong Applicants, UCAS Wrong Applicants	Review the imported applicant records from ivStarW and delete records if required. You can also use this page to un-match an applicant record that is incorrectly matched to a person record.
UCAS Initial Decision Entry	SAD_UC_DECENTRY	Student Admissions, UCAS Processing, UCAS Decision Processing, Initial Decision Entry	Enter an admission decision for a UCAS application choice.
UCAS Decision Processing	SAD_UC_DECISN	Student Admissions, UCAS Processing, UCAS Decision Processing, Decision Processing	Enter or update an admission decision for a UCAS application choice. Find out whether your institution has confirmed the applicant's admission offer or released the applicant into Clearing.
UCAS Quick Decision Entry	SAD_UC_QDEC	Student Admissions, UCAS Processing, UCAS Decision Processing, Quick Decision Entry	Enter a decision simultaneously for multiple UCAS applications.

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Page Name	Definition Name	Navigation	Usage
UCAS Decision Approval	SAD_UC_DECAPR	Student Admissions, UCAS Processing, UCAS Decision Approval, Decision Approval	Approve or reject the admission decision for a UCAS application choice.
UCAS Quick Decision Approval	SAD_UC_QDAPR	Student Admissions, UCAS Processing, UCAS Decision Approval, Quick Decision Approval	Approve or reject simultaneously the admission decisions for multiple UCAS applications.
Results/Offer Matching Process	SAD_UC_MATCH_PROC	Student Admissions, UCAS Processing, UCAS Decision Processing, Result/Offer Matching Process	Match exam results with conditional offer details for Confirmation. The process determines whether the applicants have satisfied the offer conditions. You can run this process for all applicants in an institution, for all applicants of a particular course, or for specific applicants. This process is optional for confirming conditional offers. You can use the Confirmation Entry page to manually determine whether an applicant has satisfied the offer conditions.
UCAS Confirmation Entry	SAD_UC_CNFDEC	Student Admissions, UCAS Processing, UCAS Decision Processing, Confirmation Entry	Accept or reject the conditional offer of an applicant. If you have not run the Results/Offer Matching process for the applicant, manually match the applicant's exam results with the conditional offer details and indicate whether the applicant has satisfied the conditions for admission.
UCAS Quick Confirmation	SAD_UC_QCONF	Student Admissions, UCAS Processing, UCAS Decision Processing, Quick Confirmation	Accept or reject the conditional offer of multiple applicants.
UCAS Confirmation Approval	SAD_UC_CNFAPR	Student Admissions, UCAS Processing, UCAS Decision Approval, Confirmation Approval	Approve or reject the Confirmation decision for an applicant.
UCAS Quick Confirmation Approval	SAD_UC_QAPR	Student Admissions, UCAS Processing, UCAS Decision Approval, Quick Confirmation Approval	Approve or reject the Confirmation decision for multiple applicants.

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Page Name	*Definition Name*	*Navigation*	*Usage*
UCAS Release To Clearing	SAD_UC_RELDEC	Student Admissions, UCAS Processing, UCAS Decision Processing, Release to Clearing	Release an applicant into Clearing.
UCAS Release to Clearing Approval	SAD_UC_RELAPR	Student Admissions, UCAS Processing, UCAS Decision Approval, Release to Clearing Approval	Approve or reject an applicant's release into Clearing.
UCAS Enquiry Entry	SAD_UC_CLEARING	Student Admissions, UCAS Processing, UCAS Decision Processing, Enquiry Entry	Create or update an applicant's Clearing or Adjustment record. Specify whether you want the Transaction Processing process to generate an RX, RQ, PE, or AD transaction.
UCAS Qualifications	SAD_UC_IVFRMQUAL	Student Admissions, UCAS Processing, UCAS Decision Processing, Qualifications	Review and edit imported qualification and exam result records.
Transaction Processing	SAD_UC_TRN_PROC	Student Admissions, UCAS Processing, Transaction Processing, Transaction Processing	Generate, export, and update UCAS and UTT transactions.
UCAS Transactions	SAD_UC_TRANIN	Student Admissions, UCAS Processing, Transaction Processing, UCAS Transactions	Review the UCAS transactions. In addition, manually add or delete transactions and set the hold flag to prevent the system from sending the transactions to UCAS.
UCAS Enquiry Transactions	SAD_UC_TRANINCLR	Student Admissions, UCAS Processing, Transaction Processing, UCAS Enquiry Transactions	Review the UCAS Clearing and Adjustment transactions that the Transaction Processing process has generated. Alternatively, manually add or delete Clearing or Adjustment transactions. Set the hold flag to prevent the system from sending the Clearing or Adjustment transactions to UCAS.
UCAS Confirmation Enquiries	SAD_UC_CONF_ENQ	Student Admissions, UCAS Processing, UCAS Confirmation Enquiries	Review a summary of the Confirmation or Clearing application choice. Also, enter notes and outcome codes for an application choice while handling applicant enquiries related to Confirmation and Clearing.

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Page Name	Definition Name	Navigation	Usage
UTT Application Notes	SAD_UC_GTAPPNOTE	Student Admissions, UCAS Processing, UTT Application Notes	View the key information for a UTT application choice, on a single page. Enter notes for the application choice.
3C/Attachments	SAD_UC_GT3C_ATTACH	Student Admissions, UCAS Processing, UTT Application Notes, 3C/Attachments	Add or view attachments for the Campus Solutions application record. Enter or view the 3C information for the person ID.
UTT Wrong Applicants	SAD_UC_GSTARW	Student Admissions, UCAS Processing, Remove Wrong Applicants, UTT Wrong Applicants	Review the imported applicant records from ivgStarW and delete records if required. You can also use this page to un-match an applicant record that is incorrectly matched to a person record.
UTT Initial Decision Entry	SAD_UC_GTDECENTRY	Student Admissions, UCAS Processing, UTT Decision Processing, Initial Decision Entry	Enter an admission decision for a UTT application choice
UTT Decision Processing	SAD_UC_GTDECISN	Student Admissions, UCAS Processing, UTT Decision Processing, Decision Processing	Enter or update an admission decision for a UTT application choice.
UTT Quick Decision Entry	SAD_UC_QGTDEC	Student Admissions, UCAS Processing, UTT Decision Processing, Quick Decision Entry	Enter a decision simultaneously for multiple UTT applications.
UTT Qualifications	SAD_UC_IVGFRMQUAL	Student Admissions, UCAS Processing, UTT Decision Processing, Qualifications	Review and edit imported qualification records.
UTT Decision Approval	SAD_UC_GTDECAPR	Student Admissions, UCAS Processing, UTT Decision Approval, Decision Approval	Approve or reject the admission decision for a UTT application choice.
UTT Quick Decision Approval	SAD_UC_QGTDAPR	Student Admissions, UCAS Processing, UTT Decision Approval, Quick Decision Approval	Approve or reject simultaneously the admission decisions for multiple UTT applications.
UTT Confirmation Entry	SAD_UC_GTCNFDEC	Student Admissions, UCAS Processing, UTT Decision Processing, Confirmation Entry	Accept or reject the conditional offer of a UTT applicant.
UTT Quick Confirmation	SAD_UC_QGTCONF	Student Admissions, UCAS Processing, UTT Decision Processing, Quick Confirmation	Accept or reject the conditional offer of multiple UTT applicants.

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Page Name	*Definition Name*	*Navigation*	*Usage*
UTT Confirmation Approval	SAD_UC_GTAPR	Student Admissions, UCAS Processing, UTT Decision Approval, Confirmation Approval	Approve or reject the Confirmation decision for a UTT applicant.
UTT Quick Confirmation Approval	SAD_UC_QGTAPR	Student Admissions, UCAS Processing, UTT Decision Approval, Quick Confirmation Approval	Approve or reject the Confirmation decision for multiple UTT applicants.
UTT Enquiry Entry	SAD_UC_GTCLRING	Student Admissions, UCAS Processing, UTT Decision Processing, Enquiry Entry	Create or update an applicant's Clearing record. Specify whether you want the Transaction Processing process to generate an RX.
UTT Transactions	SAD_UC_GTTRANIN	Student Admissions, UCAS Processing, Transaction Processing, UTT Transactions	Review UTT transactions that you have sent or not sent. In addition, manually add or delete transactions and set the hold flag to prevent the system from sending the transactions to UCAS.
UTT Enquiry Transactions	SAD_UC_GTTRNCLR	Student Admissions, UCAS Processing, Transaction Processing, UTT Enquiry Transactions	Review the UCAS Clearing transactions that the Transaction Processing process has generated. Alternatively, manually add or delete Clearing transactions. Set the hold flag to prevent the system from sending the Clearing transactions to UTT.
ID Delete	RUNCTL_ID_CHANGE	Campus Community, Personal Information, ID Management, ID Delete	Delete an ID from the database after initiating the removal process of the ID in the UCAS Wrong Applicants or the UTT Wrong Applicants pages.

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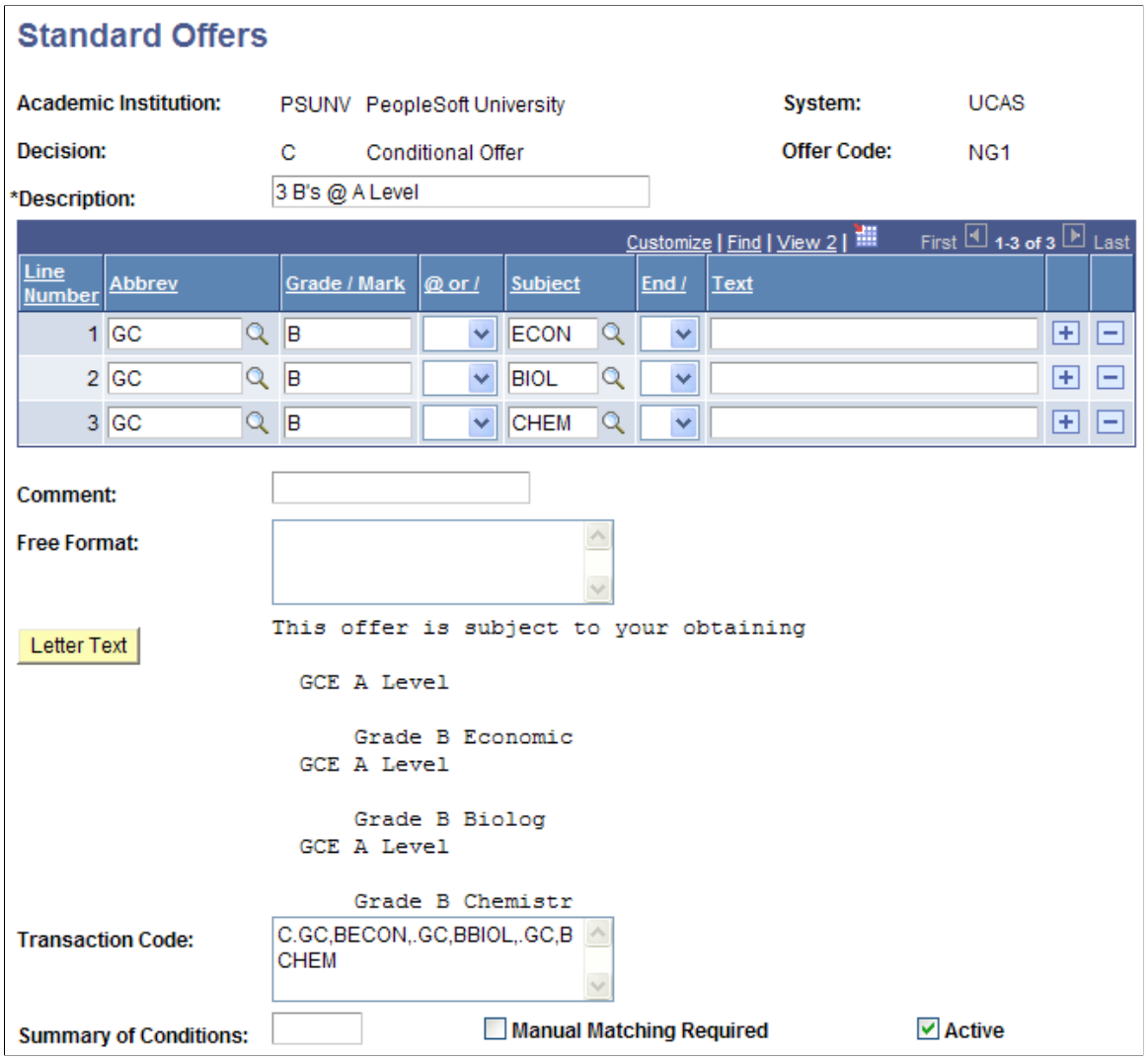
Defining Conditions for an Offer

Access the Standard Offers page (Student Admissions, UCAS Processing , Standard Offers).

Image: Standard Offers page

This example illustrates the fields and controls on the Standard Offers page. You can find definitions for the fields and controls later on this page.



For UTT, you should enter only the interview date element in the Free Format field and not the interview time. For UCAS, you can enter both the interview date and time in the Free Format field.

You can use the Decision Code field in the Decision Processing, Initial Decision and Quick Decision pages to select a standard offer. On selecting a standard offer, the system populates the decision record with the values that you defined on the Standard Offers page.

Free Format field and the Interview decision

For Interview decisions, the value you enter in the Free Format field need not start with *DDMMYY.* You can define interview standard offers with or without date and time elements. Note that the generated Transaction Code should not be blank for Interview decisions. You must enter text in either the Comment field or the Free Format field to generate transaction code.

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If the Free Format field on the Standard Offers page starts with a date in the format DDMMYY, then the system populates the Interview Date field in the UCAS and UTT Decision Processing and Initial Decision pages with this date. For example, suppose you have an *INT01* offer with a free format text that starts with *010100* on the Standard Offers page. In such a case, when you select *INT01* as a decision code on the UCAS Decision Processing page, the page automatically populates the Interview Date field as *01/01/2000.*

If the Free Format field on the Standard Offers page includes a time in the format HHMM from position 8 to 11 (that is, after a hyphen - as character 7), then the system populates the Interview Time field in the UCAS Decision Processing and UCAS Initial Decision pages with this time. For example, suppose you have an *INT01* offer with a free format text that starts with *010100-1300.* In such a case, when you select *INT01* as a decision code on the UCAS Decision Processing page, the page automatically populates the Interview Date field as *01/01/2000* and Interview Time as *13:00.* UTT does not use Interview Time.

The system populates the Free Format field on the UCAS and UTT Decision Processing pages with the Free Format value from the Standard Offers page without the interview date and time elements for UCAS and without the interview date for UTT. For example, suppose you have an *INT01* offer with a free format text *010100-1300 Is your interview date and time.* In such a case, when you select *INT01* as a decision code on the UCAS Decision Processing page, the page automatically populates the Interview Date field with *01/01/2000,* Interview Time field with *13:00,* and the Free Format field with *Is your interview date and time.* The Free Format field does not appear on the Initial Decision pages but the system applies similar logic in the background to populate the Free Format field of the decision record with the free format text from the standard offer minus any interview date and time elements.

You can change the interview date and time, comment, and the free format text values on the decision pages, if required.

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Reviewing Key UCAS Application Information

Access the UCAS Application Notes page (Student Admissions, UCAS Processing, UCAS Application Notes).

Image: UCAS Application Notes page (1 of 4)

This example illustrates the fields and controls on the UCAS Application Notes page (1 of 4). You can find definitions for the fields and controls later on this page.

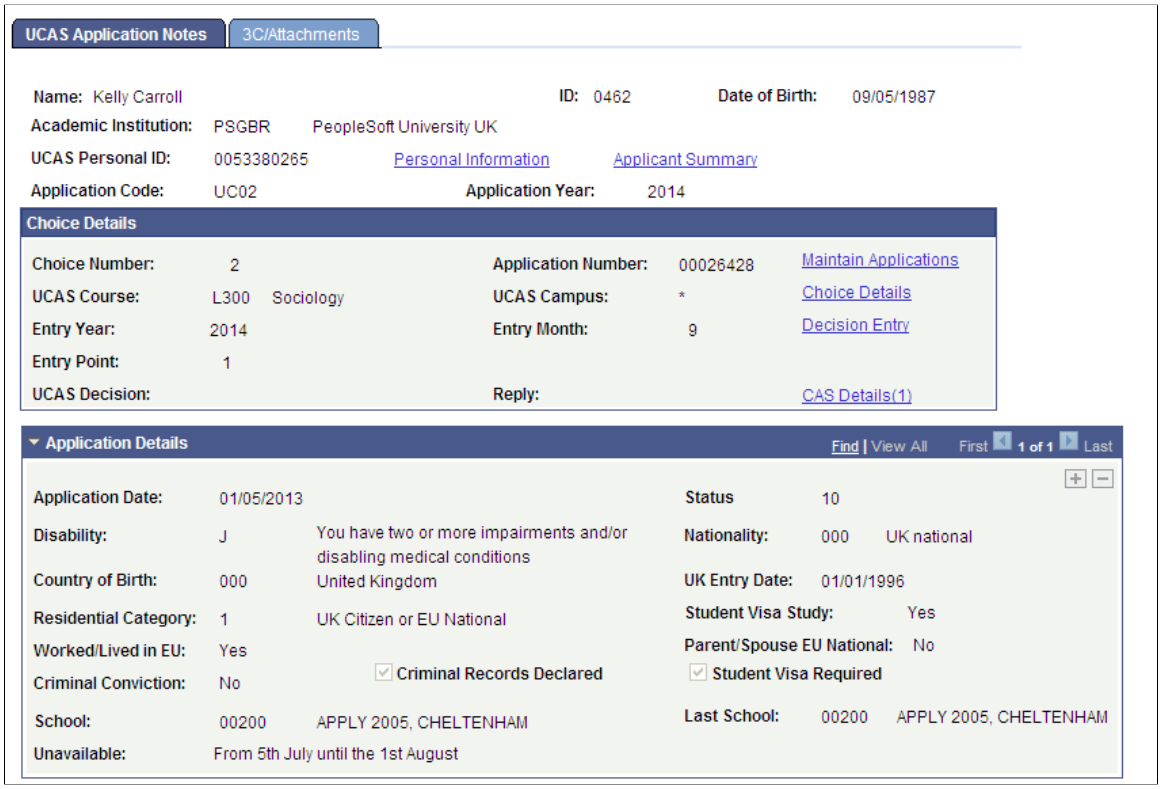
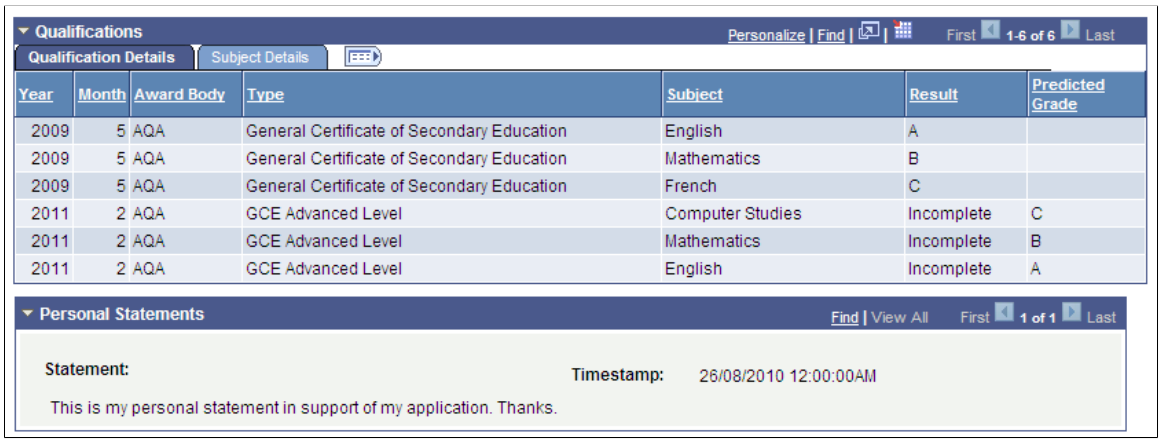


Image: UCAS Application Notes page (2 of 4)

This example illustrates the fields and controls on the UCAS Application Notes page (2 of 4). You can find definitions for the fields and controls later on this page.



Year	Month	Award Body	Type	Subject	Result	Predicted Grade
2009	5	AQA	General Certificate of Secondary Education	English	A	
2009	5	AQA	General Certificate of Secondary Education	Mathematics	B	
2009	5	AQA	General Certificate of Secondary Education	French	C	
2011	2	AQA	GCE Advanced Level	Computer Studies	Incomplete	C
2011	2	AQA	GCE Advanced Level	Mathematics	Incomplete	B
2011	2	AQA	GCE Advanced Level	English	Incomplete	A

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Image: UCAS Application Notes page (3 of 4)

This example illustrates the fields and controls on the UCAS Application Notes page (3 of 4). You can find definitions for the fields and controls later on this page.

