



ADMISSIONS & RECRUITMENT HANDBOOK

Auburn University at Montgomery

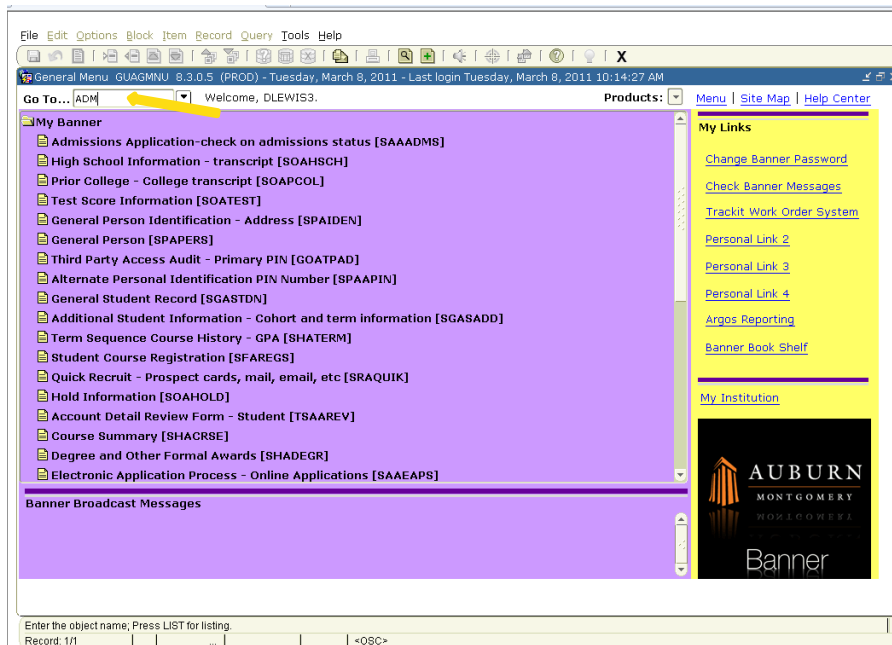


MAKE IT *YOURS*™

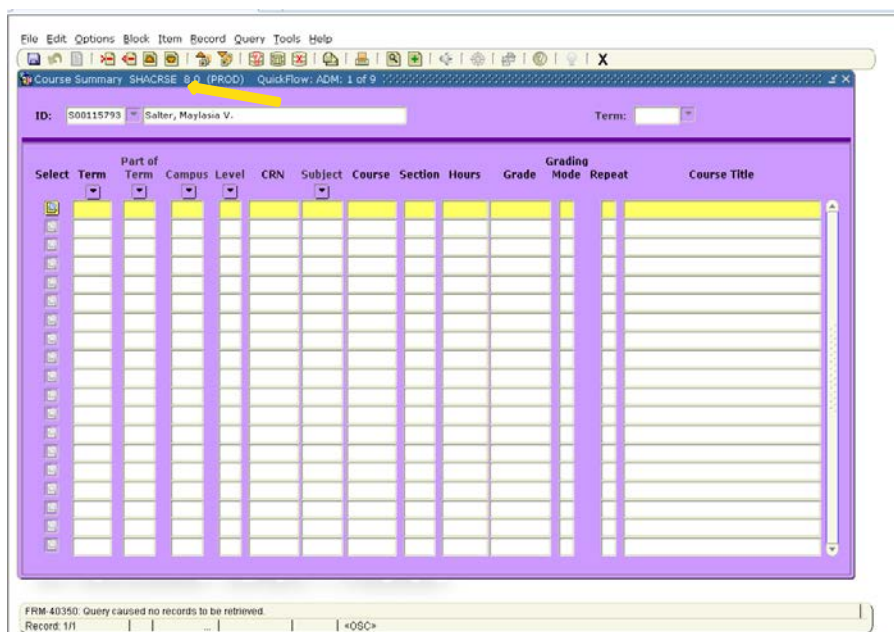
Schedule of Athletic Contact:

- Compliance Team meets monthly
- Application status contact is as requested
- Academic award eligibility is as inquired
- Division-wide meeting presentations are 1/year

Application Audit - Quickflow



1. Go to **ADM** (this process will take you through the quickflow)
2. Enter (this will take you to the next page)



3. **SHACRSE** – Enter S# (check to see if student has taken course(s) at AUM)
4. Click the **X** (this will take you to the next page)

Application Audit - Quickflow

File Edit Options Block Item Record Query Tools Help

Term Sequence Course History - SHATERM 8.1 (PROD) QuickFlow: ADM: 2 of 9

ID: S00115793 Salter, Maylasia V. Course Level Codes by Person: 10 Start Term:

Current Standing Term GPA and Course Detail Information Student Centric GPA and Course Information

Current Standing

First Term Attended:
Last Term Attended:
Academic Standing:
Academic Standing Override:
Progress Evaluation:
Progress Evaluation Override:
Combined Academic Standing Override:
Combined Academic Standing:

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Institution:						
Transfer:						
Overall:						

ERROR Invalid code; press LIST for valid codes.

Record: 1/1 <OSC>

5. **SHATERM** (check for student academic standing)
6. Click the **X**

File Edit Options Block Item Record Query Tools Help

General Person Identification - SHATERM 8.1 (PROD) QuickFlow: ADM: 3 of 13

ID: S00115793 Salter, Maylasia V. Generate ID:

Current Identification Personal Identification Address Telephone Biographical Email Emergency Contact Additional Identification

Personal Identification

Person

Last Name: Salter
First Name: Maylasia
Middle Name:
Prefix:
Suffix:
Preferred First Name:
Full Legal Name:

3D and Name Source

Last Update:
Date: 04/04/2011
Activity Date: 04/04/2011
Origin: SHATERM

Original Creation

Date: 04/04/2011
Create Date: 04/04/2011

Non-Person

Name:

File Edit Options Block Item Record Query Tools Help

General Person Identification - SHATERM 8.1 (PROD) QuickFlow: ADM: 3 of 13

ID: S00115793 Salter, Maylasia V. Generate ID:

