Updating Applications

Admission Comments

Description

This script will describe how to record generic admission comments and then link them to an applicant. You can use this functionality however you like. One particular use is to record conditions of admission. For example, you can define a comment such as “You must successfully complete all current coursework.” You can set up admission comment codes that represent general admission comments, and then link the code or codes to the applicant. You can print the comments on the admission offer letter, and later, once the applicant becomes a student, you can print the comment on his or her transcript. Unlike 3C Comments, Admission Comments are deletable.

Process Steps

Navigation:
Student Admissions > Application Evaluation > Application Decisions > Admission Comments

Step 1: The Admissions Comments Search Page

Follow the above navigation to bring up the Admissions Comments Search Page. Enter the information required to locate the person in the database. Your operator defaults for Institution and Career will appear in the respective text boxes.

Admission Comments

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

Find an Existing Value

ID: begins with 0137108
Academic Institution: = UMS07
Academic Career: begins with UGRD
Student Career Nbr: =
National ID: begins with
Campus ID: begins with
Last Name: begins with
First Name: begins with

1.1 ID: If you know the student’s EMPLID, enter it here. This is the most efficient way to search for a student.

1.2 Academic Institution: The institution will be filled in from your operator defaults.
1.3 **Academic Career**: Enter the academic career for the prospect if it is different than your Operator Default career.

1.4 **Student Career Nbr**: If known, enter the student career number.

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.

1.6 **Campus ID**: The University of Maine System is not currently using the Campus ID.

1.7 **Last Name**: You can enter a portion of the last name as search criteria.

1.8 **First Name**: You can enter a portion of the first name as search criteria.

Click **Search** to continue or **Clear** to have the system clear all of the text boxes so you can start again.

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**Step 2: Entering Admission Comment Data**

You will be presented with the Admission Comment page, below.

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**Admission Comments**

<table>
<thead>
<tr>
<th>Julian Bashir</th>
<th>0137108</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Career</strong></td>
<td>Undergraduate</td>
</tr>
<tr>
<td><strong>Student Career Nbr</strong></td>
<td>0</td>
</tr>
<tr>
<td><strong>Institution</strong></td>
<td>UMS07</td>
</tr>
</tbody>
</table>

- **Admission Comment Code**: Select the code from the list of valid values. A list of code definitions is located at the end of this document.

- **Admit Term**: Select an admit term. If an applicant was admitted to more than one academic program, he or she could have multiple admit terms.

- **Academic Program**: Select an academic program.

- **Comment Type**: Indicates the type of comment that you’re entering. Select Conditional if the comment is a condition for admission, and Procedural if the comment is for procedure only. (informational only)

- **Begin Date**: The default for the begin date is today’s date.

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2.1 **Admission Comment Code** Select the code from the list of valid values. A list of code definitions is located at the end of this document.

2.2 **Admit Term** Select an admit term. If an applicant was admitted to more than one academic program, he or she could have multiple admit terms.

2.3 **Academic Program** Select an academic program.

2.4 **Comment Type** Indicates the type of comment that you’re entering. Select Conditional if the comment is a condition for admission, and Procedural if the comment is for procedure only. (informational only)

2.5 **Begin Date** The default for the begin date is today’s date.
2.6 **End Date**  If appropriate, enter the date that you want this comment to be no longer valid. If you run the offer letter after this date it will not appear even if you have selected the **Include in Offer** check box.

2.7 **Include in Offer**  Select this check box to make the code, description, short description, and long description available for 3C communications. The system automatically selects this check box if the **Include in Offer** field on the Admission Comment Table page is selected. You can change the setting for this applicant here.

2.8 **Include in Transcript**  Select this check box to include the code and long description on the student’s transcript. The system automatically selects this check box if the Include in Transcript field on the Admission Comment Table page is selected. You can change the setting for this applicant here.

2.9 **Long Description**  The long description appears from the Admission Comment Table setup page. You can change the long description for this applicant here.