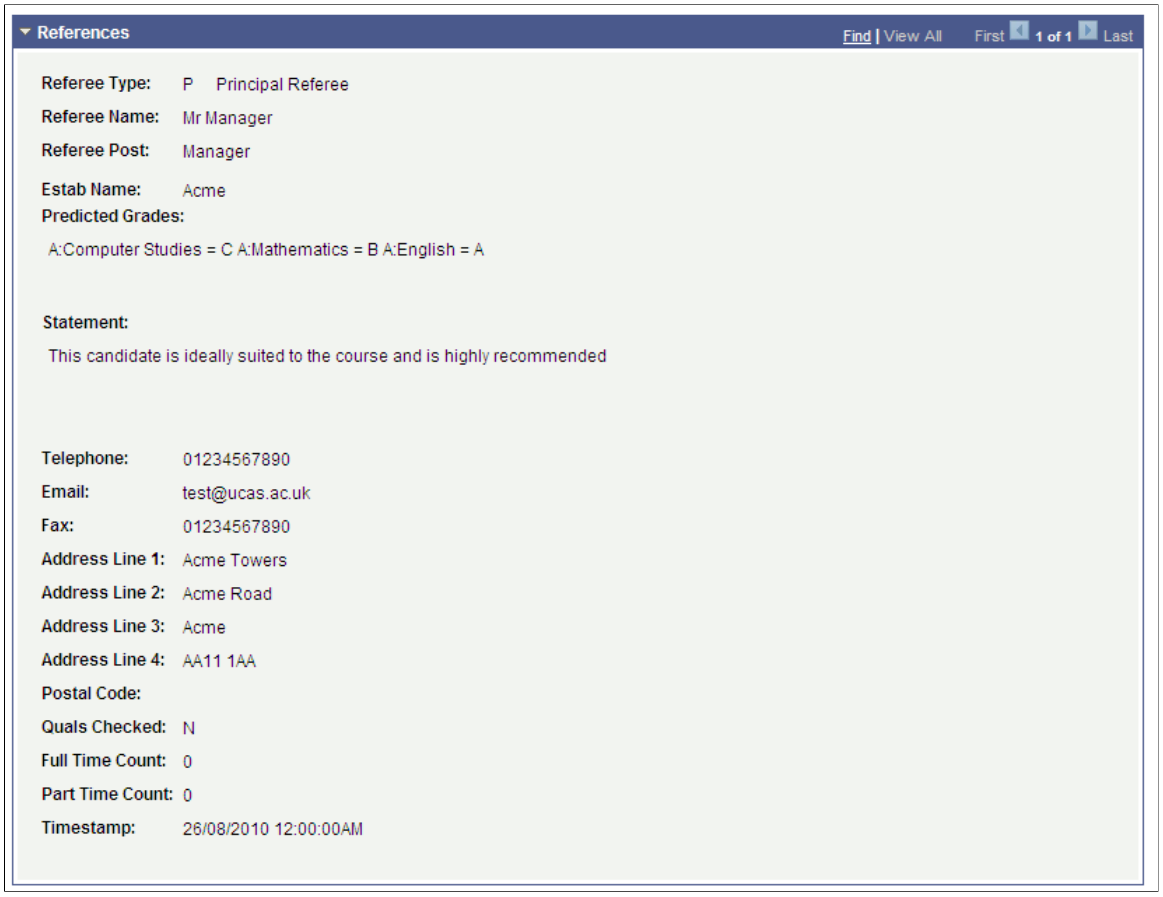

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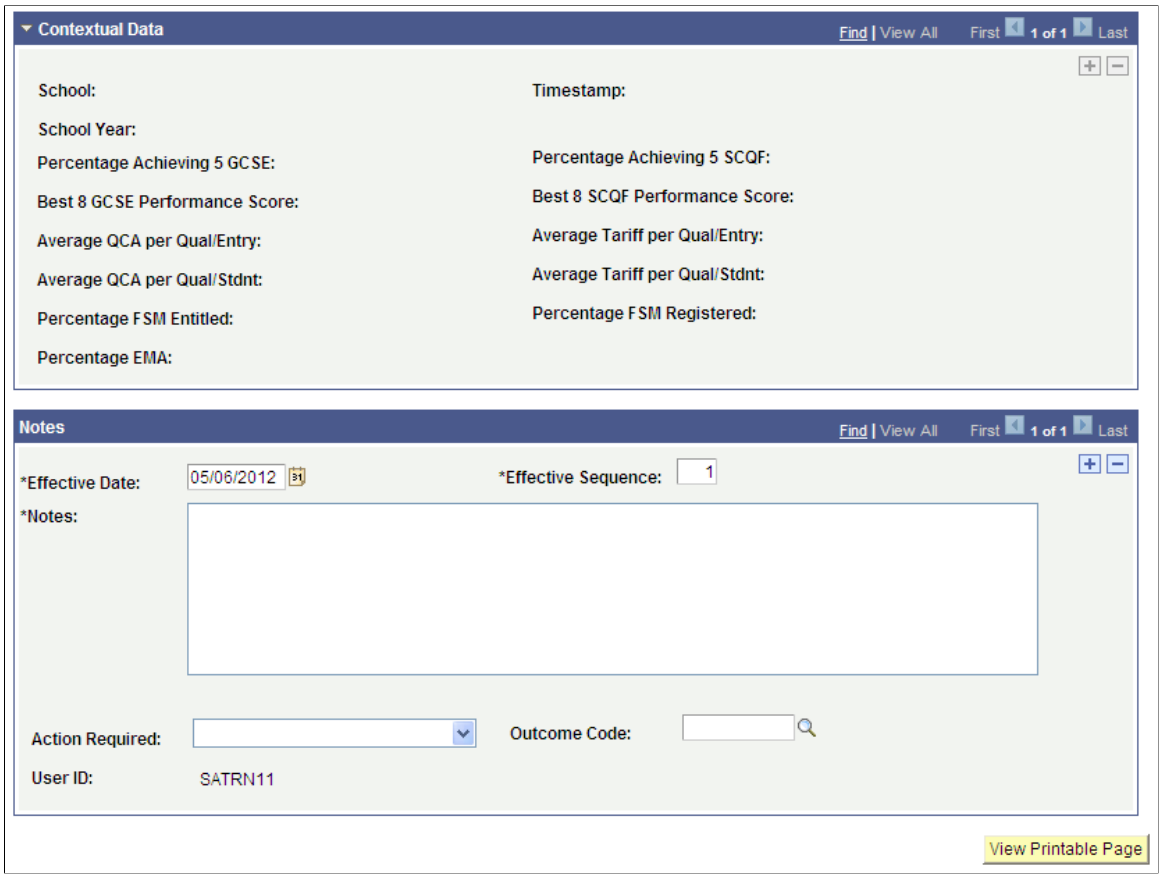
Image: UCAS Application Notes page (4 of 4)

This example illustrates the fields and controls on the UCAS Application Notes page (4 of 4). You can find definitions for the fields and controls later on this page.



The fields on the Notes region are similar to those on the UCAS Confirmation Enquiries page. The Automatic Save and Outcome Required settings on the UCAS Configuration page affects only the UCAS Confirmation Enquiries page and does not affect the UCAS Application Notes page.

View Printable Page Click to obtain a printable version of the application information.

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Adding Attachments and Reviewing 3C Information for UCAS Application

Access the 3C/Attachments page (Student Admissions, UCAS Processing, UCAS Application Notes, 3C/Attachments).

Image: 3C/Attachments page (1 of 2)

This example illustrates the fields and controls on the 3C/Attachments page (1 of 2). You can find definitions for the fields and controls later on this page.

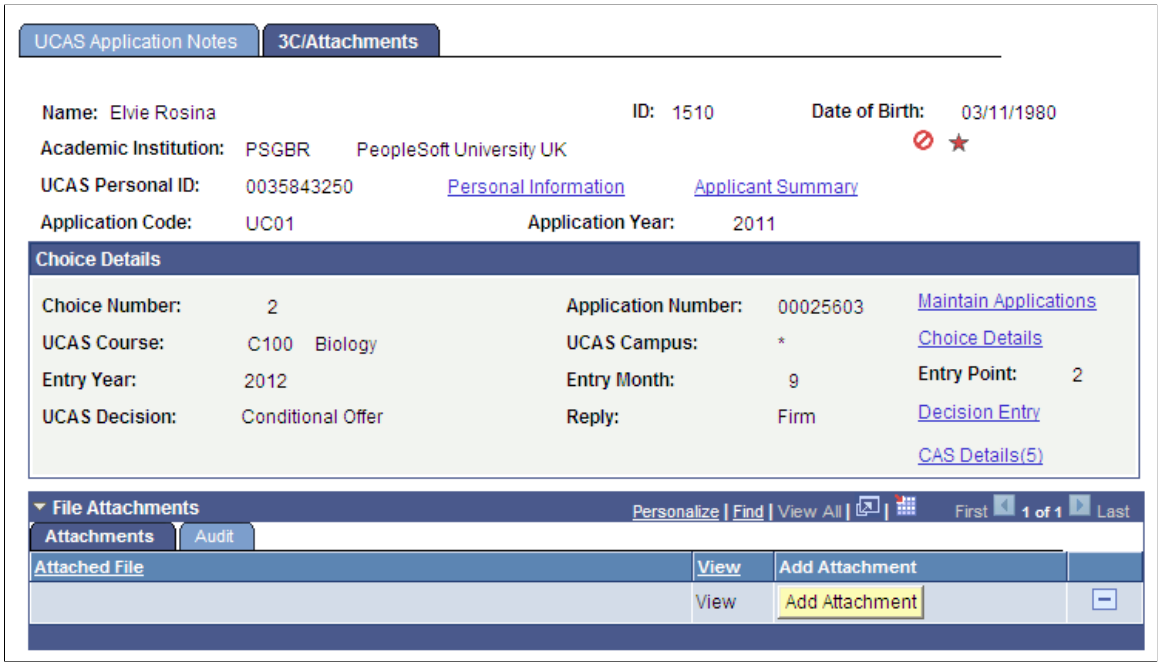

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Image: 3C/Attachments page (2 of 2)

This example illustrates the fields and controls on the 3C/Attachments page (2 of 2). You can find definitions for the fields and controls later on this page.

File Attachments

Use this group box to add, delete and view attachments for the Campus Solutions application.

Add Attachment 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.

Note that you can also use the File Attachments group box on the Application Data page of the Maintain Applications component to maintain and access the attachment data.

The 3C Group Boxes (Checklists, Comments, and Communications)

The fields on these group boxes are similar to the fields that appear on the Campus Community's checklist, comment, and communication pages. The group boxes display the records in a similar way to the Campus Community's checklist, comment, and communication summary pages.

See "Understanding Checklists" (PeopleSoft Campus Solutions 9.0: Campus Community)

See "Understanding Comments" (PeopleSoft Campus Solutions 9.0: Campus Community)

See "Understanding Communication Management" (PeopleSoft Campus Solutions 9.0: Campus Community)

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Note that the group boxes display a person ID's 3C records for only the ADMA and ADMP administrative functions. Also, these group boxes display only those 3C records where the application number in the variable data of the 3C record matches with the application choice that the Choice Details region of the page displays or if the application number value in the variable data is blank (3C records can be created without the application number value in variable data). Records linked to other application numbers are not displayed.

When you create a checklist, comment, or communication record by clicking the create button on any one of these group boxes, the system by default:

- Populates the Administrative Function field with the value that you selected for the Default Admin Function field on the UCAS Configuration page (if the Default Admin Function field is blank, then the system will enter ADMA in the Administrative Function field).
- Enters the variable data based on the application choice (that is, academic career, student career Nbr, application number, and application center).

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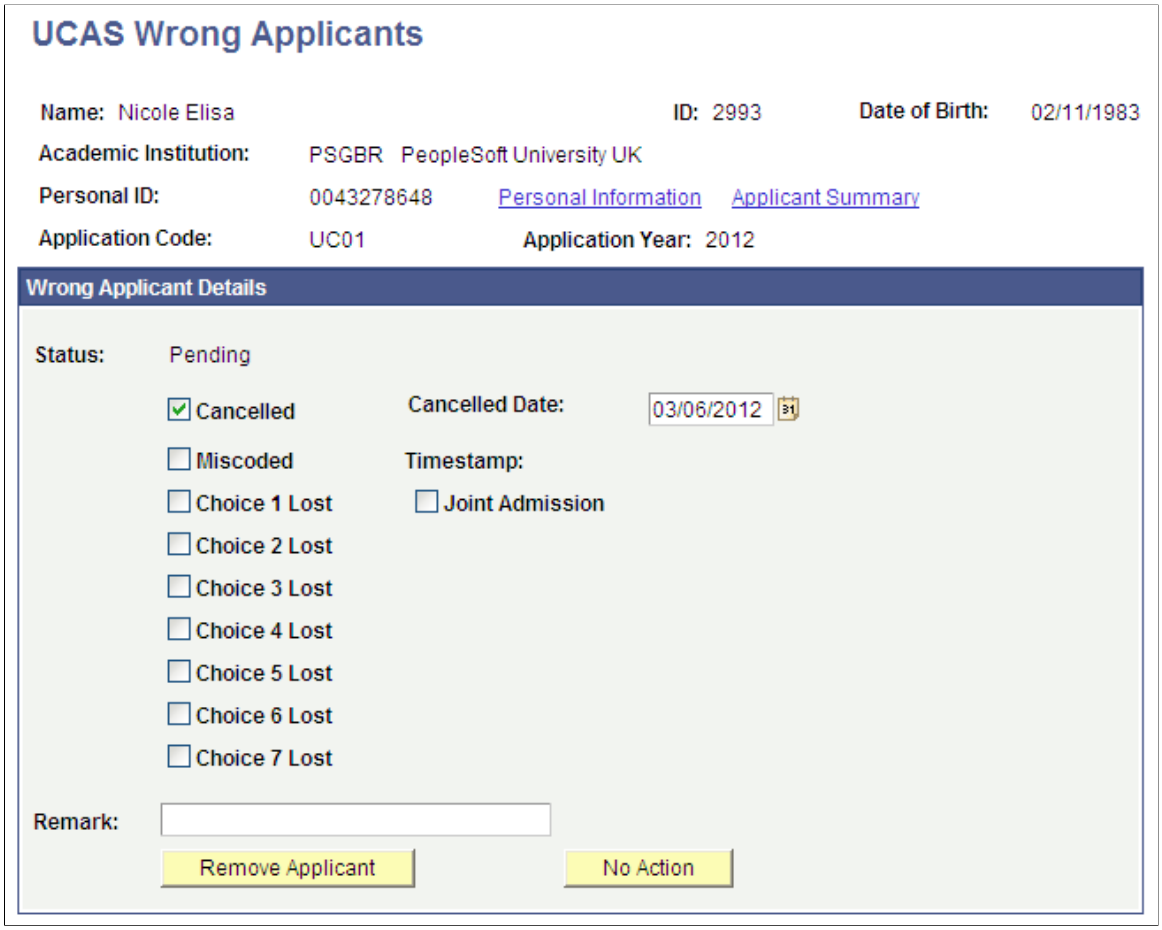
Deleting Incorrect UCAS Applicant Records

Access the UCAS Wrong Applicants page (Student Admissions , UCAS Processing, Remove Wrong Applicants, UCAS Wrong Applicants).

Image: UCAS Wrong Applicants page

This example illustrates the fields and controls on the UCAS Wrong Applicants page . You can find definitions for the fields and controls later on this page.



In certain circumstances, an incoming UCAS applicant record can be incorrectly matched to an existing person record during the import process or through the Transaction Data page. In such circumstances:

1. Use the UCAS Remove Wrong Applicants component to manually add the wrong applicant record.
2. Select the Cancelled check box. If needed, edit the Cancelled Date field. Optionally, enter a remark.
3. Save the record.
4. Click the Remove Applicant button to run the Remove Applicant process. This process removes the incorrectly matched applicant.
5. The Remove Applicant process does not alter the person-related records (for example, Disability, Ethnicity, Citizenship, National ID, External System ID and so on) that the Import Applicant Data process may have created for the incorrect ID. These records should be updated or removed using the relevant Campus Community pages. In particular, the UCAS Personal ID that the import process

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creates as an External System ID for the incorrect ID should be removed to prevent the record being incorrectly matched again during the re-import.

6. Run the Import Applicant Data process for the single applicant so that all the deleted applicant records can be re-imported and either matched to the correct person or a new person record created.

Cancelled Date

This field is available for edit only when you are manually adding a record. After you save the manually added record, this field becomes unavailable.

Remark

This field is available for edit only when you are manually adding a record.

Remove Applicant

Click to run the Remove Applicant process that will delete the ID's:

- UCAS applicant record.
- UCAS application choice records.
- Non-matriculated Campus Solutions application records.

The system enables this button if the status is *Pending, Partially Removed,* or *No Action.*. When you click the button, the status changes to *Removed*.

When you click the button for a UCAS applicant for whom only specific choices are lost, the system removes the specific lost choices but retains the overall applicant record.

For a manually added record, the system enables the button only when you save the record.

No Action

Click to change the record status from *Pending* to *No Action.* The *No Action* status indicates that the record need not be removed.

For a manually added record, the system enables the button only when save the record.

After clicking the Remove Applicant button, navigate to Campus Community, Personal Information, ID Management, ID Delete to remove the person record of the UCAS wrong applicant.

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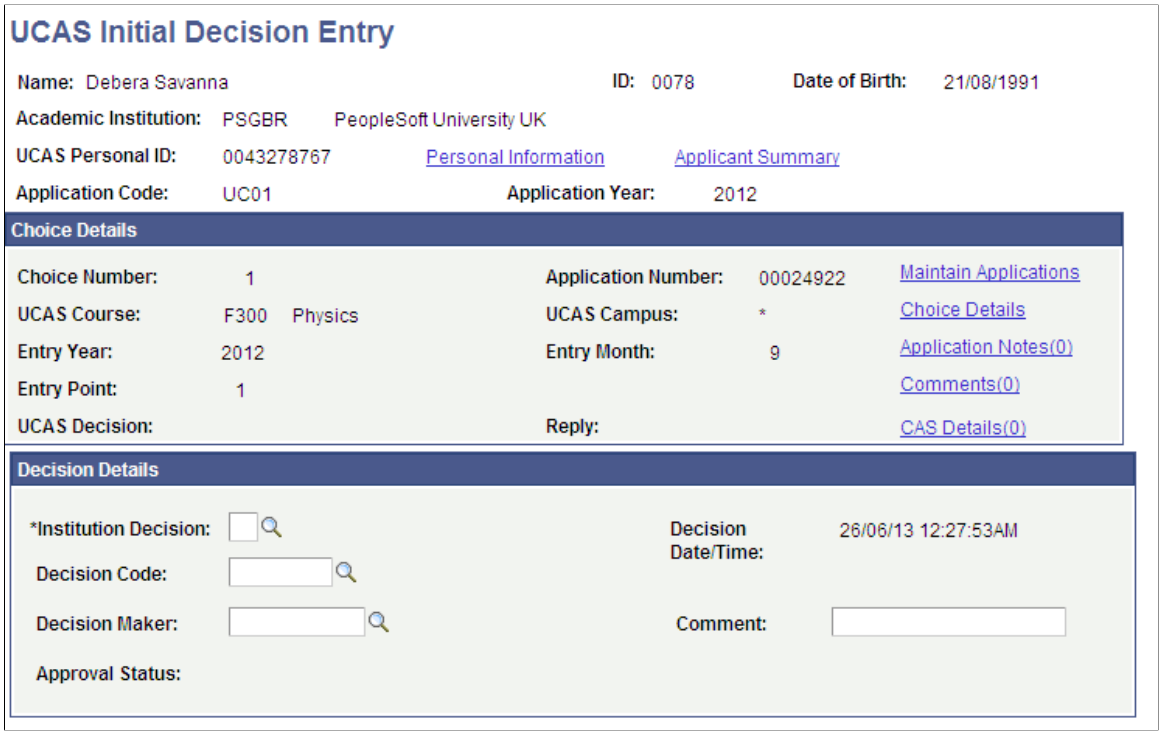
Entering an Initial Admission Decision for a UCAS Application Choice

Access the UCAS Initial Decision Entry page (Student Admissions, UCAS Processing, UCAS Decision Processing, Initial Decision Entry).

Image: UCAS Initial Decision Entry page

This example illustrates the fields and controls on the UCAS Initial Decision Entry page. You can find definitions for the fields and controls later on this page.



If you did not select the Interview Applicants option on the UCAS Initial Decision Entry search page, an application choice is included in the search results only if all the following conditions are satisfied:

- An institution decision does not exist.
- UCAS decision of the choice is blank.
- Choice is not cancelled.
- The whole application is not withdrawn.

In such a case, the UCAS Initial Decision Entry page does not allow you to modify an institution decision. If you want to modify an institution decision, use the UCAS Decision Processing page.

If you select the Interview Applicants option on the UCAS Initial Decision Entry search page, an application choice is included in the search results only if all the following conditions are satisfied:

- An institution decision record exists with decision = *I* (interview) and decision is approved or does not require approval.
- UCAS decision value of the choice (imported from StarC/StarG) is not *W*.
- Choice is not cancelled.

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- The whole application is not withdrawn.

In such a case, you can then use the UCAS Initial Decision Entry to modify the Interview decision to a post-interview decision (that is, Offer, Conditional offer, or Reject).

Institution Decision

Select an admission decision. After you enter a decision, run the Transaction Processing process to generate the transaction to send to UCAS.

If the choice number is 9 (Clearing), the valid decisions are *A* (Accept) or *R* (Rejection). If the choice number is 6 (Adjustment), the valid decision is *U* (Unconditional Offer). If the choice number is not 9 or 6 (standard application), the valid decisions are *C* (Conditional Offer), *U* (Unconditional Offer), *R* (Rejection), *F* (Course Full), and *I* (Interview).

The Interview Date and Interview Time fields appear only if you select the Interview decision.

You cannot enter the Delayed Conditional decision code (D) in this page or the UTT Initial Decision Entry page. This decision can be entered only in the Decision Processing page.

Decision Code

Optionally, add a standard offer to the decision.

Interview Date

Select the date on which the interview is to take place.

Interview Time

Enter the time the interview is scheduled to begin. The time format uses a 24-hour clock. Therefore, for example, if the interview time is 2:30 PM, enter *14:30.*

Comment

For all decisions you can add a comment, unless a standard offer is entered.

You can enter the reason for a Clearing Rejection in the Comment field. When you generate a RX transaction for the rejection, the system includes the comment text in the Free Format column of the RX transaction.

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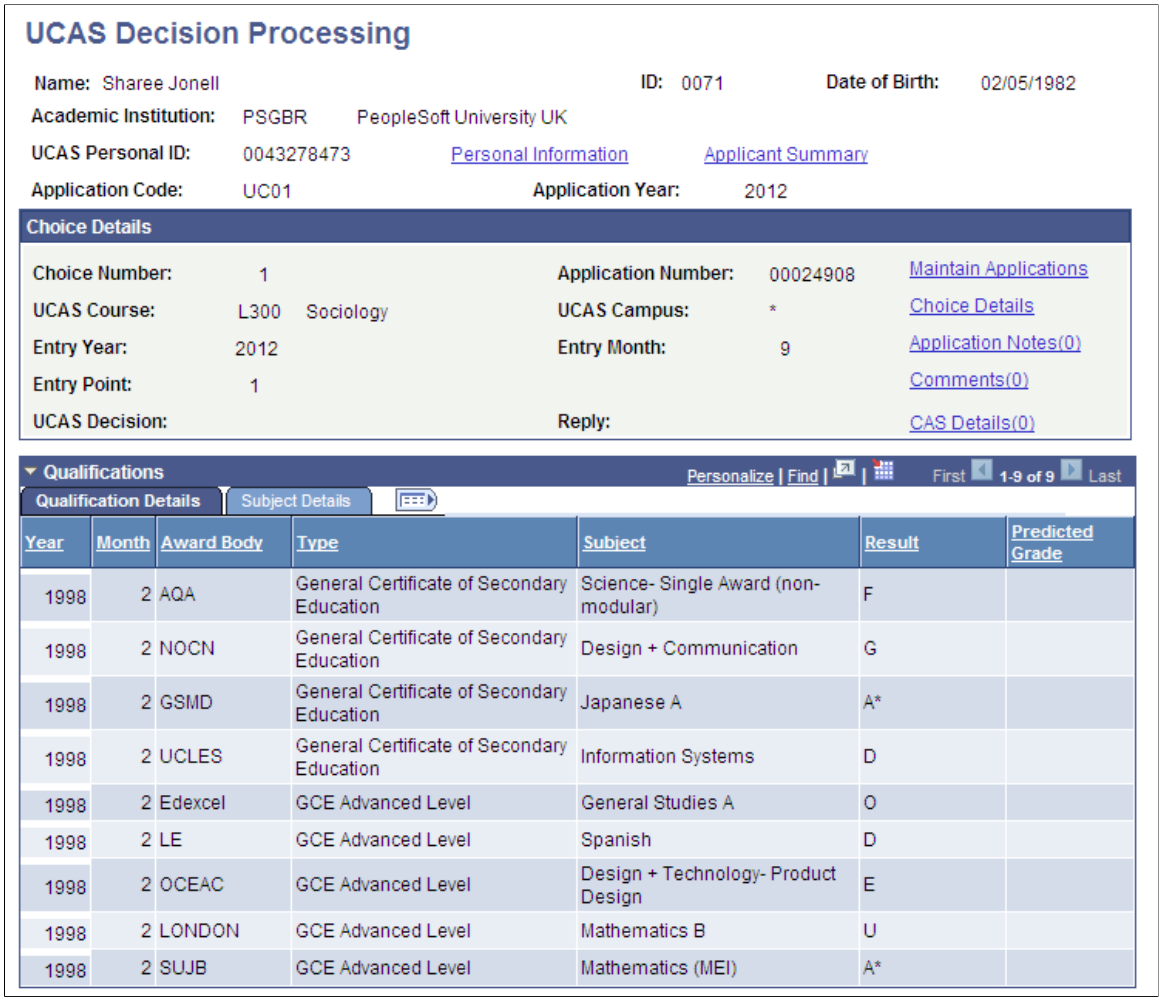
Entering or Updating an Admission Decision for a UCAS Application Choice

Access the UCAS Decision Processing page (Student Admissions, UCAS Processing, UCAS Decision Processing, Decision Processing).

Image: UCAS Decision Processing page (1 of 3)

This example illustrates the fields and controls on the UCAS Decision Processing page (1 of 3). You can find definitions for the fields and controls later on this page.



