

BANNER Student

Language Schools
Applicant Entry/
Assigning Decisions
Quickflow (LSAP)

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 screens  + ) 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 . 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.


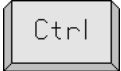
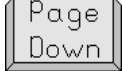
1. Perform a name search in the SAAADMS Key Block:

- a. Press  and then enter the last name of the applicant. **Note:** “%” can be used as a wildcard in searches.
- b. Press .
 - 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:






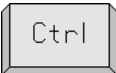

- a. Click  or  +  (Exit). The LSAP Quickflow will open SPAIDEN
- b. *Follow directions beginning on page 7 of this document.*

If you find that the student exists in the system

- a. Click  or press  +  (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.*

Admissions Application Form (SAAADMS)

Enter the **Entry Term**.

1.  to the **Admission Type** field, enter language school level (See appendix).
2.  to the **Student Type** field and enter appropriate code (See Appendix).
3.  to the **Residency** field and enter "0" (Undeclared).
4.  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  +  (Next Block) to **Curricula**.

INI - Practice: Open > SAAADMS

File Edit Options Block Item Record Query Tools Help

Admissions Application SAAADMS 7.3.2 (PRCT) QuickFlow: LSAP: 1 of 4

ID: 00110660 Gennarelli, Kara M. Term: View Current/Active Curricula

Application Curricula Fees, Mail Submission, Withdrawal Data Checklist Sources, Interests, Comments Contacts, Cohorts, Attributes

Curriculum Field of Study

Curriculum Record 1 of 1

Current: Replace: Update: Duplicate:

Activity: ACTIVE

Key Sequence: 2

Term: 200760 Summer 2007

Catalog Term: 200760 Summer 2007

Priority: 1

Program: LI7ND

Level: Undergraduate

Campus: M Main

College: LI Italian School

Degree: ND Non-Degree

User ID:

Activity Date:

Start Date:

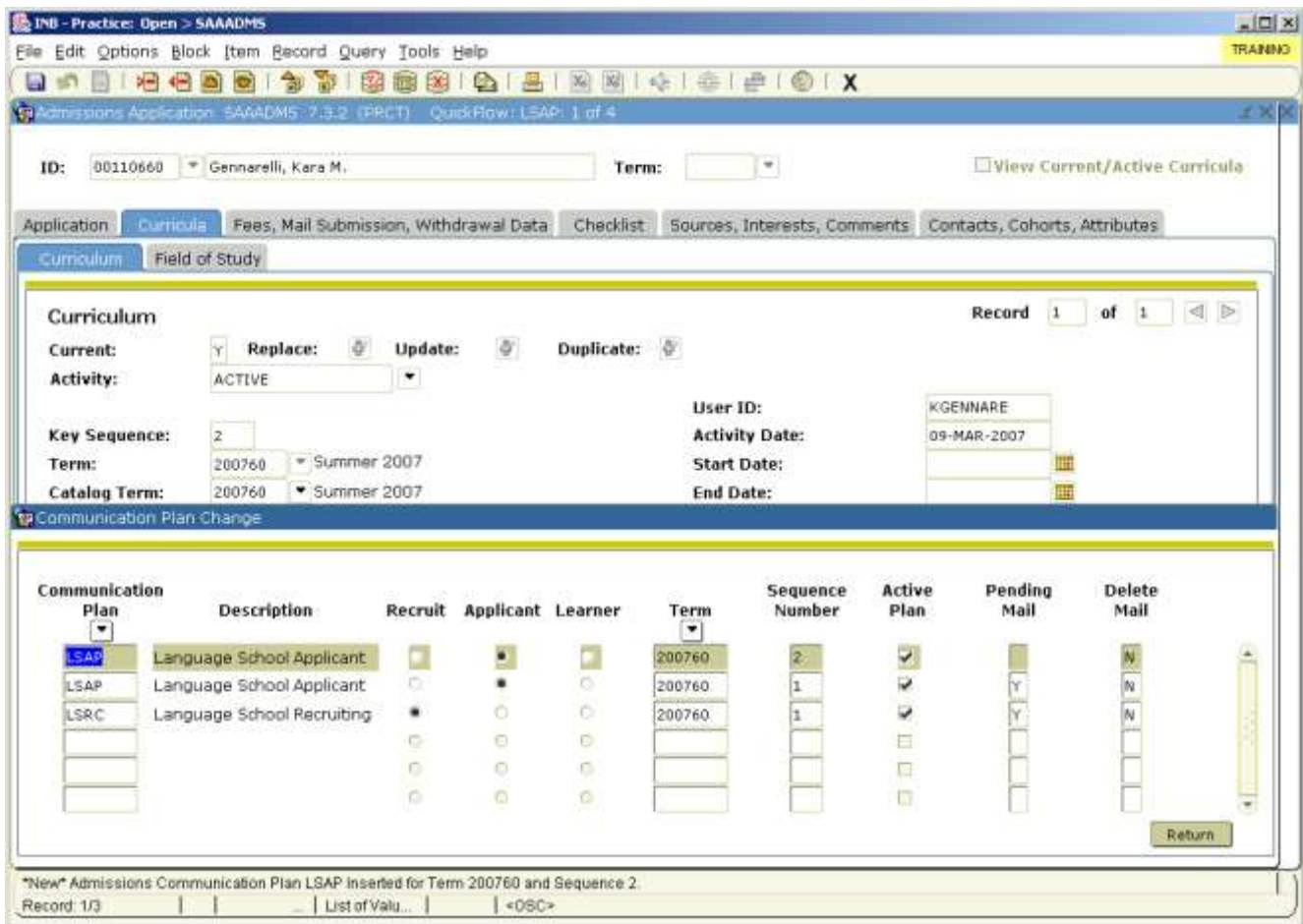
End Date:

