

SIS Training Manual

NC State University

Admissions
Application Processing - VetMD

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1 INTRODUCTION

Welcome to SIS – The new Student Information Systems. This document discusses how to add new applications manually, update applications, and track external education information.

1.1 Reminder

“The Basics” course 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.

The screen shots in this document are only examples of what you will see on your workstation when using SIS. What you actually see may vary due to your access or slight modifications to screen design.

1.2 Terminology

All new terms are defined within each section and additionally in the SIS Glossary located online at <http://www.fis.ncsu.edu/sis/training/resources.htm>

2 Adding 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, submitted a previous application and/or an employee at NC State. To see if the applicant is already in the SIS system, complete the Search/ Match process.

2.1 Search/ Match

Search/Match helps to prevent the entry of duplicate or multiple records by determining whether a person already exists in the database before creating (or recreating) the record and assigning another EmplID. The database contains all Students, Applicants, & Employees.

2.1.1 Navigation

Student Information Systems > Student Admissions > Application Entry > Search/ Match


Campus Community > Personal Information > Search/ Match

Search/Match

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


Find an Existing Value

Search Type: =

Search Parameter: begins with 

Ad Hoc Search

Description: begins with

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

Do not enter anything!
Just click **Search**

Note:

If you are given a search parameter option, choose NCSTATE

Search Criteria

Search Type: Person Ad Hoc Search


Search Parameter: NCSTATE SIS Search Match

Search Result Rule

Search Result Code: [User Default](#) [Return to Search Results](#)

Search Fields	Value
National Id	<input type="text"/>
Last Name Search	WILLIAMS
First Name Search	JOHN
Date of Birth	<input type="text"/>
Middle Name	<input type="text"/>
Gender	<input type="text"/>

The system will search on all of the values that you entered and will retrieve results. The results are displayed on the **Search Results** page.

Click  the [User Default](#) link and save the **PSCS_TRAD_RESUL** Search Result Code as your default so that the next time you use this page the Search Result Code will be selected already.

Search Results

Search Type: Person Ad Hoc Search

Search Parameter: NCSTATE SIS Search Match

Result Code: PSCS_TRAD_RESUL CS_Person Traditional Results

Search Results Summary [Return to Search Criteria](#)

Number of ID's Found: 99

Search Order Number: 60 → LN5, FN4, MI

Search Results Customize | Find | View 100 First 1-20 of 109 Last

Results	Results2	Additional Information	EmpID	Name Type	Name Date	First Name		
1	Carry ID	Detail		PRI	12/01/1900			
2	Carry ID	Detail		PRI	05/15/1989	John		
3	Carry ID	Detail		PRI	01/01/1901	Johnny		
4	Carry ID	Detail		PRI	01/12/2000	John		
5	Carry ID	Detail		PRI	12/01/1900	John		
6	Carry ID	Detail		PRI	01/01/1901	John		
7	Carry ID	Detail		PRI	03/15/2002	John		
8	Carry ID	Detail		PRI	01/01/1901	John		
9	Carry ID	Detail		PRI	01/01/1901	John		
10	Carry ID	Detail		PRI	05/15/2005	John	Harter	Willis
11	Carry ID	Detail		PRI	02/13/2002	John	Harter	Willis
12	Carry ID	Detail		PRI	08/30/2003	Johnathan	E	Willis
13	Carry ID	Detail		PRI	03/15/2004	John	Dean	Willingham
14	Carry ID	Detail		PRI	01/01/1901	John	Dillard	Williams
15	Carry ID	Detail		PRI	09/07/2001	John	Michael	Williams

Look here to see the number of records found for your search.

The **Search Order Number** shows how results were found. This will give you an idea of how precise your search was. The lower the number, the more restrictive the search.

If no results are found on any of the criteria that you entered, it will say "No Matches" here.

You may see the same person listed multiple times – once for each **name type**.

Click the **Results tabs** to view additional information.