UCAS Decision Processing

Name: Sharee Jonell ID: 0071 Date of Birth: 02/05/1982

Academic Institution: PSGBR PeopleSoft University UK

UCAS Personal ID: 0043278473 Personal Information Applicant Summary

Application Code: UC01 Application Year: 2012

Choice Details

Choice Number: 1 Application Number: 00024908 Maintain Applications

UCAS Course: L300 Sociology UCAS Campus: * Choice Details

Entry Year: 2012 Entry Month: 9 Application Notes(0)

Entry Point: 1 Comments(0)

UCAS Decision: Reply: CAS Details(0)

Qualifications Personalize | Find | First 1-9 of 9 Last

Qualification Details | Subject Details

Year	Month	Award Body	Type	Subject	Result	Predicted Grade
1998	2	AQA	General Certificate of Secondary Education	Science- Single Award (non-modular)	F	
1998	2	NOCN	General Certificate of Secondary Education	Design + Communication	G	
1998	2	GSMD	General Certificate of Secondary Education	Japanese A	A*	
1998	2	UCLES	General Certificate of Secondary Education	Information Systems	D	
1998	2	Edexcel	GCE Advanced Level	General Studies A	O	
1998	2	LE	GCE Advanced Level	Spanish	D	
1998	2	OCEAC	GCE Advanced Level	Design + Technology- Product Design	E	
1998	2	LONDON	GCE Advanced Level	Mathematics B	U	
1998	2	SUJB	GCE Advanced Level	Mathematics (MEI)	A*	

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Image: UCAS Decision Processing page (2 of 3)

This example illustrates the fields and controls on the UCAS Decision Processing page (2 of 3). You can find definitions for the fields and controls later on this page.

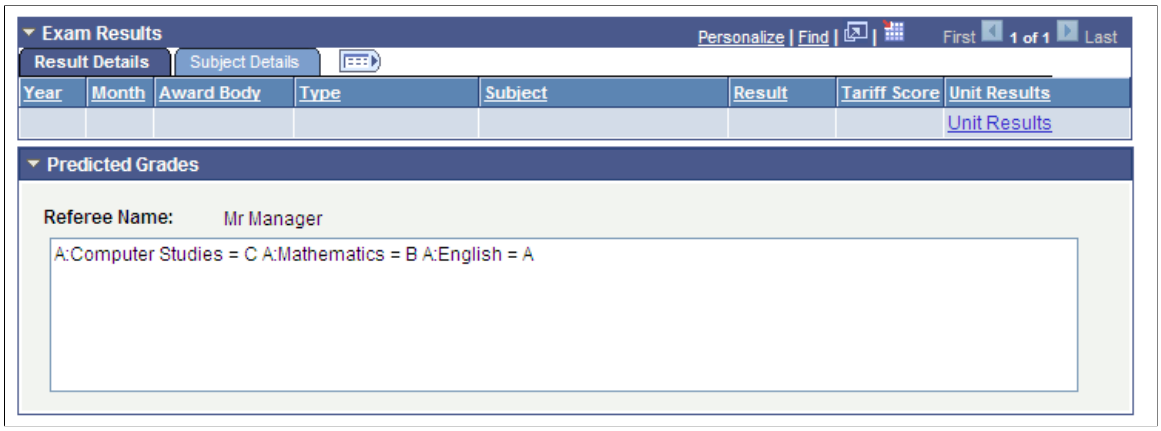
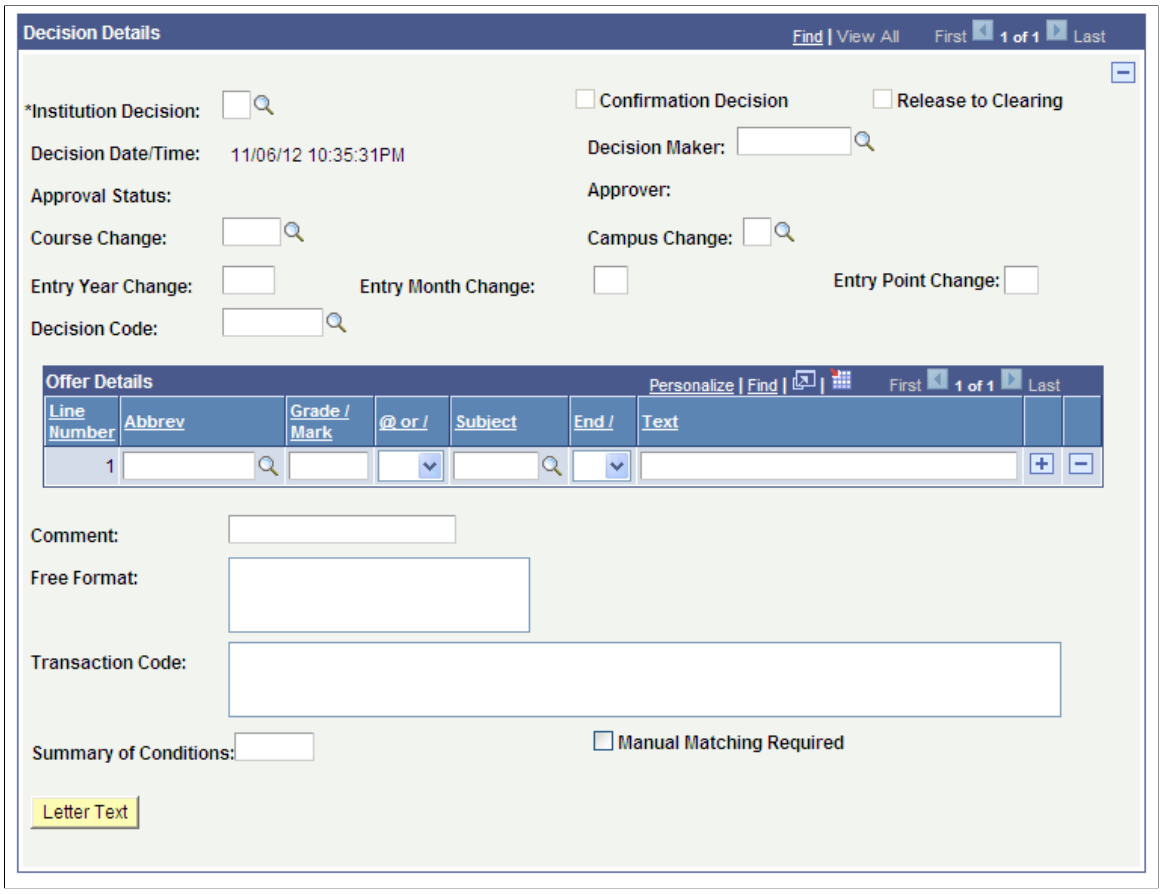


Image: UCAS Decision Processing page (3 of 3)

This example illustrates the fields and controls on the UCAS Decision Processing page (3 of 3). You can find definitions for the fields and controls later on this page.



Institution Decision

Select an admission decision. After you enter or update a decision, if required, use the UCAS Decision Approval page to approve the decision. Then use the Transaction Processing process to generate the decision transaction to send to UCAS.

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	The validations of this field are similar to that of the Institution Decision field on the UCAS Initial Decision Entry page. However, you can enter the Delayed Conditional (D) decision only from this page. Decision D is valid only for non-clearing CF application choices (CF means decision is *Conditional Offer* and reply is *Firm*).
Confirmation Decision	The system automatically selects this check box when you enter a Confirmation decision in the UCAS Confirmation Entry page or the UCAS Quick Confirmation page.
Release to Clearing	The system automatically selects this check box when you enter a Release into Clearing decision in the UCAS Release to Clearing page.
Decision Code	Optionally, add a standard offer to the decision.
Comment	The usage of this field is similar to that of the Comment field on the UCAS Initial Decision Entry page. The only difference is that on this page you can use this field for transaction code. For example, if Interview Date is *May 26, 2009* and Interview Time is *9:15* and Comment is *Bring your portfolio* and you click Letter Text, then the following transaction code appears 260509-0915,'Bring your portfolio'

The offer details fields are similar to the fields on the Standard Offers page.

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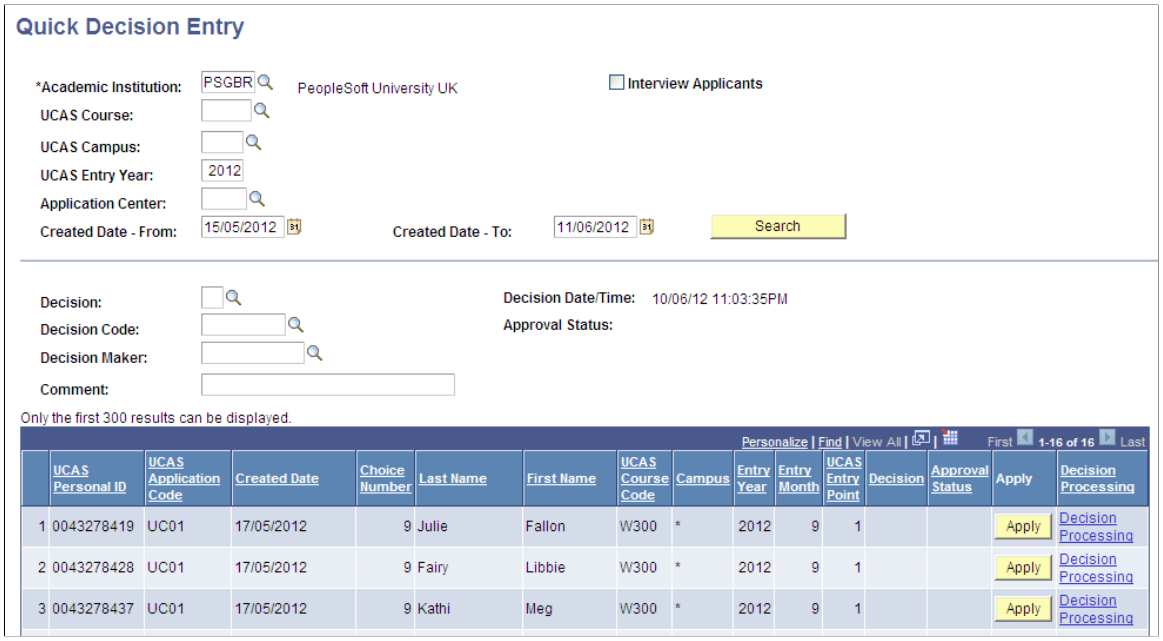
Entering a Decision for Multiple UCAS Application Choices

Access the UCAS Quick Decision Entry page (Student Admissions, UCAS Processing, UCAS Decision Processing, Quick Decision Entry).

Image: UCAS Quick Decision Entry page

This example illustrates the fields and controls on the UCAS Quick Decision Entry page. You can find definitions for the fields and controls later on this page.



If you do not select the Interview Applicants check box on the UCAS Quick Decision Entry page, a choice is included in the search results only if all the following conditions are satisfied:

- An institution decision does not exist.
- UCAS decision of the choice is blank.
- Choice is not cancelled.
- The whole application is not withdrawn.

In such a case, the page does not allow you to modify an admission decision. If you want to modify an admission decision, use the UCAS Decision Processing page.

If you select the Interview Applicants check box on this page, a choice is included in the search results only if all the following conditions are satisfied:

- An institution decision record exists with decision = *I* (interview) and decision is approved or does not require approval.
- UCAS decision value of the choice (imported from StarC/StarG) is not *W*.
- Choice is not cancelled.
- The whole application is not withdrawn.

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In such a case, you can use this page to modify the Interview decision to a post-interview decision (that is, Offer, Conditional offer, or Reject).

The system enables the Interview Date - From and Interview Date - To search fields and displays the interview date column in the search results, if you select the Interview Applicants check box. And the system enables the Created Date - From and Created Date - To search fields, if you deselect the Interview Applicants check box.

You can search for records of a particular institution, course, campus, entry year and application center or combination of those. The decision, decision code, decision maker and comment field values are used for all the records that have a decision applied and are saved.

You cannot enter the Delayed Conditional decision code (D) in this page or the UTT Quick Decision Entry page. This decision can be entered only in the Decision Processing page.

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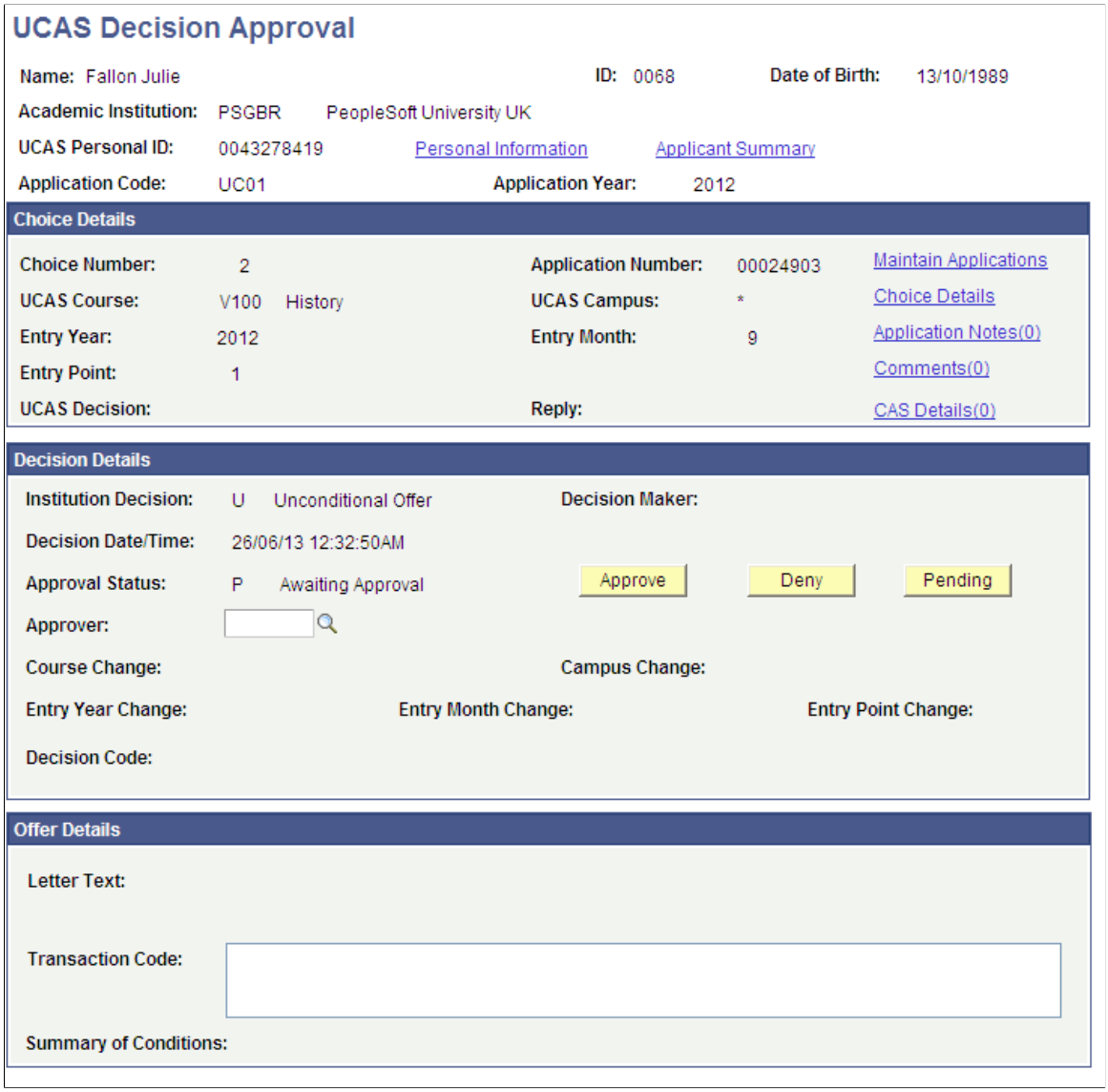
Approving or Rejecting a UCAS Decision

Access the UCAS Decision Approval page (Student Admissions, UCAS Processing, UCAS Decision Approval, Decision Approval).

Image: UCAS Decision Approval page

This example illustrates the fields and controls on the UCAS Decision Approval page . You can find definitions for the fields and controls later on this page.



Click Approve or Deny button to indicate whether the admission decision entered in the UCAS Decision Processing or UCAS Initial Decision Entry page is approved or denied.

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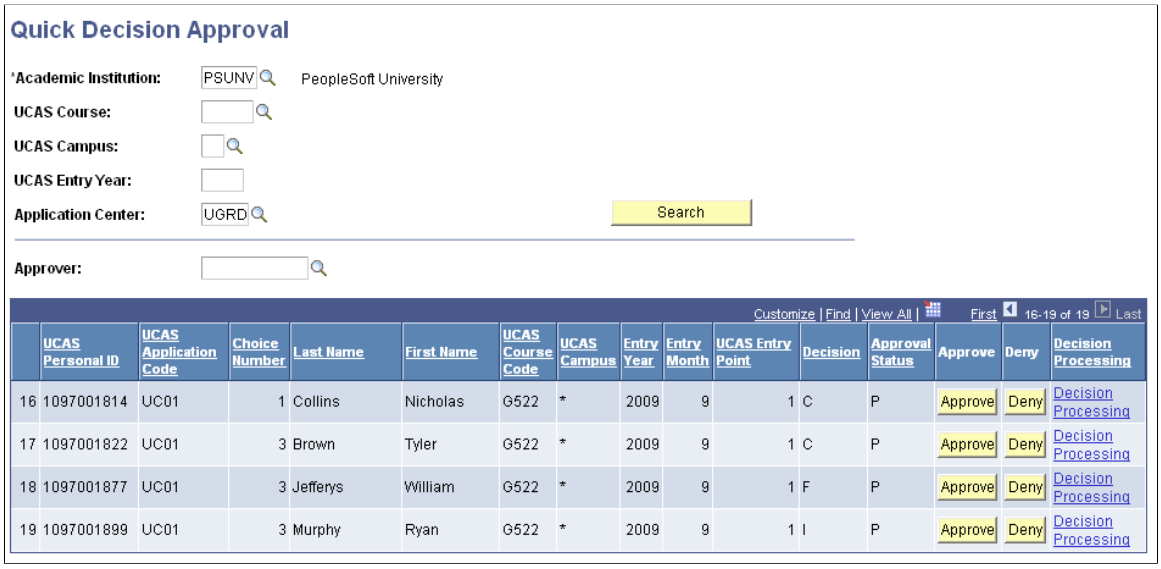
Approving or Rejecting Multiple UCAS Decisions

Access the UCAS Quick Decision Approval page (Student Admissions, UCAS Processing, UCAS Decision Approval, Quick Decision Approval).

Image: UCAS Quick Decision Approval page

This example illustrates the fields and controls on the UCAS Quick Decision Approval page. You can find definitions for the fields and controls later on this page.



Quick Decision Approval

*Academic Institution: PSUNV PeopleSoft University
UCAS Course:
UCAS Campus:
UCAS Entry Year:
Application Center: UGRD Search
Approver:

Customize | Find | View All | First 16-19 of 19 Last

	UCAS Personal ID	UCAS Application Code	Choice Number	Last Name	First Name	UCAS Course Code	UCAS Campus	Entry Year	Entry Month	UCAS Entry Point	Decision	Approval Status	Approve	Deny	Decision Processing
16	1097001814	UC01	1	Collins	Nicholas	G522	*	2009	9	1	C	P	Approve	Deny	Decision Processing
17	1097001822	UC01	3	Brown	Tyler	G522	*	2009	9	1	C	P	Approve	Deny	Decision Processing
18	1097001877	UC01	3	Jefferys	William	G522	*	2009	9	1	F	P	Approve	Deny	Decision Processing
19	1097001899	UC01	3	Murphy	Ryan	G522	*	2009	9	1	I	P	Approve	Deny	Decision Processing

You can search for records of a particular institution, course, campus, entry year and application center or combination of those. The Approver value is used for all the records that are approved and saved.

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Determining Whether Applicants Satisfy the Offer Conditions

Access the Result/Offer Matching Process page (Student Admissions, UCAS Processing, UCAS Decision Processing, Result/Offer Matching Process).

Image: Result/Offer Matching Process page

This example illustrates the fields and controls on the Result/Offer Matching Process page. You can find definitions for the fields and controls later on this page.

Student Override Select if you want to run the process for one or more IDs selected in the EmplID field.

If you select the Student Override check box, the process ignores any values entered in the UCAS Course Code field.

For a student, the process can compare the conditions you generated (Transaction Code) on the UCAS Decision Processing page with the exam results, and determine whether the student has satisfied the conditions. The process considers the following abbreviations when comparing conditional offer details with exam results:

- TO - Tariff offers
- GC - GCE A Level
- AS - GCE AS Level
- IH - Irish Leaving Certificate (Higher Level)
- SH - SQA Highers
- AH - SQA Advanced Highers
- EG - Excluding General Studies
- AC - Alternate conditions

Any other abbreviations need to be manually reviewed before the offer is confirmed.

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After running this process, navigate to the UCAS Confirmation Entry page to check whether the applicant has satisfied the conditions. If the process determines that the applicant has satisfied all the conditions, the Results Matching field displays *Satisfied* on the UCAS Confirmation Entry page. If the process determines that at least one condition has not been met, the Results Matching field displays *Not Satisfied.* If the process determines that at least one condition has not been evaluated, the Results Matching field displays *Partially Evaluated.* If the process determines that none of the conditions have been evaluated, the Results Matching field displays *Not Evaluated.*

The following example shows how the Result/Offer Matching process works for a tariff offer:

1. Use the UCAS Decision Processing page to enter a conditional offer for a student.

   Enter abbreviation = TO (Tariff Score) and Grade Mark = 200. This condition is generated: *The student must obtain a minimum of 200 UCAS tariff points.*

2. Import the exam results from ivStarPQR.

   The student has grade C for GCE A Levels in Maths, General Studies, and English.

3. Run the Results/Offer Matching process for the student.

   The system uses the imported cvRefTariff data to translate the total tariff score to 240 (grade C is equivalent to 80 tariff points).

4. The UCAS Confirmation Entry page for the student shows that the condition is satisfied.

Note: The Result/Offer Matching process considers only records that have a current decision of *C* or *D,* for which the Manual Matching Required check box is cleared on the UCAS Decision Processing page.

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Entering or Updating a UCAS Confirmation Decision

Access the UCAS Confirmation Entry page (Student Admissions, UCAS Processing, UCAS Decision Processing, Confirmation Entry).

Image: UCAS Confirmation Entry page (1 of 3)

This example illustrates the fields and controls on the UCAS Confirmation Entry page (1 of 3). You can find definitions for the fields and controls later on this page.

