

Admissions SIS Screens

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SIS Training

Admissions Screens

A comprehensive list of all Admissions screens can be found on the Admissions Menu screen 201(seen below).

SCREEN:	INST: UK	AU: LC	SID:	APPL#:	TEST: SCH CD:
201 ADMISSIONS MENU					
202 AM NAME SEARCH				225 HIGH SCHOOL UNITS DISPLAY	
203 APPLICANT DELETE				226 HIGH SCHOOL UNITS ENTRY	
204 PUBLICATION FLAGS				227 HIGH SCHOOL UNIT DEFINITION	
205 PROSPECT/PRE-APPLICANT				228 HIGH SCHOOL UNITS DETAIL DISPLAY	
206 APPLICATION				229 HS UNIT DEFICIENCIES CALC	
207 REQUIREMENTS				230 PROGRAM REQUIREMENTS	
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209 HIGH SCHOOL HISTORY				235 COMMUNICATION DEFINITION	
210 RAW TEST SCORES				236 COMMUNICATION DEFINITION SCAN	
211 COLLEGE HISTORY				240 TEST SCORE IDENTIFIERS	
213 PROFILE/LABEL REQUEST				241 TEST SUSPENSE	
216 CONTACT/RESPONSE				242 TEST SCORE CALCULATION RULES	
219 ADVISOR LIST OF APPLICANTS				250 COLLEGE GOAL TABLE	
220 ADMISSIONS LOCATOR DISPLAY				251 HS UNIT MINIMUM REQMTS DEF	
221 CALCULATED TEST SCORES DISPLAY					
				255 AM ANECDOTAL ENTRY	
222 PROFILE DISPLAY - PAGE 1				256 AM ANECDOTAL DISPLAY	
223 PROFILE DISPLAY - PAGE 2				257 AM ELEMENT AUDIT DISPLAY	
				258 ADMISSION DECISION AUDIT TRAIL	

The most often viewed screens for Admission purposes are:

- 206 Application Status
- 207 Requirements/Missing documents
- 209 High School transcripts
- 211 College Transcripts
- 216 Contact/Response Screen
- 221 ACT/SAT Scores

To begin any application search you must first complete the ACTION LINE with information including Screen Number, INST., AU, SID, APPL # and TEST (not required).

SCREEN:	INST: UK	AU: LC	SID:	APPL#:	TEST:
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206 APPLICATION SCREEN

206 is the Application screen. To check on an applicant's status, complete the Action Line with the student's social security number or last name (in all capital letters). Up to three applications may be stored and viewed on-line.

The first line in the body of the screen is the program line. SIS requires that applicants be linked to a "program". The application program code consists of codes for college, major, level, and degree.

Undergraduate codes for college, major and degree appear on the application for admission. "Level" may seem unfamiliar (see on-line help). It is a required field on this system.

206 APPLICATION					
SCREEN:	INST: UK	AU: LC	SID:	APPL#:	TEST: SCH CD:
PROGRAM			OTHER APP/PROGRAM		
COLLEGE	MAJOR	LEVEL	DEGREE	CAREER	TERM RES
STATUS:	STAT DATE:	AUTO DECSN	FLAG:	REFERRAL	REASON:
APPLY DATE:	FEE TYPE:	ADM QUALIFIER:			
APPLY CLASS:	TIME STATUS:	QUALITY RANK1:			
MINOR:	SPECIAL PROGRAM:	QUALITY RANK2:			
ACADEMIC ACTN: G					
APPL COMP DATE:	ADMIT ACTION:	APP ACKNOW DATE:			
ADMIT DATE:	ADMIT TYPE:	SITE CODE:			

- TUITION DEPOSIT:	DEPOSIT DATE: / /	RECEIPT: 00000			
TOEFL REQUIRED: N	FOREIGN STUDENT: N	DELETE:			
ADVISOR 1:					
ADVISOR 2:					

Of importance to you as a viewer are the STATUS field, the ADMIT ACTION field, and the ADMIT TYPE field. Most freshman applicants are admitted through the batch process known as AARM (Automatic Accept/Reject Module). When the application is complete it is processed via AARM automatically. AARM results in the status fields include:

IE Intends to enroll
RJ Denied admission
RF Deferred decision

Other results in STATUS are completed manually by admissions personnel. Those results in the STATUS field include:

NC not complete
CO Complete
RC Refused by college

- HO Hold for review
- RP Routed to program (in selective program situations)
- WD Withdrawn

Many students, including transfers, readmits, non-degree seekers, and auditors may be admitted on-line when requirements are complete and admissions criteria are met. Students who are manually admitted will have an ADMIT ACTION of "A" or "X". "A" is used to manually admit a student when all requirements are complete. "X" is used to admit a student when requirements are incomplete; for example, a final transcript is not yet available.

