



JOB AID

Admissions: Message Center

07/07/2021





Admissions: Message Center

This job aid contains instructions for 1) viewing the existing message catalog, 2) adding a new message combination, and 3) verifying message delivery.

View Message Catalog

Navigation: PeopleTools > Utilities > Administration > Message Catalog

< Admin Home Message Catalog

Message Catalog

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Message Set Number: =

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

1. **Message Set Number:** Enter 20401 for Admissions

Note: Because multiple MSU departments will be able to use the Message Center, each will have its own unique message catalog identifier. For Admissions it is 20401.

2. Click **Search**

On the **Message Catalog** page, you will be able to review the following fields:

- Message Set Number (20401)
- Description (Admissions Portal Msg)
- Short Description (AD Portal)
- Message Number
- Severity
- Message Text
- Description (body of message)

3. Use the navigational arrows to toggle through each message in the catalog or click **View All** and scroll down the page to review every type of message available for the Admissions Portal



Biographical Details Message Catalog

Message Set Number 20401
Description Admissions Portal Msg
Short Description AD Portal

Messages 1 of 58 View All

*Message Number 1
*Severity Message
*Message Text APPL_NEW - FY & TR
Description Your application to Michigan State University has been received for the %37 semester. Once all required materials have been received and processed, your application will be reviewed by an admission counselor. Please refer to our dates and deadlines page for your decision timeline.

Save Return to Search Notify Refresh Spell Check Add Update/Display

Note: If adding or deleting a message from the catalog, it is important to use the **[+]** or **[-]** buttons. **Do not use the Add button** at the bottom of the page as this is for adding a completely new message catalog.

Click **View One** to toggle back to a single record view.

Biographical Details Message Catalog

Messages 1-58 of 58 View 1

*Message Number 1
*Severity Message
*Message Text APPL_NEW - FY & TR
Description Your application to Michigan State University has been received for the %37 semester. Once all required materials have been received and processed, your application will be reviewed by an admission counselor. Please refer to our dates and deadlines page for your decision timeline.

*Message Number 2
*Severity Message
*Message Text APPL_NEW_PEND_DREV_Grad
Description Your application is currently out to department for review. Please contact the department you applied to regarding questions on your application. Contact information for departments is available at http://grad.msu.edu/departments/. Supporting documents can be uploaded using the File Upload function in the

*Message Number 3
*Severity Message
*Message Text APPL_PEND - Application Pending FY & TR

Create New Message Combination



Navigation: Set Up SACR > Product Related > Recruiting and Admissions > Applicants > MSU Message Parameters

To see a list of all existing letter combinations, click **Search** on the **Find Existing Value** tab. Select a value from the Search Results list to view details.

Academic Institution	Academic Career	Admit Term	Academic Program Status	Program Action	Action Reason	Academic Plan	Admit Type	Residency	Academic Program
MSU55	UGRD	2208	Admitted	ADMT	ADPE	(blank)	FY	(blank)	(blank)
MSU55	UGRD	2208	Admitted	ADMT	ADPE	(blank)	TR	(blank)	(blank)
MSU55	UGRD	2208	Admitted	ADMT	AUTO	(blank)	FY	(blank)	(blank)
MSU55	UGRD	2208	Admitted	ADMT	AUTO	(blank)	TR	(blank)	(blank)
MSU55	UGRD	2208	Admitted	ADMT	COND	(blank)	TR	(blank)	(blank)
MSU55	UGRD	2208	Admitted	ADMT	ONST	(blank)	FY	(blank)	(blank)
MSU55	UGRD	2208	Admitted	ADMT	ONST	(blank)	TR	(blank)	(blank)
MSU55	UGRD	2208	Admitted	ADMT	REGL	(blank)	FY	(blank)	(blank)
MSU55	UGRD	2208	Admitted	ADMT	REGL	(blank)	TR	(blank)	(blank)
MSU55	UGRD	2208	Admitted	ADMT	WLAD	(blank)	FY	(blank)	(blank)
MSU55	UGRD	2208	Admitted	ADMT	WLAD	(blank)	TR	(blank)	(blank)

1. To create a new letter combination click the **Add a New Value** tab and complete the following mandatory fields:

Academic Institution: MSU55
Academic Career: UGRD
Admit Term: 2208
Academic Program Status: Cancelled
Program Action: DENY
Action Reason: COLL

Add

- a. **Academic Institution:** MSU55
- b. **Academic Career:** Click the Look-up and make a selection.

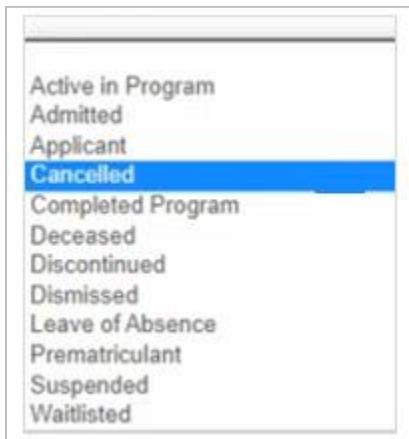


Academic Career	Description	Short Description
AGTC	Agricultural Technology	Ag Tech
GCRT	Graduate Certification	Grad Cert
GRAD	Graduate	Graduate
HMED	Human Medicine	Human Med
LAW	Law	Law JD
LAWM	Law Advanced	Law Advnce
NON	Non Degree	Non Degree
NONL	Non Degree Law	Non Dg Law
OMED	Osteopathic Medicine	Osteo Med
UGRD	Undergraduate	Undergrad
VMED	Veterinary Medicine	Vet Med

c. **Admit Term:** Click the Look-up and make a selection.