2.10 Repeat steps 2.1 – 2.9 if you need to insert additional admission comments about this individual.

2.11 Click ![Save](Save.png) when you have finished entering data on this page.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Adm Comment Cd</th>
<th>Descr</th>
<th>In Offer</th>
<th>Descr</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMS01</td>
<td>GEN1</td>
<td>General Comment 1</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>UMS01</td>
<td>GEN2</td>
<td>General Comment 2</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>UMS01</td>
<td>GEN3</td>
<td>General Comment 3</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>UMS02</td>
<td>ADD</td>
<td>DDEF - Additional Information</td>
<td>Y</td>
<td>The Admission Committee has completed a thorough review of your application and would like to request that you submit the following additional information before a final review is completed:</td>
</tr>
<tr>
<td>UMS02</td>
<td>CDOCS</td>
<td>COND - Documents</td>
<td>Y</td>
<td>Your admission is contingent on the receipt of _____(overwrite here to indicate the documents needed)</td>
</tr>
<tr>
<td>UMS02</td>
<td>CFL</td>
<td>COND - Foreign Language</td>
<td>Y</td>
<td>Because you have not completed two years of the same foreign language prior to your admission, you will be required to complete two semesters of the same foreign language as part of your academic work here at UMF.</td>
</tr>
<tr>
<td>UMS02</td>
<td>FINAL</td>
<td>DDEF - Final Grades</td>
<td>Y</td>
<td>The Admission Committee has completed a thorough review of your application and would like to request that you submit your final high school grades before a final review is completed.</td>
</tr>
<tr>
<td>UMS02</td>
<td>FSEM</td>
<td>DDEF - First Semester Grades</td>
<td>Y</td>
<td>The Admission Committee has completed a thorough review of your application and would like to request that you submit your first semester grades before a final review is completed.</td>
</tr>
<tr>
<td>UMS02</td>
<td>INTV</td>
<td>COND - Interview</td>
<td>Y</td>
<td>The Admission Committee has completed a thorough review of your application and would like to request that you contact the admission office at 207-778-7050 to make an appointment for an interview.</td>
</tr>
<tr>
<td>UMS02</td>
<td>STGR</td>
<td>COND 2nd Trimester Grades</td>
<td>Y</td>
<td>The Admission Committee has completed a thorough review of your application and would like to request that you submit your second trimester grades before a final review is completed.</td>
</tr>
<tr>
<td>UMS04</td>
<td>GEN1</td>
<td>General Admissions Comment 1</td>
<td>Y</td>
<td>Type general comment here</td>
</tr>
<tr>
<td>UMS05</td>
<td>DESTR</td>
<td>File Destroyed</td>
<td>N</td>
<td>The admissions application has been destroyed.</td>
</tr>
<tr>
<td>UMS05</td>
<td>GCOND</td>
<td>Grad Conditional Admit Offer</td>
<td>Y</td>
<td>Enter conditional admit text for letter here...</td>
</tr>
<tr>
<td>UMS05</td>
<td>GEN</td>
<td>General Admissions Comment</td>
<td>N</td>
<td>Note general comments here. Sample include phone calls with a guidance counselor.</td>
</tr>
</tbody>
</table>

Effective Date: July 31, 2006
Updated: 02/14/2006
Admission is contingent upon receipt of a final transcript from...

Admission is contingent upon receipt of a letter of recommendation.

Your admission is contingent upon receipt of official

Your admission is contingent upon proof of completion of your undergraduate degree program. Please send an official transcript showing completion of your degree as soon as one is available.

Admission is contingent upon receipt of your test scores.

You might want to consider....

Because of your outstanding academic record you are....

This decision was made more difficult given your family ties to the University.

In order to be admitted into the music program you must pass an audition. Please contact the Music Department at (207)581-4704.

You are missing the following requirement of

No Show - Destroy file in 2 years

All nursing applicants are placed in this program and will be notified of your status in the nursing program between February 15th and March 1st.

Your admission to the University of Maine is contingent upon verification of your financial documents.

Type in your PS here

This code is used to identify accepted applicants who will not be given a merit scholarship at the time of decision but should be considered at a later date

Track student performance

In addition, you have been accepted as a Pre-TEAMS candidate to the Teachers for Elementary and Middle Schools (TEAMS) program. To ensure your initial and continued success at USM, you have been designated a Pre-TEAMS candidate. Though you do not currently meet all admission requirements for the TEAMS program, your academic credentials and exhibited dedication to the field of teaching indicate your potential for success in the TEAMS program. Therefore, as a Pre-TEAMS candidate, you will be eligible to enroll in TEAMS courses and will be assigned a TEAMS faculty advisor who will work with you to meet all entry requirements. Within the next few weeks you will receive further information from the TEAMS Department regarding your status.
Based on a careful review of your academic credentials, you have not been admitted into the Teachers for Elementary and Middle Schools (TEAMS) program. Please understand that the number of spaces in this program is limited. Admission to TEAMS is very selective based on the large pool of qualified applicants. Students currently enrolled at USM have the opportunity to apply for the TEAMS program after beginning their studies at the university. Our hope is that you will consider enrolling at USM in anticipation of applying to the TEAMS program again or pursuing an alternate pathway to elementary (K-8) teacher certification described in the enclosed pamphlet.