Level code; Press LIST for valid codes; press HELP for Curriculum Rules by Level; press CQH for Change Curriculum.

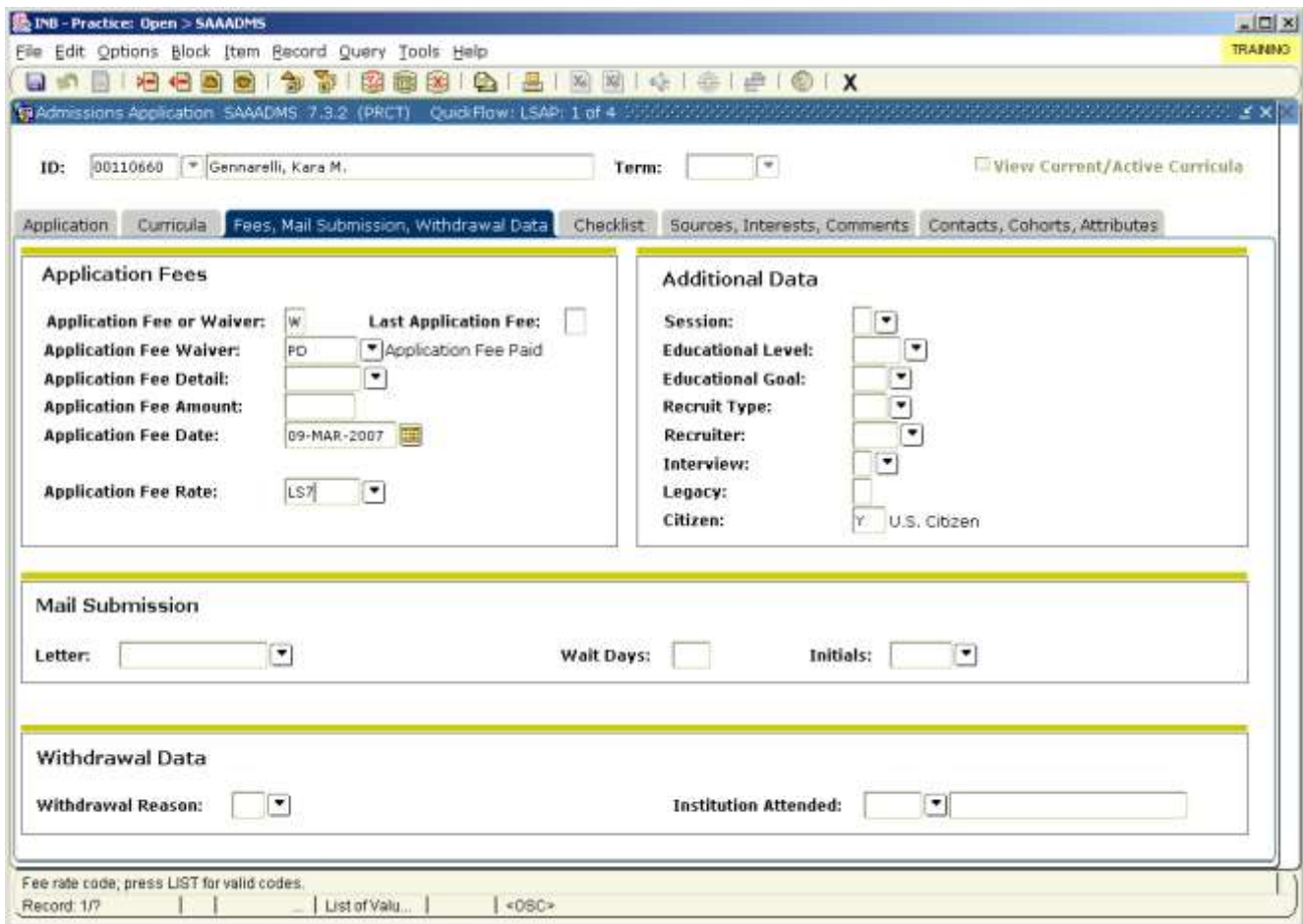
Record: 1/1 List of Valu... <OSC>

1. to the **Program** field and enter proper program code. (See appendix).
2. and the rest of the fields will autofill.
3. Click (Save) or press .


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 .
6. Click "Return".
7. Click on the tab **Fees, Mail Submission, Withdrawal Data**.





8. Click on **Application Fee or Waiver**. Enter “W”

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

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

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

11. Click  (Save) or press .

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.  or  +  . The LSAP Quickflow opens SPAIDEN.




Identification Form (SPAIDEN)

The screenshot shows the SPAIDEN software interface. At the top, there is a menu bar with options: File, Edit, Options, Block, Item, Record, Query, Tools, Window, Help. Below the menu bar is a toolbar with various icons. The main window title is "General Person Identification Form - SPAIDEN 7.0.0.1 (Prod) QuickFlow: LSAP: 2 of 6". The form is divided into several sections. At the top, there is an "ID:" field with the value "00265493" and a "Generate ID:" button. Below this, there are tabs for "Current Identification", "Alternate Identification", "Address", "Telephone", "Biographical", "E-mail", and "Emergency Contact". The "Current Identification" tab is active. It contains an "ID:" field with "00265493" and a "Name Type:" dropdown menu. Below this, there are two main sections: "Person" and "Non-Person". The "Person" section has fields for "Last Name:" (Metallo), "First Name:" (Claudine), "Middle Name:", "Prefix:" (Ms.), "Suffix:", "Preferred First Name:", and "Full Legal Name:". The "Non-Person" section has a "Name:" dropdown menu. To the right of the "Person" section, there is a section for "ID and Name Source" and "Last Update". The "Last Update" section has fields for "User:" (KGENNARE), "Activity Date:" (18-DEC-2003), and "Origin:" (SPAIDEN). Below this, there is a section for "Original Creation" with fields for "User:" and "Create Date:". At the bottom of the form, there is a status bar with the text "Current identification number, oveltype to change." and "Record: 1/1".









2. Perform a name search to determine if there is a record for this person already:

- a. Press  and then enter the last name of the applicant. **Note:** “%” can be used as a wildcard in searches.
- b. Press .
 - 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  or press  +  (Next Block) to **Current Identification**.




