

BANNER STUDENT

**Language Schools
Depositing/Enrolling
Applicants Quickflow (LSER)**


The LSER Quickflow Forms

You can record information on persons enrolling to the Language Schools using the LSER Quickflow to access the following forms:

- Admissions Application Form (SAAADMS)
- Identification Form (SPAIDEN)

Opening The LSER Quickflow (to enter 1)

When the main menu (GUAGMNU) appears, open the **LSER** Quickflow:

- a. Type **LSER** in the **Direct Access** field.
- b. Press . SAAADMS opens with your cursor in the **ID** field.

Opening The LSER Quickflow (to enter multiple)

Start BANNER by double-clicking the desktop database shortcut.

When the main menu (GUAGMNU) appears, go to the Quickflow menu:

- c. Type **GUAQFLW** in the **Direct Access** field.
- d. Type **LSER** in the **Quickflow** field.
- e. Press **START**.
- f. SAAADMS opens.

1. In **SAAADMS** it is essential that you be on the proper application.

Pay attention to “Entry Term” and “College”.

2. From the “Options” menu, choose “Assign Decisions to Application”.

INB - Practice: Open > SAAADM5 - SAADCRV

File Edit Options Block Item Record Query Tools Help

Admissions Decision SAADCRV 7.3.2 (PRCT) QuickFlow: LSAP: 4 of 4

ID: 00110660 Gennarelli, Kara M. Term: 200760 Summer 2007

Decision Processing High School Review Prior College and Degree Review Test Score Review

Application Summary

Entry Term: 200760 Decision: AC Accept Status: D Decision Made Application Date: 09-MAR-2007
 Application Number: 2 Admission Type: 1 LS Level 1 Session: Outstanding Items:
 Application Preference: Student Type: V Visiting Student Residence: 0 Undeclared Full or Part Time:

Priority Program Level College Campus Degree Catalog Term Field of Study
 1 LI7ND UG LI M ND 200760 Type: MAJOR Code: ITAL Department: ITAL



Application Decision Application Decision Letter Decision Calculator Rating Review

Decision Data

Decision Code	Description	Significant Decision	Institution Acceptance	Applicant Acceptance	Institution Rejection	Inactive Application	Maintained by	Decision Date	User ID
AC	Accept	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	U USER	09-MAR-2007	KGENNARE
DP	Deposit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		09-MAR-2007	
		<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"/>			

Application decision date; will default to current if blank (Format DD-MON-YYYY)
 Record: 2/2 <OSC>




3. In the **Decision Code** field put a “DP” for Deposited or “DW” for deposit waived

4.  (Save) or press  to save.



5. Click  or  +  (Exit). The LSERQuickflow will open SPAIDEN.

You must create **MA** and **F1**(if applicable) address types by doing the following:

6. Find the **LS** address.

- If permanent address on the enrollment form is the same as the **LS** address:
 - a. Press the down arrow key to create a new record
 - b. Press  to duplicate. The **LS** address will fill in.
 - c. Put **MA** in **Address Type** field.
 - d.  (Save) or press  to save.
- If permanent address on the enrollment form is different than the **LS** address:

- a. Press the down arrow key to create a new record.
- b. Enter address information.
- If student has a billing address different than permanent address:
 - a. create a new record by pressing down arrow key
 - b. put **F1** (Financial Responsible Party) in **Address Type**
 - c. in the **Street Address 1** put name of person financially responsible if different than the student by putting ATTN: name of person
 - d. enter rest of address information

7.  (Save) or press  to save.

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.
- HD** Hold – Waiting to make a decision for some reason, i.e. payment of bill
- RD** Offer of Admission Rescinded

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.