

**PROCESSING ADMISSION APPLICATIONS**

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## Chapter 1: Admissions – Adding Applications

### Section 1: Introduction

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- Overview** This chapter discusses how to add new applications manually. Before you begin entering application data, determine if the person submitting the application is already in the SIS Student Administration database. Often an applicant already has a system ID because they currently are or have previously been a student and/or an employee at NC State. To see if the applicant is already in the SIS system, select Student Admissions, Application Entry, Search Match. See the training document for Using Search/Match.
- When Add Application data entry is complete and the record is saved, if the system detects a person with duplicate information, such as another record with the same *Social Security* number, a Potential Duplicate Found warning message appears, providing you the opportunity to continue adding the person or to cancel and investigate the duplicate further. If you have performed a thorough search/match prior to entering the application, you will know how to respond to any warnings.
- Reminder** “The SIS Navigation Basics” module should have been completed before starting on any additional training. If you have not completed the basics, you may have difficulty following the steps listed, as they do not include basic information such as how to search, how to add a row, etc.
- Terminology** All new terms are defined within each section and additionally in Appendix A.

## ***Section 2: Adding New Applications Manually***

---

**Overview** If the applicants you are entering do not already exist in your database, the system creates them and assigns them student identification numbers (Emplid). The first two pages in this component store information regarding the applicant as a person. This data is shared between all applications for an applicant. Updating biographical data here updates it throughout the database. The last three pages in this component, however, are application-specific pages, meaning they store information unique to this application. In other words, applications share biographical data but application data is unique to each application. Avoid entering duplicate applications.

**Objectives** This section lists prerequisites and discusses how to:

Enter or update applicant biographical, visa and citizenship data.

Enter or update applicant regional (ethnic) data.

Enter application program data.

Enter application data.

**Biographical Details** Use the Biographical Data page to enter and update the known biographic/demographic data for this applicant. If, by performing search/match, you discovered that the person does not yet have an ID in your database, the key dialog prompt says NEW in the ID field because you are adding a new person as well as a new application. The application number will be all zeros. If you found the person in your search/match and used the Carry ID option, your key dialog prompt lists that person's ID. If you did not use the Carry ID option, you will need to enter the person's ID before proceeding. The application number is still all zeros. If the person exists in your database, it is a good idea to see if this application has already been entered. You do not want to enter a duplicate application. Go to the Maintain Applications component to determine if the person has any current applications. If you found a matching ID during your search process, the Biographical Data page displays existing data about this person. If you did not find a matching ID during your search process, then you add a new person as well as a new application. The page is blank except for those fields populated according to your user defaults and preferences. After performing a search/match, select Student Admissions, Application Entry and Add Application to add a new application.

**Navigation** Student Admissions, Application Entry, Add Application

Application Entry Screen

The screenshot shows the 'Application Entry' form with the following fields: 'Application Nbr:' (00000000), 'ID:' (NEW), 'Academic Institution:' (NCSU1), and 'Academic Career:' (GRAD). A yellow 'Add' button is at the bottom. A blue callout box points to the 'ID:' field with the text 'Entering an application for a new person'.

The screenshot shows the 'Application Entry' form with the following fields: 'Application Nbr:' (00000000), 'ID:' (000302552), 'Academic Institution:' (NCSU1), and 'Academic Career:' (GRAD). A yellow 'Add' button is at the bottom. A blue callout box points to the 'ID:' field with the text 'Entering an application for an existing person'.

**Tab name Biographical Details – when adding a new person.**

Biographical Details Screen (when adding a new person):

NEW

**Biographical Details** | [Regional](#) | [Application Program Data](#) | [Application Data](#) | [Application School/Recruiting](#)

---

**Person Information**

Effective Date: 07/23/2007

'Format Using: English [Change Format](#)

Prefix: Mr

First Name: Bill Middle Name: Ralph

Last Name: Alan

Suffix: Junior

Date of Birth: 08/01/1985 [Birth Information](#) Campus ID:

**Biographical History** [Find](#) | [View All](#) | First 1 of 1 Last

'Effective Date: 07/23/2007

'Marital Status: Unknown As of:

'Gender:

**National ID** [Customize](#) | [Find](#) | First 1 of 1 Last

'Country	'National ID Type	National ID	Primary
USA	Social Security Number	698-33-9261	<input checked="" type="checkbox"/>

[Add](#)

**Contact Information** [Find](#) | [View All](#) | First 1 of 1 Last

**Addresses** [Find](#) | [View All](#) | First 1 of 1 Last

'Address Type: Home/Mailing

Effective Date: 07/23/2007

'Status: Active

Country: USA

Address: [Edit Address](#)

**Phone**

'Type	Phone	Ext	Country	Preferred
Home	828-956-8532	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>

[Add](#)

**Email**

'Type	'Email Address	Preferred
Other	bralan@yahoo.com	<input checked="" type="checkbox"/>

[Add](#)

[Visa/Permit Data](#)      [Citizenship](#)

[Save](#)   [Notify](#)   [Refresh](#)      [Add](#)

Add the person’s biographical information including: first, middle, and last name; date of birth; marital status; gender; U.S. social security number; addresses, phone, and e-mail. *As a standard business practice NC State Admission offices should not enter people records without a valid date of birth and gender.*

**Step 1 Person Information**

The effective date will default to today’s date. You may change it if deemed appropriate. Enter the name prefix if known. Select from the drop down list of choices. Enter the first name. Enter the middle name. Enter the last name. Enter the name suffix if any by making a choice from the drop down list. In the birth date field, enter the correct information (in the format mm/dd/yyyy) or use the to choose a date. *The Campus ID field is not currently used by NC State.* Applicant name and date of birth are required information.

**Step 2  
Biographical  
History**

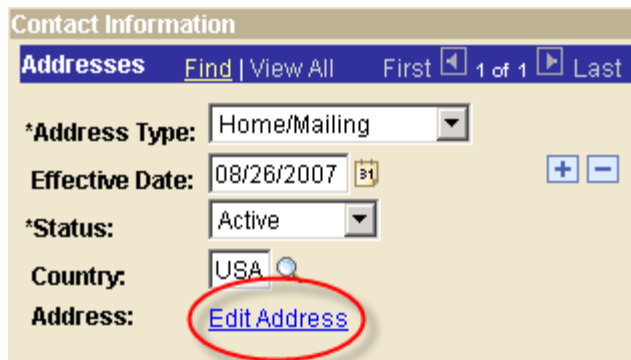
The effective date will default to today’s date. You may change it if deemed appropriate. *Marital Status and the related “as of” date is currently not collected from applicants to the Graduate School. This field will default to unknown which is acceptable.* Select the appropriate gender from the drop down box. Gender is required information.

