



CSU ADMISSIONS INQUIRY

QUICK REFERENCE GUIDE

REVISION CONTROL

Document Title: SA89 CSU Admissions Inquiry Business Process Guide
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File Reference: SA89 AD CSU Admissions Inquiry - BPG.doc

Date	By	Action	Pages
12/10/07	T. Nelson	Created Documented	All
12/15/07	T. Nelson	Expanded activities and re-organized.	
12/18/07	T. Nelson	Minor revisions	

Review/Approval History

Date	By	Action	Pages
12/13/07	SAC	Reviewed and approved content with minor changes	All

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Before you begin:

Before you can successfully perform the Admissions Inquiry process, the conditions outlined under Prerequisites/Assumption must be met. In addition, it is important to understand the construction and layout of this business process guide. These details are described in the section, Business Process Guide Layout.

Prerequisites/Assumptions

- The CSU Mentor Load is complete.
- Student has an application and ID in the Student Administration system.
- Functional users have appropriate security access for the steps and pages described herein.
- The user has a general understanding of which applicant and student records reside in PeopleSoft (See Banner and CMS PeopleSoft Transition, for more information).

Banner and CMS PeopleSoft Transition

By February or March of 2008, all student records will reside in CMS PeopleSoft. In the interim, student records are maintained on two separate systems, Banner and CMS PeopleSoft. The guideline for student record location is as follows:

- CMS PeopleSoft**
 - First-time Freshmen
 - First-time Transfers students
 - First-time Graduate students
- Banner**
 - Continuing students
 - Students, who have attended CSUB previously

Quick Reference Guide Layout

The Quick Reference Guide Layout begins with a general overview of the tasks involved in the process. Each task is presented as a separate section. The sections begin with a general description of the task. The process steps are presented as follows:

- Steps**
 - Left-hand side of the process
 - List of steps required to complete the process
 - May include optional information to assist in completing the step.
- Illustrations**
 - Right-hand side of the process
 - Pictures, screen shots, etc used to highlight and illustrate the step to be performed
 - May include optional information to assist in completing the step.

Sample Quick Reference Guide

This process is used to sign out of your PeopleSoft session.

Steps	Illustrations
1. Click the Sign out link on the Universal Navigation Header. <p style="text-align: center; color: red;">(Lists the steps to perform.)</p>	 <p style="text-align: center; color: red;">(Illustrates the steps to perform)</p>

RESPONDING TO FREQUENTLY ASKED ADMISSIONS INQUIRIES

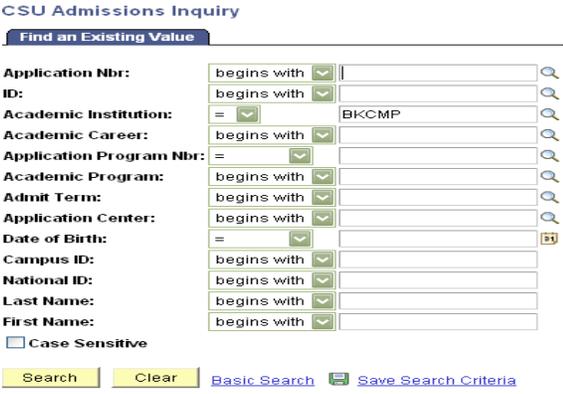
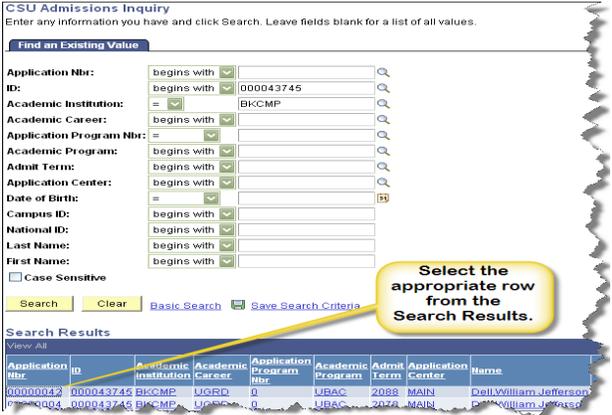
You begin using the CSU Admission Inquiry Pages by searching for an applicant's record. Once the applicant's record is located, you can review the information and respond accordingly. Effective usage of the CSU Admission Inquiry is based upon your understanding of what applicant information is available to you, based on your security access, and where within the CMS PeopleSoft system the information is stored.

Questions commonly asked by applicants are used to illustrate the navigation to and location of information to address these specific questions. These questions are as follows:

- 1 How do I access the CSU Admissions pages? *(Page 6)*
- 2 Do I have a hold (service indicator)? *(Page 8)*
- 3 What is my admission status?*(Page 10)*
- 4 What GPA did I report on my application? *(Page 11)*
- 5 What test scores have CSUB received?*(Page 12)*
- 6 What does CSUB need from me to complete my application?*(Page 13)*
- 7 What is my residency or citizenship status? *(Page 16)*

1.0 How do I access the CSU Admissions pages?

To access the CSU Admissions Inquiry information, you must navigate to the CSU Admission Inquiry pages and then search for an applicant or student record. The instructions below guide you through getting an applicant or student record. These instructions assume you will sign in and out of the system after each activity, unless otherwise noted.

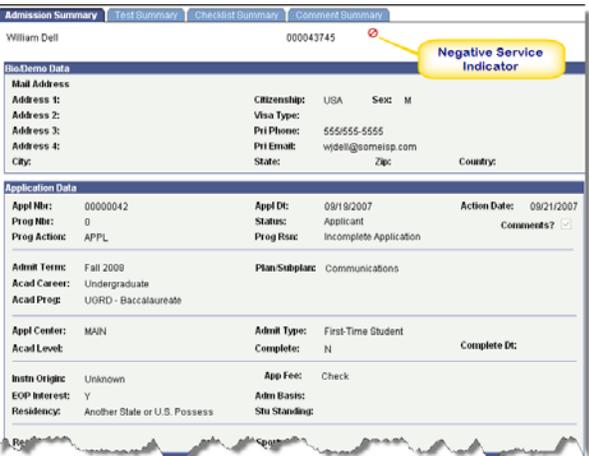
Steps	Illustrations																								
1. Sign into PeopleSoft.																									
2. Navigate to CSU Admissions Inquiry Search Page Home > CSU SA Baseline > CSU Admissions > Admissions Inquiry > Inquire > Admissions Inquiry																									
3. The Find an Existing Value page will open. 4. Enter the ID in the ID field. If the ID of the applicant is not known, you may use this box to search for the applicant's record using the applicant's application number, last name, first name, social security number, etc. 5. When finished, click the Search button or press the enter key.																									
6. If more than one row appears from your search, select the appropriate row from the Search Results by clicking it.	 <table border="1" data-bbox="776 1795 1388 1885"> <thead> <tr> <th>Application Nbr</th> <th>ID</th> <th>Academic Institution</th> <th>Academic Career</th> <th>Academic Program</th> <th>Admit Term</th> <th>Application Center</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>00000042</td> <td>000043745</td> <td>BKCOMP</td> <td>UGRD</td> <td>0</td> <td>UBAC</td> <td>2022 MAIN</td> <td>Dell, William Jefferson</td> </tr> <tr> <td>00000004</td> <td>000043745</td> <td>BKCOMP</td> <td>UGRD</td> <td>0</td> <td>UBAC</td> <td>2024 MAIN</td> <td>William Jefferson</td> </tr> </tbody> </table>	Application Nbr	ID	Academic Institution	Academic Career	Academic Program	Admit Term	Application Center	Name	00000042	000043745	BKCOMP	UGRD	0	UBAC	2022 MAIN	Dell, William Jefferson	00000004	000043745	BKCOMP	UGRD	0	UBAC	2024 MAIN	William Jefferson
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7. The CSU Admission Inquiry page will display.