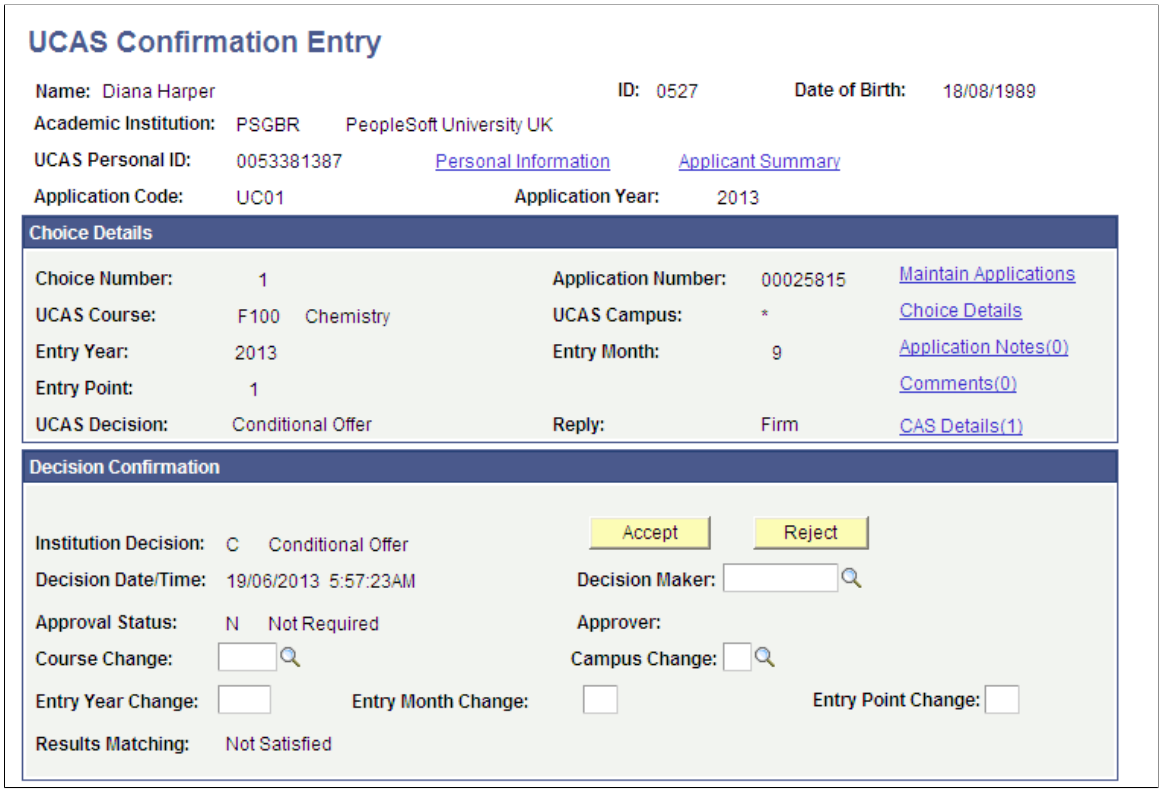

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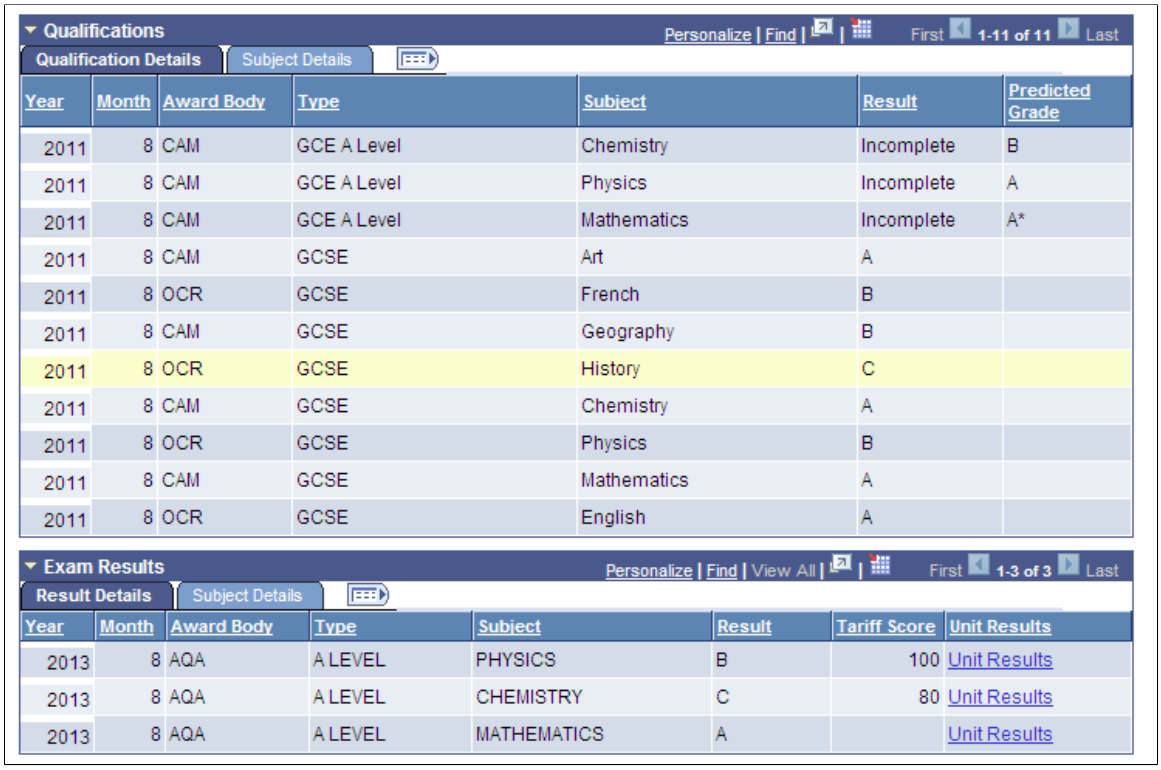
Image: UCAS Confirmation Entry page (2 of 3)

This example illustrates the fields and controls on the UCAS Confirmation Entry page (2 of 3). You can find definitions for the fields and controls later on this page.



Qualifications — Personalize | Find | First 1-11 of 11 Last

Qualification Details | Subject Details

Year	Month	Award Body	Type	Subject	Result	Predicted Grade
2011	8	CAM	GCE A Level	Chemistry	Incomplete	B
2011	8	CAM	GCE A Level	Physics	Incomplete	A
2011	8	CAM	GCE A Level	Mathematics	Incomplete	A*
2011	8	CAM	GCSE	Art	A	
2011	8	OCR	GCSE	French	B	
2011	8	CAM	GCSE	Geography	B	
2011	8	OCR	GCSE	History	C	
2011	8	CAM	GCSE	Chemistry	A	
2011	8	OCR	GCSE	Physics	B	
2011	8	CAM	GCSE	Mathematics	A	
2011	8	OCR	GCSE	English	A	

Exam Results — Personalize | Find | View All | First 1-3 of 3 Last

Result Details | Subject Details

Year	Month	Award Body	Type	Subject	Result	Tariff Score	Unit Results
2013	8	AQA	A LEVEL	PHYSICS	B	100	Unit Results
2013	8	AQA	A LEVEL	CHEMISTRY	C	80	Unit Results
2013	8	AQA	A LEVEL	MATHEMATICS	A		Unit Results

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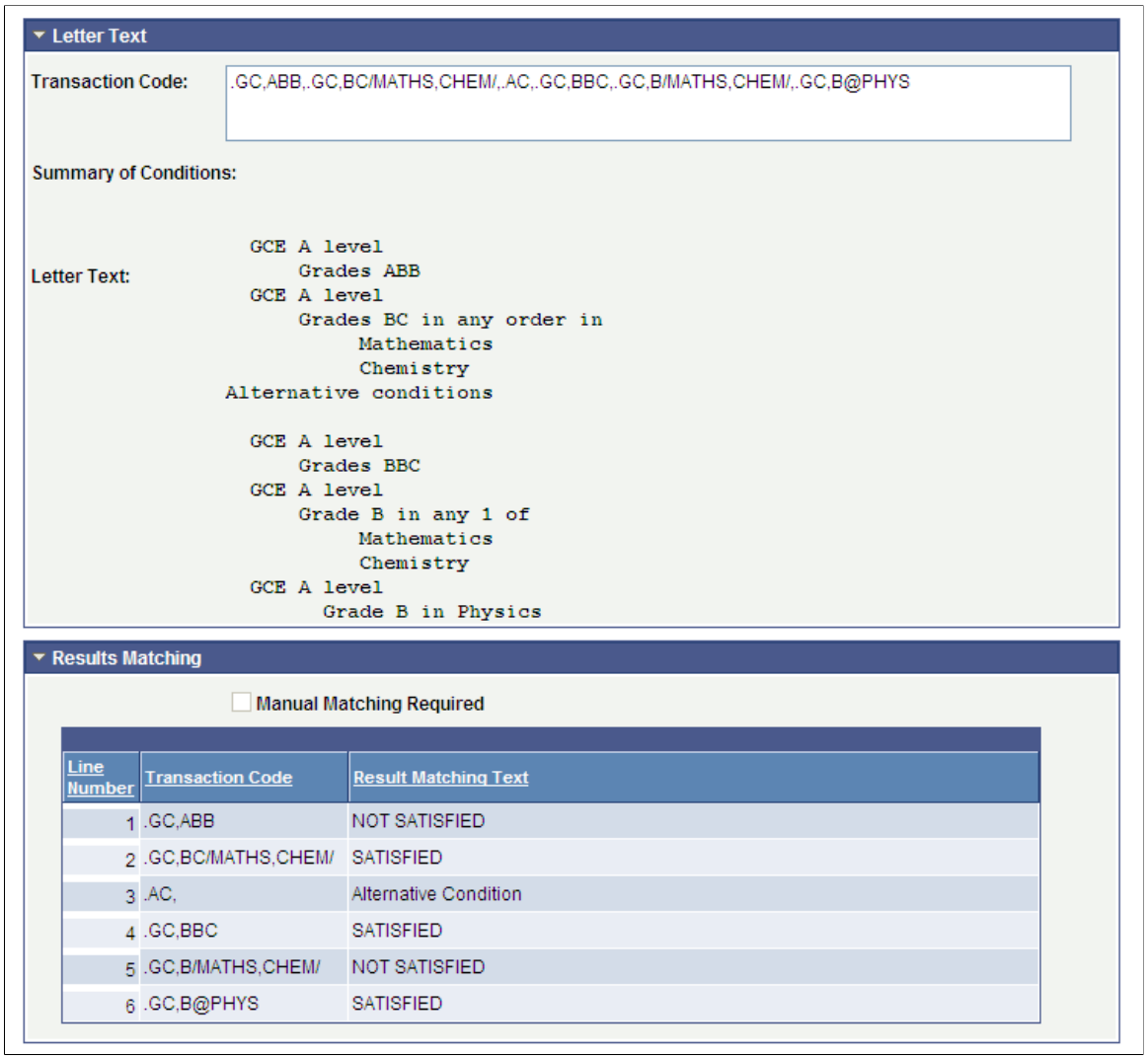
Image: UCAS Confirmation Entry page (3 of 3)

This example illustrates the fields and controls on the UCAS Confirmation Entry page (3 of 3). You can find definitions for the fields and controls later on this page.



Click the Accept or Reject button to indicate the Confirmation decision.

To add any changes to the course details, first enter the changes, then click the Accept button, and finally save the record. For example, enter a Campus Change value, click the Accept button, and then save the record.

Note that if you decide to save the record without clicking either the Accept button or Reject button, then the system removes any course change details in the existing non-confirmation decision record.

All application records that are CF or CI (decision is conditional offer, and reply is firm or insurance) appear on the UCAS Confirmation Entry page regardless of whether a confirmation decision is pending or has been entered. Additionally, any application records that are DF (decision is delayed conditional and reply is firm) appear on the UCAS Confirmation Entry page regardless of whether a confirmation decision is pending or has been entered. You can enter or amend a confirmation decision using this page.

The system automatically selects the Confirmation Decision check box on the UCAS Decision Processing page when you click Accept or Reject.

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After you enter a Confirmation decision, if required, use the Confirmation Approval page to approve the decision. Then run the Transaction Processing process to generate the RD transaction to send to UCAS.

If you amend an existing confirmation decision using this page, in most cases, the Transaction Processing process generates another RD transaction with the new Accept or Reject decision. However, in cases where you have already sent an accept decision and a course change is being made, then the process generates a RA transaction.

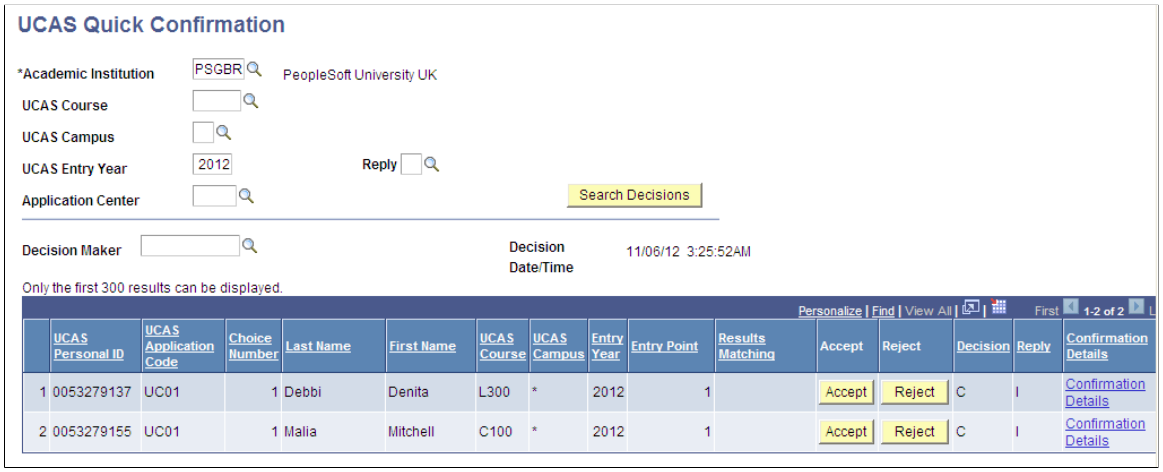
If the Entry Point is being changed to a foundation year with Entry Point of zero, you must enter *9* in the Entry Point Change field of this page. The system will send this value to UCAS in the confirmation transaction as zero when you run the Transaction Processing process.

Entering Multiple UCAS Confirmation Decisions

Access the UCAS Quick Confirmation page (Student Admissions, UCAS Processing, UCAS Decision Processing, Quick Confirmation).

Image: UCAS Quick Confirmation page

This example illustrates the fields and controls on the UCAS Quick Confirmation page. You can find definitions for the fields and controls later on this page.



The same rules discussed in the “Entering a Confirmation Decision” topic apply to the UCAS Quick Confirmation page. However, there are two exceptions:

- The Quick Confirmation page does not display a DF application choice.
- The Quick Confirmation page does not display an application choice for which you already have entered a confirmation decision.

You can search for records of a particular course. Also, you can use the same Decision Maker value for all the records that appear in the search results.

A choice is included in the search results of this page only if all the following conditions are satisfied:

- Institution decision is *C* (conditional offer)
- Reply of the choice (from ivStarC) is *F* or *I*.
- Choice is not cancelled.

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- The whole application is not withdrawn.

When you click Accept or Reject, the system automatically updates the Decision value to *A* or *R,* respectively.

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Approving or Rejecting a UCAS Confirmation Decision

Access the UCAS Confirmation Approval page (Student Admissions, UCAS Processing, UCAS Decision Approval, Confirmation Approval).

Image: UCAS Confirmation Approval page (1 of 2)

This example illustrates the fields and controls on the UCAS Confirmation Approval page (1 of 2).

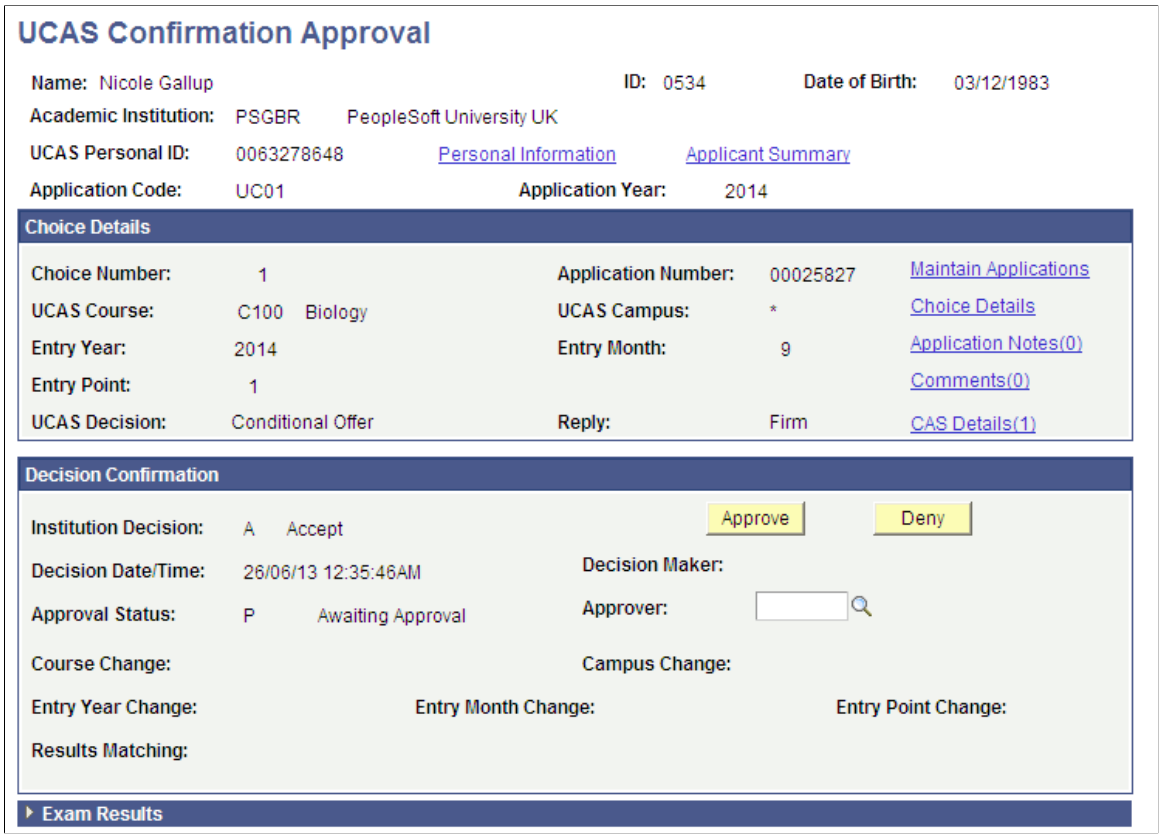
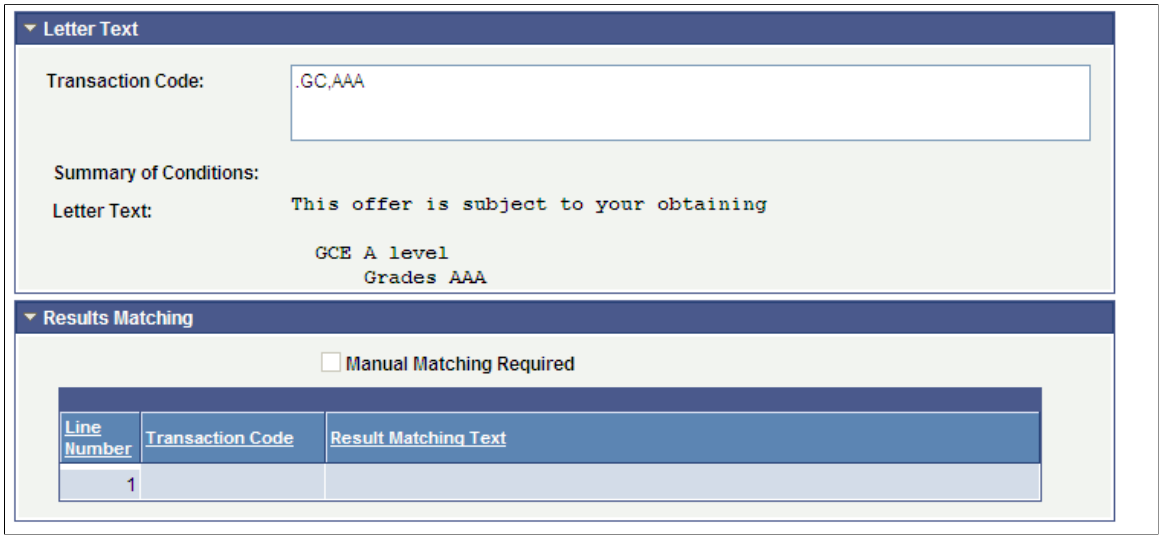


Image: UCAS Confirmation Approval page (2 of 2)

This example illustrates the fields and controls on the UCAS Confirmation Approval page (2 of 2).



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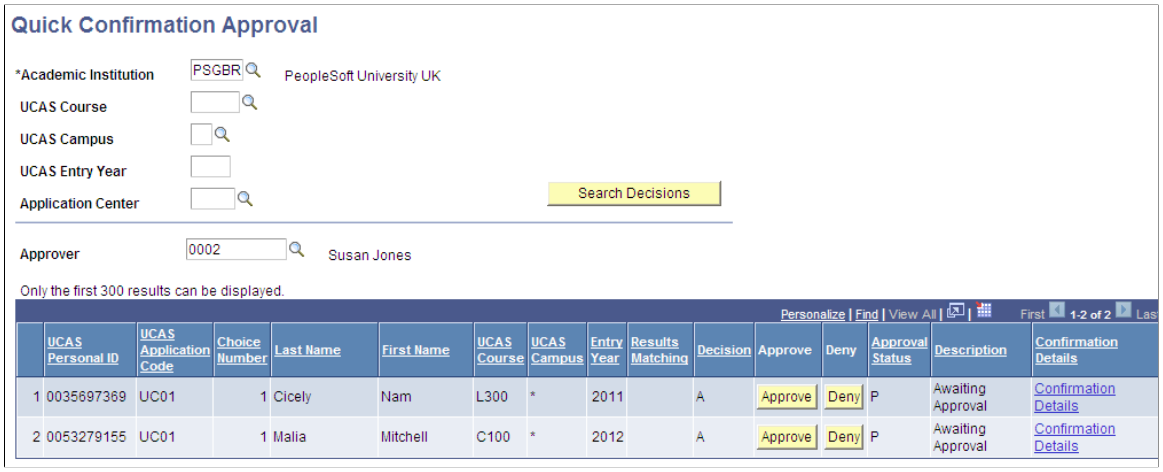
Approving or Rejecting Multiple UCAS Confirmation Decisions

Access the UCAS Quick Confirmation Approval page (Student Admissions, UCAS Processing, UCAS Decision Approval, Quick Confirmation Approval).

Image: UCAS Quick Confirmation Approval page

This example illustrates the fields and controls on the UCAS Quick Confirmation Approval page. You can find definitions for the fields and controls later on this page.



You can search for records of a particular institution, course, campus, entry year and application center or combination of those. The Approver value is used for all the records that are approved and saved.

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Entering a Decision to Release an Applicant into Clearing

Access the UCAS Release to Clearing page (Student Admissions, UCAS Processing, UCAS Decision Processing, Release to Clearing).

Image: UCAS Release to Clearing page

This example illustrates the fields and controls on the UCAS Release to Clearing page. You can find definitions for the fields and controls later on this page.

The page displays:

- Application choices that have a Institution Decision of *U* (Unconditional), Reply of *F* (Firm), and the Release to Clearing check box cleared on the Decision Processing page.
- All accepted Clearing and Adjustment application choices (that is, application choice number is *6* or *9,* decision is *A* or *U,* and Reply is not equal to *D* (declined).

The system automatically selects the Released to Clearing check box on the UCAS Decision Processing page when you click Release to Clearing.

After you enter a decision to release an applicant into Clearing, if required, use the Release to Clearing Approval page to approve the decision. Then run the Transaction Processing process to generate the RR transaction to send to UCAS.

Note: The system displays a warning message if the applicant is not eligible for release to Clearing. That is, when you click the Release to Clearing button, a warning message appears if the application is for deferred entry, if the application is for a future or previous cycle, if the application is RPA (Record of Prior Acceptance), or if the application Fee Level is single fee.

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Approving or Rejecting the Release into Clearing Decision

Access the UCAS Release Approval page (Student Admissions, UCAS Processing, UCAS Decision Approval, Release to Clearing Approval).

Image: UCAS Release Approval page

This example illustrates the fields and controls on the UCAS Release Approval page.

Entering UCAS Clearing or Adjustment Details

To search for only adjustment records, select the Adjustment check box on the search page. To search for only Clearing records, clear the Adjustment check box on the search page.

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Access the UCAS Enquiry Entry page (Student Admissions, UCAS Processing, UCAS Decision Processing, Enquiry Entry).

Image: UCAS Enquiry Entry page (1 of 2)

This example illustrates the fields and controls on the UCAS Enquiry Entry page (1 of 2). You can find definitions for the fields and controls later on this page.