Carry ID Click **Carry ID** to capture and carry the ID to the ID field of the search box on the pages that you subsequently access so that you do not need to remember the ID.

Click the **Return to Search Criteria** link to search for another person.

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 the warning.

If the applicants you are entering do not already exist in the database, the system creates them and assigns them student identification numbers (EMPLID). The first sections 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 sections 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.

2.2 Entering Application Information

2.2.1 Navigation

Student Admissions > Application Entry > Add Application

Application Entry Screen

Application Entry

Add a New Value

Application Nbr: 00000000

ID: NEW

Academic Institution: NCSU1

Academic Career: GRAD

Add

Entering an application for a new person

Application Entry

Add a New Value

Application Nbr: 00000000

ID: 000302552

Academic Institution: NCSU1

Academic Career: GRAD

Add

Entering an application for an existing person

2.3 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.

2.3.1 Biographical Details - New Person

Biographical Details Screen (when adding a new person):

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.*

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

NEW

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 <input type="button" value="v"/>	Social Security Number <input type="button" value="v"/>	698-33-9261	<input checked="" type="checkbox"/>

Contact Information

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 <input type="button" value="v"/>	828-956-8532			<input checked="" type="checkbox"/>

Email

*Type	*Email Address	Preferred
Other <input type="button" value="v"/>	bralan@yahoo.com	<input checked="" type="checkbox"/>

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

2.3.2 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.*

2.3.3 Biographical History

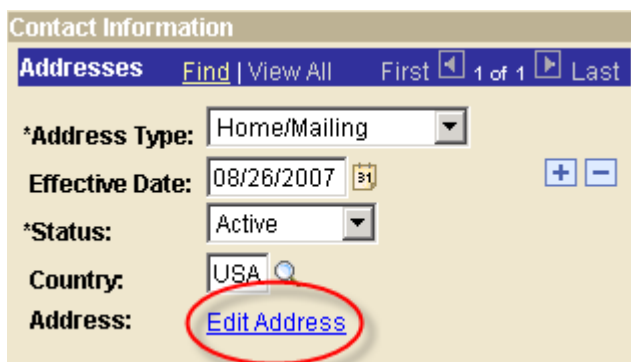
The effective date will default to today's date. You may change it if deemed appropriate. *Marital Status and the related "as of" date is currently not collected from applicants to NC State. This field will default to unknown which is acceptable.* Select the appropriate gender from the drop down box.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

2.3.4 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. 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.*

2.3.5 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.



Contact Information

Addresses Find | View All First 1 of 1 Last

*Address Type: Home/Mailing

Effective Date: 08/26/2007

*Status: Active

Country: USA

Address: [Edit Address](#)

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 and Postal (Zip) are required fields.

Edit Address

Country: United States [Change Country](#)


Address 1:

Address 2:


Address 3:



City: State: Postal:

County:

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 applicants provide a Home/Mailing and an optional Permanent address in response to questions on the application.*

Contact Information

Addresses [Find](#) | [View All](#) [First](#)  [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

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

2.3.6 Contact Information: Phone

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

2.3.7 Contact Information: Email

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

Students will automatically be assigned a Unity email account once the application is set to admitted, by University policy this Unity email will be set to preferred.

2.4 Biographical Details – Existing Person

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

Biographical Details | Addresses | Regional | Application Program Data | Application Data

Vet Application: 000923337 [Names](#)

Person Information

Date of Birth: 01/06/1961 [Birth Information](#) Campus ID:

Biographical History Find | View All First 1 of 1 Last

*Effective Date: 02/15/2008 [+](#) [-](#)

*Marital Status: Unknown As of: 02/15/2008 [+](#) [-](#)

*Gender: Male

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

*Country	*National ID Type	National ID	Primary
USA	Social Security Number	763-13-2121	<input checked="" type="checkbox"/>

Add

Contact Information Addresses Find | View All First 1 of 1 Last

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

Effective Date: 02/15/2008

Status: Active

Country: USA

Address: 100 Main Street
Morrisville, NC 28440
Wake

Phone

*Type	Phone	Ext	Country	Preferred
Home	919/380-0112			<input checked="" type="checkbox"/>

Add

Email

*Type	*Email Address	Preferred
Other	nobody@ncsu.edu	<input checked="" type="checkbox"/>

Add

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

Unity ID:
Unity Status:
Oprid:

Student/Employee authorizes NC State to send text messages to their cell phone(s) in the event of an emergency and for testing purposes.

