

PUBLIC VIEWING OF ADMISSIONS DECISION

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REVISION HISTORY

Version	Date	Name	Description
1.0	9/26/2018	Kimberlee Frederick	New Procedure—Banner 9

INTRODUCTION AND PURPOSE

This document describes how to view a summary of admissions applications, statuses and decisions for a person. Fields on SAASUMI cannot be changed. An application for admission must exist for the ID in order to view information on this form.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

1. Although an undergraduate admission decision may be posted and viewable on a student's record within Banner, that decision may not have been communicated to the student. Undergraduate admissions decisions and other information associated with a student's application should not be communicated to the student by anyone other than a representative from Undergraduate Admissions. If a department wishes to communicate with applicants prior to matriculation, a request should be submitted to Student Affairs Information Systems via their online request system www.data-request.ucr.edu.
2. Applications listed for the Summer Quarter, noted with a 30 after the year (example: 201630) are managed through the Summer Sessions Office, not Undergraduate Admissions.
3. School of Medicine will use a system other than Banner as their main repository for applicant information. School of Medicine will only be loading the applications of students who are offered admission to their school into Banner.
4. The Graduate Division will continue to use GradSIS as their main repository for applicant information, however key information on all applicants will be contained within Banner.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

Athletics	Institutional Reporting
Cashiers Office	International Student Resource Center
College Offices	Registrar's Office
Financial Aid	Student Business Services
Graduate Division	Summer Session
Highlander One Stop Shop (HOSS)	Undergraduate Admissions

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, go to R' Space and select the Banner Training icon in order to follow along and practice. Please submit a ticket if you have trouble accessing Banner Training.

FORMS

The forms listed below are covered in this training.

Form	Form Name	Description
SAADCRV	Admission Decision	

PROCEDURES

SEARCHING FOR THE STUDENT BY NAME

STEPS

1. Go to **SPAIDEN**
2. Select ID search ID:
3. Select **Alternate ID Search**
4. Enter Last Name and First Name (known information)
5. Select **Go (F8)**
If the student has multiple names, include % before or after name to broaden your search.
Ex: **Smith-Jones, Jane Marie** type as: Last Name: Smith%; First Name: Jane%
6. Double click correct ID for student

VIEWING APPLICATION INFORMATION

All applicants have an application summary form, indicating their admission application status (admitted, pending decision, denied). Follow the steps below to identify the student's application status.

STEPS

1. Go to **SAASUMI**
2. The student information you selected on the **SPAIDEN** form will follow you to the **SAASUMI** form.
 - a. Be sure this is the student in which you are wanting to view application information
3. Select **Next Section** or (Alt+PgDn)
 - a. Alternatively, you can use the filters present to search for the applicant data
 - b. If no term was specified in the filter, results will show all of the applicant's prior admission applications (if any)

Admissions Application Summary SAASUMI 9.3.5 (PPRDXE)
ADD RETRIEVE RELATED TOOLS

ID:	<input type="text" value="862123043"/>	Highlander, Teddy	Level:	<input type="text" value=""/>	<input type="button" value="Go"/>
Campus:	<input type="text" value=""/>		College:	<input type="text" value=""/>	
Degree:	<input type="text" value=""/>		Term:	<input type="text" value=""/>	
Program:	<input type="text" value=""/>		Field of Study Type:	<input type="text" value=""/>	
Field of Study Code:	<input type="text" value=""/>				

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

4. Select the desired **Entry Term** to view Program. This is done by using the up and down arrows on your keyboard or by clicking on the appropriate application term with your mouse.
5. When you highlight an entry term, specifics about that program can be viewed in the Curricula and **Field of Study Summary** blocks

ID:	862123043	Highlander, Teddy	Level:	Campus:	College:	Degree:	Term:	Program:	Field of Study Type:	Field of Study Code:	<input type="button" value="Start Over"/>
ADMISSIONS APPLICATION SUMMARY Insert Delete Copy Filter											
Entry Term	Application Number	Application Preference	Admission Type	Student Type	Residence	Outstanding Requirements	Status	Status Date	Decision	Decision Date	
201840	2		DN	T	R	<input checked="" type="checkbox"/>	D	09/13/2018	YD	09/13/2018	
201640	3		DN	T	R	<input type="checkbox"/>	D	03/15/2016	CD	09/27/2018	
Record 1 of 2											
CURRICULA SUMMARY - PRIMARY Insert Delete Copy Filter											
Priority	Term	Program	Catalog	Level	Campus	College	Degree				
1	201840	BS in Business Administr...	201840	Undergraduate	Riverside	Business Administration	Bachelor of Science				
Record 1 of 1											
FIELD OF STUDY SUMMARY Insert Delete Copy Filter											
<input type="button" value="Attached to Major Details"/>											
Priority	Term	Type	Field of Study	Department	Attached to Major						
1	201840	Major	Business Administration	Business Administration							
Record 1 of 1											

CHECK YOUR UNDERSTANDING

1. Why am I seeing multiple applications for the student I entered?
 - a. If no entry term was entered as a filter in the key block, results will show all of the applicant's prior admission applications if any exist.
2. I know the student applied to Biology. Why is that not listed at the program in the Curricula Summary block?
 - a. If multiple applications are showing, be sure your cursor is placed on the line for the application term you are wanting to view

REVIEWING ADMISSIONS APPLICATION SUMMARY

GLOSSARY

Entry Term: The term in which applicant has applied

Application Number- Number of the admissions application for a specific term. Applications are numbered in the sequence in which they are entered. This field is maintained by the system.

Application Preference- This field is not being used by UCR.

Admission Type- Indicates the type of application. Examples include, Direct New, Graduate, Referral, Summer Visitor, etc. Refer to **Admissions Glossary Document** for a full description table data.

Student Type- Indicates the level of the application. Examples include, First Time Freshman, Visitor, Summer Session, etc. Refer to **Admissions Glossary Document** for a full description of table data.

Residence- Either **U**= Undetermined, or **R**= Resident.

Outstanding Requirements—This field indicates whether or not there are outstanding documents required for a student in order for his/her admission to be final. UCR has modified our use of how outstanding documents are being tracked. Information in this field should be ignored.

Status- Indicates the tracking status of the application. Most values in this field indicate a final admission decision is pending for this student. If this field has a value of "D", this indicates a final decision has been made. This can be either a positive or negative decision for the student. Refer to **Admissions Glossary Document** for a full description of table data.

Status Date- Indicates the date of the most recent status update or change.

Decision- Indicates the most recent admission decision. Examples include, Admitted, Waitlist Offered, Appeal Received, Appeal Denied, etc. Refer to **Admissions Glossary Document** for a full description of table data.

Decision Date- Indicates the date admission decision was applied to applicant record.

Curricula Summary and Field of Study Blocks-Indicates the primary program for which the student is being considered for admission.

FINAL QUIZ

1. Where should you look to determine if a student has submitted their SIR?

- a. Admissions Type Field
- b. Student Type Field
- c. Decision Field
- d. Status Field

Answer: (c)—The **Decision** Field indicates the most recent admission decision.

2. How can I determine if a student has submitted a summer session application?

- a. Refer to the Application Term field.
- b. Refer to the Student Type field
- c. Refer to the Admission Type field
- d. All of the above.

Answer: (d)—A student can be identified as a Summer Session student if their application term ends with 30 (example: 201630), if the student has a student type of “S” (Summer Session), or if a student has an Admissions Type of “SV” (Summer Visitor).