

PUBLIC VIEWING OF ADMISSIONS DECISION

TABLE OF CONTENTS

Revision History	2
Introduction and Purpose	2
Related Policies, Regulations, Guiding Principles, and Common Practices	2
Impacted Departments, Units, Programs, and Centers	2
Before You Begin.....	3
Forms	3
Procedures	3
Searching for the student by name.....	3
Steps.....	3
Viewing application information.....	3
Steps.....	3
Check Your Understanding.....	4
Reviewing admissions application summary	5
STEPS.....	5
Final Quiz	6

REVISION HISTORY

Version	Date	Name	Description
1.0	1/13/16	Emily Engelschall	Version with Training Committee Approval/Feedback

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

1. Athletics
2. Cashiers Office
3. College Offices
4. Financial Aid
5. Graduate Division
6. Highlander One Stop Shop (HOSS)
7. Institutional Reporting
8. International Student Resource Center
9. Registrar's Office
10. Student Business Services
11. Summer Session
12. Undergraduate Admissions

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
SPAIDEN	General Person Identification	You use the General Person Identification Form to capture biographic/demographic information for all persons/non-persons associated with the institution. You can search on person last and first names to see if similar names exist and find the specific person in which you are looking to view.
SAASUMI	Admissions Application Summary	Use this form to view a summary of admissions applications for a person

PROCEDURES

SEARCHING FOR THE STUDENT BY NAME

STEPS

1. Go to the **SPAIDEN** form
2. Type in Last Name and First Name, select the EXECUTE button.



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%

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.

3. 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.

VIEWING APPLICATION INFORMATION

STEPS

1. Go to the **SAASUMI** form
2. The student information you selected on the **SPAIDEN** form will follow you to the **SAASUMI** form. Be sure this is the student in which you are wanting to view application information.

- Next Block into the main form.



Alternatively, you can use the key block to search for the applicant data by various filters, such as: Entry Term, Program, College, Level, etc.

If no term was specified in the filter, results will show all of the applicant's prior admission applications (if any).

- Select the desired entry term, to view Program for the desired entry term. This is done by using the up and down arrows on your keyboard or by clicking on the appropriate application term with your mouse.

Entry Term	Application Number	Application Preference	Admission Type	Student Type	Residence	Outstanding Requirements	Status	Status Date	Decision	Decision Date
201340	5		DN	F	R	<input checked="" type="checkbox"/>	I	15-JAN-2013	AD	26-FEB-2013
201240	4		DN	F	R	<input type="checkbox"/>	D	01-DEC-2011	CD	19-OCT-2012
201140	2		DN	F	R	<input type="checkbox"/>	D	14-OCT-2010	CD	05-DEC-2011

- When you highlight an entry term, specifics about that program can be viewed in the Curricula and Field of Study Summary blocks below.

Curricula Summary - Primary							
Priority Term	Program	Catalog	Level	Campus	College	Degree	
1	201640 BS in Sociology	201640	Undergraduate	Riverside	Humanities, Arts, and Soc	Bachelor of Science	

Field of Study Summary				
Priority Term	Type	Field of Study	Department	Attached to Major
1	201640 Major	Sociology	Sociology	

CHECK YOUR UNDERSTANDING

- Why am I seeing multiple applications for the student I entered?
 - 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.
- I know the student applied to Biology. Why is that not listed at the program in the Curricula Summary block?
 - 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

STEPS

Admissions Application Summary											
Entry Term	Application Number	Application Preference	Admission Type	Student Type	Residence	Outstanding Requirements	Status	Status Date	Decision	Decision Date	
201640	1		DN	F	S	<input checked="" type="checkbox"/>	I	29-OCT-2015	YS	16-NOV-2015	
201540	2		DN	T	O	<input checked="" type="checkbox"/>	I	29-OCT-2015	YS	29-OCT-2015	
						<input type="checkbox"/>					

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).