**Step 3  
National ID**

National ID is SIS nomenclature for a person’s U.S. Social Security Number. In the National ID field, enter the correct information if provided by the applicant. *Do not enter dummy Social Security Numbers.* You may use dashes when entering the National ID but it is not necessary. SIS will format your entry with dashes if you do not include them. When adding a person, the Social Security Number entered, if any, will be marked primary by default. *A Social Security Number is not required, but if available from new applicants, it should be entered. If no SSN is entered, SIS will store 999-99-9999 in its place. Dummy Social Security Numbers, beginning with ‘899’, are no longer used in SIS.*

**Step 4  
Contact  
Information:  
Addresses**

The following steps will show you how to add a new address type to a person’s record. The default address type for applicants is Home/Mailing. To enter the applicant’s Home/Mailing address click the Edit Address link in the Addresses section.



The Edit Address screen will appear. Enter the Home/Mailing address provided by the applicant. If the applicant has a Home/Mailing address from a country other than the U.S. click the **Change Country** link and choose the appropriate country. Enter the appropriate address and click OK. When entering a United States address, “State” is a required field. Postal or Zip is also required when entering a United States address. See [appendix B](#)

**Edit Address**

Country: United States [Change Country](#)

Address 1:

Address 2:

Address 3:

City:  State:  Postal:

County:

OK Cancel

If the applicant provided a permanent address click the **+** button to enter it. A new address data row is created. By default the Home/Mailing address will be copied into the new row. Select the **Permanent/Parent** type from the Address Type drop down list. Click the **Edit Address** link in the Addresses section if you need to enter a Permanent address for the applicant that is different from the home/ mailing address. There are other address types provided by SIS. *Typically Graduate School applicants provide a Home/Mailing and an optional Permanent address in response to questions on the application.*

**Contact Information**

Addresses Find | View All First 2 of 2 Last

\*Address Type: Permanent/Parent

Effective Date: 08/26/2007

\*Status: Active

Country: USA

Address: [Edit Address](#)

123 College St  
Apt 3B  
Cary, NC 28724  
Wake

**Edit Address**

Country: India [Change Country](#)

Address 1: 234 Central Blvd

Address 2: Apt 401

Address 3:

Address 4:

City: Mumbaup PIN Code: 12345-3456

State: BR Bihar

OK Cancel

**Contact Information**

Addresses Find | View All First 2 of 2 Last

\*Address Type: Permanent/Parent

Effective Date: 08/26/2007

\*Status: Active

Country: IND

Address: [Edit Address](#)  
234 Central Blvd, Apt 401,  
Mumbaup 12345-3456  
Bihar


**Step 5  
Contact  
Information:  
Phone**

Graduate School applicants provide a Current U.S. Telephone Number and optionally a Permanent U.S. Telephone Number. To enter the Current U.S. Telephone Number select the Home type and enter the number. Click the **Add** button to add the Permanent U.S. Telephone Number if provided by the applicant. Mark the Home type number as preferred. To remove a phone number, use the **-** button.

*Type	Phone	Ext	Country	Preferred
Home	919/845-7459			<input checked="" type="checkbox"/>
Permaner	919-423-9584			<input type="checkbox"/>

**Add**

**Step 6  
Contact  
Information:  
Email**

*Graduate School applicants provide a Current E-mail Address. To enter the Current E-mail Address, select the “Other” type and enter the address. Mark the “Other” type email address as preferred. To remove an email address, use the  button.*



*Type	*Email Address	Preferred
Other	John_Smith@yahoo.com	<input checked="" type="checkbox"/>

Add

*Note:* No Notes necessary

**Tab name  
Biographical  
Details –  
when the  
applicant’s  
person record  
already exists  
in the  
database**

Biographical Details Screen (when the applicant’s person record already exists in the database):

Richard Liston HR Controlled 000011282 [Names](#)

Person Information

Date of Birth: 09/02/1954 [Birth Information](#) Campus ID:

Biographical History [Find](#) | [View All](#) First 1 of 1 Last

\*Effective Date: 11/16/1992 [+](#) [-](#)

\*Marital Status: Unknown As of:

\*Gender: Male

National ID [Customize](#) | [Find](#) | [+](#) | [-](#) First 1 of 1 Last

*Country	*National ID Type	National ID	Primary
USA	Social Security Number	476-11-7061	<input checked="" type="checkbox"/>

[Add](#)

Contact Information

Addresses [Find](#) | [View All](#) First 1 of 3 Last

Address Type: Home/Mailing [Addresses](#)

Effective Date: 11/16/1992

Status: Active

Country: USA

Address:  
8808 Northview Court  
Raleigh, NC 27613  
Wake

Phone

*Type	Phone	Ext	Country	Preferred
Business	919/515-1998		USA	<input type="checkbox"/>
Cellular	919/623-4088			<input checked="" type="checkbox"/>
Home	919/845-7349			<input type="checkbox"/>
Local	919/787-2178			<input type="checkbox"/>
Permaner	919/845-7349			<input type="checkbox"/>

[Add](#)

Email

*Type	*Email Address	Preferred
Business	rick_liston@ncsu.edu	<input checked="" type="checkbox"/>
Campus	raliston@ncsu.edu	<input type="checkbox"/>
Other	rliston1@nc.rr.com	<input type="checkbox"/>

[Add](#)

[Save](#) [Notify](#) [Refresh](#) [Add](#)

[Biographical Details](#) | [Addresses](#) | [Regional](#) | [Application Program Data](#) | [Application Data](#) | [Application School/Recruiting](#)

**Step 1  
Updating a  
Name for an  
applicant who  
has a person  
record in the  
database**

If the name on the admissions application is different from the name in the SIS database, you may need to update the person’s name history. When updating name (and SSN), it is important to check to see if the applicant has an active employee record. Such people are marked as **HR Controlled**. **If the applicant is HR Controlled, to perform a name or SSN change an updated social security card must be presented. HR Controlled individuals must have their current name record match their Social Security Card.** If it is necessary to update an applicant’s name history click the **Names** hyperlink on the Biographical Details page.

