



JOB AID

Admissions: Create Admission Application

07/06/2021





Admissions: Create Admission Application

When entering a new student application, it is important to first search the Campus Solutions database to make sure that a file does not already exist for the student. This will ensure that we avoid creating a duplicate person in the system. If the student does exist in CS, we will verify biographical details to make sure we are creating an application for the correct student.

Find/Verify a Person

Navigation: Campus Community > Personal Information > Add/Update a Person

1. **Search for student** Last Name, First Name, etc.

2. **Select the student** from the Search Results list at the bottom of the page.

3. **Verify the Date of Birth**



4. Verify the Address

Add/Update an Application

Navigation: Student Admissions > Application Entry > Add Application

1. **Application Number:** Leave at zero. The system will auto-assign an application number
2. **ID:** Defaults to NEW
3. **Academic Institution:** Will always be MSU55

4. **Academic Career:** Click the look-up button and select from the list. The Academic Career selected here will determine the options available on the Application Data tab.
5. Click **Add**
The Add Application page will appear, with tabs across the top for each section of the application.



The screenshot shows the 'Add Application' form with the 'Biographical Details' tab selected. The form is divided into several sections:

- Person Information:** Includes fields for Effective Date (06/15/2020), Format Using (English), Prefix, First Name, Middle Name, Last Name, Suffix, Date of Birth, Birth Information, and Campus ID.
- Biographical History:** Includes fields for Effective Date (06/15/2020), Marital Status (Unknown), Gender (Unknown), and As of.
- National ID:** Includes fields for Country (USA), National ID Type (Social Security Number), National ID, and Primary (checked).

6. **Biographical Details Tab:** Complete the following sections:

a. Person Information

- i. Prefix
- ii. First Name
- iii. Middle Name
- iv. Last Name
- v. Suffix
- vi. Date of Birth

Note: For international student applications, when entering the Date of Birth you must also click the Birth Information hyperlink and enter Birth Information Details (Birth Location, Birth Country and Birth State). This information will be key for issuing I-20s.

b. Biographical History

- i. Marital Status
- ii. As of
- iii. Gender

c. Contact Information

- i. Address Type
- ii. Effective Date
- iii. Status
- iv. Country
- v. Phone Number
- vi. Email Address



vii. Citizenship

The screenshot shows a web form titled "Contact Information" with several sections: "Addresses", "Phone", "Email", and "Citizenship". The "Citizenship" section is highlighted with a red box. Below the main form, there are navigation links: "Biographical Details | Regional | Personal | Application Program Data | Application Data | Application School/Recruiting | Additional Details".

Note: Click the Citizenship hyperlink to enter the student's disposition to the U.S. (Passport number, citizenship status, etc.). Every applicant has a U.S. Citizenship status in Campus Solutions, even if it's a "Non" citizen status. For example, the student is from Italy, you enter USA as the Country, and under Citizenship Status you will select "Non-U.S. Citizen."

viii. Citizenship Status

- Non-Citizen Eligible for Aid
- Non-US Citizen
- Permanent Resident
- U.S. Citizen

The screenshot shows the "Add Application" form with a dark green header. The "Citizenship Detail" section is active, showing "Citizenship/Passport" and "Passport Information" sub-sections. The "Country" field in the "Citizenship/Passport" section and the "Citizenship Status" dropdown menu are highlighted with red boxes. The "Passport Information" section includes fields for "Passport Number", "Issue Date", "Expiration Date", "Country", "State", "City", "Issuing Authority", and "Comment".

7. Regional Tab: Complete the following sections:

- a. **Ethnicity:** If the student is Hispanic, click the Person is Hispanic or Latino checkbox and select the Ethnic Group from the drop-down.
- b. **Ethnic Group:** Select from 55 different Ethnic odes.
- c. **Military Status:** Select from the drop-down.



Admin Home Add Application

Biographical Details **Regional** Personal Application Program Data Application Data Application School/Recruiting Additional Details

NEW

USA

Ethnicity

Person is Hispanic or Latino If Yes, Select Ethnic Group

Regulatory Region	Ethnic Group	Description	Ethnic Category	Primary	IPEDS	Percentage
USA				<input type="checkbox"/>	<input type="checkbox"/>	

History

*Effective Date 06/15/2020 Military Status

Disabled Disabled Veteran VA Benefit

Save Notify Refresh Add

Biographical Details | Regional | Personal | Application Program Data | Application Data | Application School/Recruiting | Additional Details

Personal Tab: Select an Attribute from the dropdown. Since Admissions has not been authorized to add Social Security Numbers, the only common attributes are those the student has provided (Gender Preference or Tribal information).

- a. Gender Preference
- b. SSN Verified (Not Using)
- c. Tribal Affiliation Number

Admin Home Add Application

Biographical Details Regional **Personal** Application Program Data Application Data Application School/Recruiting Additional Details

NEW

Effective Date 06/15/2020 Updated By 13

Attributes

*Attribute

Save Notify Refresh Add

Biographical Details | Regional | Personal | Application Program Data | Application Data | Application School/Recruiting | Additional Details

8. **Application Program Data Tab:** Complete the following sections

a. **Program Data:**

- i. **Admit Term:** Click the lookup button and select the Term. For example, if this is an applicant for the Fall Semester 2021, select the *2218 Term*.