Current Identification Personal Identification Address Telephone Biographical Email Emergency Contact Additional Identification

Address

From Date: 04/04/2011 To Date:
Address Type: HL *Housing
Sequence Number: 1
Street Line 1: 700, 04/04/2011
Street Line 2:
Street Line 3:
City: Metairie
State or Province: LA *Louisiana
ZIP or Postal Code: 70002
Country: US *United States
Nation: 007 *United States of America
Telephone Type: HL *Housing
Area Code: 210 Phone Number: 553 Extension: 4000

Institute Address

Delivery Point:
Correction Digit:
Carrier Route:

Last Update

Date: 04/04/2011
Activity Date: 04/04/2011

File Edit Options Block Item Record Query Tools Help

General Person Identification - SHATERM 8.1 (PROD) QuickFlow: ADM: 3 of 13

ID: S00115793 Salter, Maylasia V. Generate ID:

Current Identification Personal Identification Address Telephone Biographical Email Emergency Contact Additional Identification

Biographical

Gender: Male
Birth Date: 04/04/1980
Age: 31
Disability: SHATERM
Disability Date:
Disability Description:
Veteran File Number:
Veteran Classification:
Date of Discharge:
Armed Forces Service Medal Indicator:
Disabled Veteran:
Confirmed Date: 04/04/2011
Date: 04/04/2011
Activity Date: 04/04/2011

Race: *Race
Sex: *Sex
Use: *Use
Activity Date: 04/04/2011

Application Audit - Quickflow

7. **SPAIDEN** (check capitalization of the name, correct address and biographical information (Gender, Citizenship, Ethnicity/Race, DOB and SSN))
 8. Click the **X**
-

The left screenshot shows the 'Application' tab in the SAAADMS application. It includes fields for Admission Type (Freshman), Student Type (Freshman), Residence (In State/Res Fees), Application Number (1), Application Preference (1), Application Date (09-MAY-2011), Application Status (OR-MAN-001), and Application Decision (SYSTEM). The right screenshot shows the 'Curriculum' tab, which includes fields for Field of Study (Justice & Public Safety), Department (Justice & Public Safety), and Attached Curriculum (Justice & Public Safety).

9. **SAAADMS**
 10. Check Admission type, Student type and Residence
 11. Check curricula – field of study and department
 12. Click the **X**
-

The screenshot shows the 'High School Details' section of the SOAHSCH application. It includes fields for High School (011850 Monroe County High School), Graduation Date (26-MAY-2011), Transcript Received Date, Class Rank and Size, Diploma, College Preparation, Admissions Request (0001 Initial High School Transcript), and Enrollment Planning Service Code. The GPA field is also present.

13. **SOAHSCH** (check for high school for freshman)
 14. Click the **X**
-

Application Audit - Quickflow

The screenshot shows the 'Test Score Information: SOATEST 8.8.2.1 (PROD)' window. It features a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Help) and a toolbar. The main area is a table with columns: Test Code, Description, Test Score, Test Date, Percentiles, Test Scores (1), Test Scores (2), Test Scores (3), and Equivalency Indicator. The table lists ACT tests (English, Math, Reading, Science Reasoning, Composite) for the date 19-OCT-2018. Below the table, there are input fields for 'AD1' and a status bar indicating 'Scores must be 2' and 'characters in range of 01 - 16'.

15. **SOATEST** (check for ACT / SAT test scores)

16. Click the **X**

The screenshot shows the 'Prior College: SOAPCOL 8.4.0.1 (PROD)' window. It has a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Help) and a toolbar. The window is divided into two main sections: 'Prior College' and 'Degree Details'. The 'Prior College' section includes fields for 'Prior College', 'Enrollment Planning Service Code', 'Transcript Received Date', 'Transcript Reviewed Date', and 'Admissions Request'. The 'Degree Details' section includes fields for 'Degree', 'Degree Date', 'Attended From', 'Attended To', 'College', 'Transfer Hours', 'Honors', 'GPA', and 'Goal'. A yellow arrow points to the 'Admissions Request' dropdown menu. The status bar at the bottom indicates 'Record: 1/1' and '<OSC>'.

17. **SOAPCOL** (check for pervious colleges (assign admissions request ex:0002, 0003))

18. Click the **X**

Application Audit - Quickflow

Application Supplemental Information: SOAS/PL 8.3.0.2 (PROD)

ID: 000115790 | State: Malaysia V | Term: 201201 | Application Number: 1

Supplemental or Agency Data

Admission County: ☐ Rural County Indicator

Admission State: ☐ Rural County Indicator

Admission Nation: ☐ Rural County Indicator

Birth City:

Birth County: ☐ Rural County Indicator

Birth State: ☐ Rural County Indicator

Birth Nation:

Admit School:

Self-reported Ethnicity:

Special Consideration:

AMCAS ID:

AMCAS Bio Number:

☐ Hispanic indicator

☐ Under-represented Minority Indicator

Number of Dependents:

Agency File Number:

Agency Application Year:

Year Applied 1:

Year Applied 2:

Year Applied 3:

Year Applied 4:

☐ Agency Fee Waived

Cycle Added:

Cycle Changed:

Last Agency Report Date:

Effective Date:

Next MCAI Date:

Application Type:

MIDDLEWARE

Admission County Code, press LBT for valid values.
Report ID: | List of Values: | < > OK

19. **SOASUPL** (enter applicant's county)
20. Enter application number
21. Enter admission county and state
22. Save
23. Click the **X**

The screenshot shows the Blackboard 'Add New Item' page for a course. The page is divided into several sections:

- Application Section:**
 - ID:** 2015750
 - Title:** Enter: New Freshman-HS Graduate
 - Term:** 201206
 - Dates:** Fall 2011
 - Link:** [Link Learning Objectives](#)
- Curriculum Section:**
 - Curricula:** [Curricula](#) | [Feed Back Submission](#) | [Workflow Data](#) | [Checklist](#) | [Sources](#) | [Inherits](#) | [Comments](#) | [Contacts](#) | [Content](#) | [Attributes](#)
- Application Section (Detailed):**
 - Application Number:** 1
 - Application Preference:** ☐ Application
 - Application Date:** 06-04-2011
 - Admission Type:** ☒ New Freshman-HS Graduate
 - Student Type:** ☐ Freshman
 - Residence:** ☒ In State/Out of State
 - Site:** ☐ Full Time
 - Full or Part Time:** ☐ Full Time | ☐ Part Time | ☐ None
 - Outstanding Requirements:** ☐
 - Application Status:** ☒ In Progress
 - Application Status Date:** 06-04-2011
 - Application Decision:** ☐ Not Decided
 - Application Decision Date:**
 - Application Decision:** ☐ Not Decided
 - Application Decision Date:**
- Curriculum Summary - Primary:**

Priority	Item	Program	Catalog	Level	Campus	College	Degree
1	201206	Common Studies II	201206	Undergraduate (S)	JAMU Campus	School of Education	Bachelor of Science
- Field of Study Summary - Primary:**

Priority	Item	Type	Field of Study	Department	Attached to Major
1	201206	Major	Arts & Public Safety/Crim Just	Arts & Public Safety	
- Field of Study Summary:**

Priority	Item	Type	Field of Study	Department	Attached to Major
1	201206	Major	Arts & Public Safety/Crim Just	Arts & Public Safety	

The screenshot shows the 'Application Checklist' window in the 'New York State e-Checklist' application. The window title is 'New York State e-Checklist - Application Checklist'. The interface includes a top navigation bar with various icons and a menu bar with options like 'Application', 'Contacts', 'Real Time Monitoring', 'Withdrawal Data', 'Checklist', 'Sources', 'Interests', 'Comments', 'Contacts', 'Contacts', and 'Attributes'. Below the menu is a search bar with 'ID: 00121701' and 'Name: Marcus Z.' and a 'Filter' button. A 'More Information & Options' link is on the right. The main area is titled 'Application Checklist' and contains a table with columns: 'Application Request', 'Description', 'Archived Data', 'Item', 'Data Description', 'Monitoring Indicator', and 'Print Indicator'. The table lists several 'ACT/ST' tests, each with 'First Request', 'Last Request', and 'Deadline' rows. The 'Data Description' column includes 'Generated by System: Yes No' and 'Checklist Origin: 0402-292'. The 'Monitoring Indicator' column shows 'Status' and 'Date' (e.g., 13-MA-2011). The 'Print Indicator' column shows a printer icon.

The screenshot shows a web-based form titled 'General Information' for a person named 'John Doe' in the 'PRISON' system. The form is divided into several sections:

- Header:** Includes a navigation bar with icons and a title bar with the text 'General Information PRISON 663 | PRISON | GADGETS | 11 | 11'.
- Form Fields:**
 - ID:** 00141901, with a 'Generate ID' button.
 - Current Identification:** A dropdown menu showing 'John Doe'.
 - Address:** A text input field.
 - Telephone:** A text input field.
 - Disposal:** A dropdown menu.
 - Emergency Contact:** A text input field.
 - Additional Identification:** A text input field.
- Gender:**
 - Male:** Selected.
 - Female:** Unselected.
 - Not Available:** Unselected.
- Birth Date:** 20-JAN-1981.
- Age:** 29.
- SONGENTIN:** A text input field.
- Deceased Date:** A text input field.
- Confidential:** A checkbox.
- Deceased:** A checkbox.

The form also includes a 'Veteran File Number' field, a 'Veteran Classification' dropdown, and a 'Date of Discharge' field. There are checkboxes for 'Armed Forces Service Medal Holder' and 'Disabled Veteran'. The 'Ethnicity' section includes a dropdown menu with 'Black or African American' selected. The 'New Ethnicity' section includes a dropdown menu with 'No Hispanic or Latino' selected. The 'Confirmed Date' is 05-MAY-2013. The 'User' is 'JEDW101' and the 'Activity Date' is '04-MAY-2013'. At the bottom, there is a 'Race' section with a dropdown menu showing 'African American' and a 'User' section with a dropdown menu showing 'John Doe'. The 'Activity Date' is '04-MAY-2013'.

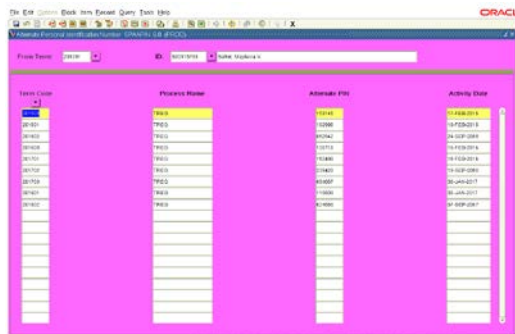
24. SAAADMS

(click checklist tab)

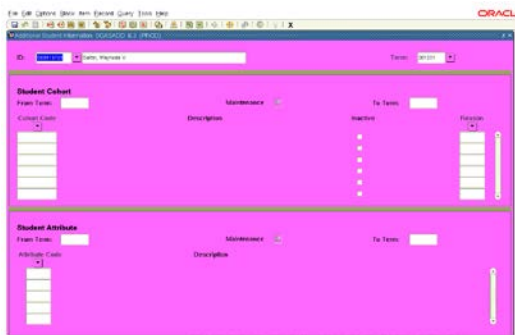
Application Audit - Quickflow

25. Check checklist for required admission request for the appropriate application
26. Repeat steps 1 – 25 for each applicant.

Use as applicable

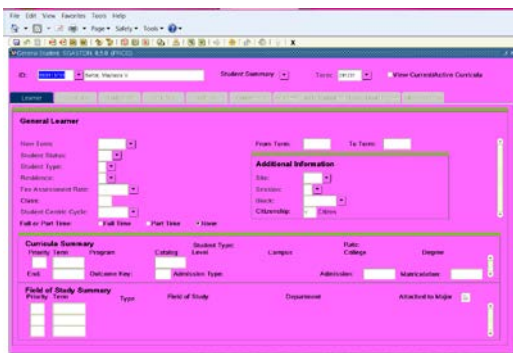


SPAAPIN – Create a pin number for registration if the report/process has been generated.