The screenshot shows the 'Biographical Details' page for MaryJo Krawiec. At the top, there are tabs for 'Biographical Details', 'Addresses', 'Regional', 'Application Program Data', and 'Application Data'. The 'HR Controlled' status is circled in red. To the right, there is a 'Names' link, also circled in red. Below the tabs, the page displays 'Person Information' with fields for 'Date of Birth' (08/30/1956) and 'Campus ID' (000000011). A 'Biographical History' section is visible below, with fields for 'Effective Date' (08/30/2007), 'Marital Status' (Married), and 'Gender' (Male).

In the Add/Change a Name area, select the **type** of name. Applicant names are considered **Primary**. If no **type** is selected, and the action is submitted, the page will not update. No error message appears until you try to save the information. Change the prefix, first, middle, last, and suffix as necessary. Click the **Refresh the NAME field** arrows to view how the name will appear in different forms prior to saving changes. When finished updating the applicant name click **Submit**. Click **OK** to return to the Biographical Details page.

The screenshot shows the 'Names' page with a table of 'Current Names' and an 'Add/change a name' form. The table has columns for 'Name Type', 'Name', 'Effective Date', 'Status', and 'Name History'. The 'Add/change a name' form includes the following fields: 'Type of Name' (Primary), 'Effective Date' (08/30/2007), 'Status' (Active), 'Prefix' (Ms), 'First Name' (MaryJo), 'Middle Name' (Krawiec), 'Last Name' (Jones), and 'Suffix' (Ph. D.). Below these fields are 'Display Name' (MaryJo Jones), 'Formal Name' (Ms MaryJo Jones), and 'Name' (Jones PhD, MaryJo Krawiec). The 'Submit' button is circled in red. Numbered callouts (1-5) point to: 1. 'Type of Name' dropdown, 2. 'Prefix' dropdown, 3. 'Submit' button, 4. 'Reset' button, and 5. 'OK' button.

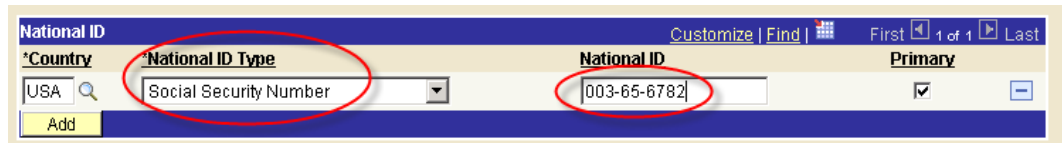
## Step 2 - Updating Person Information and Biographical History for applicants who already have person records in the database

In unlikely cases requiring the update of an individual's date of birth or gender, it is important to carefully ascertain that the correct person has been selected from

the database as well as the propriety and correctness of any new information you have before adding it to the person’s record. This is particularly true in the case of individuals whose records are **HR Controlled**.

**Step 3 Updating National ID (Social Security Number) for applicants who already have person records in the database**

In cases requiring the update of an individual’s Social Security Number it is important to carefully ascertain that the correct person has been selected from the database as well as the propriety and correctness of any new information before adding it to the person’s record. This is particularly true in the case of individuals whose records are **HR Controlled**. Remember that student and employee bio/demo information are together in the SIS database. Therefore when updating SSN it is important to check to see if the student is also an employee. If the person is **HR Controlled**, to perform an SSN change an updated social security card must be presented. If a change is appropriate, select Social Security Number from the National ID Type dropdown menu. In the National ID field, enter the correct information in place of the old, incorrect information. *Do not enter dummy Social Security Numbers, even if reported by the applicant.* You may use dashes when entering the National ID but it is not necessary. SIS will format your entry with dashes if you do not include them. When adding a person the Social Security Number entered, if any, will be marked primary by default.



**Step 4 Contact Information: Addresses – Person already on the database**

Employees and current or former students who apply will typically have at least one and often multiple existing address types already on file. These types may include Home/Mailing, Permanent, Campus Housing or Physical. The following steps will show you how to add a new address type or change an existing type on an existing person’s record. *The default address types for Graduate School applicants are Home/Mailing and Permanent.* To enter the applicant’s *Home/Mailing and Permanent* address, in cases where these address types are not already on file, click the Edit Address link in the Addresses section and follow the steps outline in [step four of section two](#).

In order to update an existing *Home/Mailing and/or Permanent* address type, choose the proper type and click the **addresses** link in the **Addresses** section of the **Contact Information** Section of the **Biographical Details** page.

**Contact Information**

**Addresses** Find | View All First 1 of 1 Last

**Address Type:** Home/Mailing [Addresses](#)

**Effective Date:** 09/03/1999

**Status:** Active

**Country:** USA

**Address:**  
8808 North View Ct  
Raleigh, NC 27613

Select the address from the Current Addresses box by clicking the Edit/View Address Detail hyperlink of the address you wish to update.

Biographical Details **Addresses** Regional Application Program Data Application Data

Richard Liston Not HR Controlled 000302552

**Current Addresses** Customize | Find | View All | First 1 of 1 Last

Address Type	Address	Effective Date	Status	Edit/View Address Detail
<a href="#">Home/Mailing</a>	8808 North View Ct Raleigh, NC 27613	09/03/1999	Active	<a href="#">Edit/View Address Detail</a>

**Add Address**

**Effective Date:** 09/03/2007 **Status:** Active

**Country:** USA United States


**Address:** [Edit Address](#) [Address Linkage](#)  
8808 North View Ct  
Raleigh, NC 27613

**Add Address Types**

- \* Home/Mailing
- Permanent/Parent
- Physical
- Campus Housing
- Diploma

\* Active address exists [Explain](#)

[Biographical Details](#) | [Addresses](#) | [Regional](#) | [Application Program Data](#) | [Application Data](#) | [Application School/Recruiting](#)

Click the  icon. A new address row appears at the top, copying the content of the older address. Today's date is defaulted at the effective date of the new address. Click the Update Addresses link to change the new address row.