Admission Summary		Test Summary		Checklist Summary		Comment Summary			
William Dell		000043745							
Personal Data									
Mail Address		CR: Citizenship:	USA	Sex:	M				
Address 1:		Visa Type:							
Address 2:		Pr: Phone:	555/555-5555						
Address 3:		Pr: Email:	wjdel@somersap.com						
Address 4:		State:		Zip:		Country:			
City:									
Application Data									
App: ID:	00000042	App: Dt:	09/19/2007	Action Date:	09/21/2007				
Prog: Nbr:	0	Status:	Applicant	Comments:	7	<input type="checkbox"/>			
Prog: Action:	APPL	Prog: Desc:	Incomplete Application						
Admit: Term:	Fall 2008	Plan/Subject:	Communications						
Acad: Career:	Undergraduate								
Acad: Prog:	UGRD - Baccalaureate								
App: Center:	MAIN	Admit: Type:	First-Time Student						
Acad: Level:		Complete:	N	Complete: Dt:					
Inst: Origin:	Unknown	App: Fee:	Check						
EOP: Interest:	Y	Adm: Basis:	Str Standing						
Residency:	Another State or U.S. Possess								
Recruit: Cat:		Sport:							
ERS Data									
College Preparatory Semesters				GE Breadth Status		Additional Data			
English:	12	Critical Thinking:	Not Completed		EPT Status:				
Math:	8	English Writing:	Not Completed		ELM Status:				
Lab Sci:	8	Mathematics:	Not Completed		Residence Code: 9000				
Soc. Sci:	8	Oral Communication:	Not Completed		CSU Credit Status: None				
Electives:	8	Vis/Pref Arts:	8						
Education									
Org. ID	Institution	From Date	To Date	Transcript Status	Transcript Type	Received Date	Summary Type	GPA Type	Cal GPA
C210015688	Unknown	09/04/2006	09/30/2007	Received	Official	09/25/2007	HIGH	HIGH	2.870
C300000999	BAKERSFIELD COL	09/04/2006	09/30/2007	Incomplete	Official	09/25/2007	COLL	COLL	3.358
C31000337	Bakersfield High		06/01/1976	Not Recvd	Official		HIGH	HIGH	3.000
Education									
Return to Search		Previous Entry		Next Entry		Entry			

2.0 Do I have a hold (service indicator)?

To determine if an applicant has a hold or service indicator, you must navigate to the CSU Admission Inquiry pages and then search for the applicant's record. On the CSU Admission Inquiry page, you are able to view the applicant's self-reported education. These instructions guide you through getting an applicant's record and displaying their self-reported education.

Steps	Illustrations												
<p>1. Service indicators appear to the right of the individual's name and ID on CSU Admissions Inquiry pages.</p> <p> - Negative Service Indicator</p> <p> - Positive Service Indicator</p>													
<p>2. Click the Service Indicator for more information.</p>													
<p>3. The Service Indicators page appears. Click the Detail link to view the detailed information on the service indicator.</p>	<p>Negative Service Indicators</p> <table border="1" data-bbox="755 1549 1344 1644"> <tr> <td>DateTime:</td> <td>12/11/2007 7:42:36PM</td> <td>Institution:</td> <td>Cal State Univ, Bakersfield</td> </tr> <tr> <td>Active Date:</td> <td>12/11/2007</td> <td>Department:</td> <td>Advising Center</td> </tr> <tr> <td>Service Indicator:</td> <td>A01 Advising Hold - No Enrl</td> <td>Reason:</td> <td>Advising Hold</td> </tr> </table> <p>Return</p>	DateTime:	12/11/2007 7:42:36PM	Institution:	Cal State Univ, Bakersfield	Active Date:	12/11/2007	Department:	Advising Center	Service Indicator:	A01 Advising Hold - No Enrl	Reason:	Advising Hold
DateTime:	12/11/2007 7:42:36PM	Institution:	Cal State Univ, Bakersfield										
Active Date:	12/11/2007	Department:	Advising Center										
Service Indicator:	A01 Advising Hold - No Enrl	Reason:	Advising Hold										

4. The Service Indicator Data page appears after clicking the Detail link, depending on your security level.

Service Indicator Data

William Dell 000043745

Find | View All First 1 of 1 Last

DateTime: 12/11/2007 7:42:36PM **Institution:** BKCMP CSUB

Service Ind Active Term: 0000 The Beginning of Time **Active Date:** 12/11/2007

Service Indicator Code: A01 Advising Hold - No Enrl

Service Ind Reason Code: AHLD Advising Hold

Reference:

Amount: 0.000 **Currency:** USD Dollar

Contact ID: 000043992 **Contact Person:** Rockefeller, Gordon

Placed Person ID: 000044525 **Placed By:** Sandoval, Cecilia M

Department: D10610 Advising Center

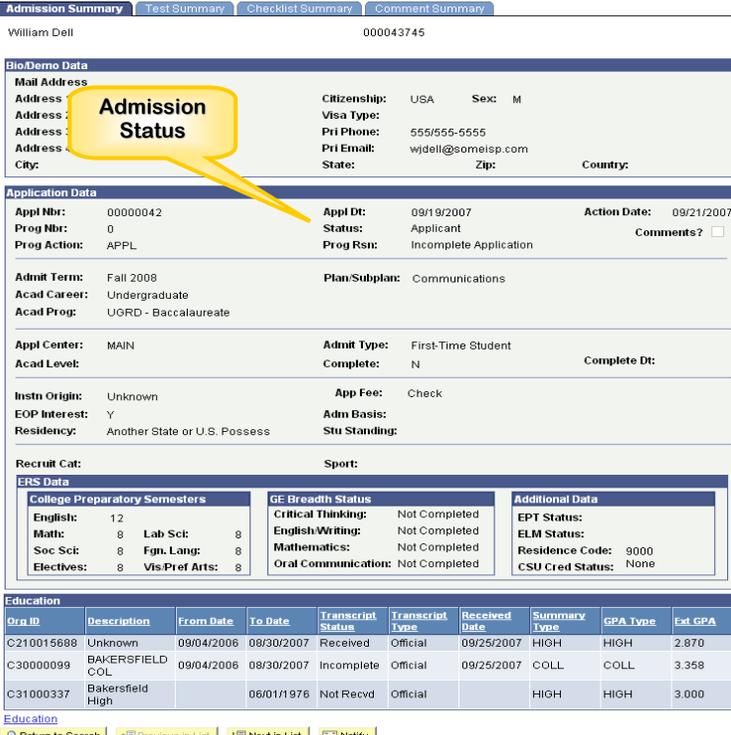
Comments: See advisor before enrollment.

