

AD Evaluations Setup Guide v. 8.0

First Time Freshman, Lower Division Transfer & Upper Division Transfer

Last Revised: 12/17/03

FINAL

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This document is published as a baseline guide. Panel shots may reflect campus specific information, provided as examples only. Any questions concerning this document should be addressed to the CMS/SOSS Student Administration team.

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1.0 Setting up Evaluations

The CSU has established standard minimum admission requirements for undergraduates and graduates students. To ensure the consistency of these standard minimum admission requirements and evaluation processing (e.g., the rating component, rating scheme, evaluation codes, and modified SQCs) for all the CSU campuses, CMS Central provides the necessary set-up data for first time freshman (FTF), lower division transfers (LDT), and upper division transfers (UDT) processing. Individual campuses may create any additional campus-specific admission requirements and SQCs for impacted or high-demand majors.

Before you begin evaluating applicants, applications must be fully entered and posted into the system. You must set up rating components and rating schemes, evaluation codes, evaluation status codes, external summary types, and GPA types. CMS Central has provided the required setup for evaluation processing. Without these required setups, the modification will not process correctly. CMS Central has delivered the required setups via scripts. The chart below provides the record names associated with the Evaluations Modification required setup.

| COMS Common Management Systems | | | |
|--------------------------------------|---|---|--|
| PeopleSoft Table Name | PeopleSoft Page | Description/Notes | Document X-Ref |
| EVAL_STATUS_TBL | Evaluate Applicants, Setup, Evaluation Status Table | This table is used to define evaluation statuses for Admissions. SOSS will deliver rows necessary for the evaluation modifications. Campuses may insert rows as necessary for their own evaluations | AD01008-v80FS-Automated Process for Evaluation and Admissions Requirements |
| EXT_SUMM_TP_TBL | Design Admissions, Setup, External Summary Type Table | This table is used to define the types of transcript summary data you wish to store. SOSS will deliver rows necessary for the evaluation modifications. Campuses may insert rows as necessary for their own requirements | AD01008-v80FS-Automated Process for Evaluation and Admissions Requirements |
| GPA_TYPE_TBL | Design Admissions, Setup, GPA Type Table | This table is used to define the types of GPA's you wish to track from transcripts. SOSS will deliver rows necessary for the evaluation modifications. Campuses may insert rows as necessary for their own requirements. | AD01008-v80FS-Automated Process for Evaluation and Admissions Requirements |
| MATL_GRP_TBL | Design Admissions, Setup, Material Groups Table | This table is used to define the materials you wish to track to evaluate applicants. SOSS will deliver rows necessary for the evaluation modifications. Campuses may insert rows as necessary for their own requirements. | AD01008-v80FS-Automated Process for Evaluation and Admissions Requirements |

| MATL_GRP_TYP_TABLE | Design Admissions, Setup, Material Group Type Table | This table is used to group the types or materials you wish to track to evaluate applicants. SOSS will deliver rows necessary for the evaluation modifications. Campuses may insert rows as necessary for their own requirements. | AD01008-v80FS-Automated Process for Evaluation and Admissions Requirements |
|--------------------|---|---|--|
| RATING_CMP_TBL | Evaluate Applicants, Setup, Rating Table | This table is used to define evaluation rating components for Admissions. SOSS will deliver rows necessary for the evaluation modifications. Campuses may insert rows as necessary for their own evaluations | AD01008-v80FS-Automated Process for Evaluation and Admissions Requirements |
| RATING_SCH_TBL | Evaluate Applicants, Setup, Rating Table | This table is used to define evaluation rating schemes for Admissions. SOSS will deliver rows necessary for the evaluation modifications. Campuses may insert rows as necessary for their own evaluations | AD01008-v80FS-Automated Process for Evaluation and Admissions Requirements |
| SA_TCMP_REL_TBL | Design Admissions, Setup, Test Tables | This table is used to connect components to tests. SOSS will deliver rows necessary for the evaluation modifications. Campuses may insert rows as necessary for their own requirements. | AD01008-v80FS-Automated Process for Evaluation and Admissions Requirements |
| SA_TEST_CMP_TBL | Design Admissions, Setup, Test Components | This table is used to define test scomponents you wish to track. SOSS will deliver rows necessary for the evaluation modifications. Campuses may insert rows as necessary for their own requirements. | AD01008-v80FS-Automated Process for Evaluation and Admissions Requirements |