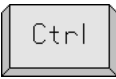

5. In the **Last Name** field, type the last name of the applicant.

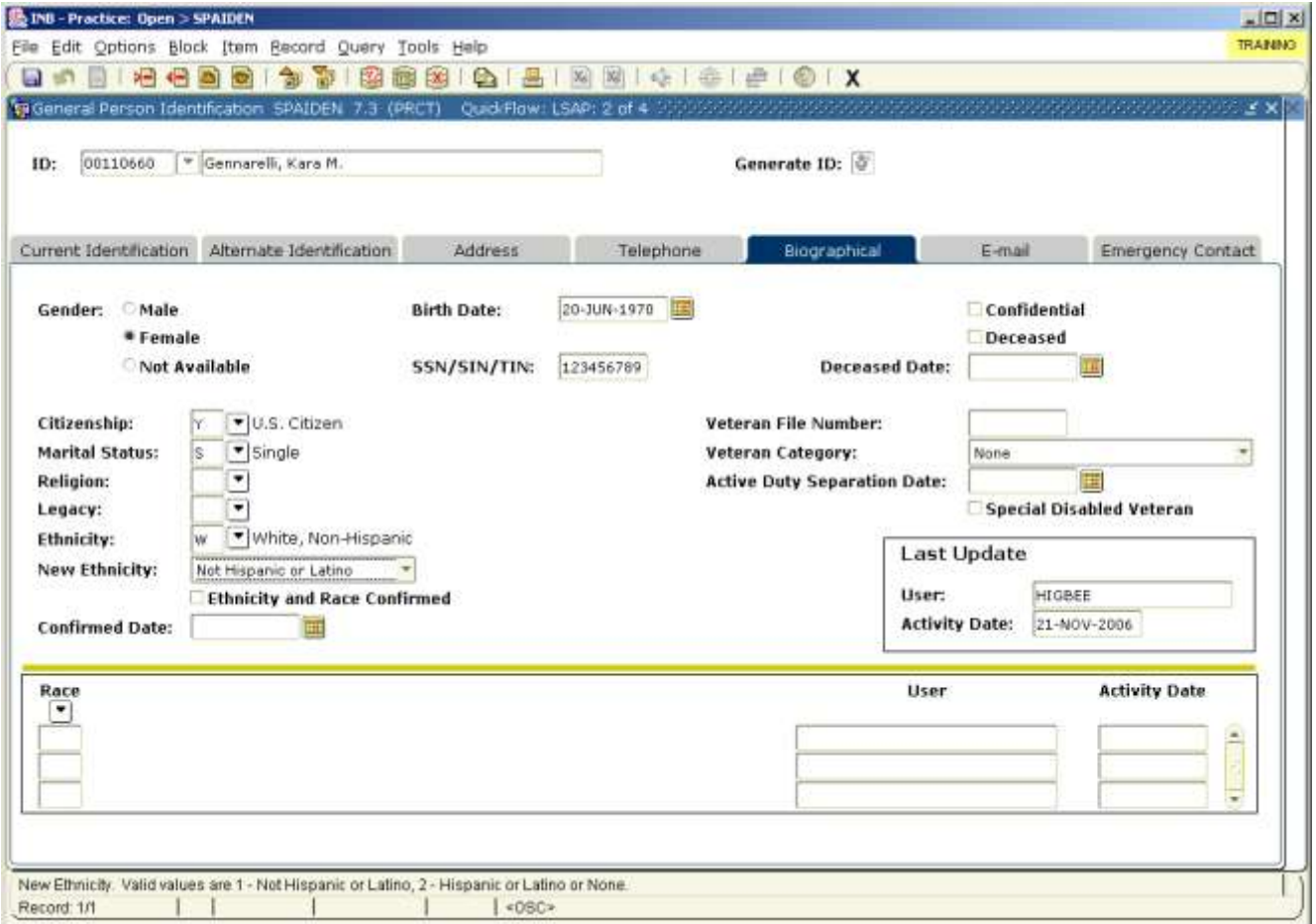
6. Press , in the **First Name** field, type the first name of the applicant.
7.  to **Middle Name** field, type the middle name.
8.  to **Prefix**, type appropriate prefix.
9. Click  (Save) or press .
10. Click  or press  +  (Next Block) 2 times or click on **Address** tab.