Placed Method: Manual **Placed Process:** **Release Proc:**

User ID: TNELSON6 Sandoval, Cecilia M

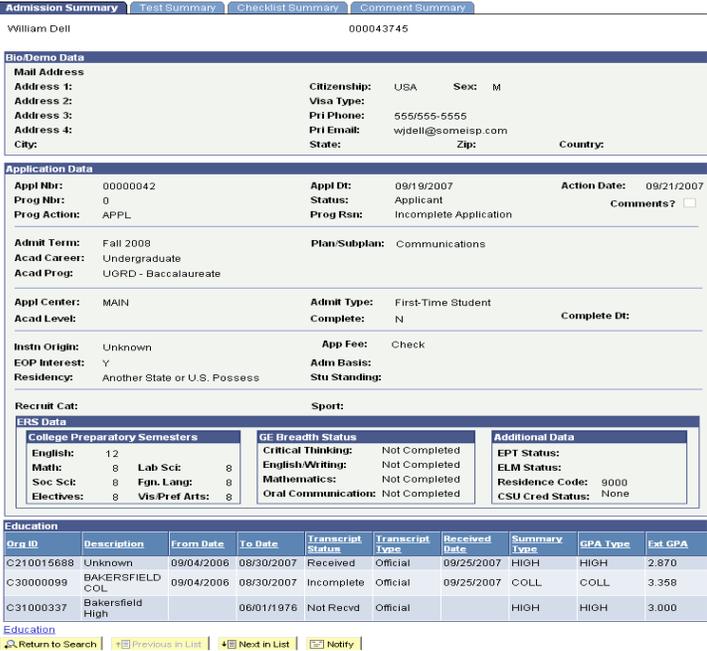
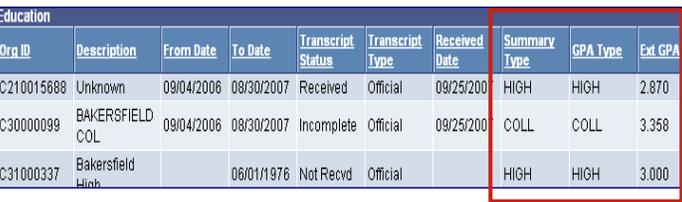
3.0 What is my admission status?

To determine an applicant's admission status, you must navigate to the CSU Admission Inquiry pages and then search for the applicant's record. On the CSU Admission Inquiry page, you are able to view the applicant's admission status. These instructions guide you through getting an applicant's record and displaying their admission status.

Steps	Illustrations																																																																
<p>1. The admission status is located in the first section of the Application Data on the CSU Admission Inquiry page.</p>	 <p>Admission Summary Test Summary Checklist Summary Comment Summary</p> <p>William Dell 000043745</p> <p>Bio/Demo Data</p> <p>Mail Address</p> <p>Address: [Redacted] Citizenship: USA Sex: M Address: [Redacted] Visa Type: [Redacted] Address: [Redacted] Pri Phone: 555/555-5555 Address: [Redacted] Pri Email: wjdell@someisp.com City: [Redacted] State: [Redacted] Zip: [Redacted] Country: [Redacted]</p> <p>Application Data</p> <p>App Nbr: 00000042 App Dt: 09/19/2007 Action Date: 09/21/2007 Prog Nbr: 0 Status: Applicant Comments? <input type="checkbox"/> Prog Action: APPL Prog Rsn: Incomplete Application</p> <p>Admit Term: Fall 2008 Plan/Subplan: Communications Acad Career: Undergraduate Acad Prog: UGRD - Baccalaureate</p> <p>App Center: MAIN Admit Type: First-Time Student Acad Level: [Redacted] Complete: N Complete Dt: [Redacted]</p> <p>Instn Origin: Unknown App Fee: Check EOP Interest: Y Adm Basis: [Redacted] Residency: Another State or U.S. Possess Stu Standing: [Redacted]</p> <p>Recruit Cat: [Redacted] Sport: [Redacted]</p> <p>ERS Data</p> <table border="1"> <thead> <tr> <th colspan="2">College Preparatory Semesters</th> <th colspan="2">GE Breadth Status</th> <th colspan="2">Additional Data</th> </tr> </thead> <tbody> <tr> <td>English: 12</td> <td>Lab Sci: 8</td> <td>Critical Thinking: Not Completed</td> <td>English/Writing: Not Completed</td> <td>EPT Status: [Redacted]</td> <td>ELM Status: [Redacted]</td> </tr> <tr> <td>Soc Sci: 8</td> <td>Fgn. Lang: 8</td> <td>Mathematics: Not Completed</td> <td>Oral Communication: Not Completed</td> <td>Residence Code: 9000</td> <td>CSU Cred Status: None</td> </tr> <tr> <td>Electives: 8</td> <td>Vis/Pref Arts: 8</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Education</p> <table border="1"> <thead> <tr> <th>Orn ID</th> <th>Description</th> <th>From Date</th> <th>To Date</th> <th>Transcript Status</th> <th>Transcript Type</th> <th>Received Date</th> <th>Summary Type</th> <th>GPA Type</th> <th>Ext GPA</th> </tr> </thead> <tbody> <tr> <td>C210015688</td> <td>Unknown</td> <td>09/04/2006</td> <td>08/30/2007</td> <td>Received</td> <td>Official</td> <td>09/25/2007</td> <td>HIGH</td> <td>HIGH</td> <td>2.870</td> </tr> <tr> <td>C30000099</td> <td>BAKERSFIELD COL</td> <td>09/04/2006</td> <td>08/30/2007</td> <td>Incomplete</td> <td>Official</td> <td>09/25/2007</td> <td>COLL</td> <td>COLL</td> <td>3.358</td> </tr> <tr> <td>C31000337</td> <td>Bakersfield High</td> <td></td> <td>06/01/1976</td> <td>Not Recvd</td> <td>Official</td> <td></td> <td>HIGH</td> <td>HIGH</td> <td>3.000</td> </tr> </tbody> </table> <p>Return to Search Previous in List Next in List Notify</p> <p><i>Figure 1: Admissions Summary - Status</i></p>	College Preparatory Semesters		GE Breadth Status		Additional Data		English: 12	Lab Sci: 8	Critical Thinking: Not Completed	English/Writing: Not Completed	EPT Status: [Redacted]	ELM Status: [Redacted]	Soc Sci: 8	Fgn. Lang: 8	Mathematics: Not Completed	Oral Communication: Not Completed	Residence Code: 9000	CSU Cred Status: None	Electives: 8	Vis/Pref Arts: 8					Orn ID	Description	From Date	To Date	Transcript Status	Transcript Type	Received Date	Summary Type	GPA Type	Ext GPA	C210015688	Unknown	09/04/2006	08/30/2007	Received	Official	09/25/2007	HIGH	HIGH	2.870	C30000099	BAKERSFIELD COL	09/04/2006	08/30/2007	Incomplete	Official	09/25/2007	COLL	COLL	3.358	C31000337	Bakersfield High		06/01/1976	Not Recvd	Official		HIGH	HIGH	3.000
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<p>2. The admission status is located in the first section of the Application Data on the Admissions Summary page. See for an illustration.</p>	 <p>Application Data</p> <p>App Nbr: 00000004 App Dt: 07/24/2007 Action Date: 08/01/2007 Prog Nbr: 0 Status: Applicant Comments? <input checked="" type="checkbox"/> Prog Action: APPL Prog Rsn: Application Complete</p> <p><i>Figure 2: Admission Status</i></p>																																																																