To perform automated evaluations, you must first set up rating components, rating schemes, evaluation codes, evaluation status codes, GPA and summary types, and evaluation code assignment rules. The remainder of this document addresses each of these areas of required setup.

1.1 Rating Component Definition Table

Navigation: <u>Home \rightarrow Design Student Administration \rightarrow Design Admissions \rightarrow Setup \rightarrow Rating <u>Comp Definition Table</u></u>

The rating component definition table is used to define the individual evaluation components that will be used in performing automated evaluations. A rating component can be extracted from application materials (such as ACT or SAT scores or high school GPA), or it can be a calculated value (such as the CSU Eligibility Index), or it can represent a summary (such as the OVER component, which is the sum of individual scores for eligibility index, college prep subject requirements, and overall subject area requirements).

SETUP GUIDE

| PEOPLE | | | | AR ST |
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| 000- | | 🙆 Home | 🕜 Help | 😂 Sign Out |
| <u>Home</u> > <u>Design Student Ac</u> | ministration > Design Admissions > Setup > Rating Comp Definition Table | | New Window | |
| Rating Comp D | ef Table | | | |
| Academic Institution: | CSUNR Test University | | | |
| Rating Component: | ACT | _ | | |
| *Description: | Highest ACT Score | | | |
| Short Description: | HighestACT | | | |
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1.1.1 Considerations

This is a sample of one setup page for the Rating Comp Definition Table. The rating components that will need to be defined depend on which automated evaluation processes you plan to implement on your campus. The following tables show the components by evaluation type:

First Time Freshman

| Rating Component | Description |
|------------------|---|
| ACT | Highest ACT Score |
| ELECT | Total Elective Years |
| ELGID | Eligibility Index |
| ENGLS | Total English Years |
| HSGPA | High School GPA |
| INDEX | GPA/Test Score Index |
| MATH | Total Math Years |
| OVER | Overall Rating |
| SAT | Highest SAT Score |
| SCINC | Total Science Years |
| SOCS | Total U.S. History and Social Science Years |
| SUBJT | Overall Subject Requirements |
| TSUBJ | Subject Area Requirements |

Lower Division Transfers

The components for Lower Division Transfers include all of the components for first-time freshmen *plus* the following additional components to capture transfer grades and eligibility to re-enroll at the student's current institution:

| Rating Component | Description |
|------------------|----------------------|
| GOODS | Good Standing |
| TRGPA | College Transfer GPA |

Upper Division Transfer

Because of the different requirements for upper division transfers, different rating components are required. The First Time Freshman components are not used. The *GOODS* and *TRGPA* components from Lower division Transfer are used, and the following additional components are required:

| Rating Component | Description |
|------------------|--|
| CGPSC | College GPA Score |
| GECT | General Ed Requirement – Critical Thinking |
| GEEC | General Ed Requirement – English Composition |
| GEM | General Ed Requirement – Mathematics |
| GEOC | General Ed Requirement – Oral Communication |
| GESC | General Ed Requirement - Score |

1.1.2 Recommendations

Rating components are required to define rating schemes and **must** be setup for all rating schemes the campus plans to implement.