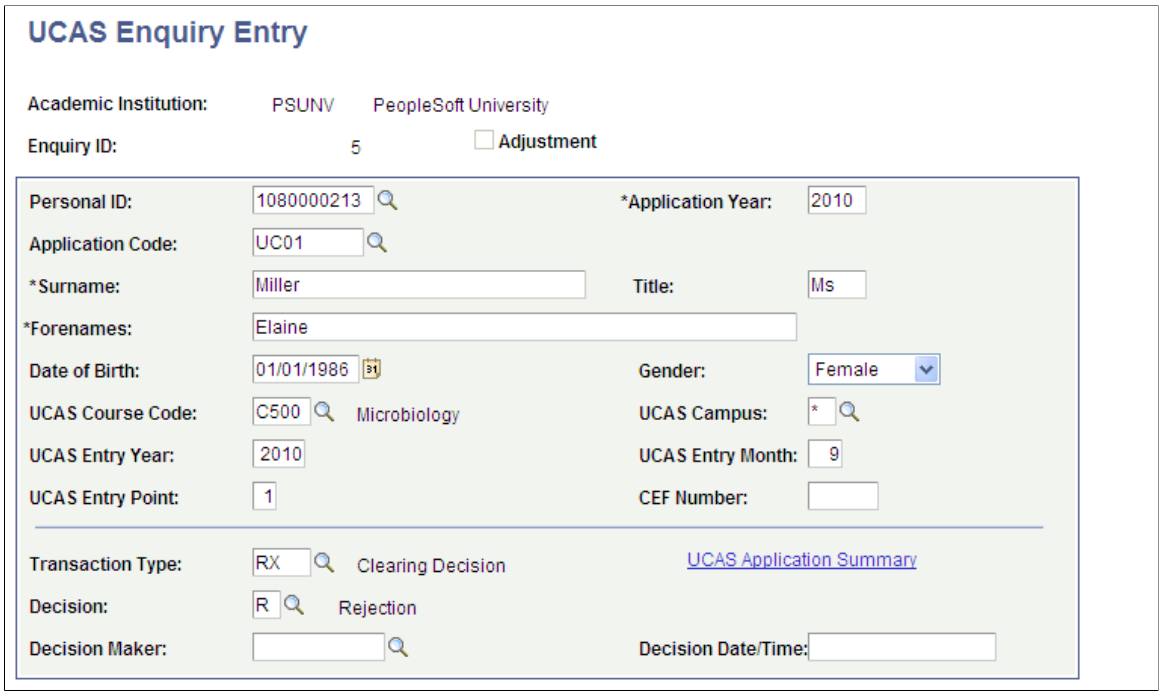
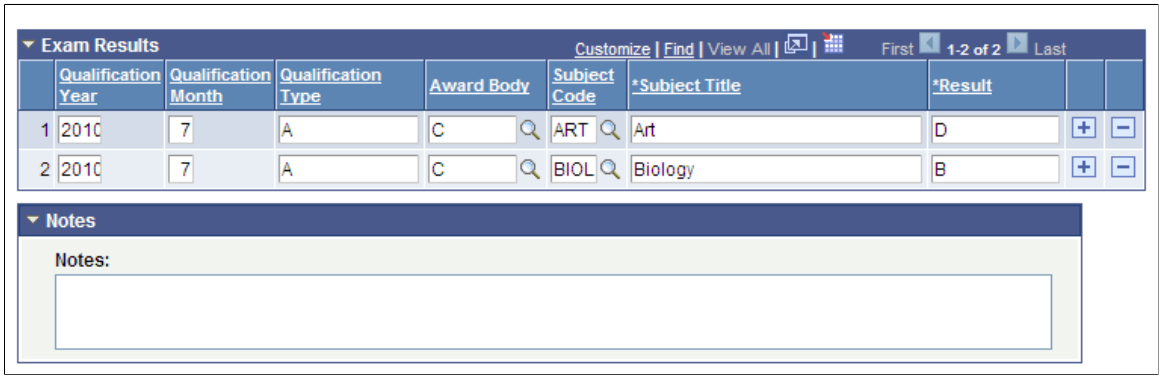


Image: UCAS Enquiry Entry page (2 of 2)

This example illustrates the fields and controls on the UCAS Enquiry Entry page (2 of 2). You can find definitions for the fields and controls later on this page.



Use the Transaction Type field to record an RQ, PE, or RX transaction for a Clearing enquiry or the RQ, PE, or AD transaction for an Adjustment enquiry. Use the Decision field to enter A (Accept) or R (Reject). After you record the Clearing or Adjustment details, run the Transaction Processing process to generate the Adjustment or Clearing transactions to send to UCAS.

If you want to record a PE transaction, the UCAS Personal ID and UCAS Application Code fields are required (UCAS Course Code is optional).

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If you want to record a AD transaction, the UCAS Personal ID, UCAS Application Code, UCAS Course Code, Entry Year, and Entry Month fields are required.

The UCAS Course Code field is required for RQ and RX transactions. Also, the Decision field is required for RX transaction.

Reviewing and Updating UCAS Qualifications

Access the UCAS Qualifications page (Student Admissions, UCAS Processing, UCAS Decision Processing, Qualifications)

Image: UCAS Qualifications page

This example illustrates the fields and controls on the UCAS Qualifications page.

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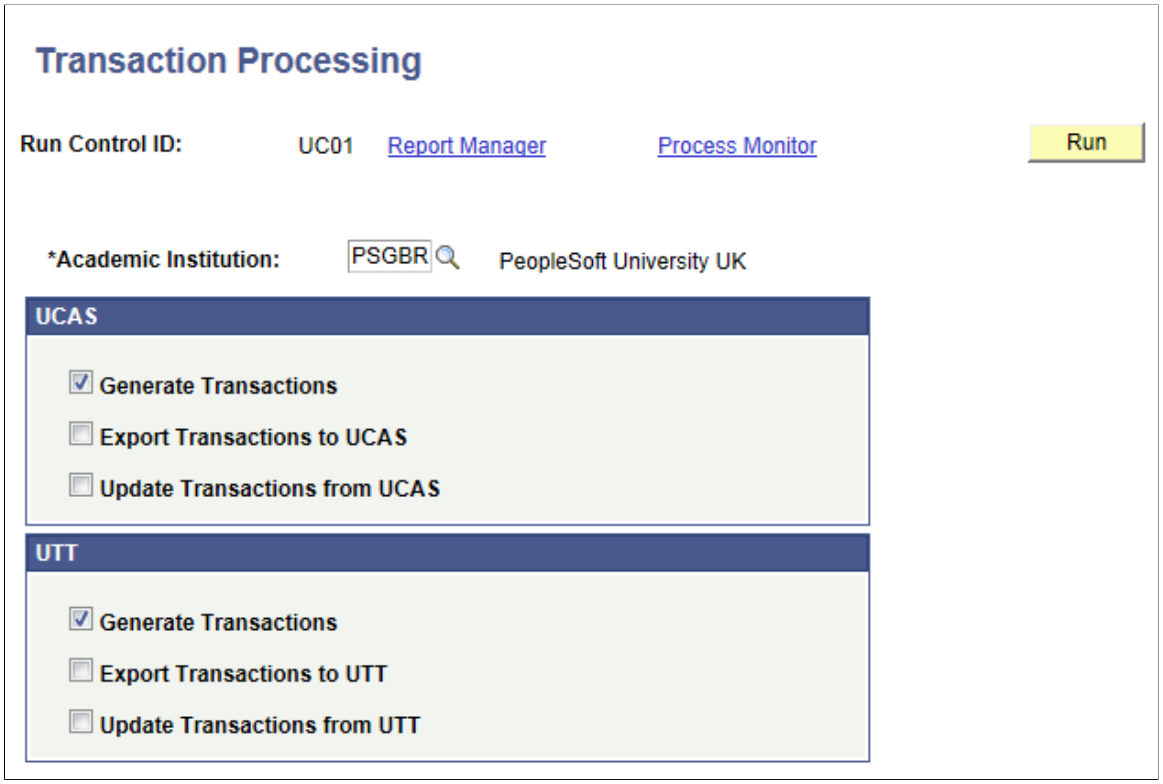
Generating, Exporting, and Updating UCAS and UTT Transactions

Access the Transaction Processing page (Student Admissions, UCAS Processing, Transaction Processing, Transaction Processing).

Image: Transaction Processing page

This example illustrates the fields and controls on the Transaction Processing page. You can find definitions for the fields and controls later on this page.



Use the check boxes in the UCAS and UTT regions to generate, export, and update UCAS and UTT transactions.

Generate Transactions	Select to generate transactions and update the corresponding Campus Solutions application choice records.
Export Transactions to UCAS	Select to write the transactions to the TRANIN table at UCAS.
Update Transactions from UCAS	Select to enable the Campus Solutions system to read back error codes from TRANIN at UCAS.

The system disables the UTT check boxes on the Transaction Processing page if you clear the UTT check box on the UCAS Configuration page.

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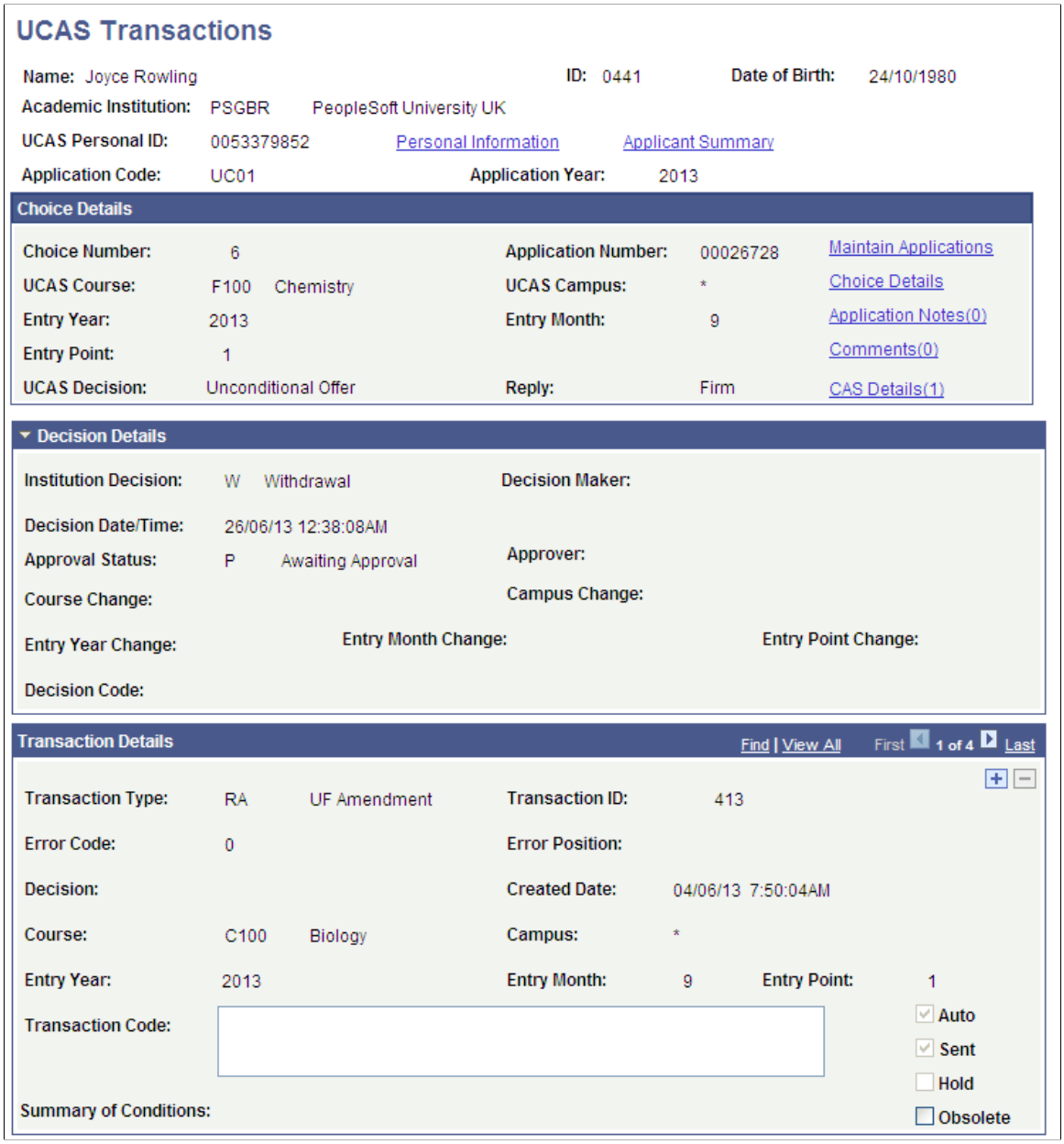
Reviewing UCAS Transactions

Access the UCAS Transactions page (Student Admissions, UCAS Processing, Transaction Processing, UCAS Transactions).

Image: UCAS Transactions page

This example illustrates the fields and controls on the UCAS Transactions page. You can find definitions for the fields and controls later on this page.



You cannot update transactions that the system has already sent to UCAS. The transaction appears in read-only mode if the system has already sent the transaction to UCAS. If the system has not sent the transaction, you can use this page to update, delete, or hold the transaction.

Error Code Displays the status of a transaction that UCAS sends back to the institution. You import the error codes, descriptions, and error

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positions from cvRefError view when you import the reference data.

An error code of:

- *-1* indicates that UCAS has not yet processed the transaction.
- *0* indicates that UCAS has successfully processed the transaction.

Error Position Indicates where the error appears in the transaction code.

Decision Select a decision for the transaction of an application choice.

Transaction Code Enter the transaction code that you want to send to UCAS.

Auto Indicates that the system has automatically generated the transaction.

Sent Indicates that the system has sent the transaction to UCAS.

Hold Select to indicate that you do not want the system to export the transaction to UCAS.

Obsolete Select if you do not want the transaction to appear in the search results when you search for error, hold, or unsent transactions. Note that you can select the Transactions in Error check box, Transaction on Hold check box, or Unsent Transaction check box on the UCAS Transactions search page to search for error, hold, or unsent transactions.

Also, if you select the Obsolete check box, the system does not export the transaction to UCAS. Hold or obsolete transactions cannot be sent to UCAS.

The following table lists the field values that are mandatory when you create a transaction manually. If you create a transaction manually, you will need to manually update the related Campus Solutions application record.

Transaction Type	***Mandatory Field Value***
LD (decision) LA (amended decision) RD (confirmation decision)	Decision

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Transaction Type	*Mandatory Field Value*
LC (course correction)	At least one of the following values must be provided: • Course • Campus • Entry Year • Entry Month • Entry Point
RR (release into clearing)	Transaction Code must contain a value ranging from *.R1* to *.R8*.
PE, RA, or RW	None
RA, RR, and RW	Application must be UF. That is, Decision must be *U* (Unconditional Offer) and Reply must be *F* (Firm).

Use the UCAS Enquiry Transactions page to manually create an RX or RQ transaction.

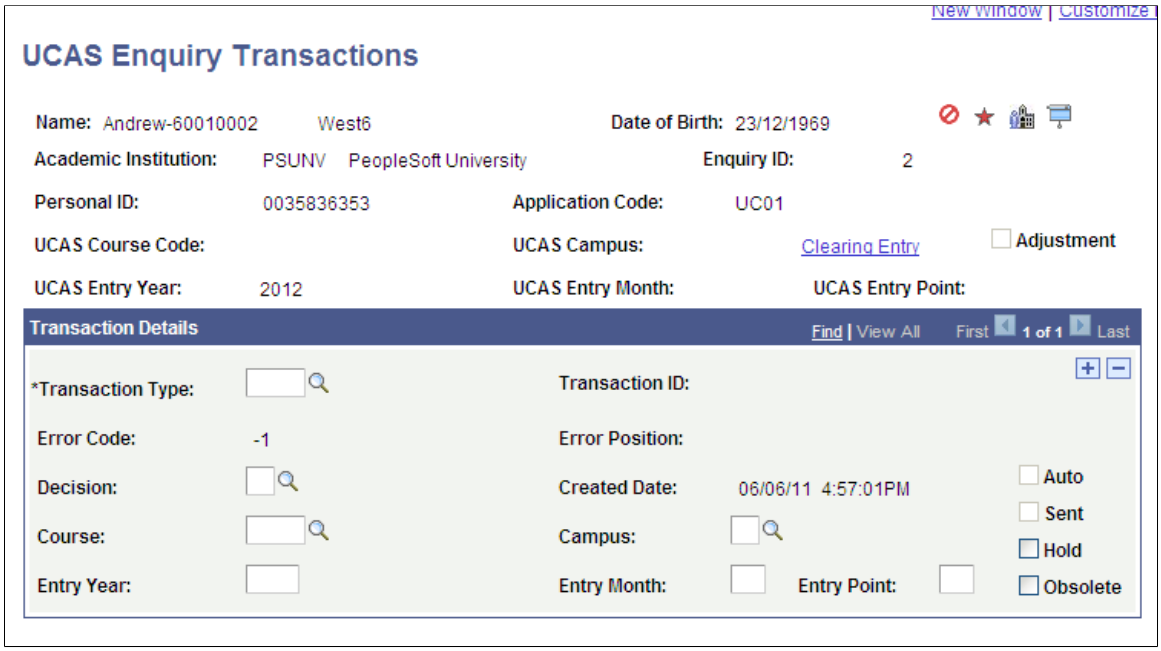
Reviewing UCAS Clearing and Adjustment Transactions

To search for only adjustment transactions, select the Adjustment check box on the search page. To search for only Clearing transactions, clear the Adjustment check box on the search page.

Access the UCAS Enquiry Transactions page (Student Admissions, UCAS Processing, Transaction Processing, UCAS Enquiry Transactions).

Image: UCAS Enquiry Transactions page

This example illustrates the fields and controls on the UCAS Enquiry Transactions page.



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Most of the fields on the UCAS Enquiry Transactions page are similar to those on the UCAS Transactions page.

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Handling UCAS Applicant Enquiries

Access the UCAS Confirmation Enquiries page (Student Admissions, UCAS Processing, UCAS Confirmation Enquiries).

Image: UCAS Confirmation Enquiries page (1 of 2)

This example illustrates the fields and controls on the UCAS Confirmation Enquiries page (1 of 2). You can find definitions for the fields and controls later on this page.

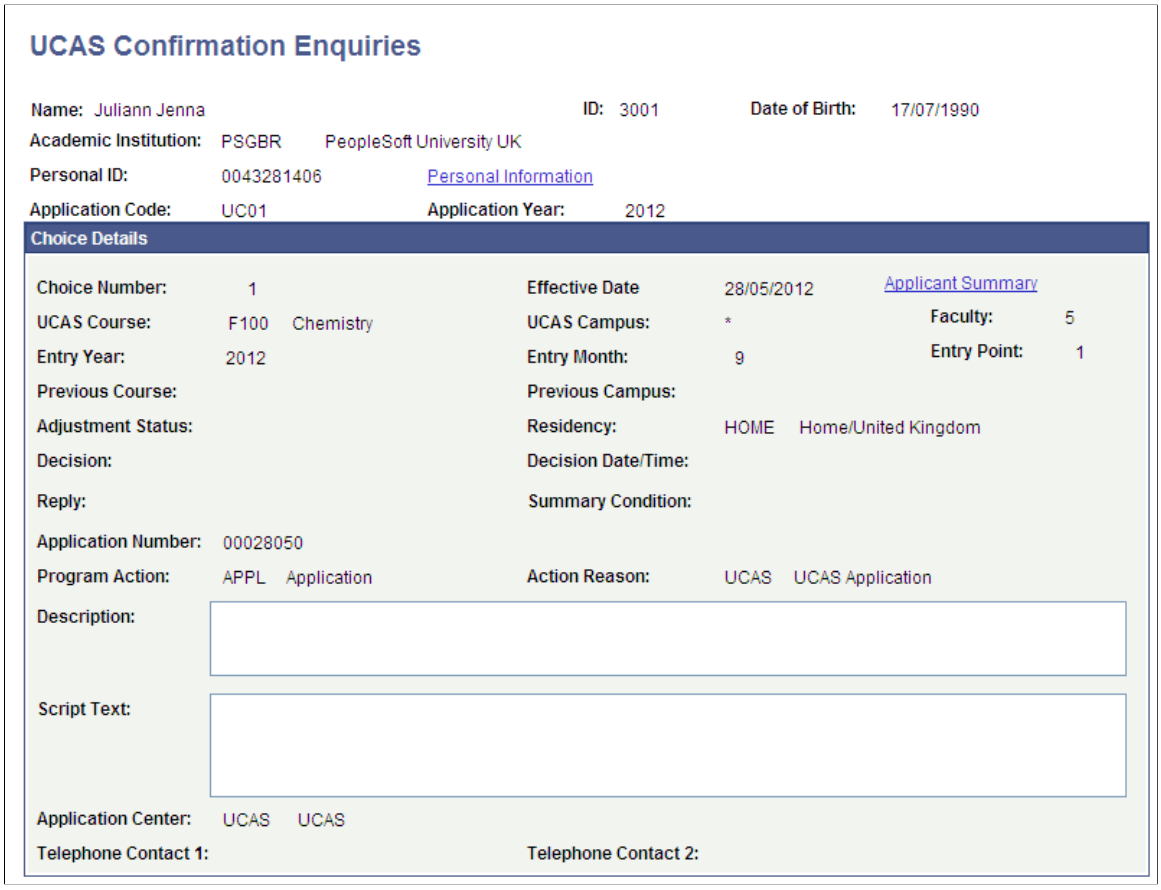
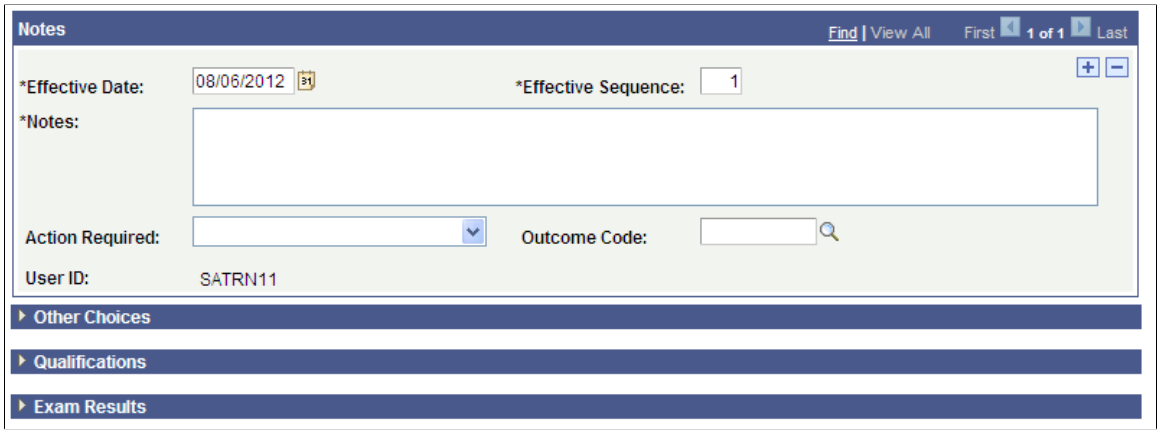


Image: UCAS Confirmation Enquiries page (2 of 2)

This example illustrates the fields and controls on the UCAS Confirmation Enquiries page (2 of 2). You can find definitions for the fields and controls later on this page.



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The page displays all UCAS application choices (similar to the UCAS Applications component). There is no restriction to just Confirmation and Clearing application choices. You can add multiple notes records for an effective date.

Notes	Enter the details of the interaction with the applicant.
Action Required	Select a value to filter the codes available on the Outcome Code field.
Outcome Code	Select a code to categorize the interaction with the applicant.

Note: If you have configured Automatic Save, the system automatically saves a new record when you enter the mandatory values. The Notes field is always mandatory. The Action Required and Outcome Code fields become mandatory, if Outcome Required is configured as mandatory.
You configure Automatic Save and Outcome Required on the UCAS Configuration page.