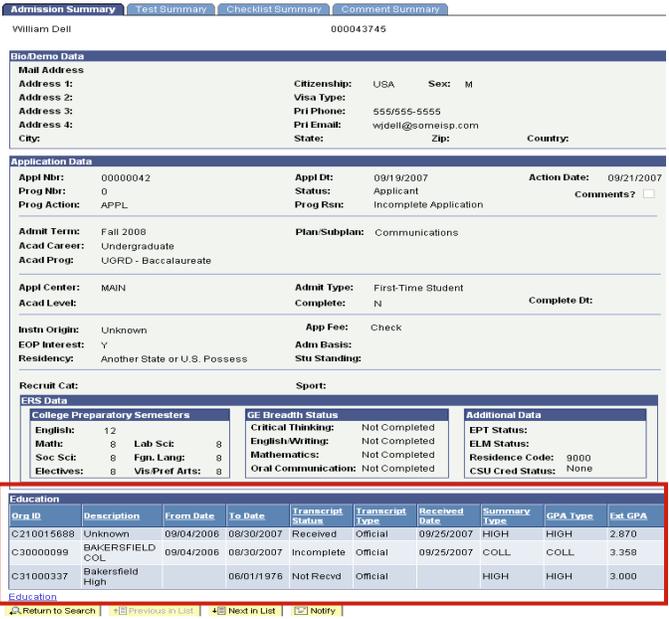
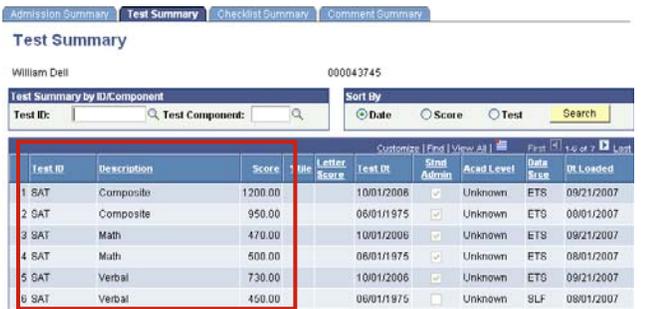
4.0 What GPA did I report on my application?

To determine the GPA an applicant reported on their application, you must navigate to the CSU Admission Inquiry pages and then search for the applicant's record. On the CSU Admission Inquiry page, you are able to view the applicant's self-reported education. These instructions guide you through getting an applicant's record and displaying their self-reported education.

Steps	Illustrations																																								
<p>1. The GPA information is located in the right columns of the Education section. The Education section is located at the bottom of the CSU Admission Inquiry page.</p>	 <p>The screenshot shows the 'Education' section at the bottom of the applicant's record. It contains a table with columns: Org ID, Description, From Date, To Date, Transcript Status, Transcript Type, Received Date, Summary Type, GPA Type, and Ext GPA. The first row is highlighted with a red box.</p> <table border="1"> <thead> <tr> <th>Org ID</th> <th>Description</th> <th>From Date</th> <th>To Date</th> <th>Transcript Status</th> <th>Transcript Type</th> <th>Received Date</th> <th>Summary Type</th> <th>GPA Type</th> <th>Ext GPA</th> </tr> </thead> <tbody> <tr> <td>C210015688</td> <td>Unknown</td> <td>09/04/2006</td> <td>08/30/2007</td> <td>Received</td> <td>Official</td> <td>09/25/2007</td> <td>HIGH</td> <td>HIGH</td> <td>2.870</td> </tr> <tr> <td>C30000099</td> <td>BAKERSFIELD COL</td> <td>09/04/2006</td> <td>08/30/2007</td> <td>Incomplete</td> <td>Official</td> <td>09/25/2007</td> <td>COLL</td> <td>COLL</td> <td>3.358</td> </tr> <tr> <td>C31000337</td> <td>Bakersfield High</td> <td></td> <td>06/01/1976</td> <td>Not Recvd</td> <td>Official</td> <td></td> <td>HIGH</td> <td>HIGH</td> <td>3.000</td> </tr> </tbody> </table>	Org ID	Description	From Date	To Date	Transcript Status	Transcript Type	Received Date	Summary Type	GPA Type	Ext GPA	C210015688	Unknown	09/04/2006	08/30/2007	Received	Official	09/25/2007	HIGH	HIGH	2.870	C30000099	BAKERSFIELD COL	09/04/2006	08/30/2007	Incomplete	Official	09/25/2007	COLL	COLL	3.358	C31000337	Bakersfield High		06/01/1976	Not Recvd	Official		HIGH	HIGH	3.000
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<p>2. The applicant's reported GPA are listed in the following columns:</p> <ul style="list-style-type: none"> - <u>Summary Type</u> The origin of the GPA - <u>GPA Type</u> Type of GPA - <u>Ext GPA</u> GPA from the official transcripts or self-reported by applicant. 	 <p>The close-up shows the 'Education' table with the following columns highlighted in a red box: Summary Type, GPA Type, and Ext GPA.</p> <table border="1"> <thead> <tr> <th>Summary Type</th> <th>GPA Type</th> <th>Ext GPA</th> </tr> </thead> <tbody> <tr> <td>HIGH</td> <td>HIGH</td> <td>2.870</td> </tr> <tr> <td>COLL</td> <td>COLL</td> <td>3.358</td> </tr> <tr> <td>HIGH</td> <td>HIGH</td> <td>3.000</td> </tr> </tbody> </table>	Summary Type	GPA Type	Ext GPA	HIGH	HIGH	2.870	COLL	COLL	3.358	HIGH	HIGH	3.000																												
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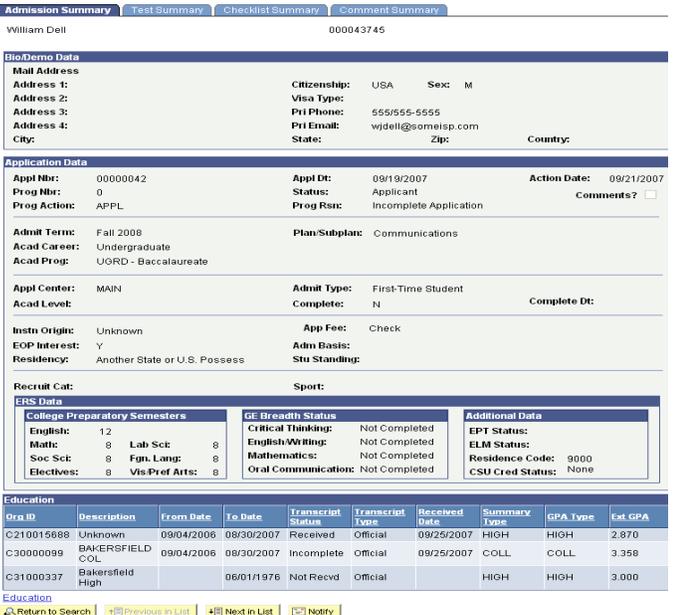
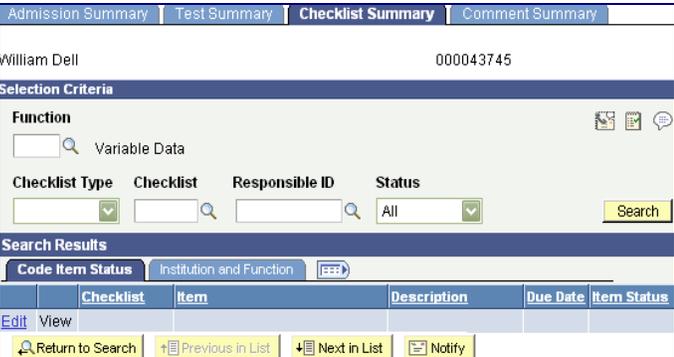
5.0 What test scores have CSUB received?