As viewers, you are often concerned with someone's status regarding registration. When screen 206 indicates "IE", "CO", or "NC" in the STATUS field and an ADMIT ACTION of "A" or "X", the student is eligible to register pending advisor approval.

Another field of interest for you on screen 206 is ADMIT TYPE. A complete list of all admit types is located on the application for admission. The following is a description of all codes available:

- FAP Freshman applicant with no college work
- FPW Freshman with Pre-High School Graduation College Work
- FRX Transfer Applicant with less than 24 hours of College Work
- NHS New Student (Before High School Graduation)
- NND Non-degree Applicant
- RHS Readmission before High School Graduation
- RND Readmission Non-degree Student
- RPW Readmission Work taken prior to High School Graduation
- RST Readmission Transient Student
- RWC Readmission with additional Community College work
- RWT Readmission with Transfer credit
- RXT Readmission without Transfer credit
- TRC Transfer from UK Community College
- TRN Transfer with 24 or more hours
- TST Transient Student

The final pertinent field is the SPECIAL PROGRAM field. The most often seen codes are:

- ATH Athlete
- FST International Applicant
- OCA Extended Campus Applicant
- DSP Donovan Scholar
- EWE Evening/Weekend Applicant

207 Application Requirements

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207 REQUIREMENTS

SCREEN:  INST: UK AU: LC SID:      APPL#:  TEST:
                SCH CD:
APPLICATION PROGRAM:      CAREER:  TERM:   STATUS:

TYPE  REQUEST  MAIL ST RSN DATE  1ST MAIL LAST MAIL  OR   T/O S
-----
                //
                //
                //
                //
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                //
                //
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NEXT ID:                                PAGE NO.: 0
    
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When an application is created on 206, appropriate requirements are created on Screen 207. In viewing 207, you must have an APPL# in the ACTION LINE.

When viewing screen 207, ignore "REQUEST" and "MAIL" date fields. These are system maintained and would only be meaningful if Admissions were using the SIS feature to auto-generate "missing documents" correspondence, a feature completed manually by Admissions personnel. Further, these dates carry over from Appl# 1 to Appl# 2, etc. The "LAST MAIL" field is used by Admissions to record the date on which a request was sent to a student.

The TYPE field will display documents received or not yet complete. Codes frequently used here include:

- ACT ACT test scores
- SAT SAT test scores
- HSTR High school transcript (These codes are numbered 01, 02, etc. in cases of multiple schools)
- CLTR College transcript (Codes also numbered for multiple schools)
- APPFEE Application Fee
- WIP Work in progress
- LREC Letter of Recommendation (Numbered when necessary)

The ST field shows the status of each field. A blank in this field indicates nothing has been received. Other codes include:

- C Complete
- W Waived
- I Incomplete
- D Deleted

Refer to the on-line help screen for the various requirements codes used in Admissions.

209 High School History Screen

209 HIGH SCHOOL HISTORY									
SCREEN:	INST: UK	AU: LC	SID:	APPL#:	TEST: SCH CD:				
*SCHOOL CODE	ATTENDED FROM TO	DIPLOMA (Y/N)	PERC RANK/CLASS RANK	TRAN GPA	TRAN REQD	TRAN RECV	RNK RPT	UNT RPT	E L
N	N								
SCHOOL NAME:			PAR TERM:				TRAN NBR:	00	
			N				N		
SCHOOL NAME:			PAR TERM:				TRAN NBR:	00	
			N				N		
SCHOOL NAME:			PAR TERM:				TRAN NBR:	00	
			N				N		
SCHOOL NAME:			PAR TERM:				TRAN NBR:	00	

Screen 209 provides information on the applicant's high school history. In the ATTENDED field the anticipated date of graduation is entered. The majority of admission decisions obviously must be made on freshman applicants before they actually graduate from high school. Many submit partial transcripts, usually through the sixth or seventh semester (see field "PAR TERM"). The high school GPA is entered on this screen. When the final transcript noting graduation arrives, this screen is updated.