Save | Return to Search | Notify | Refresh | Update/Display | Include History | Correct History

2.4.1 Updating a Name

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.

Biographical Details | Addresses | Regional | Application Program Data | Application Data

MaryJo Krawiec **HR Controlled** 00000011 [Names](#)

Person Information

Date of Birth: 08/30/1956 [Birth Information](#) Campus ID:

Biographical History Find | View All First 1 of 4 Last

*Effective Date: 08/30/2007 [+](#) [-](#)

*Marital Status: Married As of:

*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

. Click to return to the Biographical Details page.

Names

Current Names Customize | Find | View All | First 1 of 1 | Last

Name Type	Name	Effective Date	Status	Name History
Primary	MaryJo Krawiec	08/30/2007	Active	Name History

▼ Add/change a name

Type of Name: Primary 1

Effective Date: Degree

***Format Using:** Preferred at

Prefix: Ms 2

First Name: MaryJo Middle Name: Krawiec

Last Name: Jones

Suffix: Ph. D.

Display Name: MaryJo Jones

Formal Name: Ms MaryJo Jones

Name: Jones PhD, MaryJo Krawiec 3

4

5

2.4.2 Updating Person Information & Biographical History

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**.

2.4.3 Updating National ID (Social Security Number)

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.

National ID			
Country	National ID Type	National ID	Primary
USA	Social Security Number	003-65-6782	<input checked="" type="checkbox"/>
Add			

2.4.4 Contact Information: Addresses

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. 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
Home/Mailing	8808 North View Ct Raleigh, NC 27613	09/03/1999	Active	Edit/View Address Detail

Add Address **Add Address Types**

Effective Date: 09/03/2007 Status: Active

Country: USA United States

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


* Home/Mailing
 Permanent/Parent
 Physical
 Campus Housing
 Diploma

* Active address exists
[Explain](#)

Submit Reset

Save Notify Refresh Add





[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

Address History Find First 1-2 of 2 Last

Effective Date	Country	Status	Address	
09/03/2007	USA	Active	8808 North View Ct Raleigh, NC 27613	  Update Addresses Address Linkage
09/03/1999	USA	Active	8808 North View Ct Raleigh, NC 27613	  Update Addresses Address Linkage

OK Cancel Refresh

Update the address and click .

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:

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 .

Address History

Address Type Home/Mailing

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

2.4.5 Contact Information: Phone

Applicants with person records already on the SIS database (employees and/or current/former students) may already have multiple phone types on their record. 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.

2.4.6 Contact Information: Email

Applicants with person records already on the SIS database (employees and/or current/former students) may already have multiple email types on their record. 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.

2.5 Visa/Permit Data

This section will show you how to add or update a person's Visa Permit Data where appropriate.

2.5.1 Navigation

When adding an admissions application, click the **Visa/Permit Data** link at the bottom of the **Biographical Details** page.

2.5.2 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 **OK** 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 Get Supporting Documents

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

2.6 Citizenship

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

2.6.1 Navigation

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

2.6.2 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

2.7 Regional

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

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

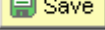
Save Notify Refresh Add

2.7.1 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 must be marked as primary. Click the Add button if another ethnicity needs

to be added. Repeat steps. Click  if no other ethnicities need to be added. If multiple ethnicities are defined, mark the appropriate one as primary.

2.8 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.