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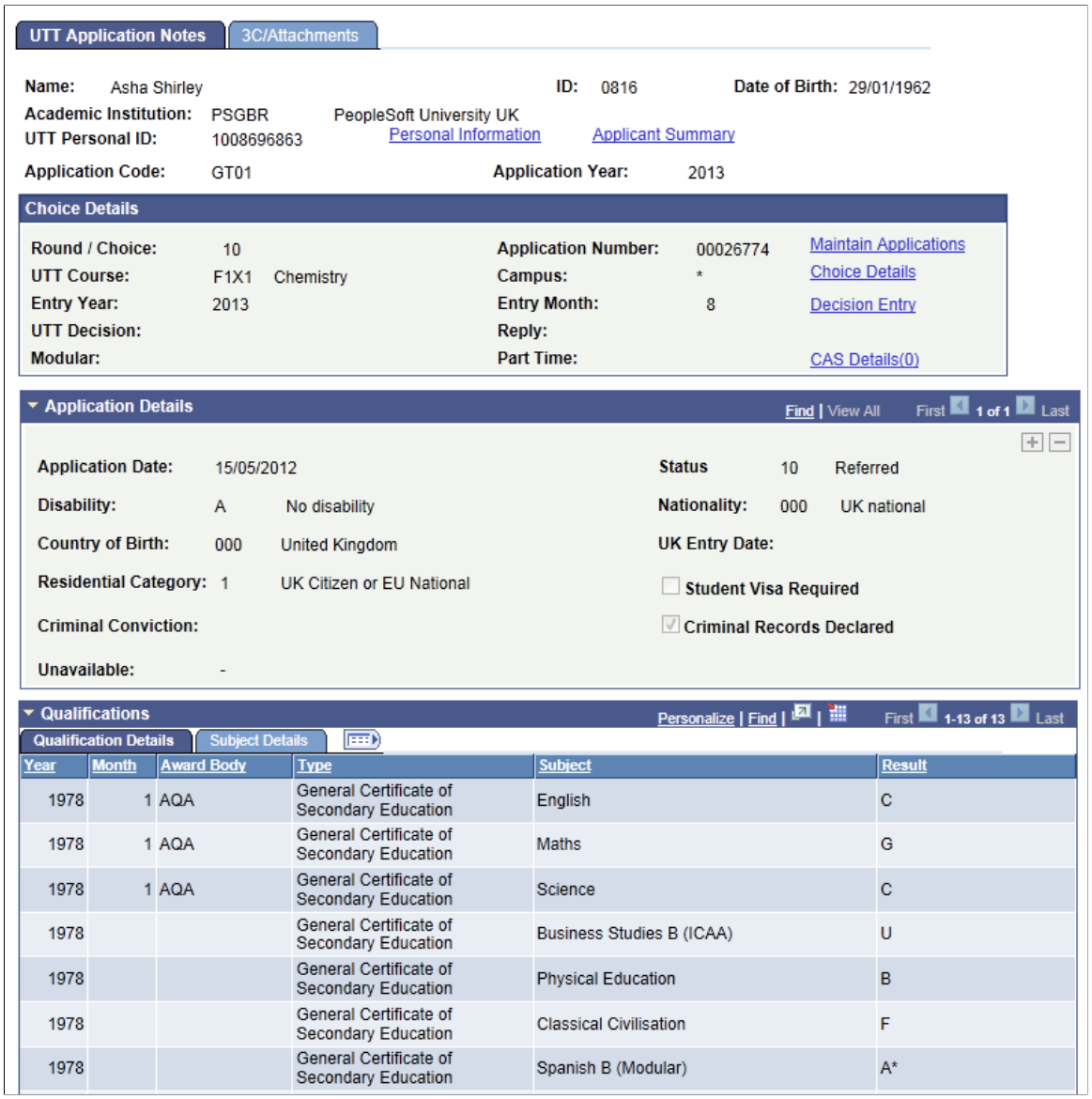
Reviewing Key UTT Application Information

Access the UTT Application Notes page (Student Admissions, UCAS Processing, UTT Application Notes).

Image: UTT Application Notes page (1 of 3)

This example illustrates the fields and controls on the UTT Application Notes page (1 of 3).



UTT Application Notes | 3C/Attachments

Name: Asha Shirley ID: 0816 Date of Birth: 29/01/1962
Academic Institution: PSGBR PeopleSoft University UK
UTT Personal ID: 1008696863 Personal Information Applicant Summary
Application Code: GT01 Application Year: 2013

Choice Details

Round / Choice: 10 Application Number: 00026774 Maintain Applications
UTT Course: F1X1 Chemistry Campus: * Choice Details
Entry Year: 2013 Entry Month: 8 Decision Entry
UTT Decision: Reply:
Modular: Part Time: CAS Details(0)

Application Details — Find | View All First 1 of 1 Last

Application Date: 15/05/2012 Status 10 Referred
Disability: A No disability Nationality: 000 UK national
Country of Birth: 000 United Kingdom UK Entry Date:
Residential Category: 1 UK Citizen or EU National ☐ Student Visa Required
Criminal Conviction: ☑ Criminal Records Declared
Unavailable: -

Qualifications — Personalize | Find | First 1-13 of 13 Last

Qualification Details | Subject Details

Year	Month	Award Body	Type	Subject	Result
1978	1	AQA	General Certificate of Secondary Education	English	C
1978	1	AQA	General Certificate of Secondary Education	Maths	G
1978	1	AQA	General Certificate of Secondary Education	Science	C
1978			General Certificate of Secondary Education	Business Studies B (ICAA)	U
1978			General Certificate of Secondary Education	Physical Education	B
1978			General Certificate of Secondary Education	Classical Civilisation	F
1978			General Certificate of Secondary Education	Spanish B (Modular)	A*

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Image: UTT Application Notes page (2 of 3)

This example illustrates the fields and controls on the UTT Application Notes page (2 of 3).

1978			General Certificate of Secondary Education	Portuguese	G
1980			GCE Advanced Level	Mechanics	N
1980			GCE Advanced Level	Fashion + Textiles	A*
1980			GCE Advanced Level	Chemistry	E
1980			GCE Advanced Level	Chemistry A	B
1980			GCE Advanced Level	Theology	D

Degree Details Find | View All First 1 of 1 Last

Degree Institution: London Metropolitan University

Highest Expected Qualification:

Degree Title: BSC

Degree Status: H Has obtained a Degree

Degree Result: 1

Completion Year: 1984

Completion Month: 1

Degree Subject: Biology (Human)

Subject Detail Personalize | Find | First 1-12 of 12 Last

Qualification Detail ID	Subject Name	Duration	Main Subject	Timestamp
1102664	Art, Design + Media	10	Major Subj	13/05/14 12:50:51PM
1102665	Applied French	10	Major Subj	13/05/14 12:50:51PM
1102666	Art + Crafts	10	Major Subj	13/05/14 12:50:51PM
1102667	E-Flat Horn	10	Major Subj	13/05/14 12:50:51PM
1102668	Telecommunications	10	Major Subj	13/05/14 12:50:51PM
1102669	Italian Ab	10	Minor Subj	13/05/14 12:50:51PM
1102670	Acting and Theatre P	10	Minor Subj	13/05/14 12:50:51PM
1102671	erformance	-	Minor Subj	13/05/14 12:50:51PM
1102672	Biology 0300	10	Minor Subj	13/05/14 12:50:51PM
1102673	Welsh (Second Langua	10	Minor Subj	13/05/14 12:50:51PM
1102674	ge)	-	Minor Subj	13/05/14 12:50:51PM
1102675	Khmer A1	10	Minor Subj	13/05/14 12:50:51PM

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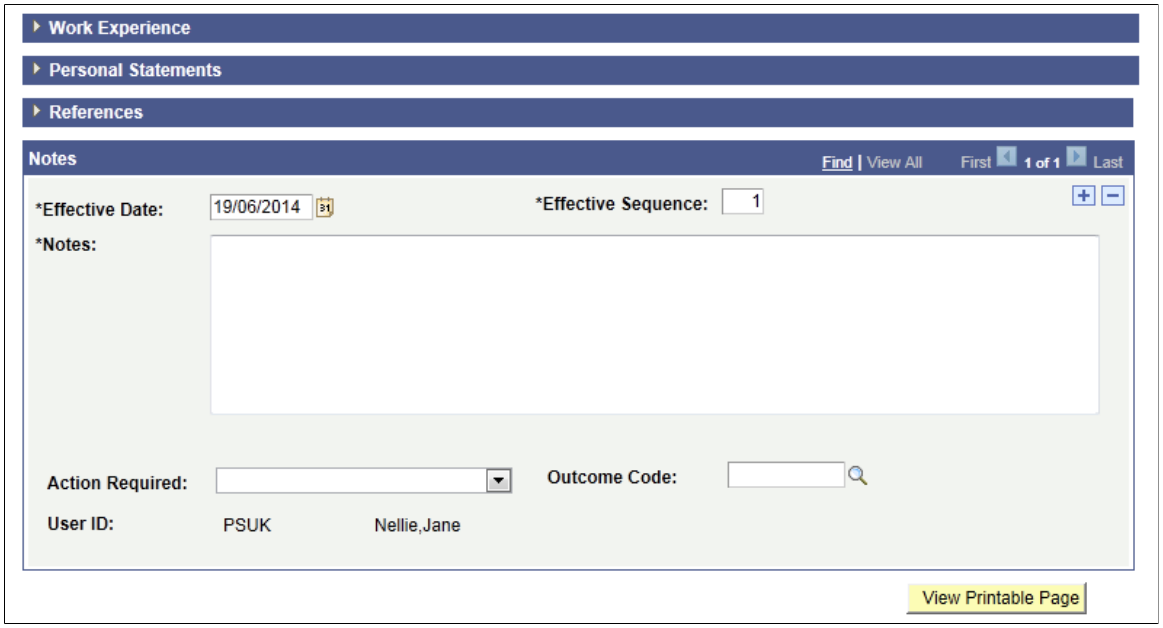
Image: UTT Application Notes page (3 of 3)

This example illustrates the fields and controls on the UTT Application Notes page (3 of 3).



Most of the fields on this page are similar to those on the UCAS Application Notes page. The UTT Application Notes page has the Degree Details region and the Work Experience region that are not applicable to UCAS.

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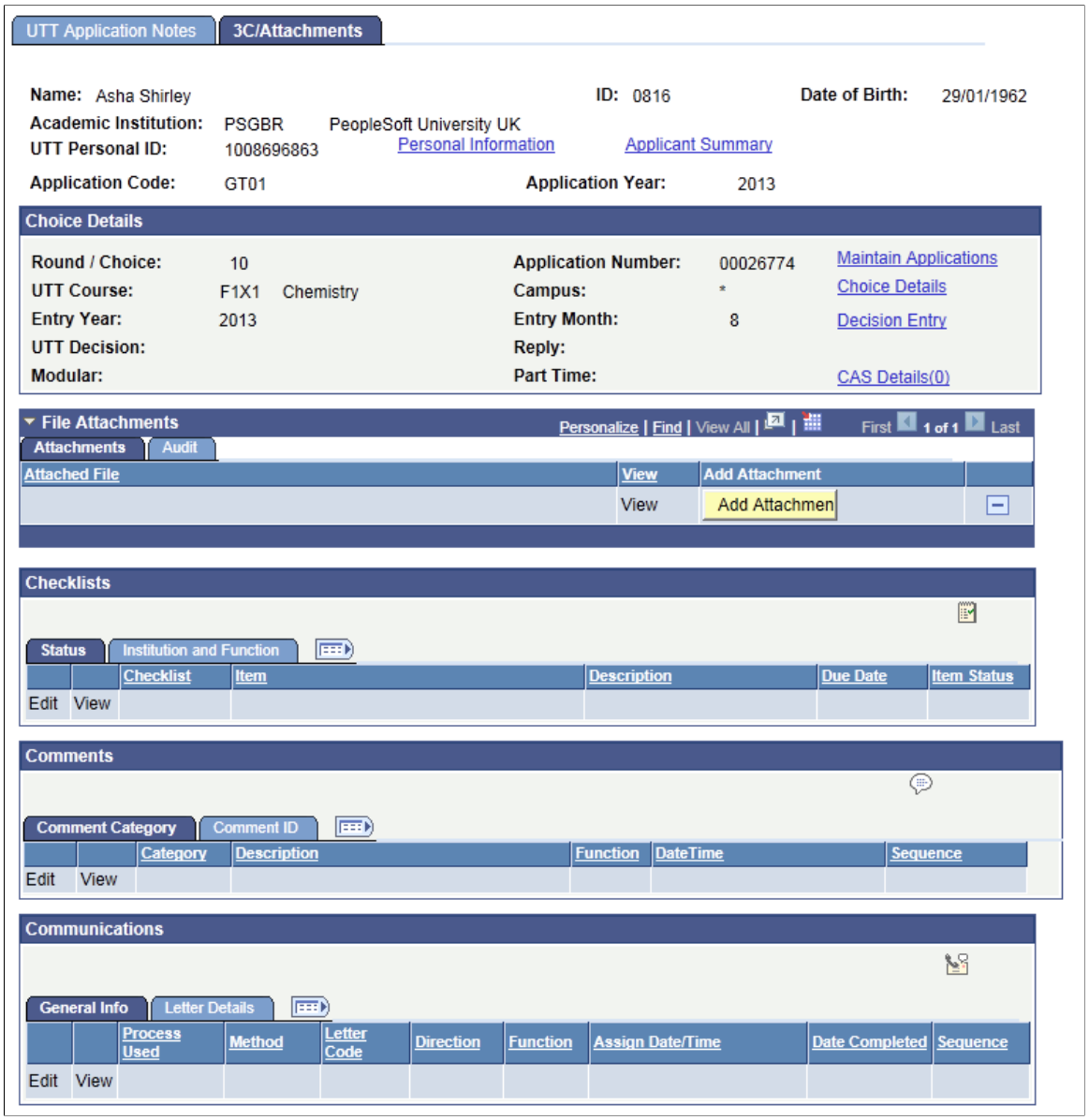
Adding Attachments and Reviewing 3C Information for UTT Application

Access the 3C/Attachments page (Student Admissions, UCAS Processing, UTT Application Notes, 3C/Attachments).

Image: 3C/Attachments page

This example illustrates the fields and controls on the 3C/Attachments page.



The fields on this page are similar to those on the 3C/Attachments page for UCAS.

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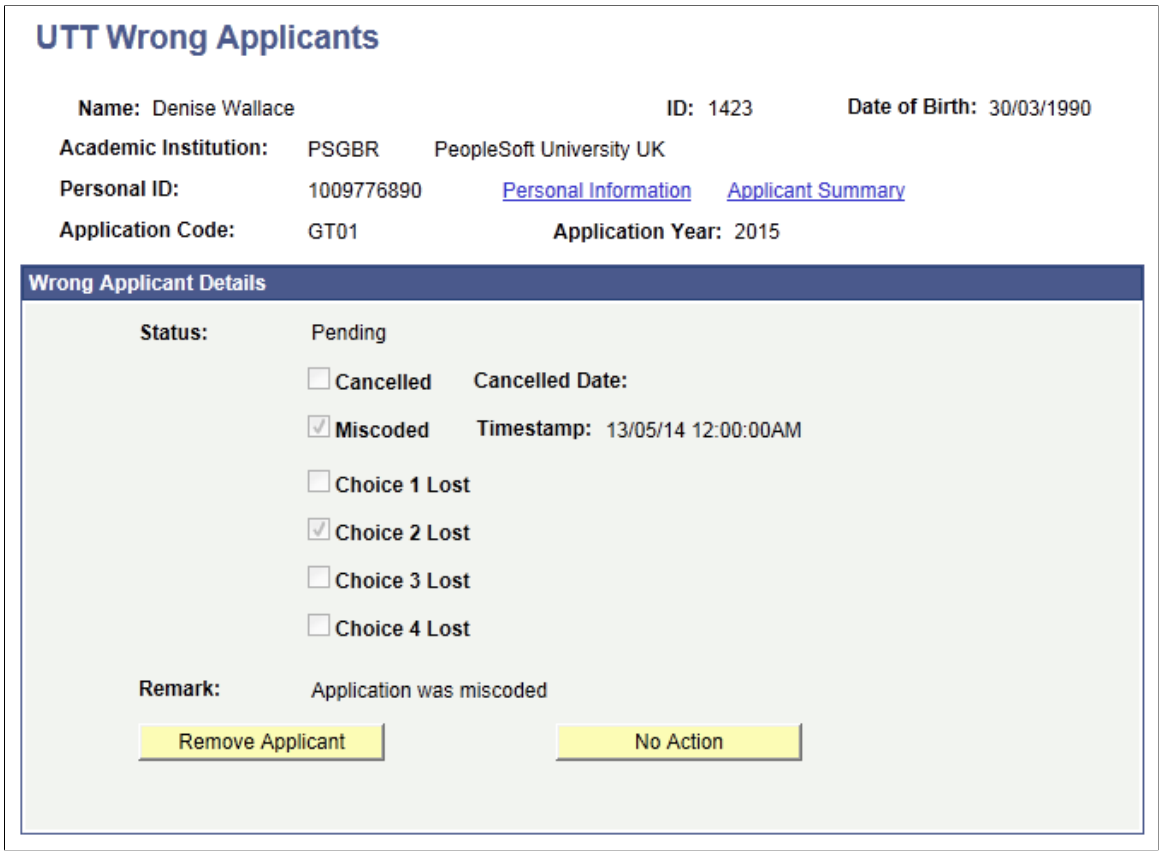
Deleting Incorrect UTT Applicant Records

Access the UTT Wrong Applicants page (Student Admissions, UCAS Processing, Remove Wrong Applicants, UTT Wrong Applicants).

Image: UTT Wrong Applicants page

This example illustrates the fields and controls on the UTT Wrong Applicants page.



The fields on this page are similar to those on the UCAS Wrong Applicants page.

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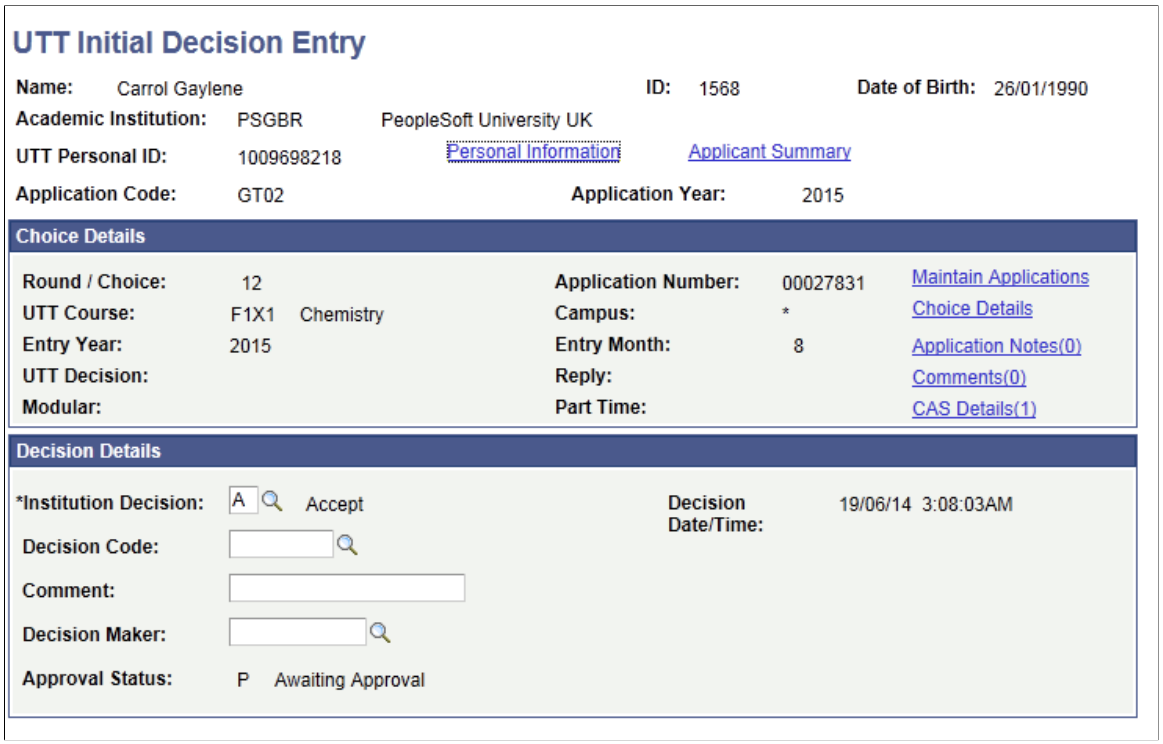
Entering an Initial Admission Decision for a UTT Application Choice

Access the UTT Initial Decision Entry page (Student Admissions, UCAS Processing, UTT Decision Processing, Initial Decision Entry).

Image: UTT Initial Decision Entry page

This example illustrates the fields and controls on the UTT Initial Decision Entry page.



The fields on this page are similar to those on the UCAS Initial Decision Entry page. Note that the UTT Initial Decision Entry page does not display Accepted clearing choices that have a Choice Number of 99 and Decision of U.

The search results logic of the UTT Initial Decision Entry search page is similar to UCAS Initial Decision Entry search page except that the UTT search logic does not check whether the UTT choice is cancelled.

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Entering or Updating an Admission Decision for a UTT Application Choice

Access the UTT Decision Processing page (Student Admissions, UCAS Processing, UTT Decision Processing, Decision Processing).

Image: UTT Decision Processing page (1 of 3)

This example illustrates the fields and controls on the UTT Decision Processing page (1 of 3).

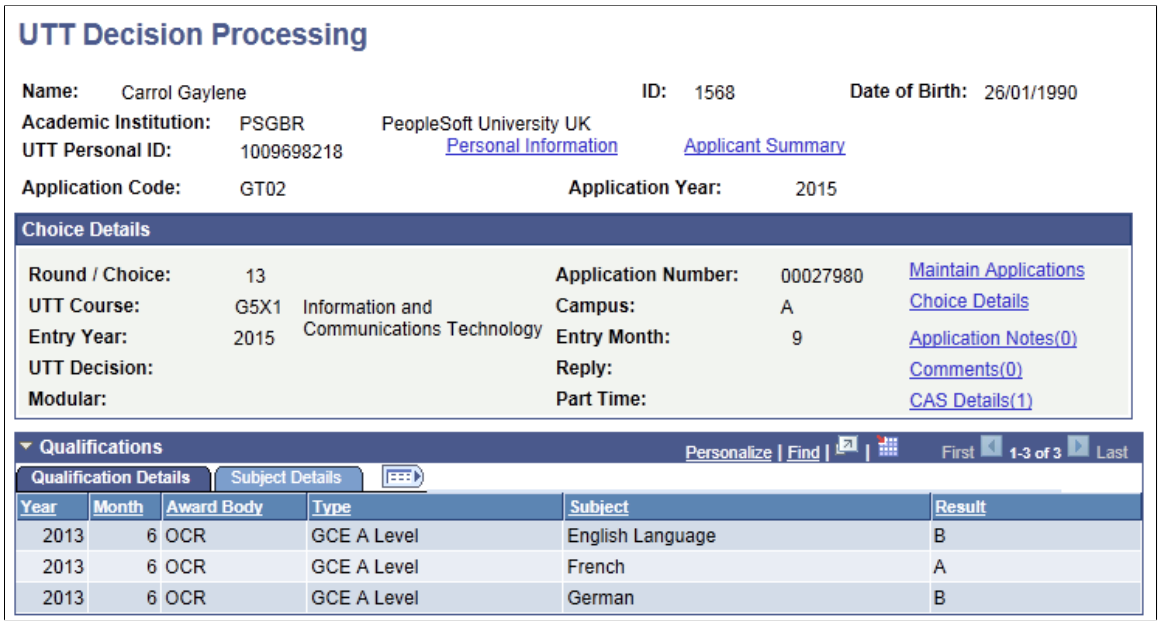

Image: UTT Decision Processing page (2 of 3)

This example illustrates the fields and controls on the UTT Decision Processing page (2 of 3).