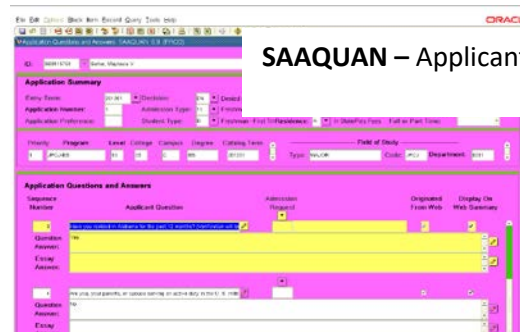


SGASADD – Enter student attribute if a decision is made.

End old attribute(s)



SGASTDN – (Student record) Check/correct student type, residence, admission type and curriculum if a decision is made.



SAAQUAN – Applicant Questions

Application Push

(A) Go to SARETMT to verify / load application (parameter set: UG_PUSH for undergrad applications, GRAD_PUSH for graduate applications)

The screenshot shows the SARETMT application push interface. The 'Process' field is set to 'SARETMT' and the 'Parameter Set' is 'UG_PUSH'. The 'Printer Control' section shows 'Printer: SARETMT', 'Special Print: ', 'Lines: 15', and 'Submit Time: '. The 'Parameter Values' table lists parameters such as 'Interface code number', 'Application Status', 'Application Type', 'Application Type', 'Application Type', 'Application Type', 'Application Type', and 'Application Type'. The 'Submission' section includes 'Save Parameter Set as', 'Name: ', 'Description: ', 'Hold', and 'Submit' buttons.

The screenshot shows the SARETMT application push interface. The 'Process' field is set to 'SARETMT' and the 'Parameter Set' is 'GRAD_PUSH'. The 'Printer Control' section shows 'Printer: SARETMT', 'Special Print: ', 'Lines: 15', and 'Submit Time: '. The 'Parameter Values' table lists parameters such as 'Interface code number', 'Application Status', 'Application Type', 'Application Type', 'Application Type', 'Application Type', 'Application Type', and 'Application Type'. The 'Submission' section includes 'Save Parameter Set as', 'Name: ', 'Description: ', 'Hold', and 'Submit' buttons.

- There are four types of applications: (1) **Application Push** – no action to be taken, (2) **Complete; Not Verified(N)** – see action below, (3) **Complete, Verified, Errors Encountered(E)** – see action below and (4) **Verification Complete** – see action below.

(B) This process has to be done for each application that did not push automatically

Process: SAAEAPS – **(N) Complete; Not Verified**

1. Check Completion Indicator

The screenshot shows the SAAEAPS application push interface. The 'Web ID' field is highlighted with a red circle. The 'Application Push' section shows a list of applications with columns for 'Web ID', 'Applicant Name', 'Application Number', 'Application Record Type', 'Applicant Type', and 'Completion Indicator'. The 'Completion Indicator' column shows 'N' for 'Complete; Not Verified'. The 'Application Push' section also includes 'Accepted Indicator', 'Street Line 1', 'E-mail Address', 'City', 'State', 'Zipcode', 'Application Status', and 'Application Date'.

- Enter **N** for process
- Query Execute
- Select applicant - Accepted Indicator: change to **Y**

Application Push

The screenshot shows the SAP SuccessFactors 'Web ID' form. The form is titled 'Web ID' and contains fields for 'Banner ID', 'Accepted Indicator', 'Street Line 1', 'E-mail Address', 'Banner ID', 'Accepted Indicator', 'Street Line 1', and 'E-mail Address'. The 'Banner ID' field is highlighted with a red circle. The form is divided into two main sections: 'Banner ID' and 'Accepted Indicator'. The 'Banner ID' section contains fields for 'Banner ID', 'Accepted Indicator', 'Street Line 1', and 'E-mail Address'. The 'Accepted Indicator' section contains fields for 'Accepted Indicator', 'Street Line 1', and 'E-mail Address'. The form is also divided into two main sections: 'Banner ID' and 'Accepted Indicator'. The 'Banner ID' section contains fields for 'Banner ID', 'Accepted Indicator', 'Street Line 1', and 'E-mail Address'. The 'Accepted Indicator' section contains fields for 'Accepted Indicator', 'Street Line 1', and 'E-mail Address'.

5. Save
6. Options
7. Select/click manual verification steps

The screenshot shows a web application titled "Back from Board Query Tools". A menu is open on the left, listing various options: "Change PIN", "Manual Verification Status", "Verify Application", "Review Results", "Load Application", "Electronic Applications [SAETS]", "Define EDI Cross Reference Rules [SOAEXPRT]", "WebEnabler Curriculum Rules [SOAENCR]", "WebEnabler Access Rules [SOAENCR]", "Admissions Application Summary [SAASUM]", "Admissions Application Detail [SAAADMS]", "Chi, Names and Addresses [SPADEN]", "Chi, and Visa Information [SPANTL]", "High School Information [SOAHSCH]", "High College Information [SOACOL]", and "Print Information [DATEST]".

The main content area displays a table with the following data:

Ref Name	Application Reference	Application Number	Application Period Type	Application Indicator	Completion Indicator
Term: 201002	Process: N Not Verified	Source: WEB	Add Date: 11-08-2017		
City: Montgomery	State: AL	Zipcode: 36106	Nations: 157		
Person Status: N	No	Application Status: N	Not Processed		

Below the table, there are sections for "Basic ID", "Accepted Indicator", "Street Line 1", "E-mail Address", and "Basic ID", each with a "Print" button and a "Process" button. The "Basic ID" section shows "201002" and "201002". The "Accepted Indicator" section shows "N Not Verified". The "Street Line 1" section shows "36106". The "E-mail Address" section shows "ymt10044103@gmail.com".