1.2 Rating Scheme Table

Navigation:Home \rightarrow Design Student Administration \rightarrow Design Admissions \rightarrow Setup \rightarrow Rating
Tables \rightarrow Rating Scheme Table

| Rating Scheme | Description |
|---------------|--|
| FTF03 | First Time Freshman, California Resident |
| FTFNR03 | First Time Freshman, Non-Resident |
| LDT03 | Lower Division Transfer, California Resident |
| LDTNR03 | Lower Division Transfer, Non-Resident |
| UDT03 | Upper Division Transfer, California Resident |
| UDTNR03 | Upper Division Transfer, Non-Resident |

The following rating types are supported by Baseline:

Note that the **rating scheme codes must conform** to those listed above. However, these descriptions can be changed by the campus to conform to local terminology.

The following screen shot shows how the first page of the Rating Tables component should be completed.

| 🚰 Rating Tables - Microsoft I | Internet Explorer | | | | _ 8 × |
|---|---|---------------------------------|------------------------------------|------------|--------------------|
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| PEOPLE. | | | | | 1 ARCON |
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| Home > Design Student Admi | inistration > Design Admissions > Setup > Rating Ta | bles | | New Window | |
| Rating Scheme Table R | Rating Components Table | | | | |
| | | | | | |
| Academic Institution: | CSUNR Test University | | | | |
| Rating Scheme: | FTF03 | | | | |
| | | View All First [| 💶 1 of 1 💽 Last | | |
| *Effective Date: | 01/01/1901 🗊 *Status: Active 💌 | Extracts | + - | | |
| *Rating Type: | Overall | | | | |
| *Description: | First-time Freshmen Evaluation | | | | |
| Short Description: | FTF | | | | |
| Instructions: | Evaluation of 1st time freshman is based on: Have or will have graduated from high school. Meet the eligibility index score with the gpa and tex Have or will have completed with a grade C or bet | st scores. ter the following | | | |
| | pattern of courses which total 15 units (a unit is 1 | year of study in high 📃 | | | |
| 🗐 Save) 🔍 Return to Search |) (∔≣ Next in List) (†≣ Previous in List) (≉ Refresh) | 🛃 Add) 🖉 Update/Display) 🏾 | Include History) (🗊 Correct Histor | Ð | |
| Rating Scheme Table Rating | g Components Table | | | | |
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1.2.1 Considerations

Effective Date: Enter the effective date for this rating scheme.

Status: The status should be Active.

Rating Type: Since CSU plans to evaluate applicants using automated processes, you must define a rating scheme with an **Overall rating type**.

Description: Enter a description for this rating scheme.

Short Description: Enter the short description

Instructions: This space is often used for other types of evaluations than the CSU automated evaluations; e.g. for admission committees. This space can be used to describe the admission policy being used.

Extracts: Clicking on the Extracts pushbutton brings up the Materials Extract Detail page.

The following page depicts how this page should be set up.

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| 000- | | | | 🙆 Home | 🕜 Help | 🎒 Sign Out |
| <u>Home</u> > <u>Design S</u> | tudent Administrat | ion > <u>Design Admissi</u> | ons > <u>Setup</u> > Rating Tables | | New Window | |
| Materials Ext | act Detail | | | | | |
| | SQC Name | Material Group | | | | |
| Test Score: | ADEXTIST | UGTESTS Q | | | | |
| Summary: | ADEXTSUM | | | | | |
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1.2.2 Recommendations

The Rating Scheme Table is required setup for each of the evaluation types your campus plans to implement.

1.3 Rating Components Table

Navigation: <u>Home \rightarrow Develop Enrollment \rightarrow Design Admissions \rightarrow Setup \rightarrow Rating Table \rightarrow Rating Components Table</u>

Rating components need to be set up for each of the rating schemes defined.