211 College History Screen

211 COLLEGE HISTORY										
SCREEN:	INST:	AU:	SID:	APPL#:	TEST:	SCH CD:				
AWARDED HOURS—>		UNITS:		PTS:		GPA: 0.000				
SCHOOL CODE	ATTENDED FROM TO	DEGREE SOUGHT	DEG RCD?	CUM UNTS	CUM PTS	GRADE SCHEME	GPA	TRAN REQD	TRAN RECV	PAR ERM
SCH:		0.0 DEG DT: /			0.000		N	N		
		0.0 DEG DT: /			0.000		N	N	00 DEL:	
SCH:		0.0 DEG DT: /			0.000		N	N		
		0.0 DEG DT: /			0.000		N	N	00 DEL:	
SCH:		0.0 DEG DT: /			0.000		N	N		
		0.0 DEG DT: /			0.000		N	N	00 DEL:	
PAGE NO: 0										

Screen 211 provides you with summary information on transfer students, including hours awarded, name and time attended of individual colleges or universities, grade-point average, and notation of an earned degree.

216 Contact/Response Screen

216 CONTACT/RESPONSE								
SCREEN:	INST: UK	AU: LC	SID:	APPL#: P		TEST:	COMM:	
C/ R CONT/RESP	DESCRIPTION		RESP STATUS	DATE	CNSLR	AP #	APPL STAT	DEL
C SAT	Scholastic Aptitude Test			06/26/98		P		
C ACT	American College Test			07/01/98		P		
R NTC	National Test Contact		ST	07/30/98		P		
R PNI	Preview Night Invitation		ST	08/10/98		P		
C TEL	Telephone			09/10/98		P		
R NLA	NTC Letter/APA		ST	09/19/98		P		
R HAR	Housing Application Req		ST	10/22/98		1		
R DLC	Delayed Letter Consider		ST	10/28/98		1	RF	
R CRE	Catalog Request		ST	11/03/98		P		
C ACT	American College Test			11/17/98		A		
R WWH	Who's Who Among HS		SD	12/07/98	KAS	P		

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Screen 216 lists all contacts and responses made to both prospective students and applicants. To check on communication with a student before admission, insert a "P" in the APPL# field in the ACTION LINE. To view contacts/responses pertaining to an application only, enter the application number in the APPL# field.

The first field from left to right denotes a contact "C" or response "R". The second field shows the code type of the contact/response. (A complete listing of codes is available by accessing on-line help functions.) Column three provides a description of the contact/response. The RESP STATUS field denotes whether the correspondence has been sent "ST" or is still waiting to send "SD". The CNSLR field will provide the initials of who initiated the correspondence. The final field of interest on 216 is the AP# field. This field will indicate the number of the application that the correspondence, which appears on that line, is related.

221 Calculated Test Score Screen

For admission purposes only, the applicant's test scores (in cases of multiple testing) are combined to show the highest scores from each of the individual section of the standardized tests.

221 CALCULATED TEST SCORES DISPLAY					
SCREEN:	INST: UK	AU: LC	SID:	APPL#:	TEST: SCH CD:
TEST ----- DATE		TEST ----- DATE		TEST ----- DATE	
ACTE	10/01/98	SATC	06/01/98	00/00/00	
HEADING	SCORE	HEADING	SCORE	HEADING	SCORE
ENGL	21	VERBAL	430		
MATH	22	MATH	550		
READ	21	TSWE			
SCIREA	22	TOTAL	980		
COMP	22	V%TILE	23		
USGMCH	9	M%TILE	62		
RHTSKL	13	T%TILE			
ELEALG	16	GPA	270		
ALGCGM	10				
PGEOTR	11				
SSTSCI	11				
CALCOM	22				
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Tests displayed on screen 221 will automatically show the highest scores for individual sections of the standardized tests, plus, it will recalculate the new resulting composite score.

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