- ## 8. Options

[illegible]

9. Select /click associate person with ID
10. Select generate ID

Application Push

The screenshot shows the 'Associate Person with an ID' form in the Oracle HR system. The form is titled 'Associate Person with an ID' and has a 'Select an ID' section. In this section, the 'Generate ID' option is selected, and a red arrow points to it. Below this, there are fields for 'First Name', 'Middle Name', and 'Last Name'. The 'First Name' field contains 'Pamela', 'Middle Name' contains 'Kendra', and 'Last Name' contains 'D'. There are also fields for 'Username' (containing 'OLEWED') and 'Origin' (containing 'SANDAPS'). At the bottom, there is a button labeled 'Associate Person with an ID (or Press SAVE)'.

11. Save

12. Next block

13. Next block

The screenshot shows the 'Personnel Masters' table in the Oracle HR system. The table has columns for 'ID', 'Name', 'SSN/SSN/IN', 'Birth Date', 'Gender', 'Matched or Hierarchical Address', 'Telephone', and 'E-mail'. The first row shows a person with ID '41174073', Name 'Pamela, Kendra', SSN/SSN/IN '41174073', Birth Date '02-MAY-1979', Gender 'F', Matched or Hierarchical Address 'MCOLM RD MONTGOMERY AL 36104-2424', Telephone 'No Match', and E-mail 'No Match'. Below the table, there are buttons for 'Clear and Return to Data Entry', 'All Addresses', 'All Telephones', and 'All E-mails'. At the bottom, there is a matching rule set section.

14. Find match – Select ID if applicable, NO match – Create New

The screenshot shows the 'Personnel Masters' table in the Oracle HR system, similar to the previous one. The first row shows a person with ID '41174073', Name 'Pamela, Kendra', SSN/SSN/IN '41174073', Birth Date '02-MAY-1979', Gender 'F', Matched or Hierarchical Address 'MCOLM RD MONTGOMERY AL 36104-2424', Telephone 'No Match', and E-mail 'No Match'. The 'Matched or Hierarchical Address' column now shows a match. Below the table, there are buttons for 'Clear and Return to Data Entry', 'All Addresses', 'All Telephones', and 'All E-mails'. At the bottom, there is a matching rule set section.

15. Save

Application Push

The screenshot shows the Oracle Electronic Applications Process (EAP) interface. At the top, there are tabs for 'Electronic Applications', 'Verification Steps', 'Review Results', and 'Change PIN'. The 'Verification Steps' tab is active. Below the tabs, there are fields for 'Web ID' and 'Record Type'. The main area is divided into two sections: 'Manual Person Verification Steps' and 'Manual Application Verification Steps'. Each section has a table with columns for 'Step', 'Add Date', 'Completion Indicator', and 'Completion Date'. In the 'Manual Person Verification Steps' table, the first row shows '1' for Step, '11-OCT-2017' for Add Date, a checkmark for Completion Indicator, and '11-OCT-2017' for Completion Date. The 'Manual Application Verification Steps' table is currently empty.

16. Click Electronic Applications tab

17. Options

18. Select/Click verify application

The screenshot shows the Oracle Electronic Applications Process (EAP) interface with the 'Electronic Applications' tab selected. A dropdown menu is open, showing options like 'Verify Application', 'Review Results', 'Load Application', 'Electronic Applications (SOAP/URL)', 'Define EDI Cross Reference Rules (SOAP/URL)', 'Web-Enable Combustion Rules (SOAP/URL)', 'Third Party Access Form (SOAP/URL)', 'Admissions Application Summary (SAAS/URL)', 'Admissions Application Detail (SAADMS)', 'Dr. Names and Addresses (SOAP/URL)', 'Citizenship and Visa Information (SOAP/URL)', 'High School Information (SOAP/URL)', 'Test Information (SOAP/URL)', and 'Test Information (SOAP/URL)'. The 'Verify Application' option is highlighted. The main area displays a table of applications with columns for 'Applicant Name', 'Application Preference', 'Application Number', 'Applicant Record Type', 'Application Type', and 'Completion Indicator'. The first row shows 'Trent', '11-102', '11-102', 'Non-Student', 'Web', and a checkmark for Completion Indicator. Below the table, there are fields for 'Term', 'Process', 'City', 'State', 'Zipcode', 'Person Status', and 'Application Status'.

(This applicant became an (E))

Process for (E) – Verified; Errors Encountered

Application Push

1. Check completion indicator

Web ID: [] Record Type: [] Add Date: []

Electronic Applications | Verification Steps | Review Results | Change PIN

Web ID	Applicant Name	Application Preference	Application Number	Applicant Record Type	Application Type	Completion Indicator
Banner ID: []	Term: []	Source: []	Add Date: []			
Accepted Indicator: []	Process: []	City: []	State: []	Zipcode: []	Nation: []	
Street Line 1: []	Person Status: []	Application Status: []				
E-mail Address: []						

2. Enter N for process
3. Execute Query

Web ID: [] Record Type: [] Add Date: []

Electronic Applications | Verification Steps | Review Results | Change PIN

Web ID	Applicant Name	Application Preference	Application Number	Applicant Record Type	Application Type	Completion Indicator
Banner ID: []	Term: []	Source: []	Add Date: []			
Accepted Indicator: []	Process: []	City: []	State: []	Zipcode: []	Nation: []	
Street Line 1: []	Person Status: []	Application Status: []				
E-mail Address: []						

4. Review Results Tab
5. Arrow down system verification procedure for error
6. Override procedure(s)

Application Push

7. Save

Web ID: [] Record Type: [] Add Date: []

Electronic Applications | Verification Steps | **Review Results** | Change PIN

ID: [] Name: []

System Verification Procedure

Procedure Label	Required Indicator	Completion Indicator	Override Indicator	Verified Date	Completed Date	Lead Date	Activity Date
PD45 Email Verification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11-OCT-2017	11-OCT-2017		11-OCT-2017
PD66 Application Verification	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>				11-OCT-2017

System Verification Routines

Required Indicator	Completion Indicator	Override Indicator
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Verification Messages

- Application Type Established
- Application Type Code is Valid
- Application Source Code is Valid
- Application Term Code is Valid
- Duplicate Application Found for Person
- No Duplicate Application Found for Term