Biographical Details | Addresses | Regional | Application Program Data | Application Data

Academic Institution: NC State University Application Number: 00034265
 Academic Career: Veterinary Medicine Career Number: 0

Program Data Find | View All First 1 of 1 Last

Program Number: 0 *Effective Date: 02/14/2008
 *Admit Term: 2088 Fall '08 Effective Sequence: 1
 *Academic Program: DVM Expected Graduation Term:
 *Academic Load: Full-Time *Campus: MAIN Raleigh
 Joint Program

Program Status

Status: Applicant Action Date: 02/14/2008
 *Program Action: APPL Application Action Reason:
[Evaluation](#)

Plan Data Find | View All First 1 of 1 Last

*Academic Plan: 19DVM Dr of Veterinary Medicine-DVM Major DVM

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

*Sub-Plan:

Transfer To: Education

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.

2.8.1 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.

2.8.2 Admit Term

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

2.8.3 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.

2.8.4 Academic Load

Select the academic load that the applicant plans on taking if admitted for this application (if known).

2.8.5 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.

2.8.6 Status

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

2.8.7 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 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>

2.8.8 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 (this does not have to be the same as the effective date.)

2.8.9 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.

Note:

Career number is available only for Readmit Applications entered by the Registration and Records Office. Not used by admissions. 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.

2.8.10 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:	2088		
Academic Program:	DVM		
Academic Plan:	begins with ▾	<input type="text"/>	
Description:	begins with ▾	<input type="text"/>	

[Basic Lookup](#)

Search Results

View All First ◀ 1-2 of 2 ▶ Last

Academic Plan	Description	Academic Plan Type	Degree
19DVM	Dr of Veterinary Medicine-DVM	Major	DVM
32READMITV	Dummy Readmit Veterinary	Non-Degree	(blank)

2.8.11 Sub-Plan

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

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.

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.

2.9 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.

The screenshot displays the 'Application Data' page for a 'Vet Application' with ID 000923337. The page is divided into several sections:

- Application Data:**
 - *Application Center: VETM (Vet Med)
 - *Admit Type: DVD (DVMedDom)
 - *Application Date: 02/15/2008
 - Academic Level: Prof 1
 - *Created On: 02/15/2008
 - *Notification Plan: Regular
 - Prior Application
 - Application Method: VETMD
- Additional Information:**
 - Housing Interest: [Dropdown]
 - Financial Aid Interest
 - [Int'l Student Health Coverage](#)
- File Information:**
 - Complete:
 - Date: [Dropdown]
 - External Application Nbr: [Text Field]
- Application Fee Information:**
 - Status: Pending
 - Fee Type: Standard
 - [Calculate Application Fees](#)
 - [Transaction Summary](#)
 - [Display Errors / Warnings](#)

At the bottom, there is a 'Transfer To:' dropdown set to 'Education' with a 'Go' button. A row of action buttons includes Save, Return to Search, Notify, Refresh, Update/Display, Include History, and Correct History.

2.9.1 Access the Application Data page

The system *may fill* in most of the fields on this page according to your user defaults. If the applicant had a prospect record and your setup dictates that data from the prospect record is to be copied to the application, some fields will be filled in according to those defaults.

2.9.2 Application Center

Select the application center that will process this application. This information helps you track what office is handling specific applications. This is a user default field. Application Center is required information.

2.9.3 Admit Type

Select the admit type for this applicant regarding this application. This is a user default field. Admit Type is required information.

Admit Type	Description	Short Description
DVD	Doctor of Vet Med Domestic	DVMedDom
DVI	Doctor of Vet Med Intl	DRVetIntl
REJ	Readmit Freshman / Manual	Rea Fresh
REK	Readmit Transfer / Manual	Rea Transf
REV	Readmit VETMD	Rea VetMD

2.9.4 Application Date

The default for the application date is the system date that the application was received. You can override this default.

2.9.5 Academic Level

Select the academic level to which the applicant is applying for admission with this application. This is a user default field. VetMed applications are preset to Prof 1. It may be necessary to update using the drop down menu.