Term	Description	Short Description	Term Begin Date
2262	Spring Semester 2026	SS26	01/12/2026
2258	Fall Semester 2025	FS25	08/27/2025
2255	Summer Semester 2025	US25	05/12/2025
2252	Spring Semester 2025	SS25	01/06/2025
2248	Fall Semester 2024	FS24	08/28/2024
2245	Summer Semester 2024	US24	05/13/2024
2242	Spring Semester 2024	SS24	01/08/2024
2238	Fall Semester 2023	FS23	08/30/2023
2235	Summer Semester 2023	US23	05/15/2023
2232	Spring Semester 2023	SS23	01/09/2023
2228	Fall Semester 2022	FS22	08/31/2022
2225	Summer Semester 2022	US22	05/16/2022
2222	Spring Semester 2022	SS22	01/10/2022
2218	Fall Semester 2021	FS21	08/30/2021
2215	Summer Semester 2021	US21	05/17/2021
2212	Spring Semester 2021	SS21	01/11/2021
2208	Fall Semester 2020	FS20	09/02/2020

d. **Academic Program Status:** Click the Look-up and make a selection.



e. **Program Action:** Click the Look-up and make a selection.



Program Action	Description
Admit	Admit
Adm Revoke	Admission Revocation
Applicatn	Application
Cond Admit	Conditional Admit
Data Chg	Data Change
Defer Decn	Defer Decision
Defer Enrl	Defer Enrollment
Intent Mat	Intention to Matriculate
Deny	Deny
Matriculat	Matriculation
Plan Chg	Plan Change
Prog Chg	Program Change
Readmit Ap	Readmit Application
Reconsider	Reconsideration
Adm W/drwl	Administrative Withdrawal
Waitlist	Waitlist
Wait Offer	Waitlist Offer
App W/drwl	Applicant Withdrawal

f. **Action Reason:** Click the Look-up and make a selection.

Action Reason	Description
ADPE	Provisional English Prof
AUTO	Automatic
COND	Conditional
ELC	English Language Center
ONST	Onsite
REGL	Regular
WLAD	Waitlisted Admit

The remaining fields are optional and can be added here or on the next page after you click Add.

2. Click **Add**.



Admin Home MSU Message Parameters

Academic Institution MSU55 Delete

Academic Career GCRT

Admit Term 2208

Program Action DENY Status Cancelled Action Reason COLL

Admit Type TR Residency Academic Program UNUR Academic Plan

Message Set 20401

Message Number

Message1

Message Number

Message2

3. On the MSU Message Parameters page, complete the following optional fields as needed:
 - a. **Admit Type:** Click the Look-up and make a selection.
 - b. **Residency:** Click the Look-up and make a selection (e.g., if you want a message to go to only first year, out-of-state students).
 - c. **Academic Program:** Click the Look-up and make a selection (e.g., if you want a message to go only to applicants for a particular college).
 - d. **Academic Plan:** Click the Look-up and make a selection (use only if you plan to make a different message for every plan, not just the college).
4. Enter a **Message Number** for Message 1 (short message).

Note: An *MSU AD Message Parameters* spreadsheet is available which contains a numbered list of messages currently in the Admissions Catalog. You can review the list to identify the message numbers to input here.
5. Enter a **Message Number** for Message 2 (long message).



MSU Message Parameters

Academic Institution MSU55 Delete

Academic Career UGRD

Admit Term 2208

Program Action DENY Status Cancelled Action Reason COLL

Admit Type TR Residency Academic Program UNUR Academic Plan

Message Set 20401

Message Number 51

Message1 The Office of Admissions has completed a review of your application for %37. You are admissible to the University; however you are not eligible for admission to the College of Nursing. You must select an alternate major for further admission consideration.

Message Number 52

Message2 Dear %3,

Your application to Michigan State University has been reviewed by the Admissions Committee. Based on the information provided, the Committee has determined that you are admissible to the University. However, the Committee cannot admit you to the College of Nursing.

Admission to your chosen restricted major is based upon your transferable credit review, grade performance, prerequisite coursework, and available space. Unfortunately, you do not currently meet these standards, but we would like to welcome you to the University under another non-restricted major.

If you are still interested in attending MSU, please complete the following steps within 14 days to continue to have your application considered for possible admission:

1. Review and consider other major preference options.
2. Research the limited enrollment majors and their requirements.
3. Change your major preference through your account.

Save Return to Search Previous in List Next in List Notify Add Update/Display

6. Click **Save**.

Upon saving, every time a student's Program Action and Action Reason meet the conditions identified, this message will be sent automatically via batch job run in Campus Solutions.

Next, we will verify that the message batch process ran correctly and the message was sent.

Verify Message Delivery

Navigation: Set Up SACR > Product Related > Recruiting and Admissions > Applicants > MSU Message Emulate



The screenshot shows the 'MSU Message Emulate' interface. At the top, there are two input fields: 'Empl ID' and 'MSU_AD_APL_NMBR', which are highlighted with a red box. Below these is a 'Configure Var Items' table with columns for 'User Variable Character #1', 'Name 1', and 'Description'. The table lists variables 1 through 10, corresponding to EMPID, NAME, FIRST_NAME, LAST_NAME, MIDDLE_NAME, Suffix, Birthday, Gender, Address1, and Address2. Below the table are 'Message' and 'Description' sections containing congratulatory text for a provisional admission to Michigan State University. At the bottom, there is a 'Check List Items' table with columns for 'Checked Code', 'Checked Item Code', 'Short Description', 'Item Status', 'Association ID', 'Description', 'Name 1', and 'Description'.

On the MSU Message Emulate page, complete the following fields:

1. **EmplID**: Enter a valid ID number.
2. **MSU_AD_APL_NMBR**: Enter application number.

The message data will populate in the fields below where you can verify that the job actually ran and that it ran correctly.