8. Electronic Applications

Tab

9. Options

10. Select/ Click Verify application

Web ID: [] Record Type: [] Add Date: []

Electronic Applications | Verification Steps | **Review Results** | Change PIN

ID: [] Name: []

System Verification Procedure

Term	Process	City	Person Status	Application Status	Add Date	Process Date
201802	Verified Errors Encountered	Manassas	Yes	Process Complete	11-OCT-2017	11-OCT-2017
201802	Verified Errors Encountered	Manassas	Yes	Process Complete	11-OCT-2017	11-OCT-2017

Banner ID

Accepted Indicator: [] Street Line 1: [] E-mail Address: []

Banner ID

Accepted Indicator: [] Street Line 1: [] E-mail Address: []

11. Options

12. Select/Click load application

13. Application pushed

Web ID: [] Record Type: [] Add Date: []

Electronic Applications | Verification Steps | **Review Results** | Change PIN

ID: [] Name: []

System Verification Procedure

Term	Process	City	Person Status	Application Status	Add Date	Process Date
201802	Verified Errors Encountered	Manassas	Yes	Process Complete	11-OCT-2017	11-OCT-2017
201802	Verified Errors Encountered	Manassas	Yes	Process Complete	11-OCT-2017	11-OCT-2017

Banner ID

Accepted Indicator: [] Street Line 1: [] E-mail Address: []

Banner ID

Accepted Indicator: [] Street Line 1: [] E-mail Address: []

Web ID: [] Record Type: [] Add Date: []

Electronic Applications | Verification Steps | **Review Results** | Change PIN

ID: [] Name: []

System Verification Procedure

Term	Process	City	Person Status	Application Status	Add Date	Process Date
201802	Verified Errors Encountered	Manassas	Yes	Process Complete	11-OCT-2017	11-OCT-2017
201802	Verified Errors Encountered	Manassas	Yes	Process Complete	11-OCT-2017	11-OCT-2017

Banner ID

Accepted Indicator: [] Street Line 1: [] E-mail Address: []

Banner ID

Accepted Indicator: [] Street Line 1: [] E-mail Address: []

Application Push

Process: SAAEPS (V) – Verification Complete (If applicable)

Oracle SAAEPS 3.7.3 (2003)

Web ID: [] Record Type: [] Add Date: []

Electronic Applications | Verification Steps | Review Results | Change PIN

Web ID	Applicant Name	Application Preference	Application Number	Applicant Record Type	Application Type	Completion Indicator
Blanket ID:	Term:		Source:	Add Date:		
Accepted Indicator:	Process:	V		Process Date:		
Street Line 1:	City:	State:	Zipcode:	Nation:		
E-mail Address:	Person Status:		Application Status:			

1. Check completion Indicator
2. Enter V for process
3. Query Execute
4. Select applicant
5. Review Results Tab
6. Arrow down system verification procedure for "PUSH" Error
7. Check Override Indicator

Oracle SAAEPS 3.7.3 (2003)

Web ID: [] Record Type: [] Add Date: []

Electronic Applications | Verification Steps | Review Results | Change PIN

ID: [] (Link) (Mail) (Email)

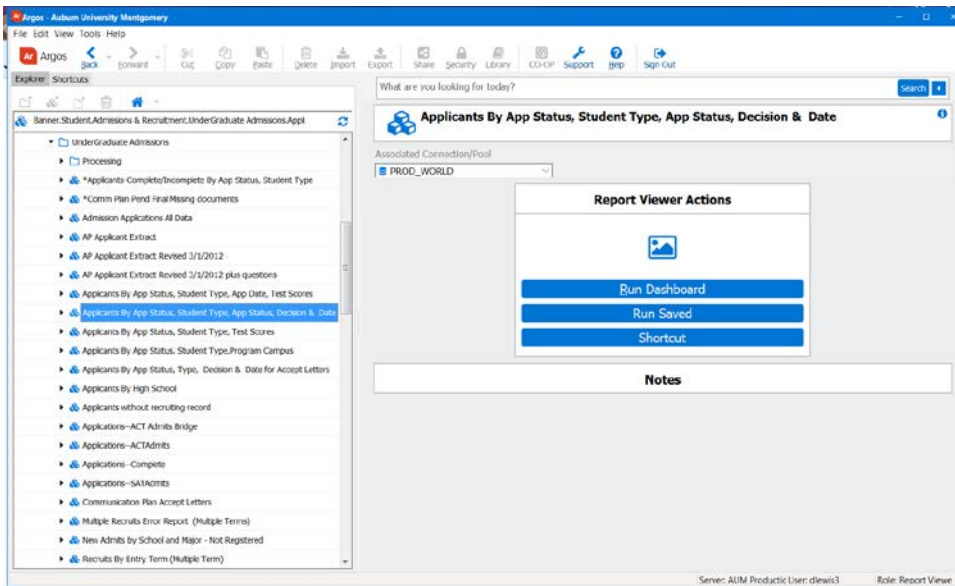
Procedure	Required Indicator	Completion Indicator	Override Indicator	Verified Date	Completed Date	Load Date	Activity Date
P176 Requested Materials Verify				12-06-2017	12-06-2017		11-06-2017
P106 "PUSH" Verification		V					11-06-2017

System Verification Routines	Required Indicator	Completion Indicator	Override Indicator	Verification Messages
Create Application Request				
Create Person Record				
Create Race Record				
Create International Record				
Create Address Record				
Create Telephone Record				

