

## Banner 9: Admissions Status

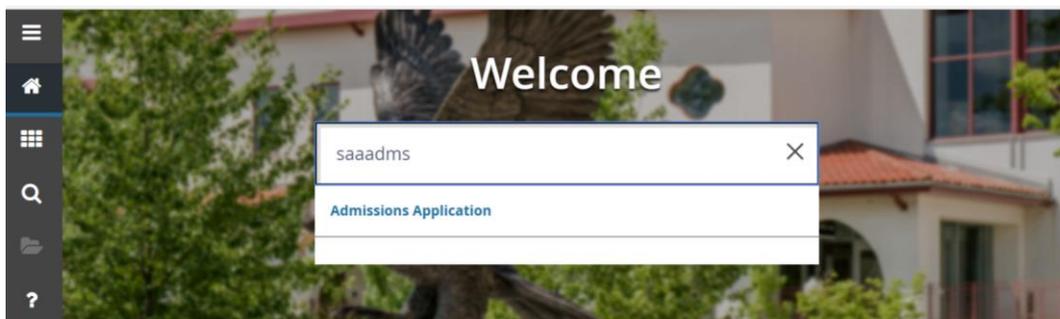
**SAAADMS** – The Admissions Application Form which is used to enter and maintain admissions application and checklist items. It will provide details on a student’s application to the University and shows if a student has multiple applications

**SAASUMI** – The Admissions Application form. It is used to view a summary of the admissions applications for a student.

**SOATEST** – The Test Score Information form which is used to record and maintain test score information.

### Accessing the Admissions Application (SAAADMS) Form

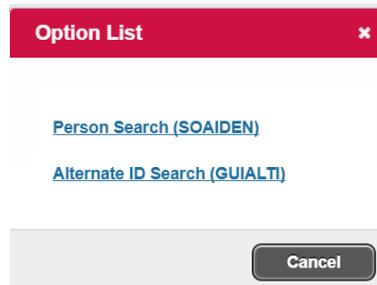
1. Navigate to the **SAAADMS** form from the Landing Page