The screenshot shows the 'General Person Identification Form' in SAP. The 'Address' tab is selected. The form contains the following data:

- ID:** 00265493, Metallo, Claudine
- From Date:** 18-DEC-2003
- Address Type:** LS Language Schools Rec/Adm
- Sequence Number:** 1
- Street Line 1:** 79 Claremont Avenue
- City:** Montclair
- State or Province:** NJ New Jersey
- ZIP or Postal Code:** 07042
- Telephone:** 973-7443780
- Last Update:** User: KGENNARE, Activity Date: 06-APR-2004

11. See “Helpful Hints” for duplicating addresses.
12.  to **Address Type**, enter **LS** for Language Schools address.
13.  enter the street address of the applicant in **Street Line 1, 2, 3**.
14.  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.  to **Telephone Type**. Enter applicant's telephone number. (If more than one phone number exists,  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  +  (Next Block) 2 times or click on **Biographical** tab.












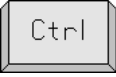
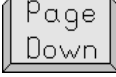
The screenshot shows the SPAIDEN software interface with the 'Biographical' tab selected. The form contains the following fields and values:

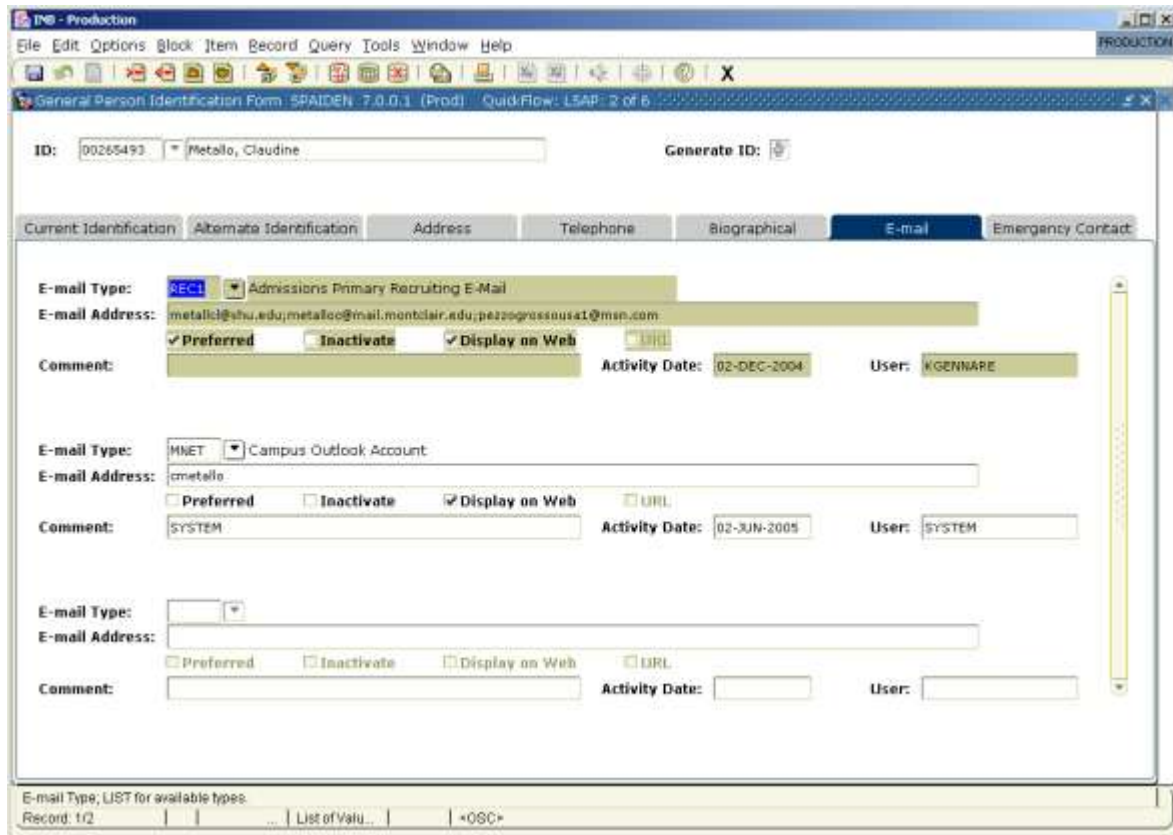
- ID:** 00110660, **Name:** Gennarelli, Kara M.
- Gender:** Female
- Birth Date:** 20-JUN-1970
- SSN/SIN/TIN:** 123456789
- Citizenship:** Y U.S. Citizen
- Marital Status:** S Single
- Religion:** (empty)
- Legacy:** (empty)
- Ethnicity:** w White, Non-Hispanic
- New Ethnicity:** Not Hispanic or Latino
- Confirmed Date:** (empty)
- Confidential:**
- Deceased:**
- Deceased Date:** (empty)
- Veteran File Number:** (empty)
- Veteran Category:** None
- Active Duty Separation Date:** (empty)
- Special Disabled Veteran:**
- Last Update:**
 - User:** HIGBEE
 - Activity Date:** 21-NOV-2006