1.3.1 Considerations

You must have completed the Rating Scheme Table page prior to selecting rating components. The charts below outline how the rating component should be setup.

| Rating Component | Туре | Processing Order | Final Value | Required | Calculation Method | Formula ID |
|---------------------|------------|---------------------|-------------|----------|-----------------------|------------|
| ACT | Individual | 1 | No | No | Automatic | ADHGHACT |
| SAT | Individual | 2 | No | No | Automatic | ADHGHSAT |
| HSGPA | Individual | 3 | No | No | Automatic | ADACADEM |
| ARTS | Individual | 4 | No | No | Automatic | ADCURR9 |
| ELECT | Individual | 5 | No | No | Automatic | ADCURR2 |
| ENGLS | Individual | 6 | No | No | Automatic | ADCURR3 |
| MATH | Individual | 7 | No | No | Automatic | ADCURR5 |
| SCINC | Individual | 8 | No | No | Automatic | ADCURR6 |

First Time Freshmen

| Rating Component | Туре | Processing Order | Final Value | Required | Calculation Method | Formula ID |
|---------------------|------------|---------------------|-------------|----------|-----------------------|------------|
| SOCS | Individual | 9 | No | No | Automatic | ADCURR7 |
| LANG | Individual | 10 | No | No | Automatic | ADCURR8 |
| ELGID | Individual | 12 | No | No | Automatic | ADOVER1 |
| SUBJT | Individual | 13 | No | No | Automatic | ADOVER2 |
| TSUBJ | Individual | 14 | No | No | Automatic | ADOVER3 |
| INDEX | Individual | 15 | No | Yes | Automatic | ADACAD1 |
| OVER | Individual | 16 | Yes | Yes | Automatic | ADOVERAL |

Lower Division Transfer

| Rating Component | Туре | Processing Order | Final Value | Required | Calculation Method | Formula ID |
|---------------------|------------|---------------------|-------------|----------|-----------------------|------------|
| ACT | Individual | 1 | No | No | Automatic | ADHGHACT |
| SAT | Individual | 2 | No | No | Automatic | ADHGHSAT |
| HSGPA | Individual | 3 | No | No | Automatic | ADACADEM |
| ARTS | Individual | 4 | No | No | Automatic | ADCURR9 |
| ELECT | Individual | 5 | No | No | Automatic | ADCURR2 |
| ENGLS | Individual | 6 | No | No | Automatic | ADCURR3 |
| MATH | Individual | 7 | No | No | Automatic | ADCURR5 |
| SCINC | Individual | 8 | No | No | Automatic | ADCURR6 |
| SOCS | Individual | 9 | No | No | Automatic | ADCURR7 |
| LANG | Individual | 10 | No | No | Automatic | ADCURR8 |
| ELGID | Individual | 12 | No | No | Automatic | ADOVER1 |
| SUBJT | Individual | 13 | No | No | Automatic | ADOVER4 |
| TSUBJ | Individual | 14 | No | No | Automatic | ADOVER5 |
| INDEX | Individual | 15 | No | Yes | Automatic | ADACAD1 |
| GOODS | Individual | 16 | No | Yes | Automatic | ADOVER3 |
| GPSC | Individual | 17 | No | Yes | Automatic | ADOVER4 |
| OVER | Individual | 16 | Yes | Yes | Automatic | ADOVERAL |

Upper Division Transfer

| Rating Component | Туре | Processing Order | Final Value | Required | Calculation Method | Formula ID |
|---------------------|------------|---------------------|-------------|----------|-----------------------|-------------|
| TRGPA | Individual | 1 | No | No | Automatic | TRGPA |
| GECT | Individual | 2 | No | No | Automatic | GECT |

| Rating Component | Туре | Processing Order | Final Value | Required | Calculation Method | Formula ID |
|---------------------|------------|---------------------|-------------|----------|-----------------------|------------------|
| GEEC | Individual | 3 | No | No | Automatic | GEEC |
| GEM | Individual | 4 | No | No | Automatic | <mark>GEM</mark> |
| GEOC | Individual | 5 | No | No | Automatic | GEOC |
| GESC | Individual | 6 | No | No | Automatic | GESC |
| GOODS | Individual | 7 | No | Yes | Automatic | ADOVER3 |
| GPSC | Individual | 8 | No | Yes | Automatic | ADOVER4 |
| OVER | Individual | 9 | Yes | Yes | Automatic | ADOVERAL |

1.3.2 Recommendations

The Rating Component Table requires setup for each component within each Rating Scheme that you will be using. The same components need to be set up for both Resident and Non Resident students. The functional setup above represents the CSU minimum requirements for FTF, LDT & UDT. Campuses may have additional requirements for impacted programs.