**Address History**

Address Type Home/Mailing

Effective Date	Country	Status	Address	
09/03/2007	USA	Active	8808 North View Ct Raleigh, NC 27613	<a href="#">Update Addresses</a> <a href="#">Address Linkage</a>
09/03/1999	USA	Active	8808 North View Ct Raleigh, NC 27613	<a href="#">Update Addresses</a> <a href="#">Address Linkage</a>

OK Cancel Refresh

Update the address and click **OK**.

**Edit Address**

Country: United States [Change Country](#)

Address 1: 5909 Park Ave

Address 2:

Address 3:

City: Wilmington State: NC North Carolina Postal: 28403

County:

**OK** Cancel

You will now return to the Address History screen for the type you are updating. You will see the address history you have created. Click **OK**.

**Address History**

Address Type Home/Mailing

Effective Date	Country	Status	Address	
09/03/2007	USA	Active	5909 Park Ave Wilmington, NC 28403	<a href="#">Update Addresses</a> <a href="#">Address Linkage</a>
09/03/1999	USA	Active	8808 North View Ct Raleigh, NC 27613	<a href="#">Update Addresses</a> <a href="#">Address Linkage</a>

**OK** Cancel Refresh

- Step 5  
Contact  
Information:  
Phone –  
Person  
already on  
database**      *Applicants with person records already on the SIS database (employees and/or current/former students) may already have multiple phone types on their record. Graduate School applicants provide a Current U.S. Telephone Number and optionally a Permanent U.S. Telephone Number. To change the Current U.S. Telephone Number where a Home type already exists just change the existing number. It is important not to remove or change types other than Home and/or Permanent for applicants.*
- Step 6  
Contact  
Information:  
Email –  
Person  
already on  
database**      *Applicants with person records already on the SIS database (employees and/or current/former students) may already have multiple email types on their record. Graduate School applicants provide a Current E-mail Address. To change the Current E-mail Address, select the “Other” type and enter the address. In such cases do not mark the “Other” type email address as preferred. Preferred email types for existing people should not be changed when entering applications.*
- Visa/Permit  
Data**      This section will show you how to add or update a person’s Visa Permit Data where appropriate.
- Navigation**      When adding an admissions application, click the **Visa/Permit Data** link at the bottom of the **Biographical Details** page.
- Country and  
Type**      For applicants who are United State citizens, you need enter nothing on this page. For applicants who are not US citizens and for whom no previous **Visa/Permit** record exists, choose **USA** from the **Country** search. For Type enter **XX**. Once the appropriate information is entered, click  to return to the **Biographical Details** page. If a previous **Visa/Permit** record exists for a particular applicant, make no changes on this page. In such cases, the Office of International Services and/or Human Resources control this information.

**Visa/Permit Data Detail**

Visa/Permit Data Find | View All First 1 of 1 Last

\*Country: USA USA

Type: XX Intl Applicant - not admitted

Classification: Visa

\*Effective Date: 09/03/2007

Number: [ ] \*Status: Applied \*Status Date: 09/03/2007

Issue Date: [ ] Duration: [ ] \*Duration Type: Months

Date of Entry into Country: [ ] Expiration Date: [ ]

Issuing Authority: [ ]

Issue Place: [ ]

**Supporting Documents Needed** Customize | Find | View All | First 1 of 1 Last

*Document ID	Description	Request Date	Date Received
[ ]	[ ]	[ ]	[ ]

OK Cancel Refresh

**Citizenship** This section will show you how to add or update a person’s citizen information.

**Navigation** When adding an admission application, click the **Citizenship** link at the bottom of the **Biographical Details** page.

**Citizenship Detail** For applicants who are United State citizens choose **USA** from the **Country** search and **Native** from the **Citizenship Status** drop-down list. For applicants who are not U.S. citizens choose the appropriate country of citizenship from the **Look Up Country** search and **Native** from the **Citizenship Status** drop-down list. If a previous **Citizenship** record exists for a particular applicant, make no changes on this page. In such cases, the Office of International Services and/or Human Resources control this information. In either case, you may enter comments in the **Comment** field. Once the appropriate information is entered, click **OK** to return to the **Biographical Details** page.

Citizenship Detail Screen:

**Citizenship Detail**  
 Citizenship/Passport Find | View All First 1 of 1 Last  
 \*Country: USA United States Citizenship Status: Native  
**Passport Information** Find | View All First 1 of 1 Last  
 \*Passport Number: [ ]  
 Issue Date: [ ] Expiration Date: [ ]  
 Country: USA United States  
 State: [ ]  
 City: [ ]  
 Issuing Authority: [ ]  
 Comment: Enter comments here.  
 OK Cancel Refresh

**Citizenship Detail**  
 Citizenship/Passport Find | View All First 1 of 1 Last  
 \*Country: NGA Nigeria Citizenship Status: Native  
**Passport Information** Find | View All First 1 of 1 Last  
 \*Passport Number: [ ]  
 Issue Date: [ ] Expiration Date: [ ]  
 Country: NGA Nigeria  
 State: [ ]  
 City: [ ]  
 Issuing Authority: [ ]  
 Comment: Enter comments here.  
 OK Cancel Refresh

**Regional**

Use the Regional Data page to enter biographical information specific to the USA. If this person is already in your database and has existing information, you can view it on this page. This section will show you how to update a person's ethnicity

**Navigation**

Student Admissions, Application Entry, Add Application

Regional Screen:

Biographical Details   Regional   Application Program Data   Application Data   Application School/Recruiting

NEW

USA

**Ethnicity** Find | View All First 1 of 1 Last

\*Regulatory Region: USA United States   \*Ethnic Group: BLACK Black/African American    Primary   [Ethnicity Detail](#)

**History** Find | View All First 1 of 1 Last

\*Effective Date: 07/23/2007   Military Status:    Disabled    Disabled Veteran    VA Benefit

**Ethnic Group** This record defaults to the USA as the **Regulatory Region**. Use the search to find the appropriate Ethnic Group. Currently admission applicants choose from the following Ethnic Groups when completing their application:

Description	Code	Ethnic Group
Black/African American	C	BLACK
Asian	D	ASIAN
Hispanic/Latino	E	HISPA
American Indian/Alaska Native	B	AMIND
White	A	WHITE
Not Specified	U	NSPEC

SIS provides for 60 Ethnic Groups but only the six shown are required to be used. If only one ethnicity is defined, it will be marked as primary when the page is saved. Click the Add button if another ethnicity needs to be added. Repeat steps.

