



JOB AID

Admissions: Create Admissions Application

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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

- Step 1. **Search** for student by entering Last Name, First Name, etc.
- Step 2. **Select** the student from the Search Results list at the bottom of the page.
- Step 3. **Verify** the Date of Birth
- Step 4. **Verify** the Address

After verifying the student record and personal details, you can proceed to Add/Update the application.

Add/Update an Application

Navigation: Student Admissions > Application Entry > Add Application

- Step 1. **Application Number:** Leave at zero. The system will auto-assign an application number
- Step 2. **ID:** Defaults to NEW
- Step 3. **Academic Institution:** Will always be MSU55
- Step 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.
- Step 5. Click **Add**

The Add Application page will appear with tabs across the top for each section of the application.

Step 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 Data 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

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

Step 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.

Step 8. **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



Step 9. **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.

Step 10. **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 button 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
- 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.
- **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.

Step 11. 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.

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:**

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

Step 12. Application Details Tab: N/A (Not currently using this tab)

This completes the application entry process.