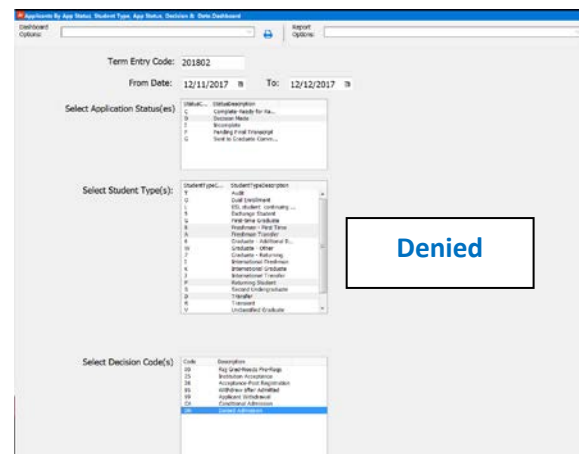
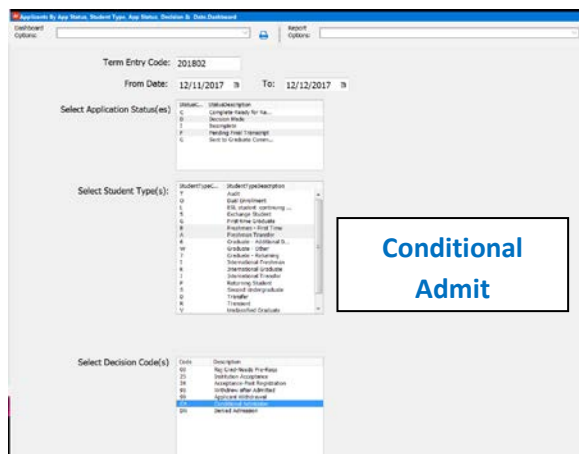
8. Save
9. Electronic Application Tab
10. Options
11. Select/Click Verify Application
12. Options
13. Select/Click Load Application

(C)After all applications are pushed automatically or manually, you may begin auditing each application that is completed.

Argos Report – Conditional Admit (CA) and Denied Applicants (DN)



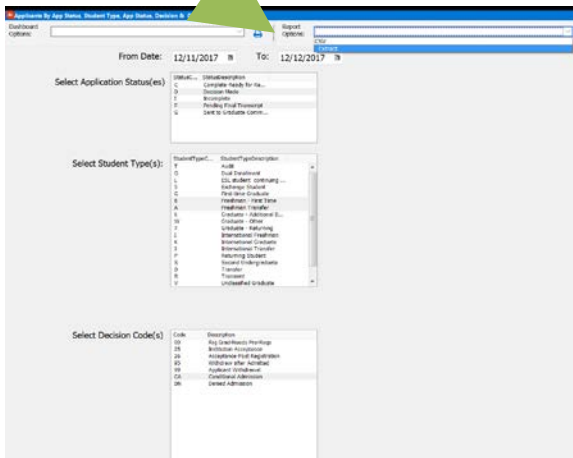
1. Login to Argos
2. Click Banner
3. Click Student
4. Click Admissions & Recruitment
5. Click Under Graduate Admissions
6. Click Applicants by App Status, Student Type, Decision Code and App Status Date
7. Click Run Dashboard



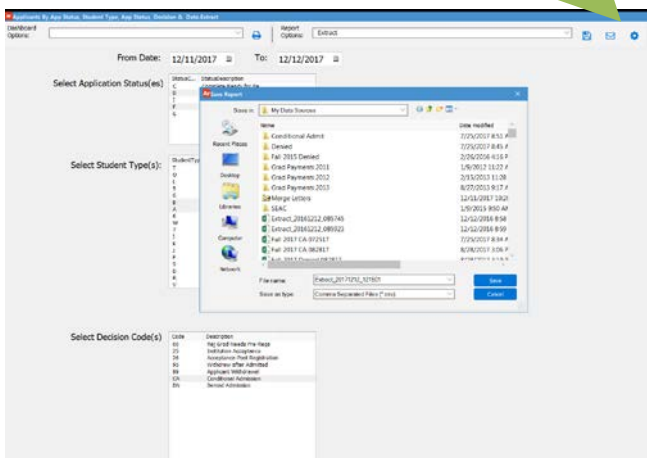
8. Enter Term
9. Enter Date Range
10. Select Application Status (Decision Made for DN applicants / Decision Made & Pending Final Transcripts for CA applicants)
11. Select Student Type (Freshman, Freshman Transfer for CA applicants / Freshman, Freshman Transfer, Transfers and Returning Students)
12. Select Decision Code (Denied Admission / Conditional Admission)
13. Report Options:

Argos Report – Conditional Admit (CA) and Denied Applicants (DN)

14. Extract



15. Save Report (Click wheel)



16. Name File

17. Save

18. Excel file is generated

FileHomeInsertPage LayoutFormulasDataReviewViewAdd-onsHelp

Extract_20171212_121501 - Excel

FileHomeInsertPage LayoutFormulasDataReviewViewAdd-onsHelp

ClipboardFontBackgroundFormattingTableLayoutReferences

ClipboardFontBackgroundFormattingTableLayoutReferences

ClipboardFontBackgroundFormattingTableLayoutReferences

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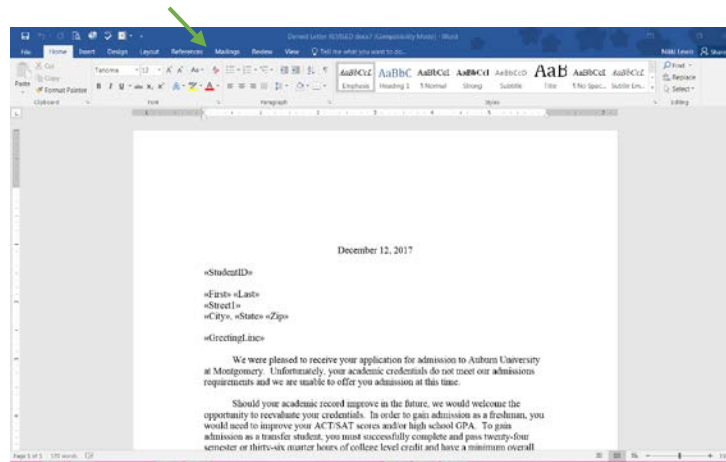
ClipboardFontBackgroundFormattingTableLayoutReferences