Click  if no other ethnicities need to be added

*Note:* If multiple ethnicities are defined, mark the appropriate one as primary.

**Application Program Data** Enter program data and academic plan data pertaining to this application. You can also matriculate an applicant from this page. Admitted, Conditionally Admitted or Pre-matriculated applicants will normally be matriculated via an automated overnight mass-change process but in certain cases you may need to manually matriculate an applicant. You must track applications at least at the plan level, but any lower level tracking depends on your office policies.

**Navigation** Student Admissions, Application Entry, Add Application

Application Program Data Screen:

Biographical Details | Regional | **Application Program Data** | Application Data | Application School/Recruiting

NEW

Academic Institution: NC State University  
 Academic Career: Graduate  
 Application Number: 00000000

**Program Data** Find | View All First 1 of 1 Last

'Program Number: 0  
 'Effective Date: 07/21/2007  
 'Admit Term: 2088 Fall '08  
 Expected Graduation Term:  
 'Academic Program: CSC G-Comp Sci  
 'Campus: MAIN Raleigh  
 Joint Program  
 'Academic Load: Part-Time

**Program Status**

Status: Applicant  
 Action Date: 07/21/2007  
 'Program Action: APPL Application  
 Action Reason: GP GP APPL Pending Decision  
 Career Number: 0  
[Evaluation](#)

**Plan Data** Find | View All First 1 of 1 Last

'Academic Plan: 14CSPMR Computer Science-MR Major MR

**Sub-Plan Data** Find | View All First 1 of 1 Last

'Sub-Plan: 14CSPCSZ Computer Science - Distance Track

Transfer To: Education

**Step 1 Access the Application Program Data page**

Note: The system fills in most of the fields on the Application Program Data page according to your user defaults. For example, depending on your default setup, the system might populate academic career and institution.

**Step 2 Effective Date**

Enter an effective date for the application to this academic program if different than the default date. If you are entering the application after the start date of the Admit Term, you need to back date the effective date to a date prior to the start date of the admit term in order to Term Activate the student once they are matriculated.

**Step 3 Admit Term**

Select the admit term that the applicant is expected to enroll in if admitted for this application.

**Step 4 Academic Program**

Enter or update the academic program to which the person is applying. After you matriculate the applicant, the system copies the application program data to the program/plan tables in SIS Student Records. Academic Program is required information.

**Step 5 Academic Load** Select the academic load that the applicant plans on taking if admitted for this application (if known). *For graduate students the relevant values are Full-Time and Half-Time and Less 1/2-time.*

**Step 6 Campus** Select or update the campus to which the person is applying within your academic institution. This is a user default field that will be set to MAIN.

**Step 7 Status** **Status** - Because you are entering a new application, this field automatically displays Applicant. Users cannot update this value directly.

**Step 8 Program Action** Because you are entering a new application, this field automatically displays Application. This value can be changed. Program Action is required information. *Program Actions routinely used by the Graduate School are listed in the following table:*

Value	Name	Explanation
ADMT	Admit	A person has been evaluated and admitted into an academic program.
APPL	Application	A person has an application that is under consideration by an academic program.
COND	Conditional Admit	A person has been evaluated and accepted into an academic program on a conditional basis.
DENY	Deny	A person has been denied admission to an academic program.
MATR	Matriculation	A person has completed all necessary steps to become an active student in an academic program. Once an applicant is matriculated their application record is no longer updateable by the admissions office.
WAPP	Applicant Withdrawal	A person has withdrawn from consideration for admission or from the entering class. <i>This action covers cases of applicants who notify the University that they will not enter after being admitted as well as applications that are withdrawn before a decision.</i>

**Step 9 Action Date** The default for the action date is your system date. This is the date that the action was actually entered into the system (contrast this with the effective date).

**Step 10 Action Reason** If there are action reasons associated with the program action that you selected, you can select the appropriate reason value. Action reasons enable you to record a brief explanation of why the program action took place.

Action Reasons routinely used by the Graduate School are listed in the following table:

Prog Actn	Action Rsn	Descr
ADMT	GA6	GA6 ADMT Full Admission
APPL	GP	GP APPL Pending Decision
APPL	GP6	GP6 APPL Full Pending IAC
APPL	GP6D	GP6D APPL Full Def Adm Pnd IAC
APPL	GP8	GP8 APPL Prov Adm Pending IAC
APPL	GP8D	GP8D APPL Prv Def Adm Pend IAC
APPL	GPM	GPM APPL Multiple Admiss Rec
COND	GA8	GA8 COND Provisional Admission
DENY	GDCS	GDCS DENY Campus Safety
DENY	GDGS	GDGS DENY Graduate School
WAPP	GN	GN WAPP Admit App Decl Offer
WAPP	GW	GW WAPP No Dec Appl Withdrew

**Step 11  
Career  
Number**

Career number is available only for Readmit Applications entered by the Registration and Records Office. Not used by Graduate School. Available if the Program Action field contains the value Readmit Application. To readmit an applicant for this application into an existing career, select the proper career number here. There must be an admit type where the Readmit Processing Required check box has been selected on the Admit Type Table page. The system readmits the person into the career that corresponds to the career number that you select. This feature will not be used until processing of readmission for the spring 2009 term begins.

**Step 12  
Academic  
Plan**

Select the academic plan within the academic program being applied to with this application. Academic Plan is required information. Select only **Major** type academic plans. The Academic Plan Look Up search results will return not only **Major** plans but also **Minor** plans as well. **Minor** plans are not appropriate for admission applications. In order easily select the appropriate **Major** plan, sort the search results by clicking on the **Academic Plan Type** column heading. If you know the plan code you can enter it directly in the field without searching,

**Look Up Academic Plan**

Academic Institution: NCSU1  
 Admit Term: 2108  
 Academic Program: AD  
 Academic Plan: begins with [dropdown]  
 Description: begins with [dropdown]

Look Up Clear Cancel Basic Lookup

**Search Results**  
[View All](#) First 1-10 of 120 Last

Academic Plan	Description	Academic Plan Type	Degree
<a href="#">12ADMR</a>	<a href="#">Art and Design-MR</a>	Major	MR
<a href="#">15FORGM</a>	<a href="#">Forestry-GM</a>	Minor	(blank)
<a href="#">14ORIGM</a>	<a href="#">Oper Res - IE-GM</a>	Minor	(blank)
<a href="#">15GISGM</a>	<a href="#">Geographic Info Systems-GM</a>	Minor	(blank)
<a href="#">15FWFGM</a>	<a href="#">Fish &amp; Wild Science-Nat Res-GM</a>	Minor	(blank)

**Step 13 Sub-Plan**

If a sub-plan exists for the academic plan, select the sub-plan here.

