

Updating Applications

Basis of Admission

Description

This script will describe how to assign basis of admission codes to applicants. You can also print the basis of admission on admission offer letters and transcripts. **The University of Maine System is currently planning to use this functionality only for EXCEPTIONS to regular admission standards or decisions.** Certain fields from this page are attached to the ADMA and ADMP administrative functions and are available as merge fields for all letters. The system extracts and attaches up to three bases of admissions.

Process Steps

Navigation:

**Student Admissions > Application Evaluation > Application Decisions > Basis of Admission
Records and Enrollment > Career and Program Information > Basis of Admission**

Step 1: The Basis of Admission Search Page

Follow the above navigation to bring up the Basis of Admission 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.

Basis of Admission

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="0137108"/>	
Academic Institution:	= ▾	<input type="text" value="UMS07"/>	
Academic Career:	begins with ▾	<input type="text" value="UGRD"/>	
Student Career Nbr:	= ▾	<input type="text"/>	
National ID:	begins with ▾	<input type="text"/>	
Campus ID:	begins with ▾	<input type="text"/>	
Last Name:	begins with ▾	<input type="text"/>	
First Name:	begins with ▾	<input type="text"/>	

Case Sensitive

Search
Clear
Basic Search
Save Search Criteria

- 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 Basis of Admission Data

You will be presented with the Basis of Admission page, below.

Basis of Admission

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
Academic Institution: UMS07

Academic Career: Undergraduate **Student Career Nbr:** 0

Find | View All First 1 of 1 Last

*Basis of Admission:	<input type="text"/>		
Application Nbr:	<input type="text"/>	Application Program Nbr:	<input type="text"/>
*Admit Term:	<input type="text"/>	Academic Program:	<input type="text"/>
Begin Date:	<input type="text" value="02/09/2006"/>	<input type="checkbox"/> Include in Offer	
End Date:	<input type="text"/>	<input type="checkbox"/> Include in Transcript	
Long Description:	<input style="width: 100%; height: 40px;" type="text"/>		

- 2.1 **Basis of Admission** Select a basis of admission code from the list of valid values.
- 2.2 **Application Nbr** (application number) Select an application number to assign the basis of admission to a specific application. (optional)
- 2.3 **Application Program Nbr** (application program number) Select an application program number to assign the basis of admission to a specific program. (optional)
- 2.4 **Admit Term** Select the individual's admit term. If an individual was admitted to more than one academic program, he or she could have multiple admit terms.
- 2.5 **Academic Program** Select the individual's academic program to which you want to apply the basis of admission. (optional)
- 2.6 **Begin Date** The default for the begin date is today's date.
- 2.7 **End Date** Enter the date that you want this basis of admission to be no longer valid. If you run the offer letter or transcript after this date it will not appear even if you have selected the Include in Offer check box.
- 2.8 **Include in Offer** Select this check box to make the code, description, short description, and long description available for inclusion in 3C communications. The system automatically selects this check box if the **Include in Offer** field on the Basis of Admission setup page is selected for the given basis of admission. You can change the setting for this applicant here.
- 2.9 **Include in Transcript** Select this check box to make the code and long description available for printing on the student's transcript. The system automatically selects this check box if the **Include in Transcript** field on the Basis of Admission setup page is selected for the given basis of admission. **The University of Maine System is not planning to use this feature at this time.**
- 2.10 **Long Description** The long description appears from the Basis of Admission setup page. You can change the long description for this person here. The long description should clearly state the basis for admission.
- 2.11 Repeat steps 2.1 – 2.10 if you need to record an additional basis of admission for this applicant, either for one application, multiple application programs, or multiple applications.

2.12 Click  Save when you have finished entering data on this page.

Source Documents

Action forms, Review forms

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