2. Click the **Search** lookup in the ID field

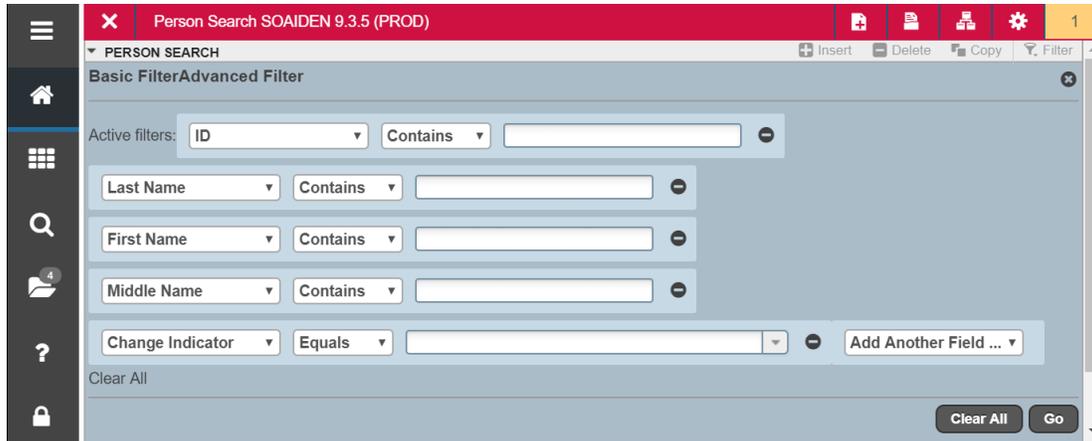


3. Click **Person Search** in the Option List

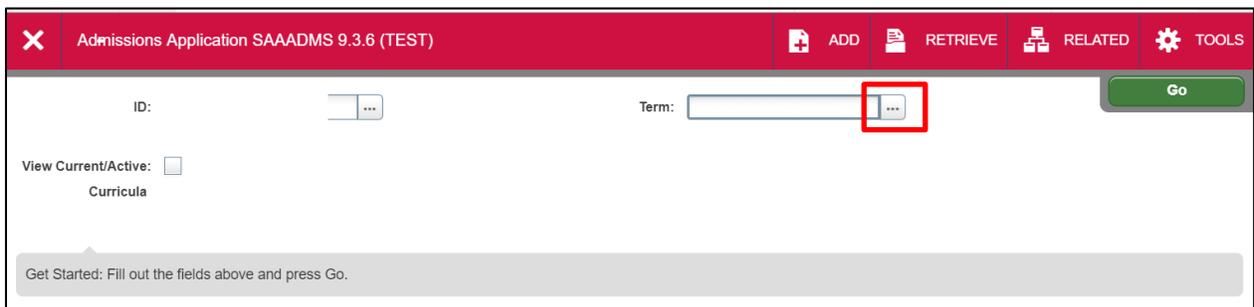


This will open the **SOAIDEN** Person Search form.

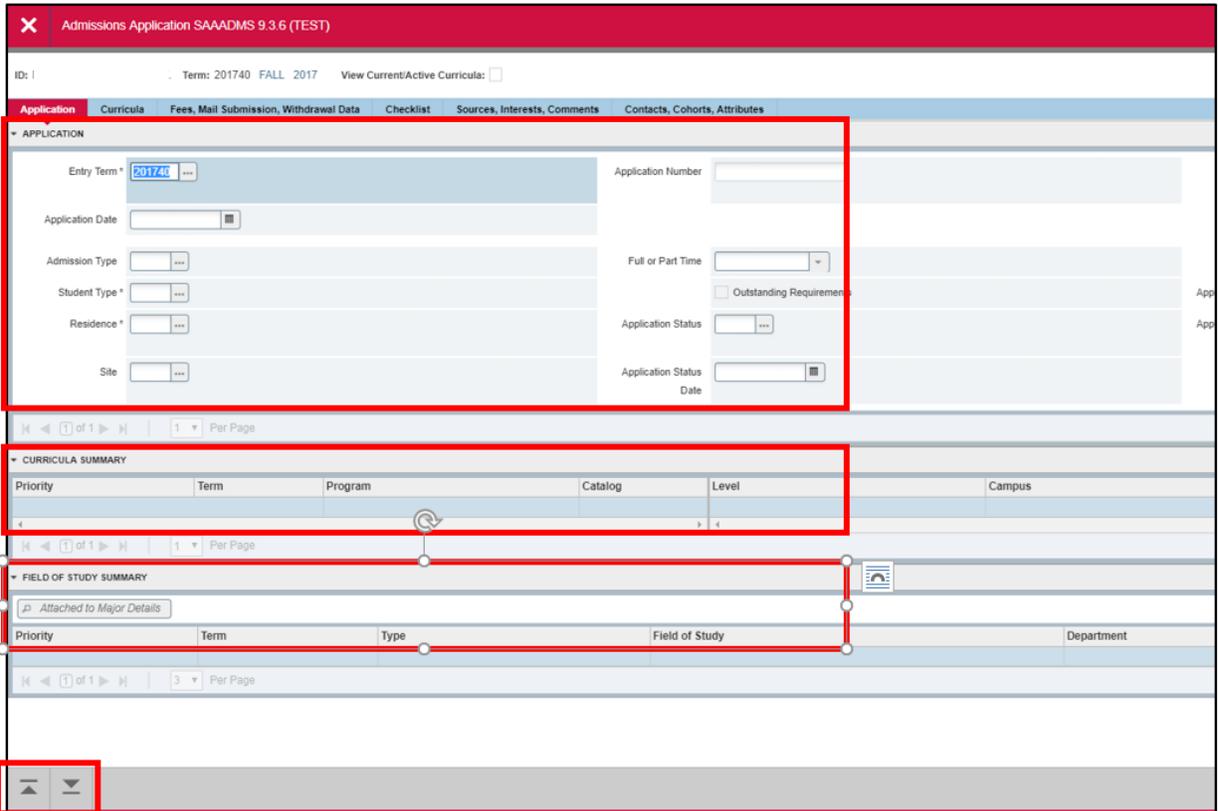
1. Enter the search criteria in the appropriate field(s)
2. Click **Go** to execute the query



3. In the Person Search results, double-click in the ID field of the person you are searching for or click on the ID field and click **SELECT**
4. Click **Go**
5. Click the **Search** lookup in the **Term** field to select a term or click **GO** to see all applications.