**Step 14 Create Program Matriculation**

To matriculate the applicant at the same time you are entering the new application, select Matriculation, in the Program Action field. The Create Program button becomes available. *An applicant must be matriculated in order to enter NC State for a given admit term.*

Click the Create Program button to save the component. Also, note, that if you selected Matriculation in the Program Action field, you are required to click the Create Program button (which, again, saves the component) before exiting the component.

After you matriculate a person, the system creates a record in *SIS Student Records*. All fields on this page are unavailable because to access the information you need access to pages in *SIS Student Records*. Therefore, if you must make a change to this person’s record after matriculation, you must do so through the *SIS Student Records* menu, *accessible only by the Registration and Records Office*.

The *SIS Recruiting and Admissions* application enables you to record multiple academic programs for one application under an academic career. *This feature is currently only used by the Undergraduate Admissions Office to reflect first and second major choices.* After you have saved the Application Entry component,

however, you must use the Program Addition page to add an additional program. Note that the Prog Number field shows the number of the program in the order it was entered. If you only have one program, it displays “0”. The next program displays “1”, and so on.

Before matriculating the applicant, you might want to move to the next page in the Application Entry component first to record additional information about the applicant before you perform the matriculation process.

**Step 15 Go  
(Transfer  
To:)**

Select the component that you want to go to for this person (*Residency, Education, Test Scores*) and click the Go button. The system takes you directly to the component for this person or application record. *Before transferring to other components, you might want to move to the next page in the Application Entry component first to record additional information about the applicant. The Go button is also available from the Application Data page (see next section in this document). It is not recommended that users transfer to other pages until all required information concerning the applicant is entered on the pages of the Add Application component and the record is saved. Users may not exit the component until the records are saved. Failure to save will result in the loss of information entered. Procedures for entering important information on the Residency, Education and Test Scores are covered in another section.*

*Note:*

Be aware that entering multiple rows of program data during the add-application process creates multiple program records. Program records in effect represent applications to multiple academic programs contained within a single application. When manually adding new applications, the user will normally accept the default program action (APPL) or choose one of the other normally allowable actions (ADMT, DENY, MATR). All additional actions for an application should normally be inserted using the Application Maintenance component.

**Application  
Data**

Enter additional information regarding the application. The system stores data on this page at the application level, as opposed to storing it under a person or academic program. This data is relevant to all academic programs being applied to with this application.


**Navigation**

Student Admissions, Application Entry, Add Application

Application Data Screen:



<b>Step 5 Academic Level</b>	Select the academic level to which the applicant is applying for admission with this application. This is a user default field. <i>Appropriate values for use by the Graduate School are Grad DR and Grad MR.</i>
<b>Step 6 Created On</b>	The default for the created date is the system date on which you create this application record.
<b>Step 7 Prior Application</b>	Select this check box if this applicant previously applied to this career. This selection is useful for informational and reporting purposes.
<b>Step 8 Application Method</b>	Select how or in what form this application was received. <i>Appropriate values for use by the Graduate School are ApplyYSlf, MBAApplyYo, Paper and PDF.</i> This is a user default field.
<b>Step 9 Housing Interest</b>	Select any housing interest indicated by the applicant. The delivered values are (none), Commuter, Off Campus, or On Campus. This is a user default field.
<b>Step 10 Financial Aid Interest</b>	Select this check box if this applicant is interested in financial aid for the programs to which he or she is applying. This field is useful for informational and reporting purposes. For example, the <i>Graduate School</i> or financial aid office can run reports listing those applicants interested in financial aid. This is a user default field.
<b>Step 11 Complete</b>	Select this check box if this application is not missing any information and is considered complete by your office.
<b>Step 12 Date</b>	Enter the date that you marked this application as complete.
<b>Step 13 External Application Nbr</b>	(External application number) - Enter the <i>ApplyYourself Applicant ID</i> number if you received this application from <i>ApplyYourself</i> .
<b>Step 14 Go (Transfer To:)</b>	Select the component that you want to go to for this person ( <i>Residency, Education, Test Scores</i> ) and click the Go button. The system takes you directly to the component for this person or application record. <i>The Go button is also available from the Application Program Data page (see previous section in this document). It is not recommended that users transfer to other pages until all required information concerning the applicant is entered on the pages of the Add Application component and the record is saved. Procedures for entering important information on the Residency, Education and Test Scores are covered in other documents.</i>

*Note:* Once you have entered all required information on the pages of the Add Application component click  Save. The save button on each page saves all the information entered on all pages. In order to successfully save, all required information must be entered.

## Chapter 2: Admissions – Updating Applications

### Section 1: Introduction

---

- Overview** After you have entered and saved an application, you must use the **Application Maintenance** component to update the application and any related information. Use the **Application Maintenance** component to update program data and more. You can also use this component to **matriculate** an applicant or navigate to screens where you add or update information about external education, residency and external test scores.
- Data in this component is stored at the application level, as opposed to the applicant or program level. This data is relevant to all academic programs being applied to with a particular application. You can enter and edit information in this component. This chapter lists prerequisites and discusses how to Update or add application program data and how to add a program to an existing application if desired (*adding programs is typically done only by NC State Undergraduate Admissions Office as a means of tracking applicant's second choice for majors*).
- Reminder** Before you can edit or add any additional information in the **Application Maintenance** component, an application must first be entered into the system through the Application Entry component. [See Chapter 1](#). The Process Applications, Application Maintenance component is very similar to the Student Admissions, Add Application component. For example, Add Application has a **Bio/Demo** (biographic/demographic) page with Visa/Permit Data, Citizenship links and a **Regional** page. Updating information on these pages is nearly identical to the process for entering an application for an applicant who already has a person record in the SIS database. These steps and procedures are not repeated in this chapter. Both components (Add and Maintenance) have pages with similar names such as **Application Program Data** page. You use these two components to enter or maintain similar information at different times in your business process: for entering application data, and for maintaining application data (discussed in this chapter).
- Navigation** Student Admissions, Application Maintenance, Maintain Applications
- Maintain Applications Screen - Enter any information you have and click Search. Leave fields blank for a list of all values.