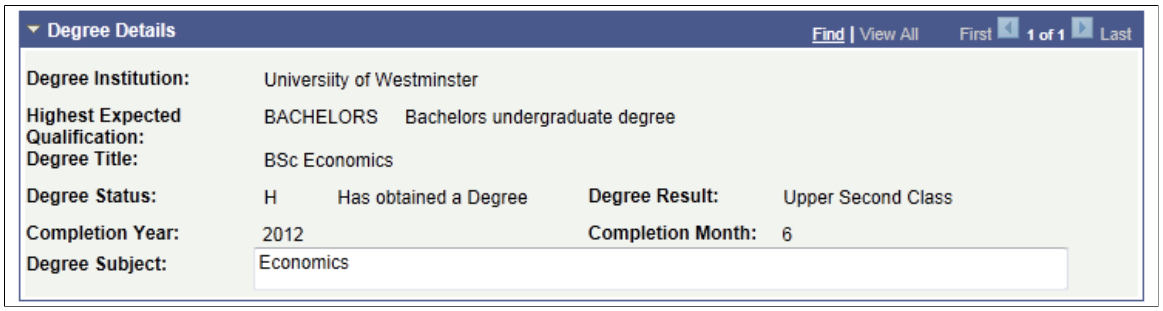

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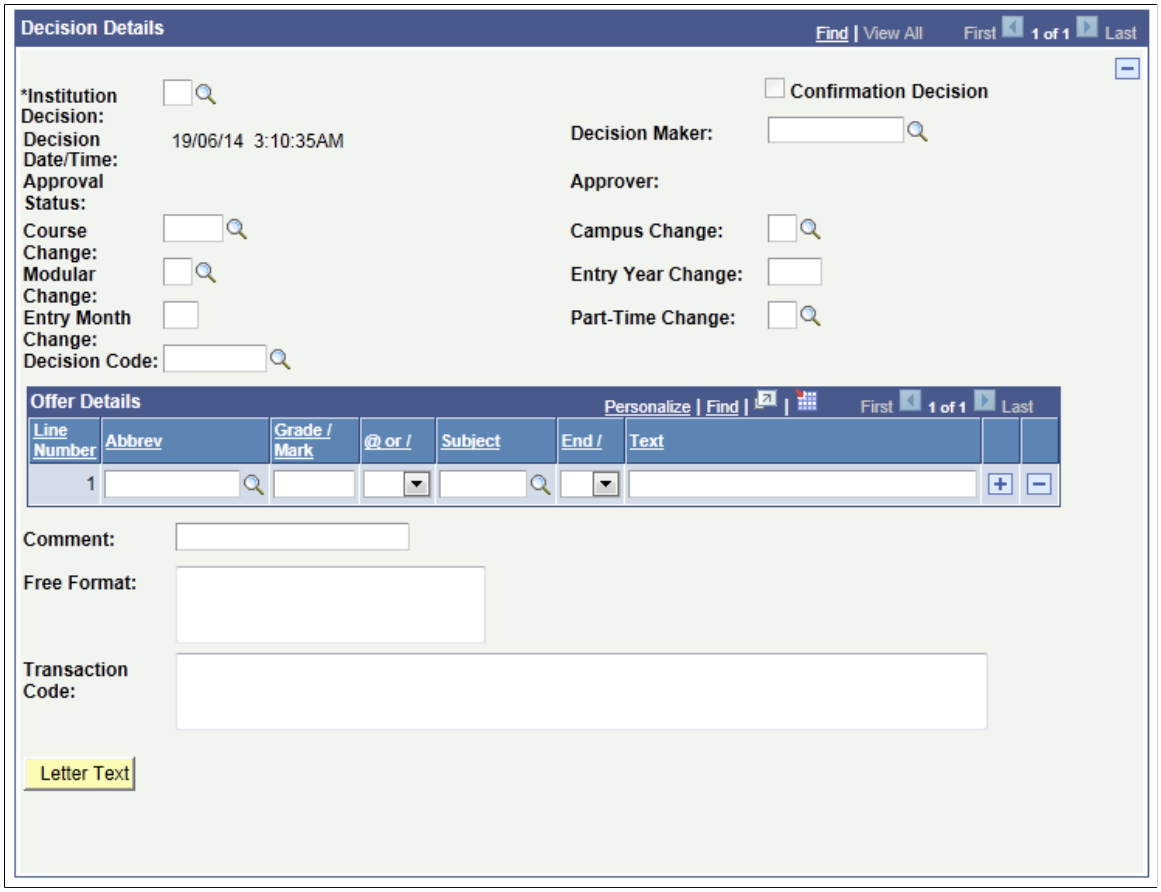
Image: UTT Decision Processing page (3 of 3)

This example illustrates the fields and controls on the UTT Decision Processing page (3 of 3).



Most of the fields on this page are similar to the UCAS Decision Processing page. However, this page has a Clearing check box that does not appear on the UCAS Decision Processing page. The system selects the Clearing check box if ClearingStatus from ivgStarK is 2 (under consideration by institution) or 3 (accepted in clearing) and the ivgStarG Round Number is equal to or greater than the ivgStarK Round Number.

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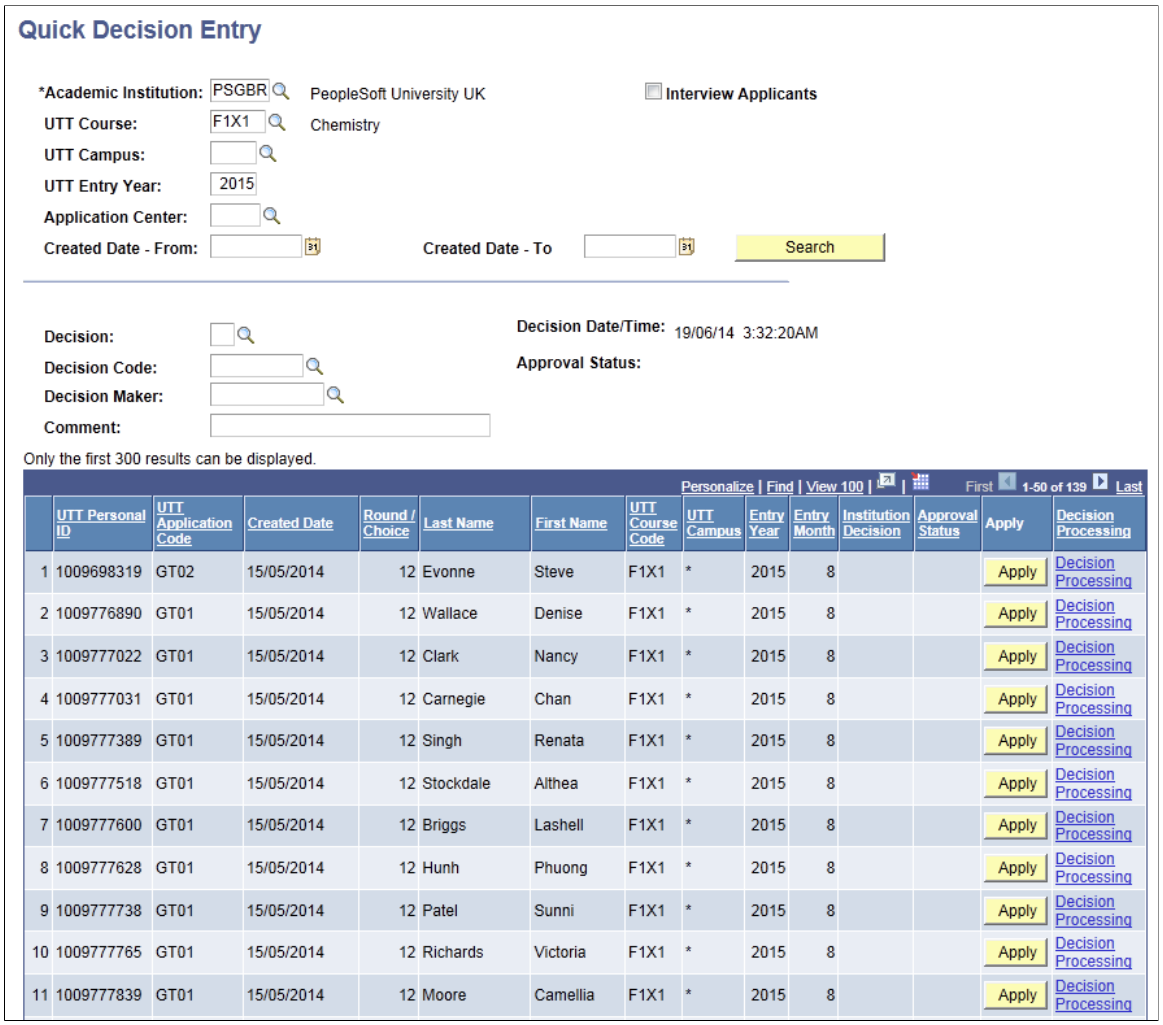
Entering a Decision for Multiple UTT Application Choices

Access the UTT Quick Decision Entry page (Student Admissions, UCAS Processing, UTT Decision Processing, Quick Decision Entry).

Image: UTT Quick Decision Entry page

This example illustrates the fields and controls on the UTT Quick Decision Entry page.



	UTT Personal ID	UTT Application Code	Created Date	Round / Choice	Last Name	First Name	UTT Course Code	UTT Campus	Entry Year	Entry Month	Institution Decision	Approval Status	Apply	Decision Processing
1	1009698319	GT02	15/05/2014	12	Evonne	Steve	F1X1	*	2015	8			Apply	Decision Processing
2	1009776890	GT01	15/05/2014	12	Wallace	Denise	F1X1	*	2015	8			Apply	Decision Processing
3	1009777022	GT01	15/05/2014	12	Clark	Nancy	F1X1	*	2015	8			Apply	Decision Processing
4	1009777031	GT01	15/05/2014	12	Carnegie	Chan	F1X1	*	2015	8			Apply	Decision Processing
5	1009777389	GT01	15/05/2014	12	Singh	Renata	F1X1	*	2015	8			Apply	Decision Processing
6	1009777518	GT01	15/05/2014	12	Stockdale	Althea	F1X1	*	2015	8			Apply	Decision Processing
7	1009777600	GT01	15/05/2014	12	Briggs	Lashell	F1X1	*	2015	8			Apply	Decision Processing
8	1009777628	GT01	15/05/2014	12	Hunh	Phuong	F1X1	*	2015	8			Apply	Decision Processing
9	1009777738	GT01	15/05/2014	12	Patel	Sunni	F1X1	*	2015	8			Apply	Decision Processing
10	1009777765	GT01	15/05/2014	12	Richards	Victoria	F1X1	*	2015	8			Apply	Decision Processing
11	1009777839	GT01	15/05/2014	12	Moore	Camellia	F1X1	*	2015	8			Apply	Decision Processing

The fields on this page are similar to those on the UCAS Quick Decision Entry page.

The search results logic of the UTT Quick Decision Entry page is similar to UCAS Quick Decision Entry page except that the UTT search logic does not check whether the UTT choice is cancelled.

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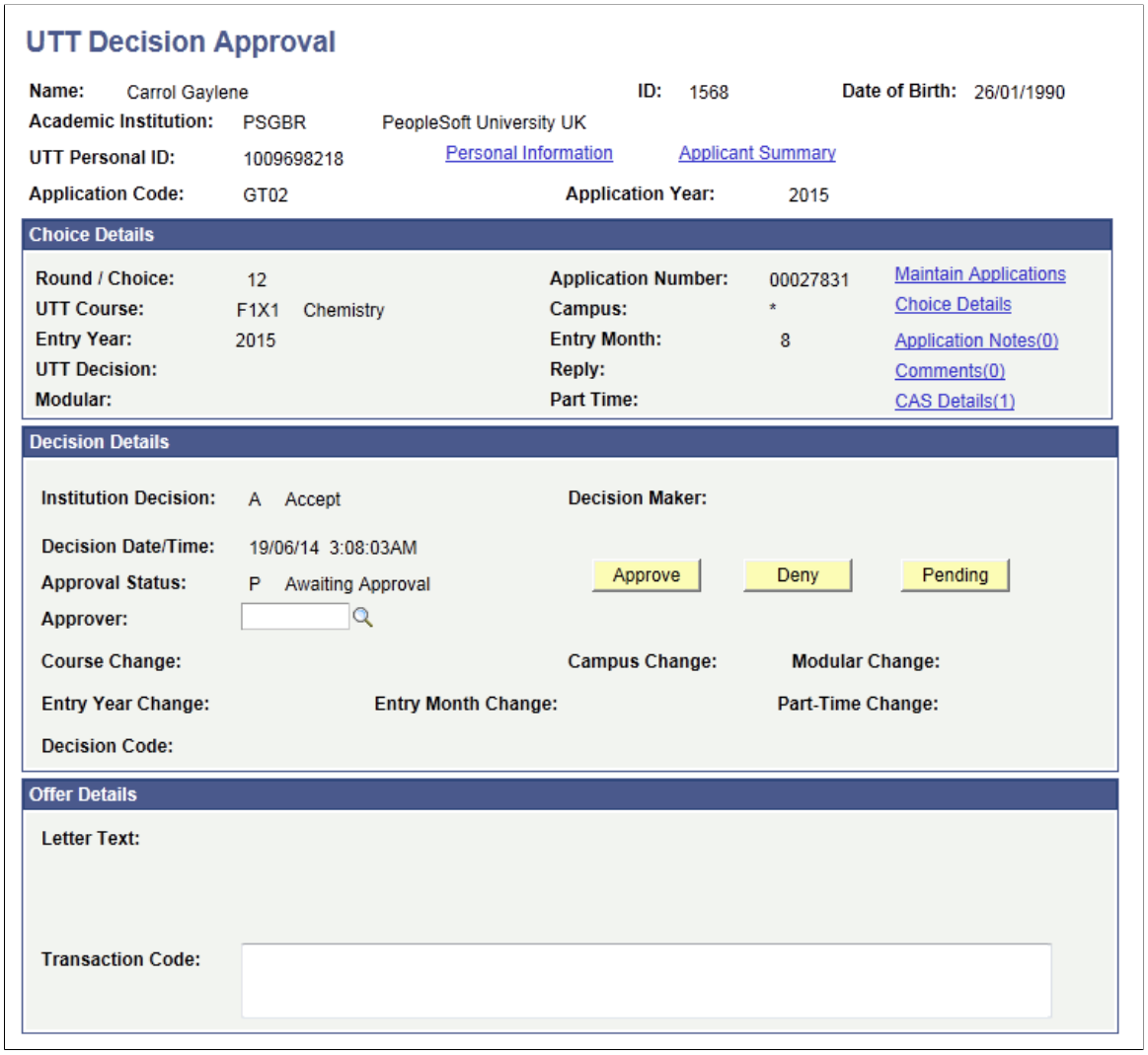
Approving or Rejecting a UTT Decision

Access the UTT Decision Approval page (Student Admissions, UCAS Processing, UTT Decision Approval, Decision Approval).

Image: UTT Decision Approval page

This example illustrates the fields and controls on the UTT Decision Approval page. You can find definitions for the fields and controls later on this page.



Click Approve or Deny button to indicate whether the admission decision entered in the UTT Decision Processing or UTT Initial Decision Entry page is approved or denied.

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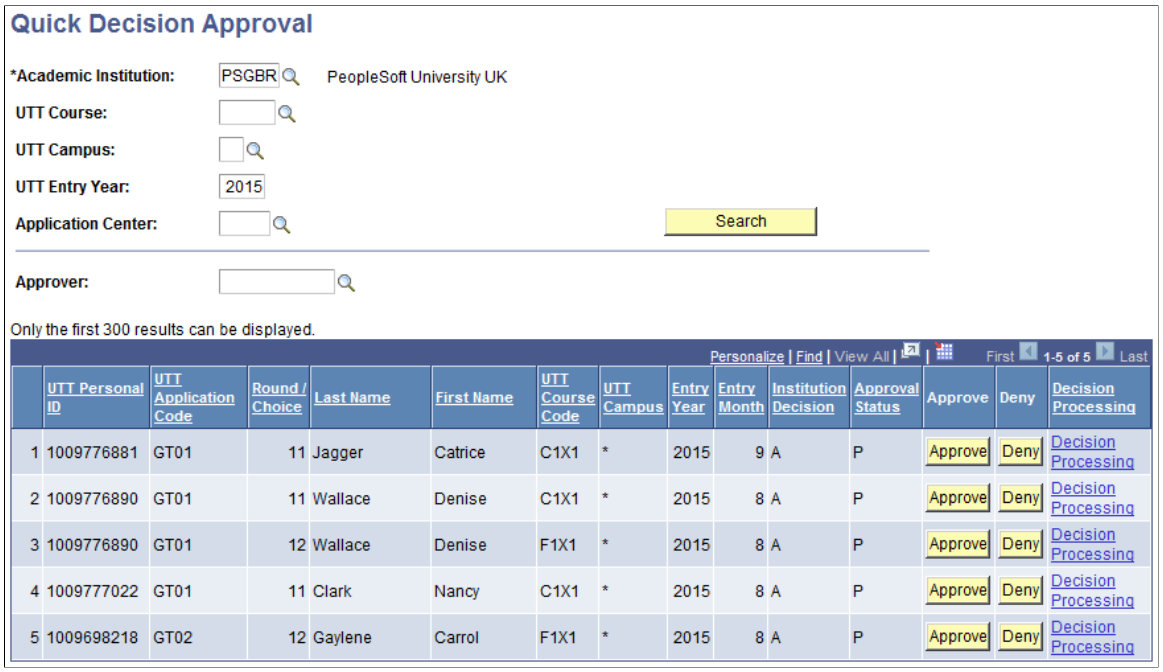
Approving or Rejecting Multiple UTT Decisions

Access the UTT Quick Decision Approval page (Student Admissions, UCAS Processing, UTT Decision Approval, Quick Decision Approval).

Image: UTT Quick Decision Approval page

This example illustrates the fields and controls on the UTT Quick Decision Approval page.



	UTT Personal ID	UTT Application Code	Round / Choice	Last Name	First Name	UTT Course Code	UTT Campus	Entry Year	Entry Month	Institution Decision	Approval Status	Approve	Deny	Decision Processing
1	1009776881	GT01	11	Jagger	Catrice	C1X1	*	2015	9	A	P	Approve	Deny	Decision Processing
2	1009776890	GT01	11	Wallace	Denise	C1X1	*	2015	8	A	P	Approve	Deny	Decision Processing
3	1009776890	GT01	12	Wallace	Denise	F1X1	*	2015	8	A	P	Approve	Deny	Decision Processing
4	1009777022	GT01	11	Clark	Nancy	C1X1	*	2015	8	A	P	Approve	Deny	Decision Processing
5	1009698218	GT02	12	Gaylene	Carrol	F1X1	*	2015	8	A	P	Approve	Deny	Decision Processing

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Entering or Updating a UTT Confirmation Decision

Access the UTT Confirmation Entry page (Student Admissions, UCAS Processing, UTT Decision Processing, Confirmation Entry).

Image: UTT Confirmation Entry page (1 of 3)

This example illustrates the fields and controls on the UTT Confirmation Entry page (1 of 3).

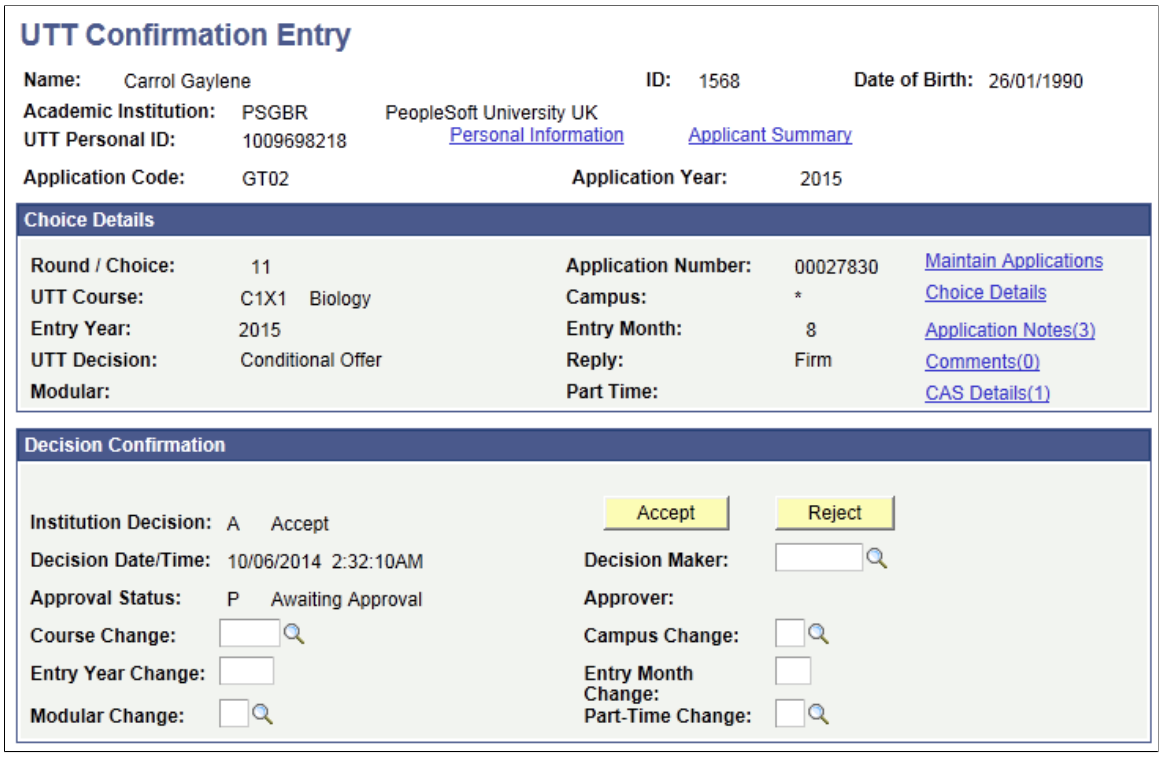

Image: UTT Confirmation Entry page (2 of 3)

This example illustrates the fields and controls on the UTT Confirmation Entry page (2 of 3).

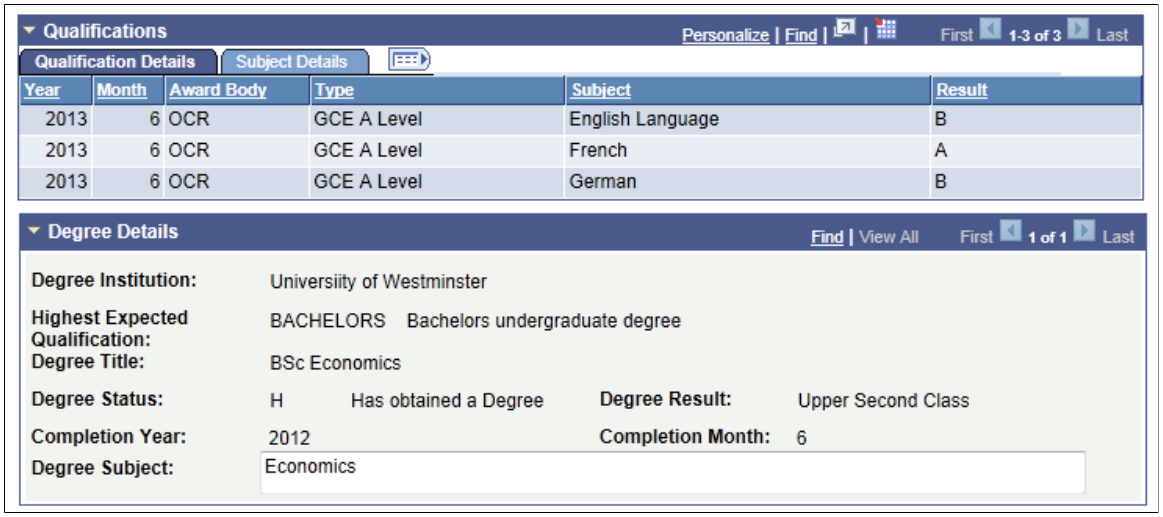

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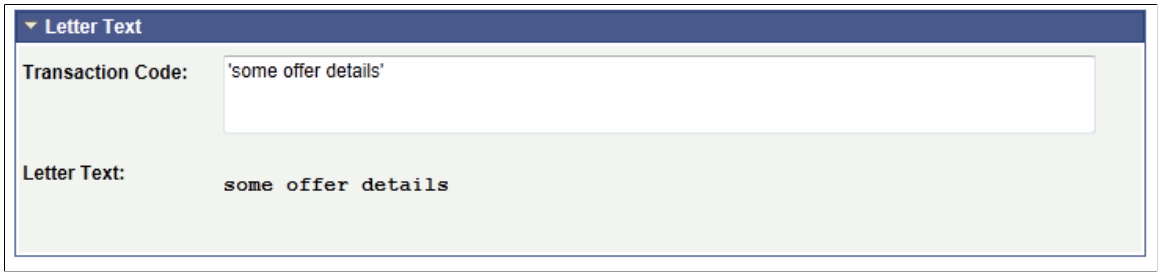
Image: UTT Confirmation Entry page (3 of 3)

This example illustrates the fields and controls on the UTT Confirmation Entry page (3 of 3).



