# 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.

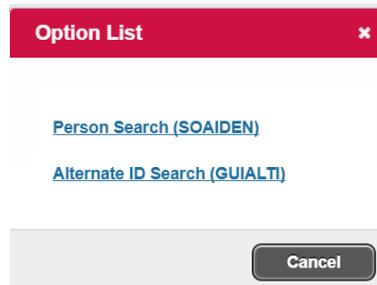## Accessing the Admissions Application (SAAADMS) Form

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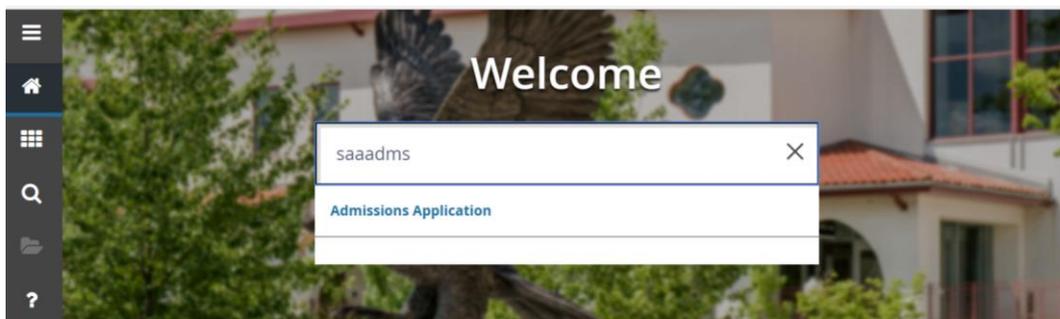
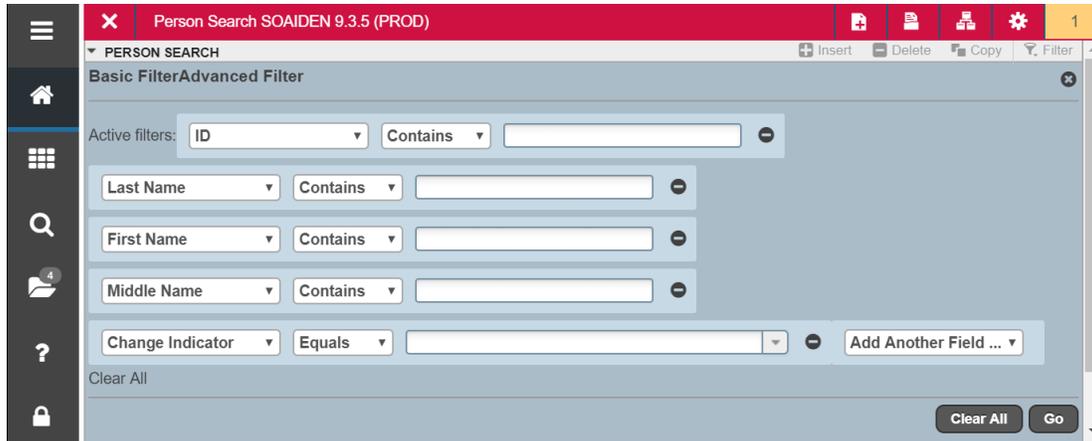2. Click the **Search** lookup in the ID field

