BANNER
Student

Language Schools
Applicant Entry/
Assigning Decisions
Quickflow (LSAP)

Information Services
The LSAP Quickflow Forms
You can record information on persons applying to the Language Schools using the LSAP Quickflow to access the following forms:

- Admissions Application Form (SAAADMS)
- Identification Form (SPAIDEN)
- General Person Form (SPAPERS)
- E-mail Address Form (GOAEMAL)
- Prior College Information Form (SOAPCOL)

You can use (Rollback) or (Previous Block or +) to return to previous blocks, or screens within a form.

Note: Consult Appendix A for data values allowed in some important information fields.

Opening The LSAP Quickflow (to enter 1 Applicant)
When the main menu (GUAGMNU) appears, open the LSAP Quickflow:
  a. Type LSAP in the Direct Access field.
  b. Press Enter. SAAADMS opens with your cursor in the ID field.

Opening The LSAP Quickflow (to enter multiple Applicants)
When the main menu (GUAGMNU) appears, go to the Quickflow menu:
  c. Type GUAQFLW in the Direct Access field.
  d. Type LSAP in the Quickflow field.
  e. Press START.
  f. SAAADMS opens.

To exit a Quickflow before finishing:
  1. From the File menu, choose Exit QuickFlow.
Two Paths through the Quickflow

The way in which you proceed through the Quickflow will vary depend on whether or not the student is already in the system.

1. Perform a name search in the SAAADMS Key Block:
   a. Press Tab and then enter the last name of the applicant. **Note:** “%” can be used as a wildcard in searches.
   b. Press Enter.
     - If the person already has a record, their ID number and full name is displayed.
     - If similar names appear, you should narrow search by checking address, telephone, e-mail, birthdate, etc.
     - If the person does not have a record in our database, the error “Error Name is invalid” appears in the Auto Help Line.

If the student does not yet exist in the system:
   a. Click X or Alt + F4 (Exit). The LSAP Quickflow will open SPAIDEN
   b. **Follow directions beginning on page 7 of this document.**

If you find that the student exists in the system
   a. Click Edit or press Ctrl + Page Down (Next Block).
   b. To see if student is already an applicant and to which program they have applied, check **Entry Term** and **Program** fields. If it’s the same program and term do not proceed. If it’s a different program and/or term, press the down arrow key ↓ to create a new record.
   c. For returning students, follow the same procedures as in b above.
   d. **Follow the directions beginning on page 3 of this document.**
Enter the **Entry Term**.

1. **Tab** to the **Admission Type** field, enter language school level (See appendix).
2. **Tab** to the **Student Type** field and enter appropriate code (See Appendix).
3. **Tab** to the **Residency** field and enter “0” (Undeclared).
4. **Tab** to the **Site** field and enter appropriate site code (Enter the site where the student will be studying, if the student will be doing a year abroad as part of a graduate program)
5. Click or press **Ctrl** + **Page Down** (Next Block) to **Curricula**.
1. **Tab** to the **Program** field and enter proper program code. (See appendix).

2. **Tab** and the rest of the fields will autofill.

3. Click **(Save)** or press **F10**.
   The Communications Plan Window will open. De-activate the Recruiting Communications Plan (LSRC) by clicking the **Active** check box so it is no longer checked.
5. Click (Save) or press F10.
6. Click “Return”.
7. Click on the tab Fees, Mail Submission, Withdrawal Data.
8. Click on **Application Fee or Waiver**. Enter “W”

9. **Tab** to **Application Fee Waiver** application fee code “PD” (application fee paid) or FW (application fee waived).

10. **Tab** to **Application Fee Rate** (see appendix for Rate Codes)

10. Click **Ctrl** or press **Page Down** (Next Block). Enter “I” (Initial Term) or “R” (Returning) in the **Session** field.

11. Click ** Save** or press **F10**.

12. Click on **Sources, Interests, Comments**.

13. Click on **Contacts, Cohorts, Attributes**. In the **Attributes** field, enter financial aid rating code, special programs code (HBCU, FBI, etc.) and/or teacher occupation code. (see appendix for attribute codes)

16. **X** or **Alt** + **F4**. The LSAP Quickflow opens SPAIDEN.
2. Perform a name search to determine if there is a record for this person already:
   a. Press **Tab** and then enter the last name of the applicant. **Note:** “%” can be used as a wildcard in searches.
   b. Press **Enter**.
      - If the person already has a record, their ID number and full name is displayed.
      - If similar names appear, you should narrow search by checking address, telephone, e-mail, birthdate, etc.
      - If the person does not have a record in our database, the error “Error Name is invalid” appears in the Auto Help Line.