To find out what test scores CSUB have received for an applicant, you must navigate to the CSU Admission Inquiry pages and then search for the applicant's record. From the CSU Admission Inquiry page, you are to use the Test Summary tab to view the test scores received and recorded to date. These instructions guide you through getting an applicant's record and displaying their test score information.

Steps	Illustrations																																																															
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C31000337	Bakersfield High		06/01/1976	Not Recvd	Official		HIGH	HIGH	3.000																																																							
<p>2. Click the Test Summary tab or link to open the Test Summary page.</p>																																																																
<p>3. The Test Summary page will display.</p>																																																																
<p>4. Click the Search button and all tests scores for the applicant will appear. The test score information is highlighted.</p>	 <table border="1"> <thead> <tr> <th>Test ID</th> <th>Description</th> <th>Score</th> <th>Letter Score</th> <th>Test Dt</th> <th>Std Admin</th> <th>Acad Level</th> <th>Data Bksc</th> <th>DL Loaded</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>SAT Composite</td> <td>1200.00</td> <td></td> <td>10/01/2008</td> <td><input checked="" type="checkbox"/></td> <td>Unknown</td> <td>ETS</td> <td>09/21/2007</td> </tr> <tr> <td>2</td> <td>SAT Composite</td> <td>950.00</td> <td></td> <td>06/01/1975</td> <td><input checked="" type="checkbox"/></td> <td>Unknown</td> <td>ETS</td> <td>06/01/2007</td> </tr> <tr> <td>3</td> <td>SAT Math</td> <td>470.00</td> <td></td> <td>10/01/2006</td> <td><input checked="" type="checkbox"/></td> <td>Unknown</td> <td>ETS</td> <td>09/21/2007</td> </tr> <tr> <td>4</td> <td>SAT Math</td> <td>500.00</td> <td></td> <td>06/01/1975</td> <td><input checked="" type="checkbox"/></td> <td>Unknown</td> <td>ETS</td> <td>08/01/2007</td> </tr> <tr> <td>5</td> <td>SAT Verbal</td> <td>730.00</td> <td></td> <td>10/01/2006</td> <td><input checked="" type="checkbox"/></td> <td>Unknown</td> <td>ETS</td> <td>09/21/2007</td> </tr> <tr> <td>6</td> <td>SAT Verbal</td> <td>450.00</td> <td></td> <td>06/01/1975</td> <td><input type="checkbox"/></td> <td>Unknown</td> <td>SLF</td> <td>08/01/2007</td> </tr> </tbody> </table>	Test ID	Description	Score	Letter Score	Test Dt	Std Admin	Acad Level	Data Bksc	DL Loaded	1	SAT Composite	1200.00		10/01/2008	<input checked="" type="checkbox"/>	Unknown	ETS	09/21/2007	2	SAT Composite	950.00		06/01/1975	<input checked="" type="checkbox"/>	Unknown	ETS	06/01/2007	3	SAT Math	470.00		10/01/2006	<input checked="" type="checkbox"/>	Unknown	ETS	09/21/2007	4	SAT Math	500.00		06/01/1975	<input checked="" type="checkbox"/>	Unknown	ETS	08/01/2007	5	SAT Verbal	730.00		10/01/2006	<input checked="" type="checkbox"/>	Unknown	ETS	09/21/2007	6	SAT Verbal	450.00		06/01/1975	<input type="checkbox"/>	Unknown	SLF	08/01/2007
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6.0 What does CSUB need from me to complete my application?

To determine the information CSUB needs for an applicant reported to complete their application, you must navigate to the CSU Admission Inquiry pages and then search for the applicant's record. From the CSU Admission Inquiry page, you are able to use to the Checklist Summary tab to view the outstanding checklist items for an applicant. These instructions guide you through getting an applicant's record, selecting the Checklist Summary tab, and displaying their outstanding checklist items.

Steps	Illustrations
<p>1. The outstanding items are listed on a checklist. The checklist information is viewed from the Checklist Summary tab of the CSU Admission Inquiry.</p>	
<p>2. Click on the Checklist Summary tab or link.</p>	
<p>3. The Checklist Summary page will appear.</p>	

- Click the **Search** button and all checklist items for the applicant will appear. The checklist item information is highlighted.

Admission Summary | Test Summary | **Checklist Summary** | Comment Summary

William Dell 000043745

Selection Criteria

Function
Variable Data

Checklist Type Checklist Responsible ID Status
All Search

Search Results

Code Item Status | Institution and Function

Code Item Status	Checklist	Item	Description	Due Date	Item Status
Edit View	AFTF	AHSTRA	High School Transcripts	05/24/2008	Initiated
Edit View	AFTF	ATSTSA	Test Scores: ACT or SAT	05/24/2008	Initiated
Edit View	AFTF	AHSTRA	High School Transcripts	04/01/2008	Initiated
Edit View	AFTF	ATSTSA	Test Scores: ACT or SAT	04/01/2008	Initiated
Edit View	AFTF	AHSTRA	High School Transcripts	04/01/2008	Initiated
Edit View	AFTF	ATSTSA	Test Scores: ACT or SAT	04/01/2008	Initiated
Edit View	ATRNSL	AHSTRF	Final High Sch Trans with Grad	03/24/2008	Initiated
Edit View	ATRNSL	ACOLTR	College Transcript	03/24/2008	Initiated
Edit View	ATRNSL	AREINS	Reinstatement Required	12/01/2007	Initiated
Edit View	ATRNSL	AARECC	Admissions Application	12/01/2007	Initiated

Figure 3: Checklist Summary

- Click the Institution and Function tab or link to determine the name of the person who assigned or is responsible for the checklist item.

