

# 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**

<b>ID:</b>	begins with ▾	0137108	🔍
<b>Academic Institution:</b>	= ▾	UMS07	🔍
<b>Academic Career:</b>	begins with ▾	UGRD	🔍
<b>Student Career Nbr:</b>	= ▾		
<b>National ID:</b>	begins with ▾		
<b>Campus ID:</b>	begins with ▾		
<b>Last Name:</b>	begins with ▾		
<b>First Name:</b>	begins with ▾		

Case Sensitive

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.

## Step 2: Entering Admission Comment Data

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

- 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  when you have finished entering data on this page.

Institution	Adm Comment Cd	Descr	In Offer	Descr
UMS01	GEN1	General Comment 1	N	
UMS01	GEN2	General Comment 2	N	
UMS01	GEN3	General Comment 3	N	
UMS02	ADD	DDEF - Additional Information	Y	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:
UMS02	CDOCS	COND - Documents	Y	Your admission is contingent on the receipt of _____(overwrite here to indicate the documents needed)
UMS02	CFL	COND - Foreign Language	Y	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.
UMS02	FINAL	DDEF - Final Grades	Y	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.
UMS02	FSEM	DDEF - First Semester Grades	Y	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.
UMS02	INTV	COND - Interview	Y	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.
UMS02	STGR	COND 2nd Trimester Grades	Y	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.
UMS04	GEN1	General Admissions Comment 1	Y	Type general comment here
UMS05	DESTR	File Destroyed	N	The admissions application has been destroyed.
UMS05	GCOND	Grad Conditional Admit Offer	Y	Enter conditional admit text for letter here...
UMS05	GEN	General Admissions Comment	N	Note general comments here. Sample include phone calls with a guidance counselor.

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UMS05	GFILE	Grad Secure Admit Comment	N	
UMS05	GFTR	Final Transcript	Y	Admission is contingent upon receipt of a final transcript from...
UMS05	GLREC	Letter of Recommendation	Y	Admission is contingent upon receipt of a letter of recommendation.
UMS05	GPROV	Grad Provisional Admit Offer	Y	Your admission is contingent upon receipt of official
UMS05	GTENT	Grad Tentative Admission Offer	Y	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.
UMS05	GTEST	Test Scores	Y	Admission is contingent upon receipt of your test scores.
UMS05	HCON	Consider the Honors College	Y	You might want to consider....
UMS05	HOFF	Honors College Offer	Y	Because of your outstanding academic record you are....
UMS05	LEGNO	Legacy Denial	Y	This decision was made more difficult given your family ties to the University.
UMS05	MAUD	Music Audition	Y	In order to be admitted into the music program you must pass an audition. Please contact the Music Department at (207)581-4704.
UMS05	MISS	Missing High School Unit	Y	You are missing the following requirement of
UMS05	NOSHO	No Show-Destroy File in 2 Yrs	N	No Show - Destroy file in 2 years
UMS05	NURS	Nursing Waitlist	Y	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.
UMS05	OIP	Financial Documents	Y	Your admission to the University of Maine is contingent upon verification of your financial documents.
UMS05	PS	Add a PS to a letter	Y	Type in your PS here
UMS05	SCON	Consider for Merit Scholarship	N	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
UMS05	TRACK	Track student success	N	Track student performance
UMS06	ADVIS	Advising Comment	Y	
UMS06	CRED	Too many credits indicator	Y	Major Sheet
UMS06	EARLY	Early Admit	Y	
UMS06	EDU2	EDU2 - PreTEAMS candidate	Y	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.

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UMS06	EDU3	EDU3 - Reg admit, not to TEAMS	Y	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.
UMS06	EDU4	EDU4 - TEAMS waitlist	Y	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.
UMS06	EDU5	EDU5 - CND, Not to TEAMS	Y	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.
UMS06	EDU6	Reg admit - No TEAMS	Y	
UMS06	EDU7	GO Admit - No TEAMS	Y	
UMS06	GEN1	General Comment 1	Y	
UMS06	GEN2	General Comment 2	Y	
UMS06	GEN3	General Comment 3	Y	
UMS06	HONOR	Honors application offer	Y	
UMS06	MAJF	First Choice Major	N	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.
UMS06	MDEP	Music Audition	Y	Please understand that once you pass your music audition, you will become a music major.
UMS06	NNUA	Not admit NUA-admit NUR/NUC	N	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

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## University of Maine System Student Administration Process

UMS06	NNUR	Not NUR-admit NUC	N	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	N	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	N	Recommended Course of Action
UMS06	TEAMS	TEAMS applicant	N	Code used to identify TEAMS applicant
UMS07	COND	Conditional - Other	Y	Please note that in order to finalize your status as a _____ major, you must _____.
UMS07	DEFER	Defer to a Future Semester	N	Comments about deferral to a future semester....
UMS07	DOCS	Conditional - Documents	Y	Your admission is contingent on our receipt of ___(overwrite here to indicate the documents needed)___
UMS07	FILE	Nonconditional for file only	Y	(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	GeneralAdmissions Comment	N	Note general comments here. Sample include phone calls with a guidance counselor.
UMS07	INTV	Conditional Interview	Y	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	Y	(Enter the communications you wish to relay to student here)
UMS07	RECNS	Reconsideration of Admissions	Y	We are currently reconsidering your application for admission for the following reason:  _____

## Source Documents

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Decision Sheet

## Security Roles

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Maintained by:  
S\_RA\_SUPERUSER  
S\_RA\_LEADER  
S\_RA\_DATA\_ENTRY  
S\_RA\_EVALUATOR

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