**Maintain Applications**  
 Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

<b>Application Nbr:</b>	begins with	<input type="text"/>	
<b>ID:</b>	begins with	<input type="text"/>	
<b>Academic Institution:</b>	=	NCSU1	
<b>Academic Career:</b>	begins with	GRAD	
<b>Application Program Nbr:</b>	=	<input type="text"/>	
<b>Academic Program:</b>	begins with	<input type="text"/>	
<b>Admit Term:</b>	begins with	<input type="text"/>	
<b>Application Center:</b>	begins with	GRAD	
<b>Campus ID:</b>	begins with	<input type="text"/>	
<b>National ID:</b>	begins with	<input type="text"/>	
<b>Last Name:</b>	begins with	<input type="text"/>	
<b>First Name:</b>	begins with	<input type="text"/>	

Include History  
  Correct History  
  Case Sensitive

 
  
[Basic Search](#)  
 [Save Search Criteria](#)

**Terminology** All new terms are defined within each section and additionally in Appendix A.

## *Section 2: Updating Application Program Data*

**Overview** Use the Application Program Data page to update the program action and status of an application. Edit or update program, status and plan data for an application. You can also matriculate an applicant from this page. All applications must be tied to an academic career and program. Any lower level tracking depends on your office’s policies. Data entry on this page during the application maintenance process is very similar to procedures performed during the [Add Application](#) process.

**Objectives** This section lists prerequisites and discusses how to:

Access the Application Program Data page.  
 Update Application Program Data  
 Add Application Program Data

**Navigation** Student Admissions, Application Maintenance, Maintain Applications

**Tab name Application Program Data**

**Step 1  
 Effective  
 Sequence**

The default of the sequence is 1. The sequence appears in the field below the Effective Date field. When you enter more than one row for the same effective date, the system automatically increments the sequence. *It is not advisable to update this field manually.*

**Step 2  
 Program  
 Action**

If you are adding a new **Program Data** row, the Program Action field is empty, because the system is assuming you are here to update the status of this application. Edit or add the appropriate program action value. Program actions are stored on the Admissions Action Table page and will display based on your Admissions Action security. See [Step 8 Program Action](#) in Chapter 1, Section 2 for a list of acceptable program actions.

As applicants move through the admissions process, you must take action on their academic program and update their program status. When you enter new program actions, you will enter new effective dates. Thus, you can maintain a history of previous actions.

**Program status** is the high level relationship a person has with an academic program. When you select a program action to change an applicant’s program data, the program status often changes. Thus, the Program Action field in the Application Program Data page contains different rows of program data for a student. For example, a student goes from being an applicant to being admitted. A program action is a change to a person’s program data. An action reason indicates why a particular program action was taken, or offers a further description of the program action. For example, you can record that an applicant has withdrawn an application for an academic program. For appropriate [action reasons](#) see the list in [Step 10, Chapter 1, Section 2](#).

For your reference, the program actions and program statuses relevant to admissions are explained in the following table:

If you Select this Program Action:	The System Updates the Program Status to:
Application Readmit Application Reconsideration	AP - Applicant
Waitlist Waitlist Offer	WT - Waitlisted
Admit Conditional Admit	AD - Admitted
Admission Revocation Deny Administrative Withdrawal Applicant Withdrawal	CN - Cancelled
Intention to Matriculate	PM - Prematriculant
Matriculation	Active
Data Change Defer Decision Defer Enrollment Plan Change Program Change	The same Program Status as the previous row.

Reviewing Admissions Program Action Definitions

The chart below lists Program Action definitions and provides additional information about what happens when you choose a Program Action. Also, if any action triggers or requires an additional step, those requirements are described here.

Admissions Program Action	Explanation	Additional Steps or Requirements Caused by this Action
Application	A person has an application that is under consideration by an academic program or under review for international admissions clearance.	None. <i>Batch-loaded on-line applications are initially defaulted to this program action when posted if no status and action is specified on the load file transaction. This action also defaults on the Add Application component.</i>
Readmit Application	A person has applied to reenter a student career and academic program for which he or she already has a student record. <i>This action will not be used until processing readmit applications for Spring 2009. Only the Registrar's office will use this action.</i>	When you choose this action, the Career Number field becomes available for input. You must select which student record should be populated with the readmit information if the student ends up enrolling again. Additionally, if you enter this action, the admit type you enter on the Application Data page must be one associated with readmit processing.
Reconsideration	A person who has a cancelled status for the academic program, but is being reconsidered for admission in the same applicant pool.	After an action of reconsideration is taken, you can admit the applicant. You cannot take an action of <i>Admit</i> if the program status is <i>Cancelled</i> . You must first select a <i>Reconsideration</i> action.
Waitlist	A person has been evaluated and may be eligible for admission, but you do not want to offer them admission at this time. For example, there may not be enough space in the class. The candidate is currently active on the waitlist.	None.
Waitlist Offer	A person has been evaluated and may be eligible for admission, but you do not want to offer them admission at this time. The candidate has been offered a place on a waitlist, but has not accepted that offer.	None.
Admit	A person has been evaluated and	<i>An Admit program action row cannot be</i>

Admissions Program Action	Explanation	Additional Steps or Requirements Caused by this Action
	admitted into an academic program.	<i>added when the current action is Admit or Conditional Admit. You must first add a row with a program action that sets the application status to Applicant or Waitlisted.</i>
Conditional Admit	A person has been evaluated and accepted into an academic program on a conditional basis. Along with a <i>Conditional Admit</i> action you can assign a checklist code to help track the outstanding requirements for the conditions of admission.	Same as for <i>Admit</i> . You cannot add a new application with a <i>Conditional Admit</i> action. Add the application with an <i>Application</i> action and then conditionally admit the applicant in <i>Application Maintenance</i> .
Admission Revocation	A person was admitted into an academic program, but it was later determined that the person did not qualify for admission. The individual was assigned a <i>Cancelled</i> status from an <i>Admitted</i> or <i>Active</i> status.	When revoking admission for a person who has a current action of <i>Matriculation</i> , and therefore an <i>Active</i> status, you must go to <i>Registration &amp; Records</i> to take this action on the Student Program/Plan component. When you revoke admission from <i>Registration &amp; Records</i> , the Student program information is deleted and your application information is updated as <i>Cancelled Due to Admission Revocation</i> . If the person never had an action of matriculation, you can add an <i>Admission Revocation</i> action directly in <i>SIS Recruiting and Admissions</i> .
Deny	A person has been denied admission to an academic program.	None.
Administrative Withdrawal	A person's application to an academic program has been withdrawn from consideration for admission or from enrollment in a class. This can be done before or after an admit action has been taken or after the applicant has achieved active status. In addition, reasons can be created to clarify when or why the application was withdrawn.	None.
Applicant Withdrawal	A person has withdrawn from consideration for admission or from the entering class. Reasons can be created to clarify when or why the withdrawal occurred. For example, an action of applicant withdrawal with <i>Before Decision</i>	None.