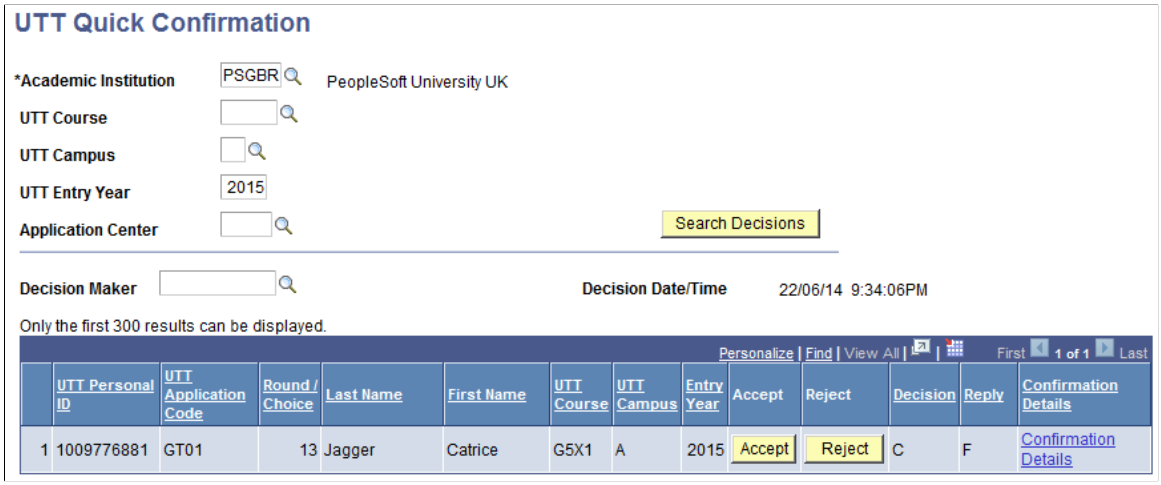
The fields on this page are similar to those on the UCAS Confirmation Entry page. Note that only application records that are CF (decision is conditional offer, and reply is firm) or DF appear on the UTT Confirmation Entry page regardless of whether a confirmation decision is pending or has been entered. Also, application records for which a conditional offer has been made during Clearing appear on this page.

Entering Multiple UTT Confirmation Decisions

Access the UTT Quick Confirmation page (Student Admissions, UCAS Processing, UTT Decision Processing, Quick Confirmation).

Image: UTT Quick Confirmation page

This example illustrates the fields and controls on the UTT Quick Confirmation page.



The fields on this page are similar to those on the UCAS Quick Confirmation page.

The search results logic of the UTT Quick Confirmation page is similar to UCAS Quick Confirmation page except that the UTT search logic does not check whether the UTT choice is cancelled.

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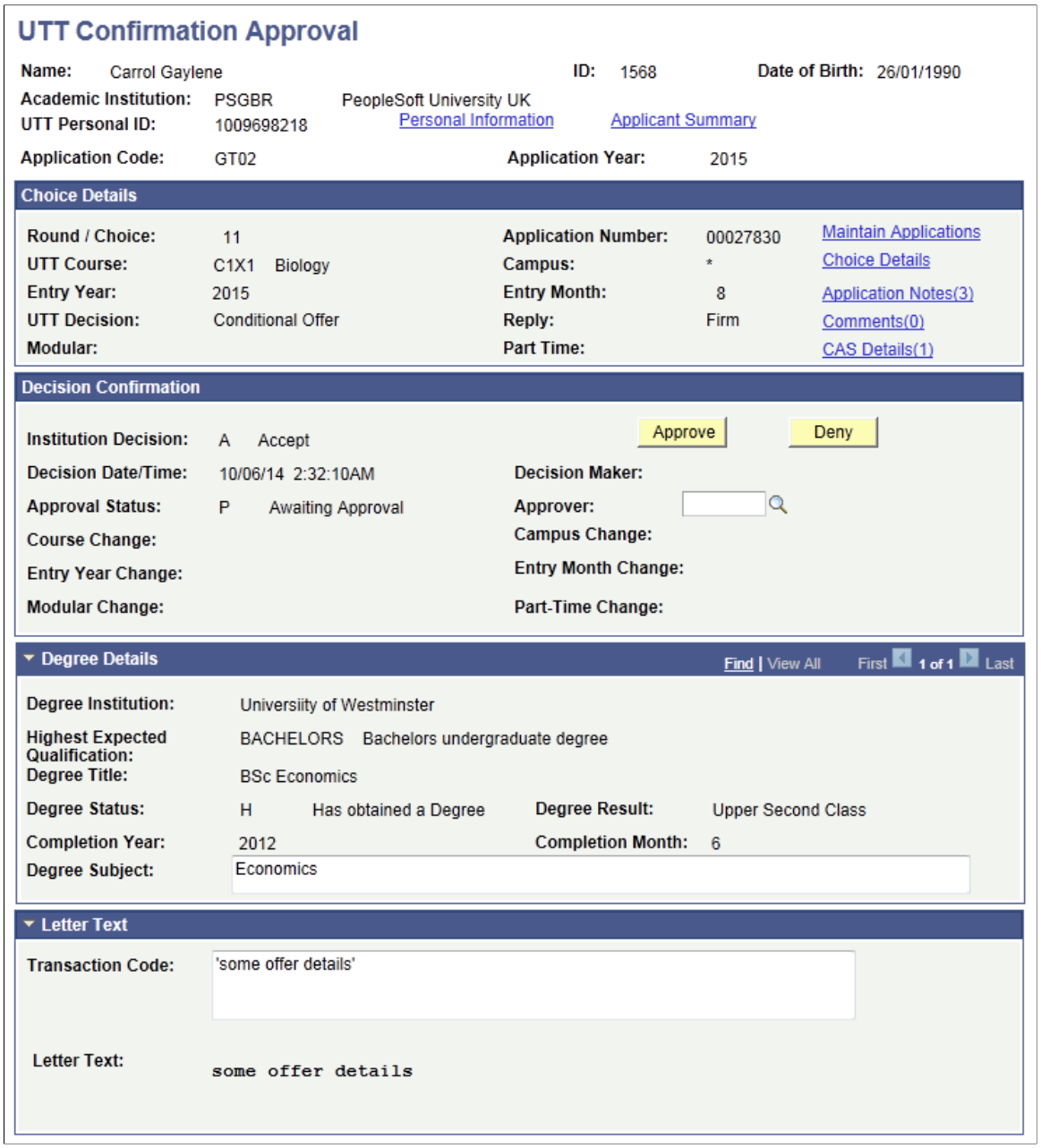
Approving or Rejecting a UTT Confirmation Decision

Access the UTT Confirmation Approval page (Student Admissions, UCAS Processing, UTT Decision Approval, Confirmation Approval).

Image: UTT Confirmation Approval page

This example illustrates the fields and controls on the UTT Confirmation Approval page.



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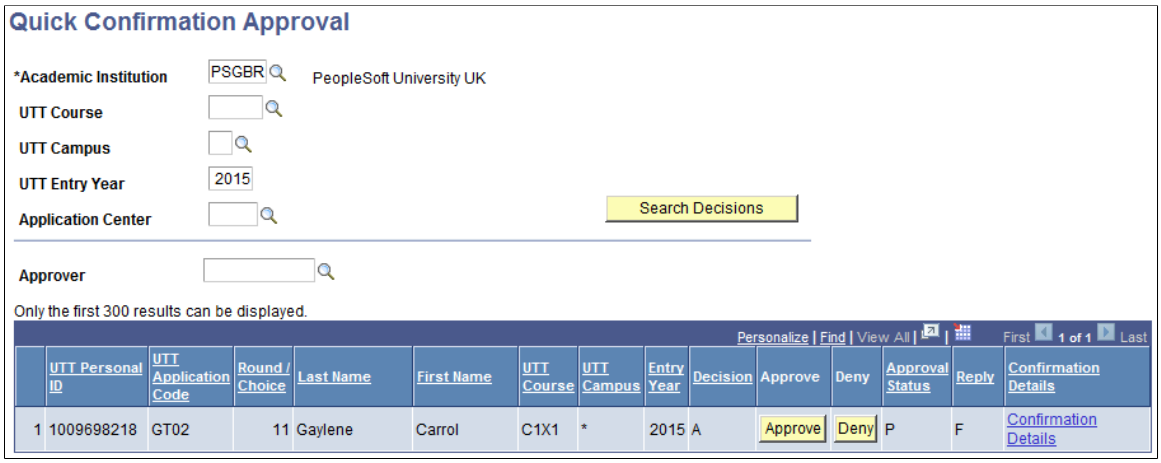
Approving or Rejecting Multiple UTT Confirmation Decisions

Access the UTT Quick Confirmation Approval page (Student Admissions, UCAS Processing, UTT Decision Approval, Quick Confirmation Approval).

Image: UTT Quick Confirmation Approval page

This example illustrates the fields and controls on the UTT Quick Confirmation Approval page.



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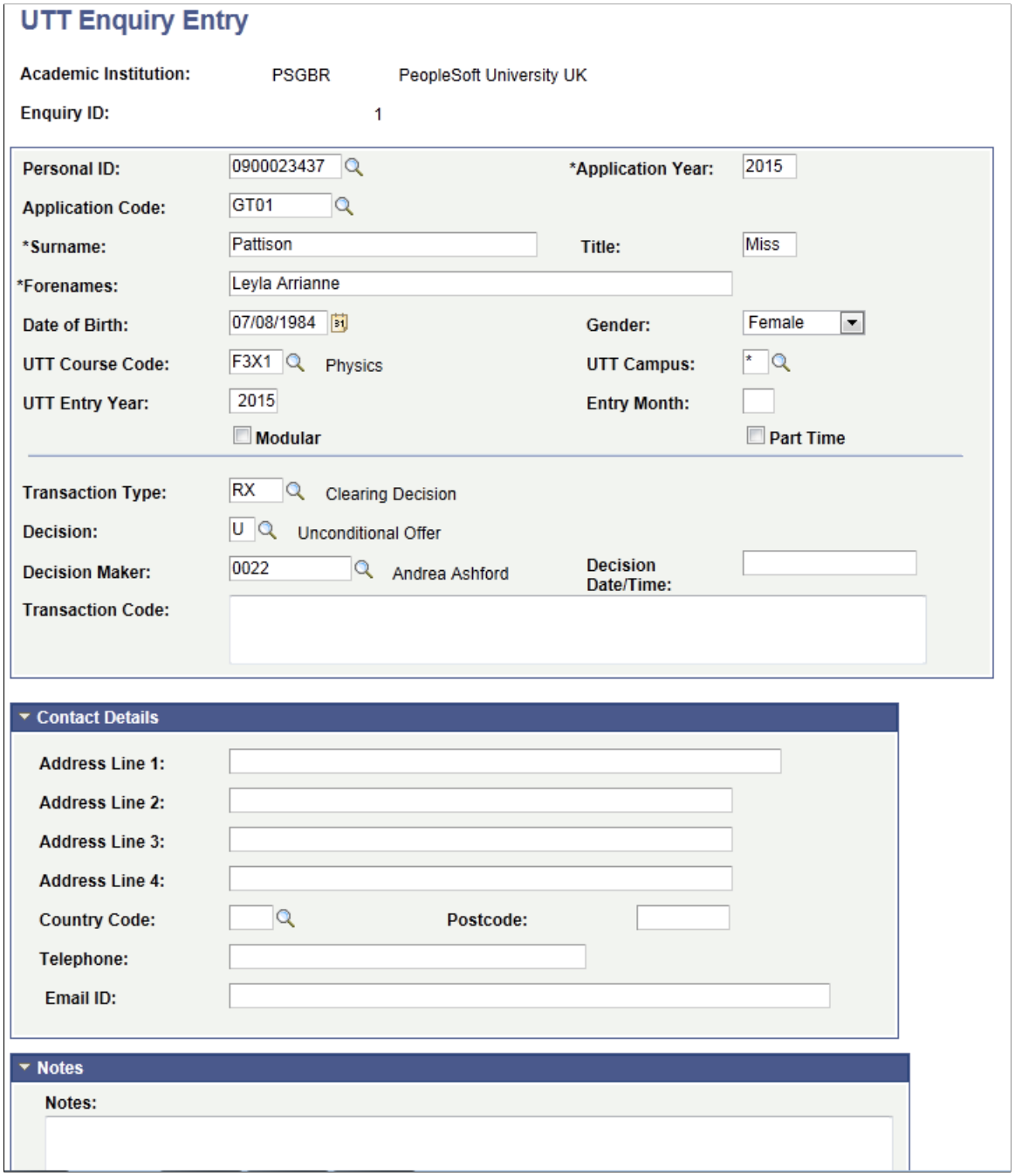
Entering UTT Clearing Details

Access the UTT Enquiry Entry page (Student Admissions, UCAS Processing, UTT Decision Processing, Enquiry Entry).

Image: UTT Enquiry Entry page

This example illustrates the fields and controls on the UTT Enquiry Entry page . You can find definitions for the fields and controls later on this page.



The Personal ID and Application Code fields look up values directly from the UCAS cvgName view.

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Use the Transaction Type field to create a RX transaction for a Clearing enquiry. Use the Decision field to enter U (Unconditional) or C (Conditional). After you record the Clearing details, run the Transaction Processing process to generate the Clearing transactions to send to UCAS.

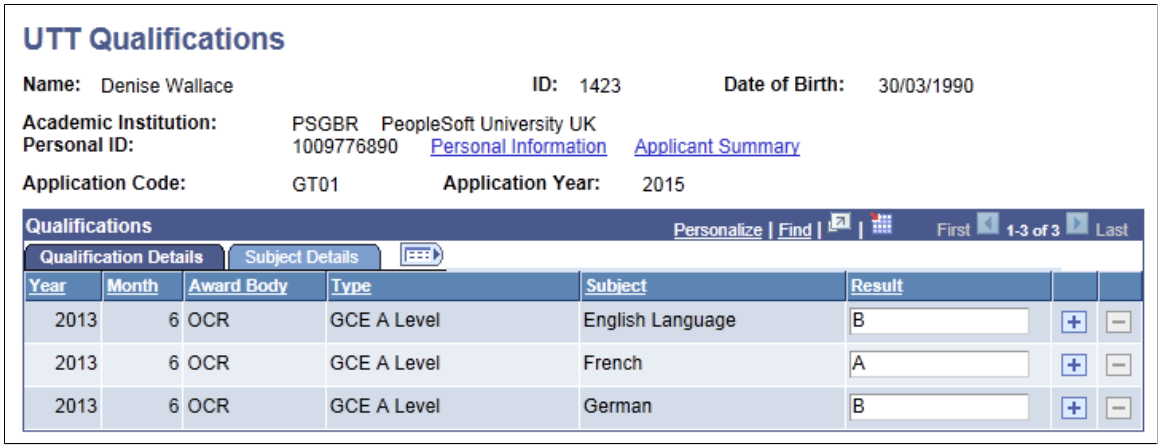
If you want to record a RX transaction, the UCAS Personal ID, UCAS Application Code, UTT Course Code, Entry Year, Entry Month, Modular, Part Time, and Decision fields are required.

Reviewing and Updating UTT Qualifications

Access the UTT Qualifications page (Student Admissions, UCAS Processing, UTT Decision Processing, Qualifications)

Image: UTT Qualifications page

This example illustrates the fields and controls on the UTT Qualifications page.



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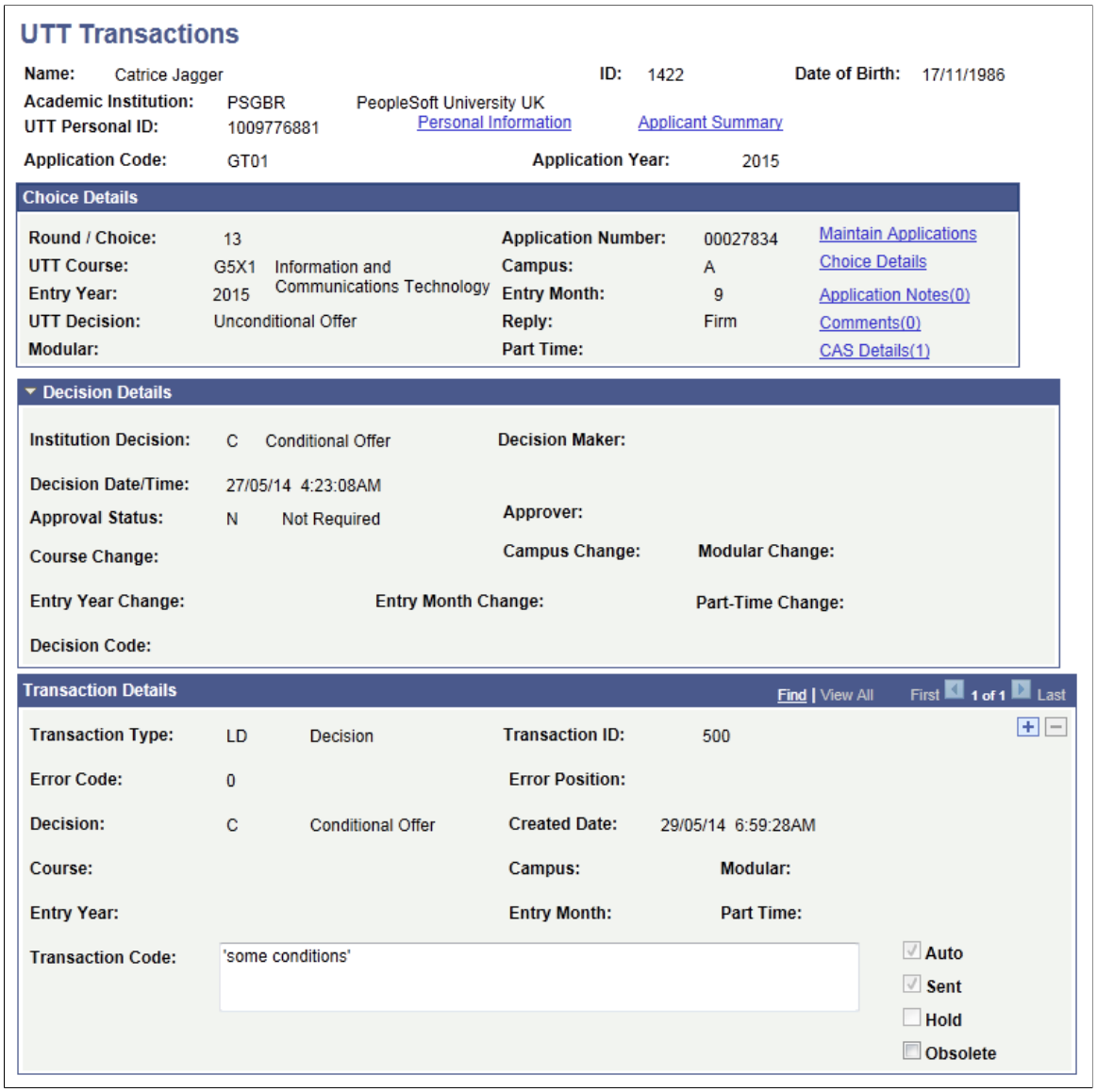
Reviewing UTT Transactions

Access the UTT Transactions page (Student Admissions, UCAS Processing, Transaction Processing, UTT Transactions).

Image: UTT Transactions page

This example illustrates the fields and controls on the UTT Transactions page.



The functionality of the UTT transactions page is similar to that of the UCAS Transactions page. Additionally, most of the fields on the UTT Transactions page are similar to those on the UCAS Transactions page.

When the decision is Interview, ensure that the interview date entered in the Transaction Code area contains only the date without the time element.

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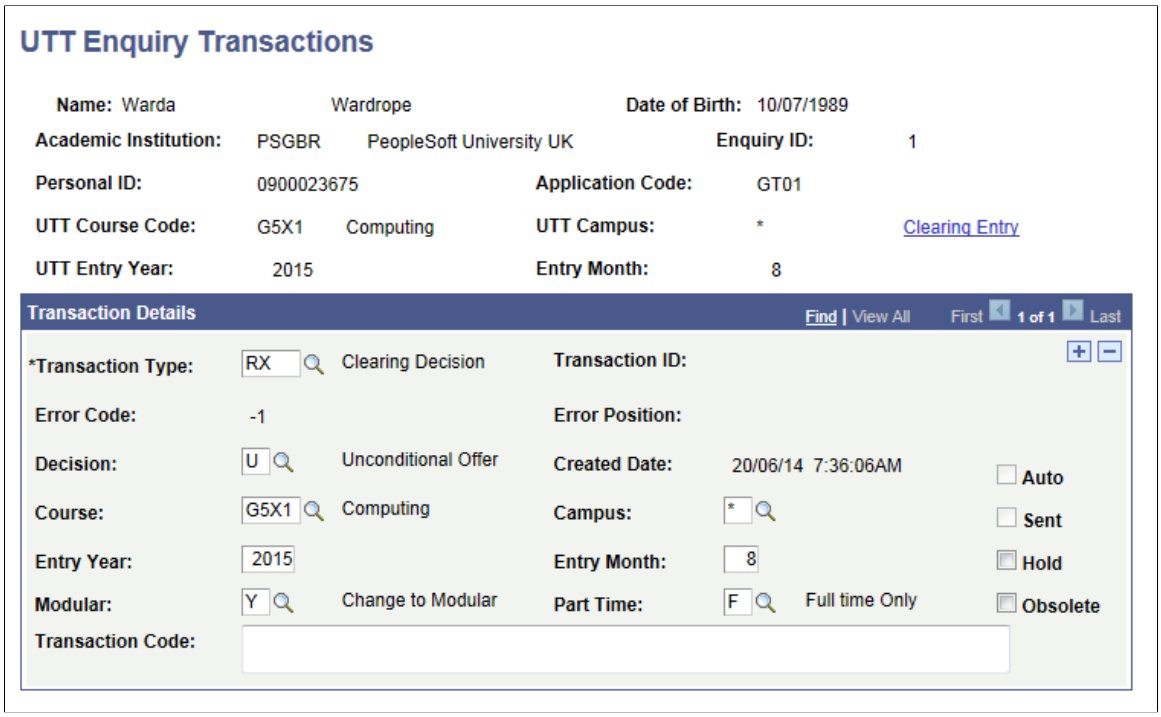
Reviewing UTT Clearing Transactions

Access the UTT Enquiry Transactions page (Student Admissions, UCAS Processing, Transaction Processing, UTT Enquiry Transactions).

Image: UTT Enquiry Transactions page

This example illustrates the fields and controls on the UTT Enquiry Transactions page.



Most of the fields on the UTT Enquiry Transactions page are similar to those on the UTT Transactions page.

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