



Document Information	
Title	Tracking Basis of Admission
Module	Admission
Subcategory	
Author	
File Reference	
IDP Session	

REVISION CONTROL

Date	By	Action	Pages
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Business Process Overview

You can use the Basis of Admission pages to enter the Basis of Admission codes collected and used for Chancellor Office Reporting.

Process Prerequisites/Assumptions

Prerequisite/Assumption	Detail
Search / Match	Search / Match process for the applicant has been performed to verify that the applicant is currently in the PeopleSoft system.

1.0 Tracking Basis of Admission

The following pages are used to accomplish the process outlined in Business Process Overview section.

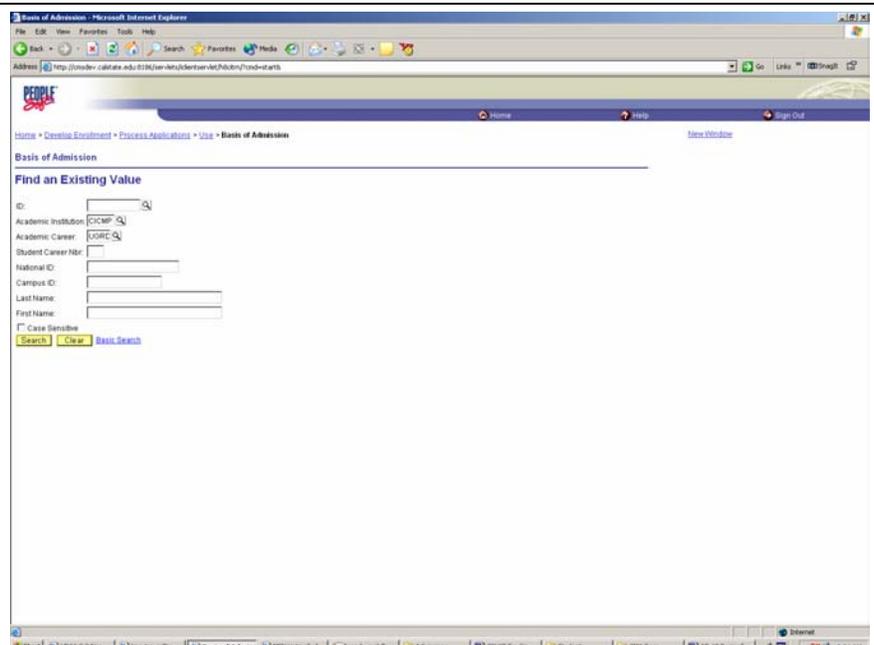
- Basis of Admission

1.1 External Data Page

Navigation

Home > Develop Enrollment > Process Applications > Use > Basis of Admission > Find an Existing Value

Page Description

Find an Existing Value – Basis of Admission	
	<p>Required Fields:</p> <ul style="list-style-type: none"> ID Academic Institution Academic Career <p>Optional Fields:</p> <ul style="list-style-type: none"> Campus ID National ID Last Name First Name

Steps for Processing Data

1. Complete the required fields by typing in the applicant's ID, academic institution, and academic career information.
2. If you do not have the ID for the applicant, you can conduct a last name and first name search here.
3. Click the "Search" button to bring up the External Data Page.

Page Field Definition Summary

Field	Field Definition	Valid Values
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ID	This is the system assigned ID of the individual	
Academic Institution	The institution's ID	CICMP
Academic Career	Grouping of all academic work for a student	Click on the "Magnifying or Look-up button" for valid values.

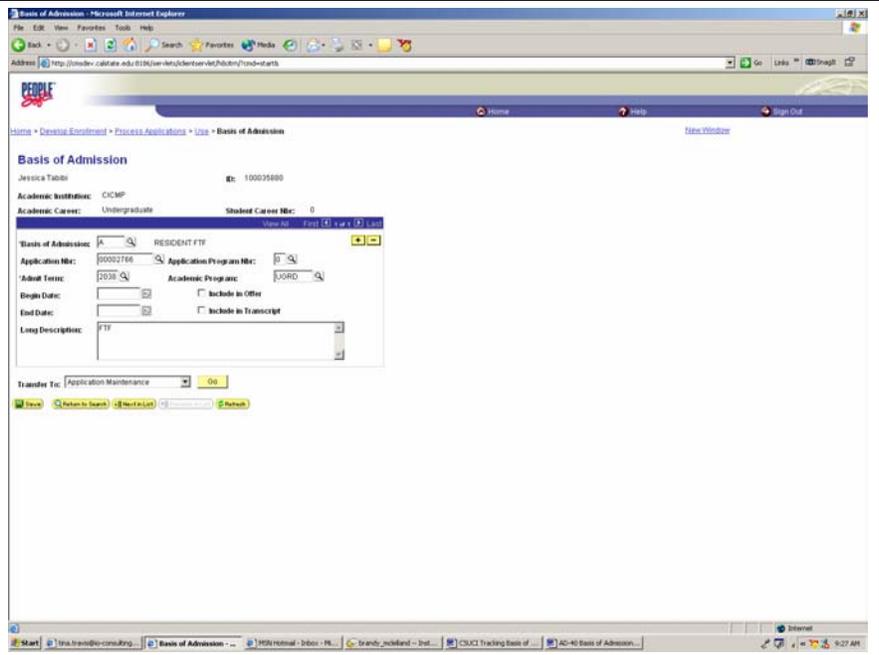
1.2 External Data Page

Navigation

Home > Develop Enrollment > Process Applications > Use > Basis of Admission

Page Description

Use the Basis of Admission page to record the basis of admission values reported to the Chancellor Office.

	<p>Required Fields:</p> <ul style="list-style-type: none"> Basis of Admission Admit Term Application Number <p>Optional Fields:</p>
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Steps for Processing Data

1. In the Basis of Admission field, select the appropriate value.
2. Select the corresponding Application Number by clicking on the magnifying glass to look up all applications that belong to that applicant.
3. Select the appropriate Admit Term
4. Insert additional rows if you are tracking more than one basis of admission.
5. Click Save.



The Include in Offer checkbox allows you to include the code, description, short description, and long description on the applicant's admission offer letter. The system automatically selects this check box if the Include in Offer field on the Basis of Admission setup page is selected for the given basis of admission. You can change the setting for this applicant here.



The Include In Transcript checkbox allows you to include the code and long description on the student's transcript. The system automatically selects this check box if the Include in Transcript field on the Basis of Admission setup page is selected for the given basis of admission. You can change the setting for this person here.