Code Item Status | **Institution and Function**

- The Institution and Function page displays.
- Click the View link for additional detail on the Checklist Item.

Search Results

Code Item Status | **Institution and Function**

Code Item Status	Checklist	Item	Institution	Function	Type	Name	Date/Time	Sequence
Edit View	AFTF	AHSTRA	BKCOMP	ADMP	Req List	Sandoval,Cecilia M	11/26/2007 12:24:17PM	4
Edit View	AFTF	ATSTSA	BKCOMP	ADMP	Req List	Sandoval,Cecilia M	11/26/2007 12:24:17PM	4

- The Checklist Detail 1 appears after clicking the View link. It provides general information on the entire Checklist.
- Click the Checklist Detail 2 tab.

Checklist Detail 1 | Checklist Detail 2

William Dell ID: 000043745

Checklist Date Time: 11/26/2007 12:24:17PM Variable Data

Administrative Function: ADMP Admissions Program

Academic Institution: Cal State Univ., Bakersfield

Checklist Code: AFTF First Time Freshman

Status: Initiated **Status Date:** 11/26/2007

Due Date: 05/24/2008

Due Amount: Currency Code

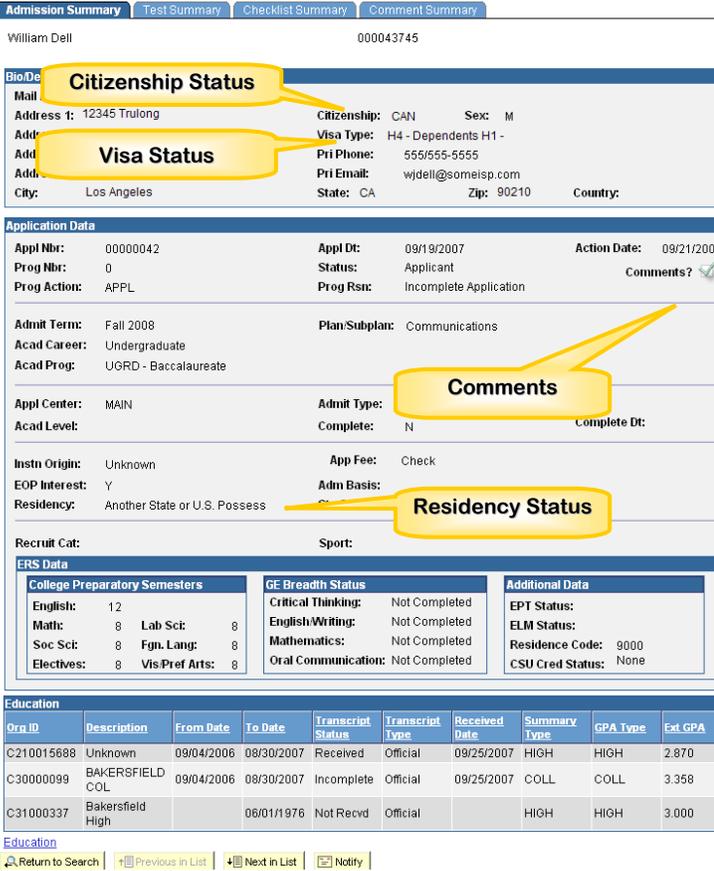
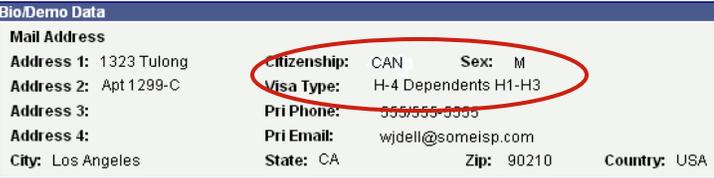
Comments:

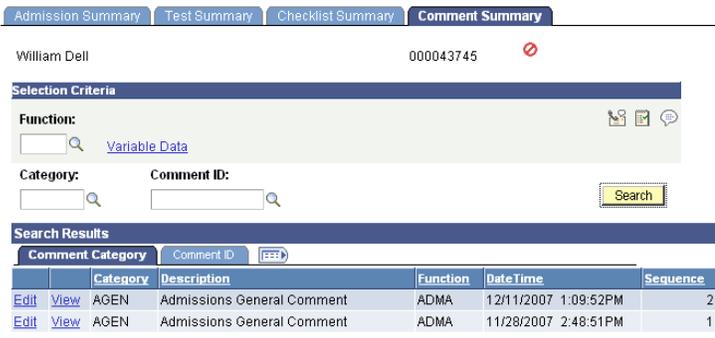
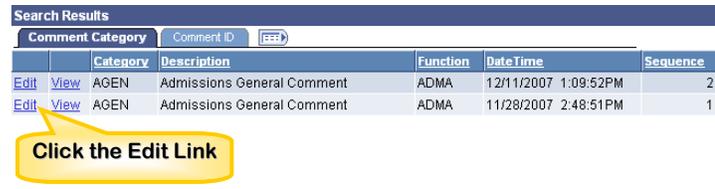
11. The Checklist Detail 2 appears displaying the checklist items associated with the checklist assigned to the individual.

Checklist Detail 1		Checklist Detail 2		
William Dell		ID:	000043745 	
Checklist Date Time:	11/26/2007 12:24:17PM			
Administrative Function:	Admissions Program	Status:	Initiated	
Academic Institution:	Cal State Univ., Bakersfield	Status Date:	11/26/2007	
Checklist Code:	First Time Freshman	Due Date:	05/24/2008	
Checklist Item Table				
Sequence	Item	Status	Status Date	Due Date
100	AHSTRA HSTRANS	Initiated	11/26/2007	05/24/2008
Responsible ID: 000044525		Name: Sandoval, Cecilia M		
Association ID:		Name:		
<input type="checkbox"/> Override Default Contact				
Sequence	Item	Status	Status Date	Due Date
200	ATSTSA TSTACTSAT	Initiated	11/26/2007	05/24/2008
Responsible ID: 000044525		Name: Sandoval, Cecilia M		
Association ID:		Name:		
<input type="checkbox"/> Override Default Contact				

7.0 What is my residency or citizenship status?

To determine an individual's residency or citizenship status, you must navigate to the CSU Admission Inquiry pages and then search for the individual's record. On the CSU Admission Inquiry page, you are able to view the individual's residency or citizenship status. The instructions below guide you through getting individual's record and displaying their residency or citizenship status.