1.4 Evaluation Codes

Navigation:Home \rightarrow Design Student Administration \rightarrow Design Admissions \rightarrow Setup \rightarrow Evaluation Tables \rightarrow Evaluation Table

You will need to setup an Evaluation Code for the various evaluation types your campus uses. Use the Evaluation Table page to define evaluation codes and the rating schemes linked to them. You must assign evaluation codes—either manually or automatically—to applicants during the evaluation process.

| Evaluation Tables - Micros | sort Internet Explorer | | | | _ 쁘 스 |
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| Address 🙋 https://cmsdev.ca | lstate.edu:4196/servlets/iclientservlet/H8CMSTST/?cmd=start& | | | | ▼ 🖉 Go 🛛 Links ≫ |
| PEOPLE. | | | | | ACT |
| Sol | | 🙆 Home | 😥 Worklist | 🕜 Help | 🔗 Sign Out |
| Home > Design Student Adm | inistration > Design Admissions > Setup > Evaluation Ta | bles | | New Window | |
| Evaluation Table Evalua | ation <u>C</u> ommittee Table | | | | |
| Academic Institution: | CSUNR Test University | | | | |
| Evaluation Code: | FTF03 | | _ | | |
| *Description: | First time freshmen | | | | |
| Short Description: | FTF | | | | |
| *Evaluation Type: | Application | | | | |
| Committee Rating ID: | ٩ | | | | |
| Overall Rating ID: | FTF03 G First-time Freshmen Evaluatio | n | | | |
| Comments: | First time frosh, California resident. | * | | | |
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| Done | | | | | Internet |

1.4.1 Considerations

Evaluation Type: Select an evaluation type for this evaluation code. You can define evaluation codes that can be used for evaluating applicants (Application), or you can define evaluation codes that can be used for evaluating individuals (General). In the latter case, the evaluation code will be assigned to a person, rather than an application. The delivered CMS Baseline automated evaluations process uses the *Application* evaluation type.

Committee Rating ID: If committees perform this evaluation, select the rating scheme that the committee will use with this evaluation code.

Overall Rating ID: Assign an overall rating scheme if you use this rating code for overall evaluations.

| Evaluation Code | Description | Evaluation Type | Overall Rating ID |
|-----------------|---------------------------------------|-----------------|-------------------|
| FTF03 | First Time Freshman | Application | FTF03 |
| FTFNR03 | First Time Freshman, Non Resident | Application | FTFNR03 |
| LDT03 | Lower Division Transfer | Application | LDT03 |
| LDTNR03 | Lower Division Transfer Non Resident | Application | LDTNR03 |
| UDT03 | Upper Division Transfer | Application | UDT03 |
| UDTNR03 | Upper Division Transfer, Non Resident | Application | UDTNR03 |

The table below depicts how the Evaluation Table page should be set up for each evaluation code:

1.4.2 Recommendations

The Evaluation Committee Table does not need to be set up at this time.

1.5 Evaluation Status Codes

Navigation: <u>Home \rightarrow Design Student Administration \rightarrow Design Admissions \rightarrow Setup \rightarrow Evaluation Status Table</u>

The following chart outlines the evaluation statues code that should be setup:

| Evaluation Status | Status | Description | Short Description | Evaluation in Progress |
|----------------------|--------|--------------------------------|-------------------|---------------------------|
| CO | Active | Completed | Completed | No |
| IP | Active | In Progress | InProgress | Yes |
| PS | Active | Application Status Update Post | Posted | No |

1.5.1 Considerations

Use the Evaluation Status Table page to define evaluation status codes. For example, you can set up statuses such as In Progress, Completed and Application Status Update Post. Later, when evaluating applicants, you will enter these statuses on evaluation pages as well as on the Application Program Data page under the Application Maintenance menu.