There are 3 sections under the Application tab (**Application**, **Curricula Summary** and **Field of Study Summary**). Use the **Previous Section** and **Next Section** buttons to navigate.



## Viewing a List of Items Received for a Student's Application (Checklist)

1. Click the **Checklist** tab

### About the Checklist Summary Block

This form lists all the mandatory and non-mandatory items that are required to review the application selected. Each row of the checklist represents a different item and each item may have the following information:

**Admission Request:** Code that is used to identify each individual checklist item.

**Description:** Brief description of the code mentioned previously.

**Received Date:** Displays the date that the item was received by MSU Admissions.

**Item:** Identifies the source if the checklist item is required from a specific course such as an institution.

**Item Description:** Displays additional comments about the relevant checklist item.

**Mandatory Indicator:** Checkbox that indicates whether the associated checklist item is mandatory for admission.

**Print Indicator:** Checkbox that indicates whether the item specified should be printed on the checklist items letter.

## Accessing Admissions Application Summary (SAASUMI) Form

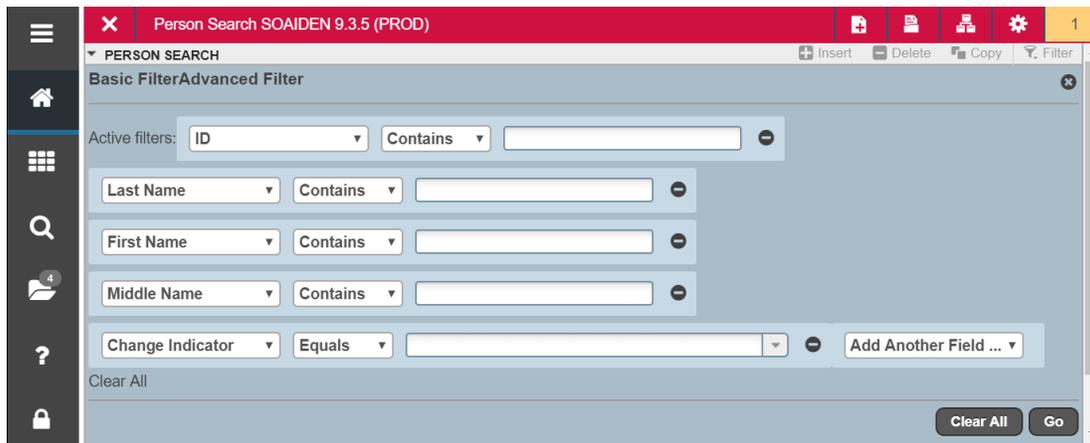
1. Navigate to the **SAASUMI** form from the Landing Page
2. Click the **Search** lookup in the ID field



A screenshot of the SAASUMI form showing the ID field. The ID field is empty and has a search icon (three dots) to its right, which is highlighted with a red box. A green 'Go' button is visible to the right of the ID field.

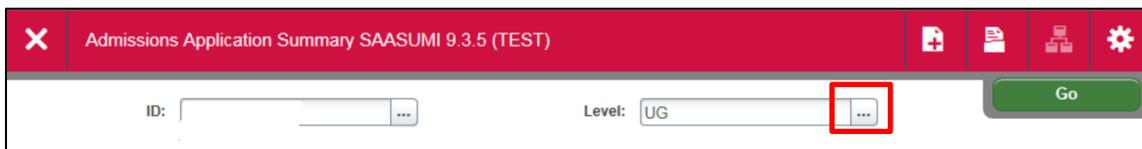
This will open the **SOAIDEN** Person Search form.

1. Enter the search criteria in the appropriate field(s)
2. Click **Go** to execute the query



A screenshot of the SOAIDEN Person Search form. The form has a red header bar with the text 'Person Search SOAIDEN 9.3.5 (PROD)'. Below the header, there are tabs for 'Basic Filter' and 'Advanced Filter'. The 'Basic Filter' tab is active, showing several filter fields: 'ID' (Contains), 'Last Name' (Contains), 'First Name' (Contains), 'Middle Name' (Contains), and 'Change Indicator' (Equals). There is a 'Clear All' button and a 'Go' button at the bottom right.