2.9.6 Created On

The default for the created date is the system date on which you create this application record.

2.9.7 Prior Application

Select this check box if this applicant previously applied to this career. This selection is useful for informational and reporting purposes.

2.9.8 Application Method

Select how or in what form this application was received. This is a user default field.

2.9.9 Housing Interest

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.

2.9.10 Financial Aid Interest

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 financial aid office can run reports listing those applicants interested in financial aid. This is a user default field.

2.9.11 Complete

Select this check box if this application is not missing any information and is considered complete by your office.


2.9.12 Date

Enter the date that you marked this application as complete.

2.9.13 External Application Nbr

Enter the *ApplyYourself Applicant ID* number if you received this application from *ApplyYourself*

2.10 Save

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.

2.11 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. *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.

3 Campus Safety Information

For manually entry applications it is necessary to enter the campus safety answers into SIS.

3.1 Navigation:

Campus Community > NC Custom Admissions > Administrative Entry

3.2 Enter Campus Safety Answers

3.2.1 Search for Student



CSQ Administrative Entry
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

ID:

Campus ID:

National ID:

Last Name:

First Name:

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

3.2.2 Input Answers

Enter answers to CSQs from application into SIS. Any yes answers explained in the text box.

Review **Decision**

Campus Safety Question Review

Answer Set		Find View All	First	1 of 1	Last
Answer Seq No:	1	Question Code:	Campus Safety - Version 1		
Answer Center:	UGrad Admissions	Career Nbr:	0		
Career:	Undergrad	Application Nbr:	00004877		
User ID:	ADMPROS	Answer Date:	09/10/2007 10:04:29AM		
"Yes" response explanation:	30-AUG-2007 - i was subject to in school suspension as punishment for fighting in the 3rd grade				

Questions / Answers		Find	First	1-6 of 6	Last
Question:	1. Have you ever been convicted of a crime?				
Answer:	<input type="radio"/> Yes <input checked="" type="radio"/> No				
Question:	2. Have you entered a plea of guilty, a plea of no contest, a plea of nolo contendere, or an Alford plea, or have you received a deferred prosecution or prayer for judgement continued, to a criminal				
Answer:	<input type="radio"/> Yes <input checked="" type="radio"/> No				
Question:	3. Have you otherwise accepted responsibility for the commission of a crime?				
Answer:	<input type="radio"/> Yes <input checked="" type="radio"/> No				
Question:	4. Do you have any criminal charges pending against you?				
Answer:	<input type="radio"/> Yes <input checked="" type="radio"/> No				
Question:	5. Have you ever been expelled, dismissed, suspended, placed on probation, or otherwise subject to any disciplinary sanction by any school, college, or university?				
Answer:	<input checked="" type="radio"/> Yes <input type="radio"/> No				
Question:	6. If you have ever served in the military, did you receive any type of discharge other than an honorable discharge?				
Answer:	No				

[Review](#) | [Decision](#)

If it is determined that the response is severe enough to be forwarded to Campus Safety, click the Notify button at the bottom of the page.

If applicant is not being forwarded to CSC, click save and continue application process.

3.2.3 CS Notification

Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.
Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

Notification Details
[Lookup Recipient](#) [Delivery Options](#)

To:

CC:

BCC:

Priority:

Subject:

Template Text:

Message:

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.
Click Apply to send this notification and remain on this page.

Once the committee has made a decision, complete the application and send student notification as applicable.

4 Application Maintenance

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 section 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. 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 section. 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 section).

4.1 Navigation

Student Admissions > Application Maintenance > Maintain Applications

4.2 Find an Existing Value

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

4.3 Updating Application Program Data

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.

