# Data Entry for Online Applications

**SAAADMS** – the following fields will need to be changed or entered (if applicable)

1. Remove any multiple applications for your school for the same term: Click on Record, then Remove. If applicable, remove the record that has Priority "2."
2. Admissions Type: change from RD to level.
2. Site – enter Site Code for students going abroad.
3. Residence: change to "0" if needed. (Some are loading with "I" if their citizenship is other than U.S.)
4. Curriculum: check for "1" for Priority. (Applicants who've entered more than one app, the 2nd app is loading a "2" in the Priority field).
5. Application Fee or Waiver: enter "W" for all applications.
6. Application Fee Waiver: enter PD=paid or FW=fee waived
7. Rate Code: enter appropriate rate code **PLEASE NOTE:** If Rate code is not entered, the application will not show up on the statistical report.

**SPAIDEN**

**Current Identification**

1. Insert prefix, if not there.
2. Clean up name if all lower case or all uppercase.

**Address**

All applicants must have an active LS address type.

1. If a student has a mailing address (LS) and a permanent address (MA), see steps A through E.
2. If no LS address was downloaded, see steps B through D.
3. If Middlebury undergrad, see **MUG applications**

A. In the LS address, put in a TO date: either the May 15 default or whatever date the student indicated.
B. Insert a new record. (Go to Record, Insert)
C. Duplicate the MA address. (press F4 or Record, Duplicate)
D. Change the address type from MA to LS.
E. Change the FROM DATE to May 16 or the day after whatever date the student indicated.

**MUG applications:** Check MUG addresses in SPAIDEN to make sure their MA address type is their home address and NOT their Midd mailbox. Their SPAIDEN record should look like this:

LS = mailing address during academic year/Midd mailbox

MA = permanent/home address

If they are reversed (this happened as a result of the address types being set up wrong in the on-line app or the student entered the info this way), you must change them.

4. Clean up addresses, if needed:

Examples:

*Fix to upper/lower case and spell out "street, road, etc:*

123 main st

middlebury vt 05753

*Remove repeated street addresses s from Street Line 2 and 3:*

Street Line 1**:** 123 Main Street

Street Line 2: 123 Main Street

Street Line 3: 123 Main Street

**E-mail**

1. If there are two REC1 records, make one REC2.

**<u>SOAPCOL</u>** – Make sure there are records for all colleges/universities attended by the applicant. If you wish, you can enter the request codes (CLT1, CLT2, CLT3, CLT4, CLT5, and CLT6) under "Admissions Request." If you enter these codes in the checklist of SAAADMS (CLT1 is automatically generated, but if there are more colleges, you will need to use CLT2, etc.), it will populate the "Item Description" field with the name of the college/university.