The term is formatted based on the following rules:



- First digit = millennium
 - Second and third digits = year
 - Fourth digit = the month that term begins
 - 2 = Spring
 - 6 = Summer
 - 8 = Fall
 - Example: 2218 = Fall 2021
- ii. **Academic Program:** Click the lookup and select the college, for example, *UEDU College of Education*.
- iii. **Campus:** Will always be Main

- b. **Program Status:**
- i. **Status:** Will default to Applicant for new students
 - ii. **Program Action:** Click the look-up button and select *APPL Application* for new students.
 - iii. **Action Reason:** Click the look-up button and select *New* for new students.
- The Program Action and Action Reason will change throughout the evaluation process.
- c. **Plan Data:**
- i. **Academic Plan:** If we know what the student wants to major in, click the Academic Plan look-up button and select the major from the list.
 - ii. **Sub-Plan:** If we know that the student wants a specific concentration, click the Sub-Plan look-up button and select the concentration from the list.

Application Data Tab: Complete the following sections. (The Academic Career selected in the beginning of this process drives the Application Data options you will see on this page.)

- a. **Application Center:** Click the lookup and select the type of student
- b. **Application Date:** Will auto-populate to the current date



- c. **Created On:** Will auto-populate to the current date
- d. **Admit Type:** Refers to the type of student being admitted and may also indicate their academic career and level. For example: A student may be a lower-division transfer, new graduate or readmit

The screenshot shows the 'Add Application' form with the 'Application Data' tab selected. The form contains several sections: 'Application Data' with fields for Application Center, Admit Type, Academic Level, Notification Plan, Application Method, and a link for Additional Fields; 'Additional Information' with Housing Interest and Financial Aid Interest checkboxes; 'File Information' with a Complete checkbox and Date field; and 'Application Fee Information' with Status and Calculate Application Fees options.

- e. **Academic Level:** Not using this field
- f. **Notification Plan:** Helps us track if this is an early admission student or a regular admission student.
Note: Currently, the Office of Admissions has a practice of early notification - if a student applies by November 1, they are guaranteed an early decision by January.
- g. **Application Method:** Undergraduate students have three ways to apply for admission to MSU: 1) the University Application, 2) MSU membership in Common Applications, and 3) MSU membership in Coalition Applications.
Note: The Application Method field allows us to track what application method was used to submit their application. Application Methods will differ for the various Academic Careers.
- h. **Additional Fields:** (Optional) Click the hyperlink to provide additional details about the student.

The screenshot shows the 'Additional Fields' form. It contains the following fields: Intended Plan (text input), Applicant ID (text input), New Student Orientation Dt (date input), FY Test Optional (ACT/SAT) (radio buttons for Yes and No), FY Landscape Link (text area), and Neighborhood Cluster (text input). At the bottom, there are three buttons: OK, Cancel, and Refresh.



- **Intended Plan:** If the student's preferred area of study was different from the options available for selection, indicating it here will help Campus Partners and Advisors understand the career goals for the student.
- **FY Test Optional (ACT/SAT):** MSU is a Test Optional university now, so moving forward to 2021, we can indicate whether this student is asking us to review their application without an ACT or SAT. This field lets the counselor know, when reviewing the decision sheet, that this student has chosen to be Test Optional.
- **FY Landscape Link:** This is the information we get from College Board regarding the neighborhood, the high school, and socioeconomic factors.
- **Neighborhood Cluster:** This is a numeric value assigned to specific demographic characteristics of the student's high school environment.

9. Application School/Recruiting Tab: Complete the following sections

a. School Information:

- i. **Last School Attended:** Click the look-up button and select from the list.
- ii. **Graduation Date:** Type in the date or select it from the calendar.

The screenshot shows the 'Add Application' interface with the 'Application School/Recruiting' tab selected. The form is divided into several sections: 'School Information' with fields for 'Last School Attended' (with a search icon), 'Graduation Date' (with a calendar icon), 'School Type', 'Proprietorship', 'City', 'State', and 'Country'; 'Recruiting Information' with fields for 'Region' (with a search icon), 'From', and 'Primary Recruiter ID', along with 'Assign Region From' buttons for 'Home Postal Code' and 'School Postal Code'; and 'Recruiting Categories' with fields for 'Category' (with a search icon), 'Group', 'Recruitment Sub-Category', and 'Description'. The top navigation bar includes 'Biographical Details', 'Regional', 'Personal', 'Application Program Data', 'Application Data', 'Application School/Recruiting' (highlighted), and 'Additional Details'. The top right corner has 'New Window | Help | Personalize Page'.

b. Recruiting Information:

- i. **Region:** This allows counselors to be assigned specific applicants from their territories, and ties into their recruiting categories. All students will have a REGN assigned to them. You will see items in the list by State or by GeoMap breakdown. For Michigan, it is listed by county but out of state territories are fixed using the College Board GeoMap.

c. Recruiting Categories:

- i. **Primary Recruiter ID:** You will see the primary recruiter listed here, if assigned.
- ii. **Recruiting Categories:** Select how/where the student originated from the list of recruiting categories

10. Application Details Tab: N/A (Not currently using this tab)

This completes the application entry process.