Steps	Illustrations
<p>1. The residency or citizenship status information is located on the CSU Admission Inquiry page.</p>	 <p>The screenshot shows the 'Admission Summary' page for William Dell (ID: 000043745). Key information includes:</p> <ul style="list-style-type: none"> Citizenship Status: CAN Visa Status: H4 - Dependents H1- Residency Status: Another State or U.S. Possess Comments: Incomplete Application Application Data: Appl Nbr: 00000042, Prog Nbr: 0, Admit Term: Fall 2008, Acad Career: Undergraduate, Acad Prog: UGRD - Baccalaureate ERS Data: Table showing GE Breadth Status (Critical Thinking, English/Writing, Mathematics, Oral Communication) and Additional Data (EPT Status, ELM Status, Residence Code, CSU Cred Status). Education: Table with columns: Org ID, Description, From Date, To Date, Transcript Status, Transcript Type, Received Date, Summary Type, GPA Type, Ext GPA.
<p>2. The citizenship and visa type status are located in the Bio/Demo Data section of the Admissions Summary page.</p>	 <p>The screenshot shows the 'Bio/Demo Data' section. Key information includes:</p> <ul style="list-style-type: none"> Citizenship: CAN Visa Type: H-4 Dependents H1-H3 Address 1: 1323 Tulong Address 2: Apt 1299-C City: Los Angeles State: CA Zip: 90210 Country: USA <p><i>Figure 4: Bio/Demo Data</i></p>
<p>3. The residency status information is located in Section 4 of the Application Data.</p> <p>Note: The residency information shown here is used</p>	 <p>The screenshot shows the 'Application Data' section. Key information includes:</p> <ul style="list-style-type: none"> Residency: Another State or U.S. Possess Instn Origin: Unknown App Fee: Check EOP Interest: Y Adm Basis: (blank) Stu Standing: (blank)

<p>for tuition calculation only. The Residence Code is used for ERS reporting.</p>																			
<p>4. The Comments box is checked and may provide additional information. To view the comments, click the Comments Summary tab or link.</p>																			
<p>5. The Comment Summary page appears. To show all comments for the applicant that you have the security level to see, click the Search button.</p>	 <table border="1" data-bbox="699 751 1414 850"> <thead> <tr> <th>Comment Category</th> <th>Comment ID</th> <th>Description</th> <th>Function</th> <th>Date Time</th> <th>Sequence</th> </tr> </thead> <tbody> <tr> <td>Edit View</td> <td>AGEN</td> <td>Admissions General Comment</td> <td>ADMA</td> <td>12/11/2007 1:09:52PM</td> <td>2</td> </tr> <tr> <td>Edit View</td> <td>AGEN</td> <td>Admissions General Comment</td> <td>ADMA</td> <td>11/28/2007 2:48:51PM</td> <td>1</td> </tr> </tbody> </table>	Comment Category	Comment ID	Description	Function	Date Time	Sequence	Edit View	AGEN	Admissions General Comment	ADMA	12/11/2007 1:09:52PM	2	Edit View	AGEN	Admissions General Comment	ADMA	11/28/2007 2:48:51PM	1
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<p>6. To view the comment detail for the applicant that you have the security level to see, click the View link next to the appropriate comment. Click Return to Search button, when you are finished viewing the comments.</p>																			
<p>7. If your security level permits, you can add comments. Click the Return to Search, if you haven't already done so. Click the Edit link from the Comment Category tab for the appropriate comment.</p>	 <table border="1" data-bbox="699 1394 1414 1512"> <thead> <tr> <th>Comment Category</th> <th>Comment ID</th> <th>Description</th> <th>Function</th> <th>Date Time</th> <th>Sequence</th> </tr> </thead> <tbody> <tr> <td>Edit View</td> <td>AGEN</td> <td>Admissions General Comment</td> <td>ADMA</td> <td>12/11/2007 1:09:52PM</td> <td>2</td> </tr> <tr> <td>Edit View</td> <td>AGEN</td> <td>Admissions General Comment</td> <td>ADMA</td> <td>11/28/2007 2:48:51PM</td> <td>1</td> </tr> </tbody> </table>	Comment Category	Comment ID	Description	Function	Date Time	Sequence	Edit View	AGEN	Admissions General Comment	ADMA	12/11/2007 1:09:52PM	2	Edit View	AGEN	Admissions General Comment	ADMA	11/28/2007 2:48:51PM	1
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Edit View	AGEN	Admissions General Comment	ADMA	12/11/2007 1:09:52PM	2														
Edit View	AGEN	Admissions General Comment	ADMA	11/28/2007 2:48:51PM	1														

8. The Person Comment Entry page appears. With the appropriate security level, you can append or modify comments.

Person Comment Entry

William Dell ID: 000043745

Comment DateTime: 12/14/2007 5:26:18PM

*Administrative Function: ADMA Admissions Application

*Academic Institution: Cal State Univ., Bakersfield

*Comment Category: AGEN Admissions General Comment Variable Data

Comment Data	
Comment ID:	000044525 Sandoval,Cecilia M
Department:	D10191 H&SS Administration-AV
Comment Date:	12/14/2007
Comments	This student expressed interest in changing their major. Also, their green card is needed to verify residency and citizenship status.
Append Comments:	

9. With the appropriate security level, you can add new comments. To do so, click the Add button.

Comments	This student expressed interest in changing their major. Also, their green card is needed to verify residency and citizenship status.
Append Comments:	

Note:

Information on the Person Comment Entry and Person Comment Detail are outside the scope of this course. This information is covered in the Introduction to the 3C's: Checklists, Communications, and Comments.

8.0 Glossary

The following table contains the definitions of the terms used in this Quick Reference guide. The page where the term was found is included for your convenience.

Term	Definition																								
Academic Career	All course work that a student undertakes at an academic institution and that is grouped in a single student record. For example, a university that has an undergraduate school, a graduate school, and various professional schools might define several academic careers—an undergraduate career, a graduate career, and separate careers for each professional school (law school, medical school, dental school, and so on).																								
Academic Institution	The entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and Quick References. For CSUB, it is always BKCMP for Bakersfield Campus.																								
Academic Level (Acad Level)	The academic level to which the applicant is applying for admission with this application. The delivered values are <i>Freshman, Graduate, Junior, Post-Baccalaureate, etc.</i>																								
Academic Program	The entity to which a student applies and is admitted and from which the student graduates.																								
Administrative Function:	A particular functional area that processes checklists, communication, and comments. The administrative function identifies the variable data is added to a person's checklist or communication record when a specific checklist code, communication category, or comment is assigned to the student. For example, ADMA and ADMP are two administrative functions used by Student Administration and Records.																								
Admit Term	A designation used to distinguish first-year applications from transfer applications.																								
Admit Type	The admit type for this applicant regarding this application (such as First-Time Student, etc.) The table below shows the 7 admit types used by CSUB. <table border="1" data-bbox="711 1205 1247 1415"> <thead> <tr> <th>Admit Type</th> <th>Description</th> <th>Short Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Continuing Student</td> <td>ContStud</td> </tr> <tr> <td>2</td> <td>Returning student</td> <td>RetrnStndt</td> </tr> <tr> <td>3</td> <td>Returning Transfer</td> <td>RetrnTrnsf</td> </tr> <tr> <td>4</td> <td>Transfer</td> <td>Transfer</td> </tr> <tr> <td>5</td> <td>First-Time Student</td> <td>FirstTime</td> </tr> <tr> <td>6</td> <td>Transitory Student</td> <td>Transitory</td> </tr> <tr> <td>7</td> <td>Summer Early Entrant Transit</td> <td>SUEarlyTms</td> </tr> </tbody> </table>	Admit Type	Description	Short Description	1	Continuing Student	ContStud	2	Returning student	RetrnStndt	3	Returning Transfer	RetrnTrnsf	4	Transfer	Transfer	5	First-Time Student	FirstTime	6	Transitory Student	Transitory	7	Summer Early Entrant Transit	SUEarlyTms
Admit Type	Description	Short Description																							
1	Continuing Student	ContStud																							
2	Returning student	RetrnStndt																							
3	Returning Transfer	RetrnTrnsf																							
4	Transfer	Transfer																							
5	First-Time Student	FirstTime																							
6	Transitory Student	Transitory																							
7	Summer Early Entrant Transit	SUEarlyTms																							
Application Center	The office handling the specific applications. This is a user default field. The default value is MAIN.																								
Application Date	The default for the application date is the system date that the application was received.																								
Application Number (Application Nbr)	The application number is system generated number used to identify the applicant's electronic application record.																								
Application Program Nbr																									
Association ID and Name:	If the checklist item was created with an item association of Name on the Checklist Items page, the Association ID field appears for you to identify the associated person. For example, the checklist item might be a medical appointment, and that appointment might be with Dr. Clara Simpson. Dr. Simpson is the associated person. If the associated person has an ID in your database, enter it here. When you exit the field, the system displays the name of that applicant. If the applicant does not have an ID in your database, enter his or her name manually.																								
Campus ID	An entity that is usually associated with a distinct physical administrative unit, that belongs to																								