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.
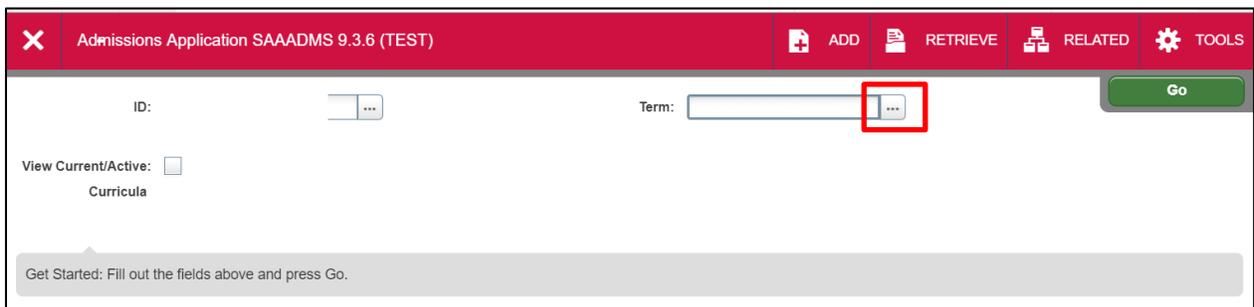
There are 3 sections under the Application tab (**Application**, **Curricula Summary** and **Field of Study Summary**). Use the **Previous Section** and **Next Section** buttons to navigate.
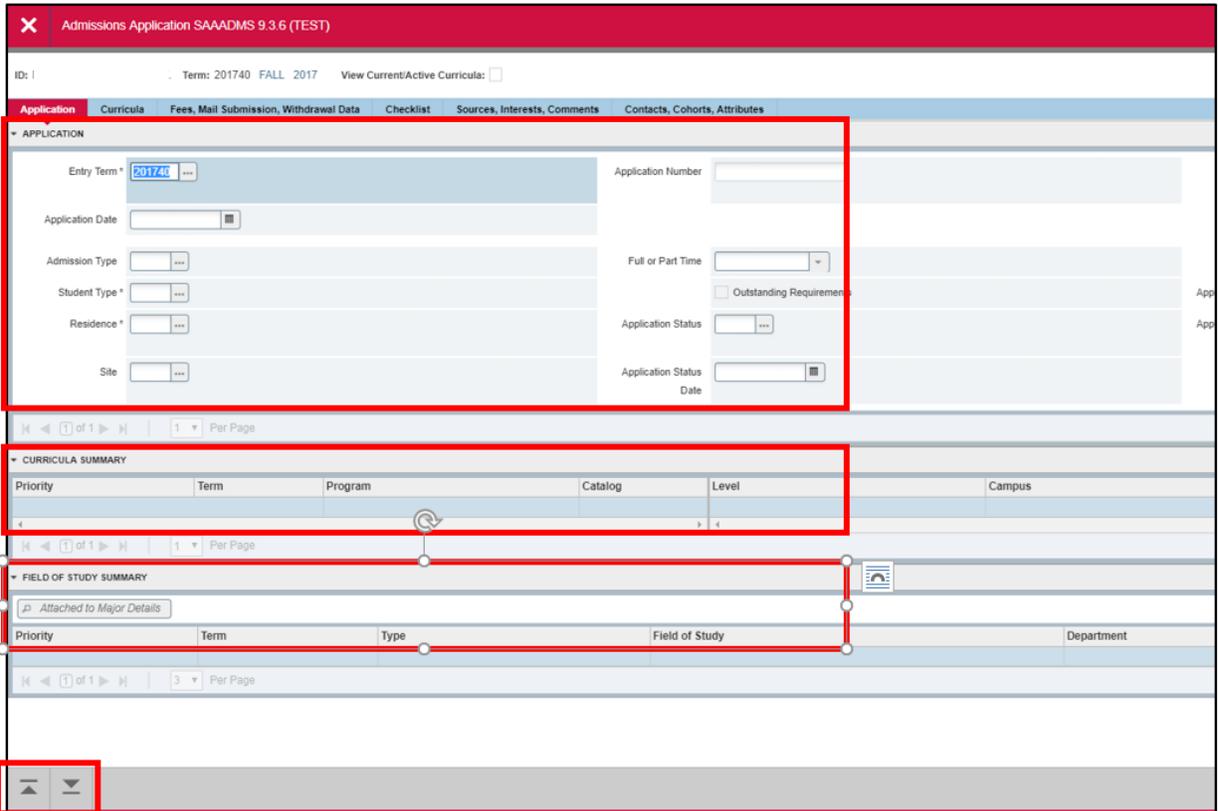
Viewing a List of Items Received for a Student's Application (Checklist)

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.

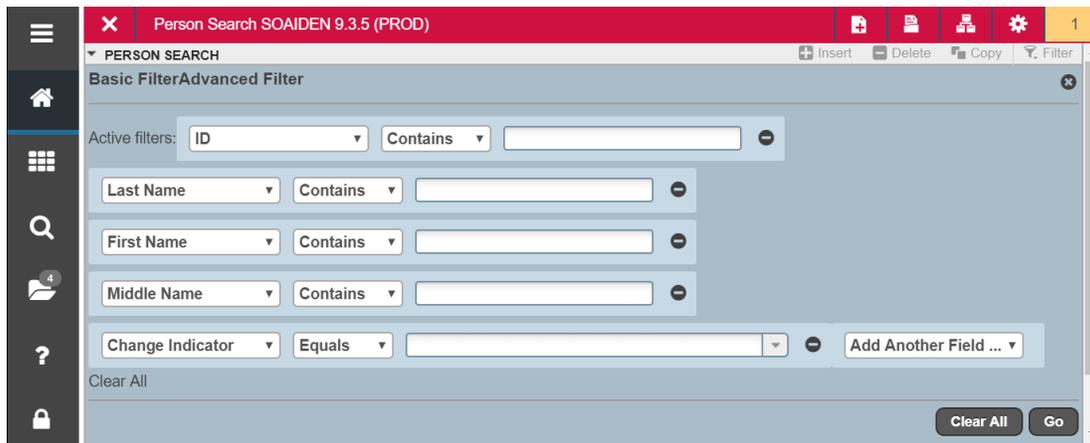## Accessing Admissions Application Summary (SAASUMI) Form

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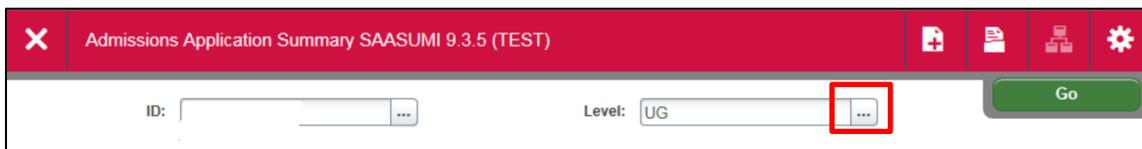2. Click the **Search** lookup in the ID field

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 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

5. Select a Code and click **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**

Additional Information about the SOATEST form

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