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 (bannersbxe.ucr.edu) to follow along.

**FORMS**

The forms listed below are covered in this training.

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

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

5. You will automatically be taken to SZAUSDA for the term you selected on SAASUMI.

6. Perform a Next Block. Click on the tabs to see the available data for the term you selected.