1.6 External Summary Type Table

Navigation: <u>Home \rightarrow Design Student Administration \rightarrow Design Admissions \rightarrow Setup \rightarrow External Summary Type Table</u>

The following External Summary Type must be setup for First Time Freshman:

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| External Su | mmary Type ⁻ | Fable | | | | | |
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| *Effective Date: | 01/01/1901 | *Status: | Active | E | + - | | |
| *Description: | Final High School GP | Ą | | | | | |
| Short Description: | F/HS GPA | | | | | | |
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| | | | | | | | |

The following External Summary Type must be setup for Lower Division Transfers & Upper Division Transfers:

| ne > Design Student Administration > Design Admissions > Setup > External Summary Type Table mmary Type: OVER | | | | | 🙆 Home | 😥 Worklist | 🕜 Help |
|---|-----------------------|------------------------|-------------------|--------------------------|--------------------|------------|------------|
| xternal Summary Type Table mmary Type: OVER View All First 1 of 1 D Last ffective Date: 01/01/1901 1 + - + - + - + - + - + - + - + - + - | me > Design Student A | dministration > Design | Admissions > Setu | <u>p</u> ≻ External Sumi | nary Type Table | | New Window |
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| | | | | | | | |

1.6.1 Considerations

Use the External Summary Type Table page to define the types of summary education information that you want to capture from a prospect or applicant.

1.6.2 Recommendations

The setup shown above for this table is required.

1.7 GPA Type Table

Navigation: <u>Home \rightarrow Design Student Administration \rightarrow Design Admissions \rightarrow Setup \rightarrow GPA <u>Type Table</u></u>

The following GPA TYPE must be setup First Time Freshman:

| PEOPLE | | | | |
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| 000 | | 🙆 Home | 🕜 Help | 🎒 Sign Out |
| Home > Design Student A | dministration > <u>Design Admissions</u> > <u>Setup</u> > GPA Type Table | | <u>New Window</u> | |
| GPA Type Tab | le | | | |
| Academic Institution: | CSUNR Test University | | | |
| GPA Type: | HIGH | | | |
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| *Effective Date: | 01/01/1901 🗊 *Status: Active 🔽 | + - | | |
| *Description: | High School GPA | | | |
| *Short Description: | HS GPA | | | |
| GPA Values | View All | First 🗹 1 of 1 🕨 Last | | |
| *External GPA *Des | cription Short De | + - | | |
| | | | | |
| 📳 Save) (Q. Return to Sea | arch) (4≣ Next in List) (†≣ Previous in List) (⊘ Refresh) (梱 Updat | e/Display) (2 Include History) (& C | orrect History) | |

The following GPA TYPE must be setup for Lower Division Transfer and Upper Division Transfer:

| PEOPLE | | | | | |
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| 200 | | | 🙆 Home | 📵 Worklist | 🕜 Help |
| Home > Design Student A | dministration > Design Admission | is > <u>Setup</u> > GPA Type " | [able | | New Window |
| GPA Type Tabl | e | | | | |
| Academic Institution: | CSUNR Test University | | | | |
| GPA Type: | COLL | | | | |
| | | | View All First | t 🖪 1 of 1 🕨 Last | |
| *Effective Date: | 01/01/1901 🗊 *Status: | Active 💌 | | + - | |
| *Description: | College Transfer GPA | | | | |
| *Short Description: | College GP | | | | |
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1.7.1 Considerations

Use GPA Type Table page to set up grade point average types for external organizations.

External GPA: Enter the external GPA value for each GPA value.

1.7.2 Recommendations

The setup shown above for this table is required.