3. In the Person Search results, double-click on the ID field of the person you are searching for or click on the ID field and click **SELECT**
4. From the SAASUMI form click the **Search** in the Level field for a listing of codes



A screenshot of the SAASUMI form showing the Level field. The Level field is set to 'UG' and has a search icon (three dots) to its right, which is highlighted with a red box. A green 'Go' button is visible to the right of the Level field.

5. Select a Code and click **OK**

Level Code Validation (STVLEVL)					
Criteria <input type="text"/>					
Code	Description	CEU	VR Msg	Sys Req	Activity Date
00	Undeclared	N		Y	08/30/2016
CE	Continuing Education	Y			01/03/1995
DC	Doctoral	N			08/30/2016
GR	Graduate	N			08/30/2016
UG	Undergraduate	N			08/30/2016
XG	Gifted and Talented	N			10/21/2014

1 of 1 | 10 Per Page | Record 1 of 6

Cancel OK

6. Click **GO** to execute the query
7. Navigate through the sections using the **Next Section** and **Previous Section** buttons

## Accessing the Test Score Information (SOATEST) Form

1. Navigate to the **SOATEST** form from the Landing Page
2. Click the **Search** lookup in the ID field
3. Enter the search criteria in the appropriate field(s)
4. Click **Go** to execute the query
5. In the Person Search results, double-click on the ID field of the person you are searching for or click on the ID field and click **SELECT**
6. Click **GO**

Test Score Information SOATEST 9.3.6 (TEST)																							
ID: <input type="text"/>																							
<table border="1"> <thead> <tr> <th>Test Code *</th> <th>Description</th> <th>Test Score *</th> <th>Test Date *</th> </tr> </thead> <tbody> <tr> <td>LTSP</td> <td>Spanish Placement Test</td> <td>367</td> <td>10/15/2017</td> </tr> <tr> <td>LPSP</td> <td>Spanish Language Placement</td> <td>3</td> <td>10/15/2017</td> </tr> <tr> <td>MEA</td> <td>MSU Elem. Algebra</td> <td>0001</td> <td>11/23/2016</td> </tr> <tr> <td>MRC</td> <td>MSU Pre-College Reading</td> <td>0001</td> <td>11/23/2016</td> </tr> </tbody> </table>				Test Code *	Description	Test Score *	Test Date *	LTSP	Spanish Placement Test	367	10/15/2017	LPSP	Spanish Language Placement	3	10/15/2017	MEA	MSU Elem. Algebra	0001	11/23/2016	MRC	MSU Pre-College Reading	0001	11/23/2016
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## Additional Information about the SOATEST form

In the middle of the form you will see several tabs: **Test Scores (1)**, **Test Scores (2)** and **Test Scores (3)**. The following will explain the kinds of information you can see under each tab.

Test Scores	Explanation
<b>Test Scores (1)</b>	<p>Admission Request – Items requested through Admissions. Click the search icon to access a listing of request codes.</p> <p>Source – Indicates the source used to enter the associated test scores for example data load or self-reported.</p> <p>Equivalency Indicator – This checkbox is used to indicate whether an equivalency was created for that test score.</p> <p>Revised or Recentered – The code indicates whether the scores have been recentered, revised or both.</p>
<b>Test Scores (2)</b>	<p>Administration Type – Indicates method used to administer test.</p> <p>Purpose – Indicates purpose or reason for taking the test.</p> <p>Form – Test form code.</p> <p>Accommodation – Indicates whether special accommodations were made for this test and student.</p> <p>Instrument – Indicates the instrument used to take the test.</p>
<b>Test Scores (3)</b>	<p>Term – Indicates the term during which the test score information was recorded, or the term for which the person is applying.</p> <p>Application number – Indicates the application which is associated with the test scores.</p> <p>Release Indicator – The checkbox indicates whether the person has authorized the release of information to other parties.</p> <p>Instrument ID – Records the document # used by the person for a test.</p>