	a single academic institution, that uses a unique course catalog, and that produces a common transcript for students within the same academic career.
Checklist	The code of the checklist for which you want to search. The available checklists are from the Checklists page.
Checklist Code:	The code that describes the checklist assigned to this applicant. The only checklist codes available are those associated with administrative function on the Checklist Item Functions page.
Checklist Item Update	This check box to indicate that the checklist related to this row of data is updated when you run the Checklist Item Update Automated process. When you save the page, the system selects this check box automatically. To clear this check box, save the page, clear the check box, then save the page again.
Checklist Type	The type of checklist (for example, <i>Condition List</i> , <i>Communication List</i> , or <i>Requirements List</i>) for which you want to search.
Comments:	Enter comments to further identify or describe the checklist for this applicant.
Data Source	How this test information was reported. For example, the data could have been self-reported or received from a testing agency. The value you enter here populates the corresponding field in the bottom region of the page. Values for this field are delivered with your system as translate values. You can modify these translate values. The system automatically populates this field from the value you entered in the Defaults for Components group box. You can edit the value if necessary.
Date Loaded	The default for the loaded date is your system date. Edit this field if necessary. If this information is electronically loaded, this field is automatically populated with your system date the day the data is loaded.
Due Amount	The monetary amount, if any, that is due as part of this checklist and the currency in which it is expressed.
Due Date	The date by which the entire checklist must be completed for this applicant.
Due Date	The system displays the overall checklist due date as the default due date for each checklist item. You can override this date, but it must be with an <i>earlier</i> date so that the item due date does not exceed the overall due date of the checklist.
First Name	First name of the applicant or student
Function	The administrative area on which you want to search.
Go	Select the component that you want to go to for this person and click the Go button. The system takes you directly to the component for this person, application, or prospect record.
ID	The ID of the applicant or student.
Index	The LSAT 3-Year Test Index appears if this information has been loaded.
Institution	The entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.
Item	The code for this checklist item. The available item codes are from the Checklist Item Functions page for the administrative function selected.
Last Name	Last name of the applicant or student
Letter Score	Enter a letter score for this test component, if applicable.
National ID	Social Security Number of the applicant or student. Depending on your security access, the

Org ID and Description:	<p>first 7 digits are masked for privacy and security reasons.</p> <p>If the checklist item was created with an item association of Organization on the Checklist Items page, the Org ID field appears for you to identify the associated organization. For example, the checklist item might be a transcript, and a transcript is required from Cottonwood High School. Cottonwood High is the associated organization. If the associated organization has an ID in your database, enter it here. When you exit the field, the system displays the name of that organization. If the organization does not have an ID in your database, enter the name manually.</p>								
Responsible ID	The ID of the applicant who is associated with or responsible for the checklist items for which you want to search. The system displays the logged-in user ID. You can remove or change this default ID for your search.								
Responsible ID and Name:	The default ID is that of the user who created the checklist on the Checklists page. You can manually override the ID to reassign responsibility to someone else in your database. The system displays the name of the applicant with that ID.								
Score	The score, percentile, or both for this test component.								
Search	Click to launch the search based on the selected criteria.								
Sequence:	The number of this checklist item in the list of checklist items for this applicant. The system automatically enters the next sequential number for each checklist item that you add. You can override the number manually to reorder the list of items for this checklist.								
Standard Administration (Stnd Admin)	The system selects this check box by default, which indicates that this test was administered in a standard fashion. Clear this check box if the test was administered in a nonstandard or non-timed fashion.								
Status	<p>The status of the checklists for which to search. The table below lists the three statuses are used by CSUB:</p> <table border="1" data-bbox="545 1083 1414 1255"> <thead> <tr> <th>Status</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>All</td> <td>The system searches for all checklist items regardless of status.</td> </tr> <tr> <td>Completed</td> <td>The system searches for only completed checklist items.</td> </tr> <tr> <td>Initiated</td> <td>The system searches for only checklist items that have been initiated but not yet completed.</td> </tr> </tbody> </table>	Status	Description	All	The system searches for all checklist items regardless of status.	Completed	The system searches for only completed checklist items.	Initiated	The system searches for only checklist items that have been initiated but not yet completed.
Status	Description								
All	The system searches for all checklist items regardless of status.								
Completed	The system searches for only completed checklist items.								
Initiated	The system searches for only checklist items that have been initiated but not yet completed.								
Status and Status Date:	The system displays the status and the date when the status was updated. Valid status values are Initiated or Completed.								
Status and Status Date:	The status and status date of the checklist item: Initiated, Completed, Active, Ordered, Paid Off, Received, Notified, 2nd Notification, Returned, Waived, or Cancelled. Values for this field are delivered with the system as translate values. Do not modify these values in any way. Any modifications to these values could require substantial programming effort.								
Test Component	Select the first test component. Values for this field are determined by the test ID that you enter. Define test components on the Test Component Table page and link them to tests on the Test Tables page.								
Test Date	Enter the date on which this test was taken. The value you enter here populates the corresponding field in the bottom region of the page. The system automatically populates this field from the value you entered in the Defaults for Components group box. You can edit the date if necessary.								
Service Indicators	Indicates services that may be either withheld or provided to an individual. Negative service indicators indicate holds that prevent the individual from receiving specified services, such as check-cashing privileges or registration for classes. Positive service indicators designate special services that are provided to the individual, such as front-of-line service or special services for disabled students.								

Test ID	The test you are recording. The tests are defined on the Test Tables page.
Variable Data	<p>The Variable Data link becomes available when a function is selected. Click the link to access the Variable Data page where you can enter the variable data associated with this administrative function for this applicant.</p> <p>Variable data provides a powerful searching tool for reviewing checklists. By entering variable data as search criteria, you can limit the search to the results relevant to the specified function.</p>