Viewing Admission Decisions

Introduction

This lab is to review and practice the material covered in the online tutorial "Viewing Admissions Decisions." At the end of this lab, you will know how to:

1. Search a student by name

2. Navigate SAASUMI

3. Review Admissions Application Summary

4. View Application Status

5. Determine the Final Decision of Admissions

6. Identify the student type

Expectations

1. Please silence your cell phones and take breaks as needed. There are no scheduled breaks.

2. This lab will only cover the material as described above. As you explore Banner, you may have questions not related to the topic that we are covering today. Please use the "Parking Lot" area to make note of your questions so that you can remember to ask them at a future training session on the respective topic(s) or review recommended tutorials that address your question.

Lab Exercises: Group Exercise – Viewing Admission Decision

Exercise #1

Log into Banner Training environment using your UCR NetID and password. Click on the Banner Training link on your desktop. http://bannersbxe.ucr.edu

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P A R K I N G   L O T

Exercise #2

Go to SPAIDEN. Complete a person search for Teddy Highlander. Teddy's date of birth is January 1, 1998.

What is the students SID? _____

Exercise #3

Complete a person search for Scotty Tartan-Soul.

What is the students SID? _____

Exercise #4

Complete a person search for Bear Tartan.

What is the students SID? _____

Exercise #5

How do you complete a wildcard search? _____

       a.   By adding % before the last name.
       b.   By adding % after the last name.
       c.   By adding % before and after the last name or first name
       d.   All of the above.

How would you complete a wildcard search for Scotty Tartan-Soul? _____

       a.   Last Name: %Tartan%   First Name: Scotty
       b.   Last Name: %Tartan   First Name: Scotty
       c.   Last Name: Tartan%   First Name: Scotty
       d.   All of the above.
       e.   a or c

Exercise #6

Go to SAASUMI. Search for 777000372 Bear Tartan.

Does Bear have multiple Admission Applications? _____

How many? _____

Why is the Application Preference field blank?

       a.   The student did not list the major they prefer.
       b.   It is not used by UCR.
       c.   The student did not apply for Financial Aid.
       d.   This student applied for Graduate or Summer Session.
       e.   a and c

What is Outstanding Requirement field used for?

a. The student is missing a required document, and their application is not complete.
b. Nothing. UCR has modified this field, and this indicator should be ignored.
c. The student has outstanding academic performance, as indicated by the check mark.
d. The student has met the requirements, and their application is complete.

Lab Exercises: On your Own

Exercise #8

Roll back, look up 777000371 Teddy Highlander.

How many applications does Teddy have? _____

What is the application number for the latest entry term? _____

What entry term is application number 2?

a. Fall 2014
b. Spring 2017
c. Spring 2014
d. Fall 2017

Exercise #9

Roll back, look up 777000372 Bear Tartan.

How many applications does Bear have? _____

What is the application number for the latest entry term? _____

What entry term is application number 1? _____

Is Bear a Freshman or Transfer Applicant for the Fall of 2017? _____

What is the decision for application 1? _____

What does the decision mean?

a. Admitted
b. Submitted SIR
c. Rescinded
d. Under Review

Exercise #10

Look up 777000373 Scotty Tartan-Soul.

What entry term is application number 1? _____

What is the decision for application 1? _____

What is the decision mean?

        a.   Admitted
        b.   Submitted SIR
        c.   Rescinded
        d.   Under Review

Does Scotty have outstanding requirement?

        a.   Yes
        b.   No
        c.   Undetermined, UCR is not using this field.

Resources

Keystrokes

Action	Keystroke
Edit	Ctrl + E
Show Keys	Ctrl + F1
Previous Block	Ctrl + Page Up
Next Block	Ctrl + Page Down
Exit or Cancel Query	Ctrl + Q
Next Field	Ctrl + Tab
Clear Field	Ctrl + U
Help	F1
Duplicate Field/Item	F3
Duplicate Record	F4
Direct Access	F5
Insert Record	F6
Enter Query	F7
Execute Query	F8
List of Values	F9
Save	F10
Display Error	Shift + F1
Count Query Hits	Shift + F2
Select	Shift + F3
Clear Record	Shift + F4
Clear Block	Shift + F5
Remove Record	Shift + F6
Rollback	Shift + F7
Print	Shift + F8
Previous Field	Shift + Tab
Next Field	Tab

Banner Forms Quick Reference Guide

GENERAL PERSON INFORMATION	
SPAIDEN	Name, Address, Phone Number, Email
SOAIDEN	Person Search
SPACMNT	Comments
SOAHOLD	Holds
GOADPRF	Directory Information
GUASYST	Modules student is active in

GENERAL STUDENT INFORMATION	
SGASTDN	General Information: Major/Program Info
SGASTDQ	Major/Program Summary
SGAADVR	Assign Advisor(s)
SGASADD	Cohorts and Attributes

REGISTRATION	
SFAREGS	Registration
SFAREGQ	Student Schedule with Day and Time
SFAREGF	Registration with Drops and Refund %
SFARHST	Registration History
SFARGRP	Registration Appointments (Time Ticketing)
SFASRPO	Permits and Overrides
SFASTCA	Registration Audit
SFASLST	Class Roster
SFAESTS	Enrollment Status Codes and Refund Schedule
SFARSTS	Course Registration Status Codes and Refund Schedule

COURSE / SECTION INFORMATION	
SCACRSE	Master Course Inventory
SSASECT	Section Information
SCA/SSADETL	Coequisite, CMF, Attributes, Description
SSASECQ	Section Query
SCA/SSAPREQ	Flag for CAPP Prerequisite Checking
SCA/SSARRES	Restrictions
SCASYLB	Syllabus Approved During course Approval
SSAMATX	Building/Room Use

ACADEMIC HISTORY	
SHACRSE	Completed Courses/Grades
SHATCKN	Grade Changes, Incompletes, EAP Course Title Changes
SHAGAPP	Graduation Application
SHADEGR	Graduation Degree Conferral
SHADGMQ	Degree Summary
SHASUBJ	Completed Courses and Grades by Subject
SHATERM	Completed Terms/GPA
SHAINST	Academic Standing, Dean's/Chancellor's List, Withdrawal Reason, Term GPA
SHAPCMP	Initial Stats for Students Pre-SIS and Banner

TRANSFER ARTICULATION	
SHATRNS	Transfer Work in Academic History
SHATATR	Articulation Catalog
SHATATC	Articulation Catalog entry
SHATAEQ	Transfer Articulation Evaluation

FACULTY / ADVISOR INFORMATION	
SIAASGQ	Faculty Schedule
SIAINST	Faculty/Advisor Information

TRANSCRIPTS / VERIFICATION	
SHATCMT	Comments
SHARQTC	Transcript Request
SFARQST	Verification Request
SHRTRTC	Transcript Job

FEE INFORMATION	
TSAEXPP	Exemptions
TSIAUTH	Exemption query by student

SPECIAL STUDENT POPULATION INFORMATION	
SZANTUD	Student User Defined Fields (Non-term based)
SZANTUD (41-49)	Residency Values from Admissions Application
SZANTUD (201-205)	Veterans
SZAUSDS	Student User Defined Fields (Term based)
SGASTDN	Veterans (Only some departments have access to the Biographical tab)
SGADISA	Students with Disabilities (security only given to Student Special Services and Registrar Management)
SGASPRT / SGISPRT	Athletes
GOAINTL	International