Biographical Details | Addresses | Regional | Application Program Data | Application Data

Academic Institution: NC State University Application Number: 00034265
 Academic Career: Veterinary Medicine Program Number: 0

Program Data Find | View All First 1 of 1 Last
 Program Number: 0 Effective Date: 02/14/2008
 *Admit Term: 2088 Fall '08 Effective Sequence: 1
 *Academic Program: DVM DVM Expected Graduation Term:
 *Academic Load: Full-Time *Campus: MAIN Raleigh
 Joint Program

Program Status
 Status: Applicant Action Date: 02/14/2008
 *Program Action: APPL Application Action Reason:
[Evaluation](#)

Plan Data Find | View All First 1 of 1 Last
 *Academic Plan: 19DVM Dr of Veterinary Medicine-DVM Major: DVM

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

Transfer To: Education Go

4.3.1 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.*

4.3.2 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.

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 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 <i>or under review for international admissions clearance.</i>	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

Admissions Program Action	Explanation	Additional Steps or Requirements Caused by this Action
		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 admitted into an academic program.	<i>An Admit program action row cannot be 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.	<i>Same as for Admit. You cannot add a new application with a Conditional Admit action. Add the application with an Application action and then conditionally admit the applicant in 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 & Records</i> to take this action on the Student Program/Plan component. When you revoke admission from <i>Registration & 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	None.

Admissions Program Action	Explanation	Additional Steps or Requirements Caused by this Action
	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.	
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> 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.	None.
Intention to Matriculate	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.	<i>Undergraduate Admissions sets applicants to Prematriculant when the advanced enrollment deposit is received</i>
Matriculation	A person has completed all necessary steps to become an active student in an academic program.	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>
Data Change	Data relative to an applicant's academic program was changed. This action records the fact that a change was made.	None.
Defer Decision	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.	None.
Defer Enrollment	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.	None.

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.

4.3.3 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. VetMed applications are preset to Prof 1. If necessary, update using the drop down menu.

5 Reviewing External Education Information

This section provides an overview of external education information. 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.

5.1.1 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.

5.1.2 Transfer to:

Transfer To:

5.2 Reviewing External Data

External Data | External Academic Summary | External Subjects | External Degrees | External Courses

Find | View All First 1 of 1 Last

*Org ID: Holy Cross College Checklist Item Update [Org Primary Location](#)

Find | View All First 1 of 1 Last

*Career: Term Type:

*Data Nbr: Ext Term:

Acad Level: Term Year:

Dates of Attendance

From Date: To Date:

Transcript	Receipt
<input checked="" type="checkbox"/> Desired	<input type="checkbox"/> Received
Transcript Date: <input type="text"/>	Received: <input type="text"/>
Transcript Type: <input type="text"/>	Data Source: <input type="text" value="VMCAS"/>
Transcript Status: <input type="text"/>	Data Medium: <input type="text"/>

Transfer To:

6 Residency Data

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 page 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.

6.1.1 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.

Transfer To:

6.1.2 Residency Official 1

Residency Official 1 [Residency Official 2](#) [Residency Appeal](#) [Residency Self-Report](#)

Residency Data Find | View All First 1 of 1 Last

Academic Career: Veterinary Medicine + -

Official Residency Data Find | View All First 1 of 1 Last

Institution: NC State University Residence code: MASSACHUSETTS

*Effective Term: 2088 Fall Term

Residency: Residency Date:

Additional Residency Data

Admissions:	<input type="text" value="Out-of-state"/>	Admission Residency Exception:	<input type="text"/>
Fin Aid Federal Residency:	<input type="text" value="Out-of-state"/>	Fin Aid Fed Residency Excpt:	<input type="text"/>
Fin Aid State Residency:	<input type="text" value="Out-of-state"/>	Fin Aid State Residency Excpt:	<input type="text"/>
Tuition:	<input type="text" value="Out-of-state"/>	Tuition Residency Exception:	<input type="text"/>

6.1.2.1 Enter information:

- Effective Term
- Residency (Additional Residency Data will automatically be populated)
 - In-State
 - Out of State
- Residency Code
 - Use the look up to find valid values
- Residency Date
 - Enter current date in mm/dd/yyyy format or use the date icon to choose a date

6.1.2.2 Save