

Academic Information

Academic Interests

Description

This script will describe how to record a person's external subject areas of interest, whether or not they are offered at your career. You can also record the person's level of academic interest. For example, Pre-Law could be a person's first priority and Biology could be the person's second. You can use this information for recruiting purposes by determining what areas you offer that are similar to those recorded. This information is also valuable for reporting and academic program planning purposes.

Process Steps

Navigation:

Student Recruiting > Maintain Prospects > Academic Information > Academic Interests

Student Admissions > Application Entry > Academic Information > Academic Interests

Step 1: The Academic Interests Search Page

1.1 Entering Search Criteria

Academic Interests

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

Find an Existing Value

ID:	begins with ▼	<input type="text" value="0137401"/>	
Academic Institution:	= ▼	<input type="text" value="UMS05"/>	
Academic Career:	= ▼	<input type="text" value="UGRD"/>	
Campus ID:	begins with ▼	<input type="text"/>	
National ID:	begins with ▼	<input type="text"/>	
Last Name:	begins with ▼	<input type="text"/>	
First Name:	begins with ▼	<input type="text"/>	

Include History
 Correct History
 Case Sensitive

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



- 1.1.1 **ID:** If you know the student's EMPLID, enter it here. This is the most efficient way to search for a student.
- 1.1.2 **Institution:** Enter your institution code.
- 1.1.3 **Academic Career:** Enter the academic career for which you wish to record event information for the individual.
- 1.1.4 **Campus ID:** The University of Maine System is not currently using the Campus ID.
- 1.1.5 **National ID:** If you know the student's National ID number (Social Security Number for USA, Social Insurance Number for Canada), enter it here.
- 1.1.6 **Last Name:** You can enter a portion of the last name as search criteria.
- 1.1.7 **First Name:** You can enter a portion of the first name as search criteria.
- 1.1.6 Click Search to continue or Clear to have the system clear all of the text boxes so you can start again.

Step 2: Entering Academic Interest Data

When you have completed navigation, you will be presented with the Academic Interests page. Note that you can enter (or delete) additional academic interests using the + - buttons under the Subject Area section.

- 2.1 **Effective Date** - Enter the effective date if it is different than the default, or current date. The effective date defines when the information you enter is valid.
- 2.2 **Use Priority** - Select this check box to prioritize a person's academic interests by level of enthusiasm and rank the interests in the Priority boxes that appear on each line. If not checked,

the priority column and boxes do not appear and Academic interests are sort alphabetically by Subject code.

- 2.3 **Subject Area** - Select a subject area. (Define additional external subject areas on the External Subject Table page). Once you save the record, the description for this subject appears.
- 2.4 If the person expressed an interest for which no subject area code is defined, leave the Subject Area field blank and enter a free-form description as shown in the third entry (Basket Weaving) in the picture below.
- 2.5 **Data Source** - Select how this information was provided to your institution. For example, you can have received this information directly from the applicant or through a data load. Values for this field are delivered with the system.
- 2.6 **Priority** - The academic interest priority feature assists your enrollment management and recruiting efforts. Enter a priority level, for example 1, 2, 3, and so forth. 1 is the highest priority. The default for this field is selected if you have enabled the Use Priority Academic Interest feature above in step 2.2.
- 2.7 Click  to save your changes.
- 2.8 **Transfer To** - Select the component that you want to go to for this person and click the  button. The system takes you directly to the component for this person, application, or prospect record.

Academic Interests


Hoshi Sato 0137401









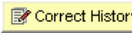
Academic Career: Undergraduate

Subject Sort Options Find | View All | First 1 of 1 Last

Effective Date: 12/29/2005 Use Priority + -

Subject Area	Description	Data Source	Priority		
ART	The Arts	Conversion	1	+	-
EGR	Engineering	ETS	2	+	-
	Basket Weaving	Self-Rpted	3	+	-

Transfer To: Prospect Data 

Source Documents

SAT, SSS Tapes Loads, Self Reported, Inquiry Cards, Phone Calls, Emails.

Security Roles

Maintained by:

S_RA_SUPERUSER

S_RA_LEADERS_RA_RECRUITER

S_RA_APPLICATION_REVIEWER

S_RA_DATA_ENTRY

S_RA_STUDENT_STAFF

Viewable by: All admissions staff including tele-counselors. Athletics, Colleges/Academic departments.
There is variation by campuses.

APPROVED by Admissions and Campus Community Team on January 31, 2006