3. If the name is not found, click the Generate ID button.

4. Click **Page Down** (Next Block) to **Current Identification**.

5. In the **Last Name** field, type the last name of the applicant.
6. Press Tab, in the **First Name** field, type the first name of the applicant.

7. Tab to **Middle Name** field, type the middle name.

8. Tab to **Prefix**, type appropriate prefix.

9. Click **Save** or press F10.

10. Click or press Ctrl + Page Down (Next Block) 2 times or click on **Address** tab.

11. See “Helpful Hints” for duplicating addresses.

12. Tab to **Address Type**, enter LS for Language Schools address.

13. Tab enter the street address of the applicant in **Street Line 1, 2, 3**.

14. Tab to **ZIP or Postal Code**. **Note for U.S. address**: by entering Street address and zip, the city and state will auto-fill. Do not put USA in **Nation**. Double-check that the auto-filled **City** is correct.
15. **Tab** to **Telephone Type**. Enter applicant’s telephone number. (If more than one phone number exists, **Tab** to **Telephone** to enter second phone number.)

16. To enter more than one address (Language Schools address) Enter date the address is good until in **To Date** and **From Date** fields in the first address. (Example: If the address is good until May 15 enter the current date in **To Date** and May 16 in **From Date**.) Then, to create second mailing address, use the down arrow key to create a blank record and follow instructions 11-14.

17. Click or press **Ctrl** + **Page Down** (Next Block) 2 times or click on **Biographical** tab.

---

1. Click the appropriate **Gender** radio button.

2. **Tab** to **Birth Date**, enter the applicant’s date of birth. Date can be entered in any of the following formats: 082084, 08-20-84, or 20-AUG-1984.

3. **Tab** to **SSIN/SIN/TIN**, enter the Social Security Number of the applicant.

4. **Tab** to **Citizenship**, indicate citizenship status.
5. **Tab** to **Marital Status**, identify marital status, if known.

6. **Tab** to **Ethnicity**, choose proper code (if applicable).

7. **Tab** to **New Ethnicity**, choose proper code (if applicable).

8. Click **(Save)** or press **F10**.

9. Click **or press **Ctrl** + **Page Down** (Next Block) or click on **E-mail** tab.

---

1. In the **E-mail Type** field, type **REC1** (for Primary Recruiting).

2. **Tab** to **E-mail Address**, type applicant’s e-mail address.

3. If more than one e-mail address, use down arrow key for next record and use type **REC2**.

4. Click **(Save)** or press **F10**.

5. Click **X** or **Alt** + **F4** 2 times to **SOAPCOL** (Prior College Form).
1. Click or press Ctrl + Page Down (Next Block).

2. Enter code of college attended, or:
   a. Click the search button or F9 in the Prior College field to open the Source/Background Institution Query-Only Form (SOISGBI).
   b. In the Type field, enter C.
   c. You can enter a query based on any of the fields listed.
   d. Use % for wildcard to better your search. Ex: Univ%Ver% to search for University of Vermont. Hint: The less letters and more wildcards you use, the better your search.
   e. Click or (Execute Query) to view a list of colleges for that search.
   f. Only use the 5 digit CEEB codes. DO NOT use any codes beginning with an “X” or “T”. Codes must be numerical.
   g. Click on C in the Type field of the correct school and click or to select the school.
   h. You will be brought back to SOAPCOL with the college information populated.

3. Click (Save) or press F10
4. Click or press Ctrl + Page Down (Next Block).
5. Enter any degree the student has earned at this college in the Degree field.
6. Enter the year of the degree in Year.
7. Click (Save) or press F10.
8. Click or Alt + E (Exit). You will be brought back to SAAADMS.
Assigning Decisions to Applications
Language Schools

1. On SAAADMS, scroll to the application to which you want to assign a decision. **Note:** It is essential that you be on the proper application. Pay attention to “Entry Term” and “Program 1”.

2. From the “Options” (Alt + O) menu, choose “Assign Decisions to Application”.

3. The Application Summary should appear in the middle of the form. **Double-check to ensure that you are dealing with the proper application.**

4. In the Decision Code field, enter any applicable decisions (see attached list).

5. ✅ (Save) or press F10 to save
6. Click \( \times \) or Alt + F4 (Exit)
Language Schools Decision Codes

Language Schools Actions

AC  Accept
RF  Refusal/Rejected
W+  Waitlist ("best students")
WL  Waitlist ("average students")
W-  Waitlist ("poor students")
WN  Waitlist No Room – We inform students on the wait list that there is no more room.