1.8 Evaluation Code Assignment

Navigation: <u>Home \rightarrow CSU SA Baseline \rightarrow CSU Admissions \rightarrow Setup \rightarrow Evaluation Code <u>Assignment</u></u>

This page is used to set up assignment rules for the *CSU Eval Code Assignment* process. Use this page to set up the criteria for assigning different evaluation codes to different groups of students.

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1.8.1 Considerations

Acad Career: Select the career of the applicants to be selected.

Term: Select the career of the applicants to be selected.

Evaluation Code: Select the evaluation code to assign to the selected applicants. This is a required field.

Admit Type: Click the hyperlink and select the admit type(s) of the applicants to be selected. Multiple rows of admit types can be inserted, if appropriate.

Residency: Click the hyperlink and select the residency(s) of the applicants to be selected. Multiple rows of residency codes can be inserted, if appropriate.

Academic Level: Click the hyperlink and select the academic level(s) of the applicants to be selected. Multiple rows of academic level can be inserted, if appropriate.

Service Indicator: Click the hyperlink and select the service indicators(s) to indicate applications that should not be assigned evaluation codes. Multiple rows of service indicators can be inserted, if appropriate. The service indicator indication may be used to prevent evaluation of applicants who have not paid an application fee to the University, as identified in the *CSU Requiring Application Fees* Process. This field is optional.

Ready for Processing: Use this hyperlink to indicate if the Ready For Processing flag on the ERS Sub Page **must be checked** before an evaluation code can be assigned. Some campuses use this as an indicator that the application has been reviewed by an evaluator and is ready for consideration. This field is optional.

Academic Program and Academic Plan: Select the academic programs and plans of the applicants to be selected. You may insert rows and select multiple Academic programs and plans. This field is optional.

1.8.2 Recommendations

Map out all the criteria for each evaluation codes before setting up this page. This process will help eliminate possible setup errors.

1.9 CSU ERS Auto Admit

Navigation: Home→ CSU SA Baseline → CSU Admissions → Setup→ CSU ERS Auto Admit

The CSU ERS Auto Admit setup page works with the *CSU Eval Program Status Update* process. The *CSU Eval Program Status Update* process posts the results of an auto evaluation to the student's application record by inserting a new program action value, such as ADMT, DENY, MATR, or other program actions defined by the campus business processes.

An optional feature of the *CSU Eval Program Status Update* process allows you to update the ERS values for Student Standing and Basis of Admission for the admitted applicant at the time the admission decision is recorded.

If using this feature, the CSU ERS Auto Admit page needs to be set up for each evaluation code with the corresponding student standing and basis of admissions codes. The *CSU Eval Program Status Update* process will populate the Basis of Admission field and Student Standing field with the values indicated in the setup.

| Home > CSU SA Baseline > CSU Admissions > Setup > CSU ERS Auto Admit Ne | | | | | | | |
|---|--------------------------------|----------------------------|--------------|------|--|--|--|
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1.9.1 Considerations

Basis of Admission Code: Select the Basis of Admission code for this evaluation type. A list of these codes is included in the Data Element Dictionary (DED) section of the *Enrollment Reporting System Operations Manual*.

Academic Career: Indicate the career associated with this evaluation type.

Admit Term: Indicate the term. The same evaluation code may be used for more than one term, but a row must be added for each term.

Begin Date: The default for the begin date is the system date.

End Date: Enter the date that you want this basis admission to be no longer valid. If you run the offer letter or transcript after this date it will not appear even if you have selected the **Include in Offer** check box.

Include in Offer: Select this check box to include the code, description, short description, and long description on the applicant's admission offer letter.

Include In Transcript: Select this check box to include the code and long description on the student's transcript.

Student Standing Code: Select the Student Standing code for this evaluation type. A list of these codes is included in the Data Element Dictionary (DED) section of the *Enrollment Reporting System Operations Manual.*

1.9.2 Recommendations

Use of this feature can significantly reduce manual data entry and errors.