Please understand that you have not been selected for the Teachers for Elementary and Middle Schools (TEAMS) program at this time. We would like to inform you however that you have been placed on a wait list to be admitted to the TEAMS program. Because the number of spaces in this program is limited, admission to the program is very selective. You can expect to hear from the Teacher Education Department soon regarding your status on the wait list.

Please understand that you have not been admitted into the Teachers for Elementary and Middle Schools (TEAMS) program. Because the number of spaces in this program is limited, admission to the program is very selective based on a large pool of qualified applicants. Our hope is that you will consider some of the other pathways for pursuing elementary education described in the enclosed brochure.

If the first choice major is one which USM does not offer, that major should be coded in the long description field. If the first choice major is one which USM offers, but from which the applicant is denied, this major should be effective dated with an admission action type of deny in the application maintenance area.

Please understand that once you pass your music audition, you will become a music major.

Code is used to notify admits interested in accelerated nursing that they have not been admitted to the accelerated nursing program, BUT have been admitted as a nursing or nursing candidate.
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMS06</td>
<td>NNUR Not NUR-admit NUC</td>
<td>N</td>
</tr>
<tr>
<td>UMS06</td>
<td>OFFER Offer Letter</td>
<td>N</td>
</tr>
<tr>
<td>UMS06</td>
<td>RCOA Recommended Course of Action</td>
<td>N</td>
</tr>
<tr>
<td>UMS06</td>
<td>TEAMS TEAMS applicant</td>
<td>N</td>
</tr>
<tr>
<td>UMS07</td>
<td>COND Conditional - Other</td>
<td>Y</td>
</tr>
<tr>
<td>UMS07</td>
<td>DEFER Defer to a Future Semester</td>
<td>N</td>
</tr>
<tr>
<td>UMS07</td>
<td>DOCS Conditional - Documents</td>
<td>Y</td>
</tr>
<tr>
<td>UMS07</td>
<td>FILE Nonconditional for file only</td>
<td>Y</td>
</tr>
<tr>
<td>UMS07</td>
<td>GENRL General Admissions Comment</td>
<td>N</td>
</tr>
<tr>
<td>UMS07</td>
<td>INTV Conditional Interview</td>
<td>Y</td>
</tr>
<tr>
<td>UMS07</td>
<td>LETR Nonconditional for communicatn</td>
<td>Y</td>
</tr>
<tr>
<td>UMS07</td>
<td>RECNS Reconsideration of Admissions</td>
<td>Y</td>
</tr>
</tbody>
</table>

- **UMS06 NNUR Not NUR-admit NUC**: Code is used to notify admits interested in nursing that they have not been admitted to the nursing program, but have been admitted as a nursing candidate.
- **UMS06 OFFER Offer Letter**: Offer Letter - Letter notifying admit that they have been admitted undeclared instead of admitted into first or second choice major.
- **UMS06 RCOA Recommended Course of Action**: Recommended Course of Action.
- **UMS06 TEAMS TEAMS applicant**: Code used to identify TEAMS applicant.
- **UMS07 COND Conditional - Other**: Please note that in order to finalize your status as a _____ major, you must __________________________.
- **UMS07 DEFER Defer to a Future Semester**: Comments about deferral to a future semester.
- **UMS07 DOCS Conditional - Documents**: Your admission is contingent on our receipt of ___(overwrite here to indicate the documents needed)___.
- **UMS07 FILE Nonconditional for file only**: (Enter the comment you wish to write to file here; this will be purged when the student is accepted and attends, or upon completion of the waiting period after which the student is required to reapply).
- **UMS07 GENRL General Admissions Comment**: Note general comments here. Sample include phone calls with a guidance counselor.
- **UMS07 INTV Conditional Interview**: The Admission Committee has completed a thorough review of your application and would like to request that you contact the admission office at (207)768-9532 to make an appointment for an admission interview before a final review is completed.
- **UMS07 LETR Nonconditional for communicatn**: (Enter the communications you wish to relay to student here).
- **UMS07 RECNS Reconsideration of Admissions**: We are currently reconsidering your application for admission for the following reason:

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**Source Documents**

- Decision Sheet

**Security Roles**

- Maintained by:
  - S_RA_SUPERUSER
  - S_RA_LEADER
  - S_RA_DATA_ENTRY
  - S_RA_EVALUATOR

- APPROVED and Tested by Admissions on February 14, 2006

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**Effective Date**: July 31, 2006

**Updated**: 02/14/2006

**Retro AR 026 Admission Comments**

Learning Solutions 8.90.01

Page 6 of 6