Student Actions

DP  Deposit Paid
DW  Deposit Waived
NA  Not Coming (Auto) – Cancel after admitted but no response from student
NE  Not Coming (Early) – Cancel before decision made. Student WD’s app.
NC  Not Coming – Cancel after admitted, but before deposit paid.
NF  Not Coming (Forfeit) – Cancel after deposit paid. Deposit forfeited.
NS  No Show – Deposit paid (or waived), but never arrives on campus.
Appendix A – Options For Field Contents

Address Type
LS = Language Schools Rec/Admissions
MA = Mailing address

Citizenship
Y = U.S. Citizen
N = Non-U.S. Citizen
RA = Resident Alien
C = Canadian Citizen
D = Dual Citizen (incl. USA)

Ethnicity
W = White, Non-Hispanic
A = Asian/Pacific Islander
B = Black, Non-Hispanic
H = Hispanic
N = American Indian/Alaska Native
O = Other
U = Unknown

Marital Status
S = Single
M = Married

Term
200860 – Summer 2008

Admit Type
1-7 = LS Level – 7 & 9-week programs
G0 = Non-degree graduate programs
G1-G4 = LS Level - graduate programs

Student Type
B = Both (Summer and Year Abroad)
U = Summer only (Midd UG)
V = Summer Only (non-Midd UG or grads)
Y = Year abroad only
F = Faculty/Staff

Residency
0 = Undeclared

Waiver
PD – Application Fee Paid
FW – Application Fee Waived

Fee Rate
LS3 – 3 week – 1 Unit
LS3A – 3 week 1st half – 2 Units
LS3B – 3 week 2nd half – 2 Units
LS6 – 6 week program
LS62 – 6 week program – 2 Units
LS64 – 6 week program – 4 Units
LS7 – 7 week program
LS9 – 9 week program

Site Codes
001 – France, Paris
010 – Germany, Mainz
011 – Germany, Berlin
020 – Italy, Florence
051 – Russia, Moscow
060 – Spain, Madrid
Attributes

Special Programs
- C3 – Carlos III students
- FBI – FBI
- HBCU - Students from HBCU Schools
- IIPP - Student from IIPP
- MIIS – Monterey students
- MIIS – Students from Mainz
- P3 - Paris III students
- CIA - CIA students
- PPIA - Students from PPIA
- VTT - Vermont Teachers
- WW - Woodrow Wilson students

Teachers
- TCOL – College Teacher/Professor
- TSEC – Secondary Teacher
- TELM – Elementary Teacher
- TOFH – Teaching Asst/Other

Financial Aid (see separate listing for Named Scholarships)
- LS1 – LS Aid – A rating
- LS2 – LS Aid – B rating
- LS3 – LS Aid – C rating
- MA Candidate Summers:
  - LS1 – LS MA Candidate 1st summer
  - LS2 – LS MA Candidate 2nd summer
  - LS3 – LS MA Candidate 3rd summer
  - LS4 – LS MA Candidate 4th summer

Major
- ARBC – Arabic
- CHNS – Chinese
- FREN – French
- GRMN – German
- HBRW – Hebrew
- GRSR – German for Singers
- ITAL – Italian
- JPN – Japanese
- PGSE – Portuguese
- RUSS – Russian
- SPAN – Spanish

Program
- LA6ND – Arabic 6 week graduate ND
- LA9ND – Arabic 9 week
- LC3ND – Chinese 3 week graduate ND
- LC6MA – Chinese 6 week MA
- LC6ND – Chinese 6 week grad Non-degree
- LC9ND – Chinese 9 week
- LF6DML – French 6 week DML
- LF6I – French Internship Abroad
- LF6MA – French 6 week MA
- LF6ND – French 6 week grad non-degree
- LF7ND – French 7 week non-degree
- LG6DML – German 6 week DML
- LG6MA – German 6 week MA
- LG6ND – German 6 week ND
- LG7ND – German 7 week ND
- LH7ND – Hebrew 7 week ND
- LI6DML – Italian 6 week DML
- LI6MA – Italian 6 week MA
- LI6ND – Italian 6 week ND
- LI7ND – Italian 7 week ND
- LJ9ND – Japanese 9 week ND
- LJ3ND – Japanese 3 week
- LP6ND – Portuguese 6 week graduate ND
- LP7ND – Portuguese 7 week ND
- LR6DML – Russian 6 week DML
- LR6MA – Russian 6 week MA
- LR6ND – Russian 6 week ND
- LR9ND – Russian 9 week ND
- LS6DML – Spanish 6 week DML
- LS6MA – Spanish 6 week MA
- LS6ND – Spanish 6 week ND
- LS7ND – Spanish 7 week