Admissions Program Action	Explanation	Additional Steps or Requirements Caused by this Action
	<p>as the reason indicates the individual withdrew early enough in the process that no admission decision had been made. A <i>Waitlist Withdrawal</i> reason indicates someone who did not want to accept a place on the waitlist.</p>	
Intention to Matriculate	<p>A person has indicated intent to matriculate, but has not completed all the steps to become an active student. Reasons can be defined to clarify why the candidate is changed from an admitted status to a <i>Prematriculant</i> status.</p>	<p><i>Undergraduate Admissions sets applicants to Prematriculant when the advanced enrollment deposit is received</i></p>
Matriculation	<p>A person has completed all necessary steps to become an active student in an academic program.</p>	<p>When you enter an action of <i>Matriculation</i>, you must click the Create Program button that creates a record for this person in PeopleSoft Student Records. You cannot save the page until you click this button. After you matriculate the applicant, the component is saved. Also, all fields become unavailable for input because this person now belongs to SIS Student Records. <i>A Mass Change Process will normally perform matriculation.</i></p>
Data Change	<p>Data relative to an applicant's academic program was changed. This action records the fact that a change was made.</p>	<p>None.</p>
Defer Decision	<p>An evaluation was performed on an application, but a decision was not made. This action records the fact that an application has been evaluated. For example, a person applies under an early notification plan. The person is evaluated but does not meet the early decision criteria. The final decision is deferred until the regular decision deadline.</p>	<p>None.</p>
Defer Enrollment	<p>A person has been admitted and may be active for one admit term but will actually enroll in a later admit term. This action enables you to change the admit term for the applicant and record that he or she is deferring enrollment.</p>	<p>None.</p>

Admissions Program Action	Explanation	Additional Steps or Requirements Caused by this Action
Plan Change	The academic plan to which an applicant is applying was changed.	None.
Program Change	The academic program to which an applicant is applying was changed.	None.

**Application Data**

Update information for an application if necessary. The system stores data on this page at the application level, as opposed to storing it under a person or academic program. This data is relevant to all academic programs being applied to with this application.

**Navigation**

Student Admissions, Application Maintenance, Maintain Applications, Application Data

Application Data Screen: See [Chapter 1, Section 2, Application Data](#)

## Chapter 3: Admissions – Tracking External Education Information

### *Section 1: Introduction*

---

**Overview** This chapter provides an overview of external education information and discusses how to enter and update external data. Enter and update academic information from external sources, such as transcripts, in the Education component. You can record general and specific external education data, such as schools attended, academic summaries, subjects, degrees, courses, dates of attendance, and so forth. You can also link the appropriate data from these pages to actual applications. This information can be reported on a transcript, self-reported, or reported from another source and linked to specific applications on the Application Materials page.

**Reminder** The education information on this component is linked to a person as opposed to an application, so that you can consider the information when you evaluate specific applications for the person.

### *Section 2: Entering and Updating External Data*

---

**Overview** If the applicants y

**Objectives** This section discusses how to:

- Enter general external data.
- Enter and update external academic summary information.
- Enter and update external subject information.
- Enter external subject area details.
- Enter and update external degrees.
- Enter and update external courses.
- Enter external course default data.

## Chapter 4: Admissions – Entering Residency Data

### *Section 1: Introduction*

---

- Overview** The Resident Table page contains set up codes to represent the residency rules of NC State University. NC State requires residency codes for residency that is in state and out of state. Use the Official Residency 1 and 2 pages to record residency information that you have verified, including the individual's state residency or out-of-state residency for a specific term. You can enter unofficial, self-reported residency information on the Residency Self-Report page.
- Objectives** This chapter and related sections provide an overview of residency data and discusses how to:
- Enter official residency data.
  - Entering official residency location details.
  - Enter self-reported residency data.
  - Enter residency appeal data.
- Reminder** There are no reminders.

### *Section 2: Entering Official Residency Data*

---

- Overview** If the applicants y
- Objectives** This section discusses how to:
- Enter general external data.
  - Enter and update external academic summary information.
  - Enter and update external subject information.
  - Enter external subject area details.
  - Enter and update external degrees.
  - Enter and update external courses.
  - Enter external course default data.
- Navigation** To navigate to the Residency data component: From the Add Application or the Maintain Applications component, on the Application Program Data and

Application Data pages you may use the Transfer To: drop down feature by selecting.

## Appendix A: Terminology

**Pages:** screen or tab

**Program:** Degree Programs, Fields of Graduate Instruction.

**Academic Plan:** A specific degree within a Program or Fields of Graduate Instruction.

**Matriculate:** To enroll as a student NC State. More specifically, this is an action meaning that all necessary admissions requirements have been satisfied by a student. Once matriculated, the student may be activated in an Academic Program and enroll in courses.

## Appendix B: Special Required Fields

Fields listed on this page are required in SIS when entering an application. They are required by virtue of the fact that:

- They are required as a delivered feature of SIS and usually denoted as such by an asterisk preceding the field label on the data entry page
- They are required based on a special custom modification to SIS (but possibly not labeled as such on the data entry page)
- They are not literally required by SIS but are required by business process during (either as a transition year issue while student records are maintained in the legacy system or based on other business process considerations)

**Date of Birth:** Not marked on Biographical Details page

**Gender:** Required by customization

**State:** When entering a United States address, “State” is a required field.

**Postal:** Postal or Zip is required when entering a United States address.