At the bottom, there is a table with the following structure:



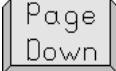



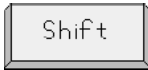



Race	User	Activity Date
(empty)	(empty)	(empty)
(empty)	(empty)	(empty)
(empty)	(empty)	(empty)


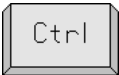






1. Click the appropriate **Gender** radio button.
2.  to **Birth Date**, enter the applicant's date of birth. Date can be entered in any of the following formats: 082084, 08-20-84, or 20-AUG-1984.
3.  to **SSIN/SIN/TIN**, enter the Social Security Number of the applicant.
4.  to **Citizenship**, indicate citizenship status.

5.  to **Marital Status**, identify marital status, if known.
6.  to **Ethnicity**, choose proper code (if applicable).
7.  to **New Ethnicity**, choose proper code (if applicable).
8. Click  (Save) or press .
9. Click  or press  +  (Next Block) or click on **E-mail** tab.



1. In the **E-mail Type** field, type **REC1** (for Primary Recruiting).
2.  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 .
5. Click  or  +  2 times to **SOAPCOL** (Prior College Form).

1. Click  or press  +  (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  +  or to select the school.
 - h. You will be brought back to SOAPCOL with the college information populated.
3. Click  (Save) or press 

4. Click  or press  +  (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 .
8. Click  or  +  (Exit). You will be brought back to SAAADMS.
9. Follow instructions beginning on page 3. Then proceed to page 12 **Assigning Decisions to Applications**.

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”**.

The screenshot shows the SAAADMS application window. The title bar reads 'INB - Practice: Open > SAAADMS - SAADCRV'. The menu bar includes 'File Edit Options Block Item Record Query Tools Help'. The toolbar contains various icons for navigation and actions. The main window displays the 'Admissions Decision SAADCRV 7.3.2 (PRCT) QuickFlow: LSAP: 4 of 4'.

At the top, there are input fields for 'ID: 00110660' and 'Gennarelli, Kara M.', and 'Term: 200760 Summer 2007'. Below this are tabs for 'Decision Processing', 'High School Review', 'Prior College and Degree Review', and 'Test Score Review'. The 'Decision Processing' tab is active.

The 'Application Summary' section contains several fields:

- Entry Term: 200760
- Decision: [dropdown]
- Status: C Complete ready
- Application Date: 09-MAR-2007
- Application Number: 2
- Admission Type: 1 LS Level 1
- Session: [dropdown]
- Outstanding Items: [input]
- Application Preference: [input]
- Student Type: V Visiting Student
- Residence: 0 Undeclared
- Full or Part Time: [input]



Below the summary is a section for 'Field of Study' with fields for Priority, Program (LI7ND), Level (UG), College (LI), Campus (M), Degree (ND), Catalog Term (200760), Type (MAJOR), Code (ITAL), and Department (ITAL).

At the bottom, there are tabs for 'Application Decision', 'Application Decision Letter', 'Decision Calculator', and 'Rating Review'. The 'Application Decision' tab is active.

The 'Decision Data' section features a table with the following columns:

Decision Code	Description	Significant Decision	Institution Acceptance	Applicant Acceptance	Institution Rejection	Inactive Application	Maintained by	Decision Date	User ID
[dropdown]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

At the bottom of the window, there is a status bar with the text 'Application decision code; press LIST for valid codes.' and 'Record: 1/1 | List of Valu... | <OSC>'.

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  to save

6. Click  or  +  (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

MNZ - Students from Mainz

NAVY - Navy students

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

TOTH – Teaching Asst/Other

Financial Aid (see separate listing for Named Scholarships)

LSA – LS Aid – A rating

LSB – LS Aid – B rating

LSC – 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

JPAN – 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