

HOW TO FIND ADMIT TERM AND VIEW ASSOCIATED UNDERGRADUATE APPLICATION INFORMATION

TABLE OF CONTENTS

Revision History 1

Introduction and Purpose 1

Related Policies, Regulations, Guiding Principles, and Common Practices 1

Impacted Departments, Units, Programs, and Centers 1

Before You Begin..... 1

Forms 2

Procedures 2

 Steps..... 2

REVISION HISTORY

Version	Date	Name	Description
1.0	4/12/2017	Teri Eckman	Created

INTRODUCTION AND PURPOSE

This process explains how to quickly find Undergraduate Application information in Banner.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

1. Not applicable.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Any department that needs to view Undergraduate Application information.

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, open Banner Training (bannersbx.ucr.edu) to follow along.

FORMS

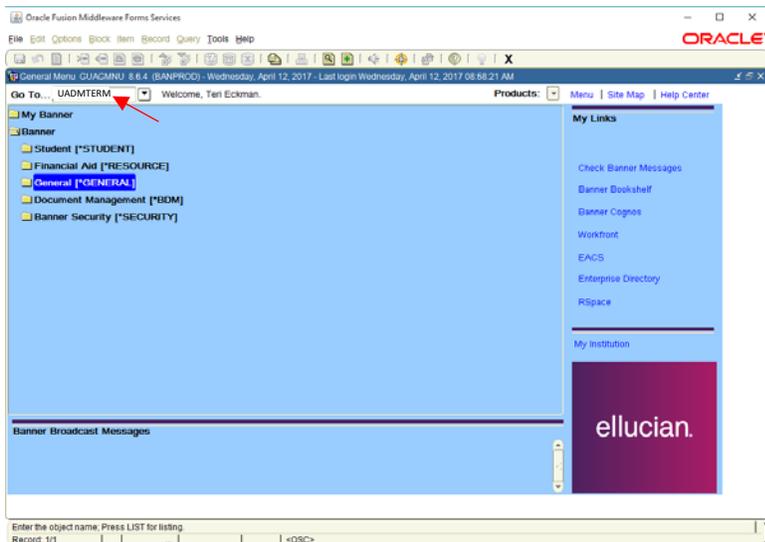
The forms listed below are covered in this training.

Form	Form Name	Description
UADMTERM	THIS IS NOT A FORM BUT CAN BE ENTERED INTO THE GO TO... BOX	Calls the QuickFlow process to automatically pull up the forms listed below.
SAASUMI	Admissions Application Summary	Lists all Applications and associated details at a high level.
SZAUSDA	Applicant User-Defined Data	Data on this form are fields from the Undergraduate Application

PROCEDURES

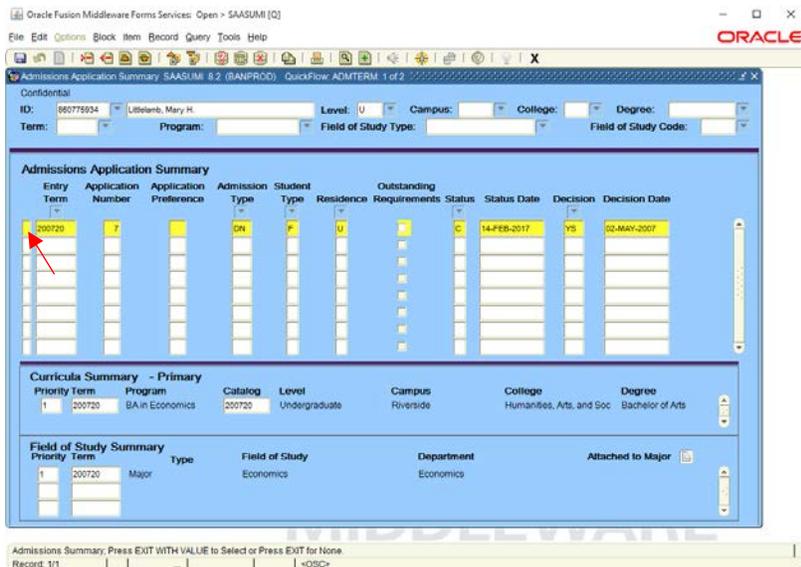
STEPS

1. **Type "UADMTERM"** in the "Go To..." Box and hit the **Enter** key



2. You will automatically be taken to **SAASUMI**.
 - a. If you were viewing a student record on another form, the student name will be populated and you can proceed to the next step.
 - b. If you are not already on a student record, then search for the student or enter the SID.
3. Perform a **Next Block**. All applications for the student you were viewing will be listed.

- Click in the blank box next to the term that you want to select.



- You will automatically be taken to **SZAUSDA** for the term you selected on **SAASUMI**.
- Perform a **Next Block**. Click on the tabs to see the available data for the term you selected.