ClipboardFontBackgroundFormattingTableLayoutReferences

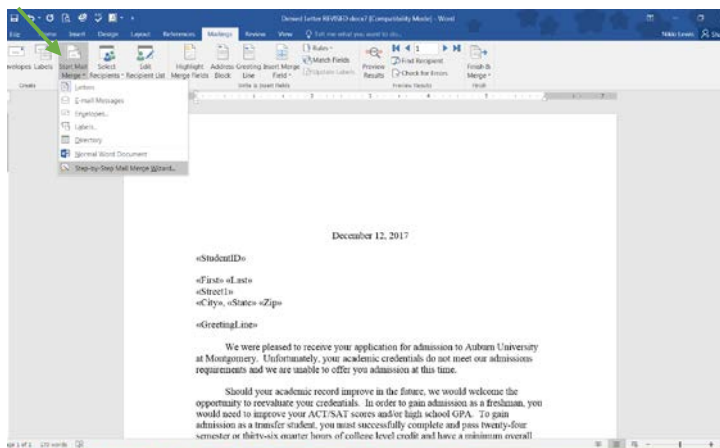
ClipboardFontBackgroundFormattingTableLayoutReferences

ClipboardFontBackgroundFormattingTableLayout

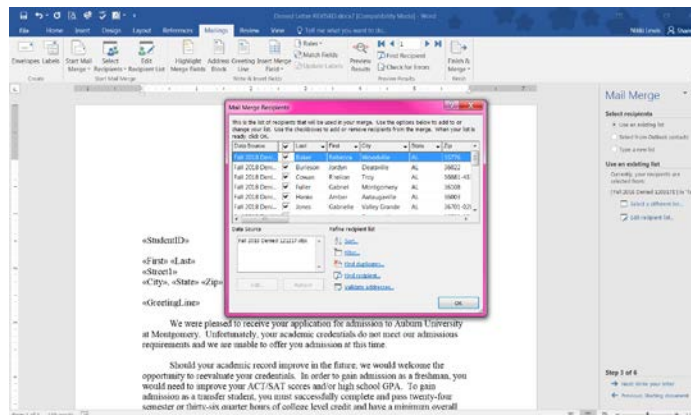
Letter Merge: Conditional Admit and Denied Letters



1. Open Letter
2. Click Mailing Tab



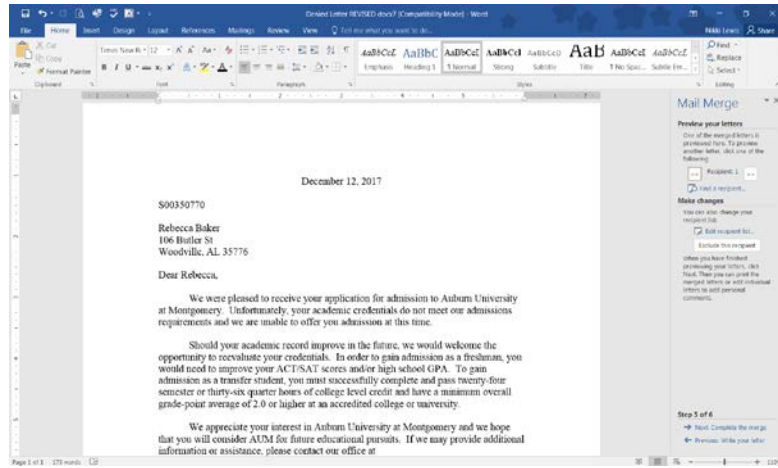
3. Start Mail Merge
4. Select Step by Step Mail Merge Wizard
5. Follow Wizard Instruction
6. Select recipient list (Argos Report for Conditional Admit and Denied)



7. Continue to follow wizard instructions

Letter Merge: Conditional Admit and Denied Letters

8. View Letter



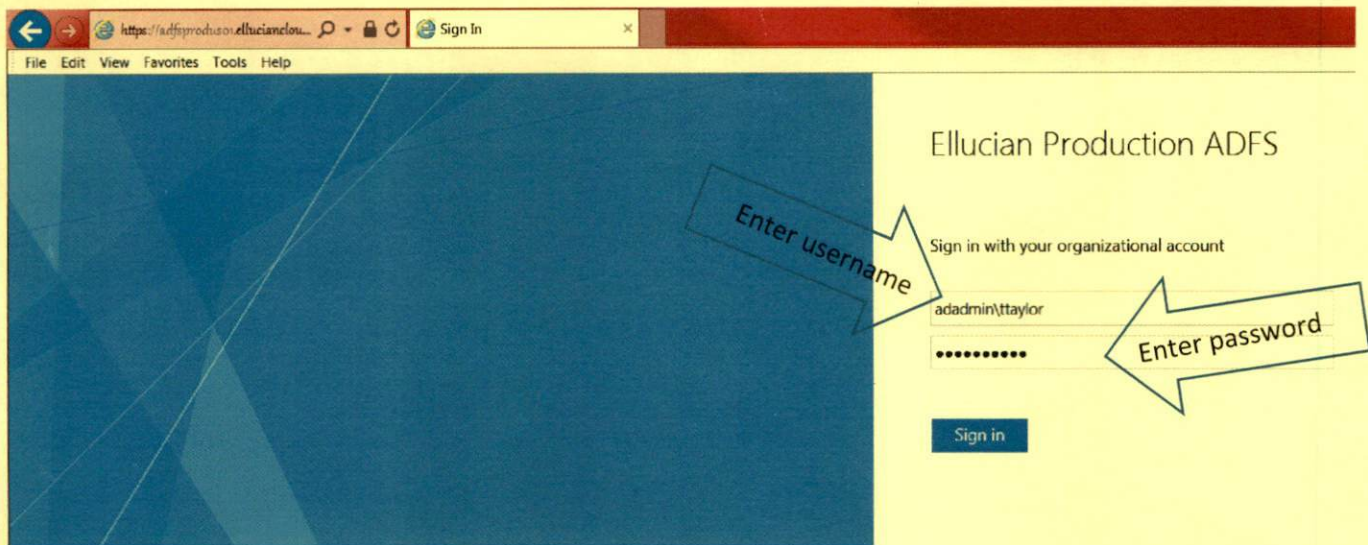
9. Complete the merge

10. Edit Individual Letters

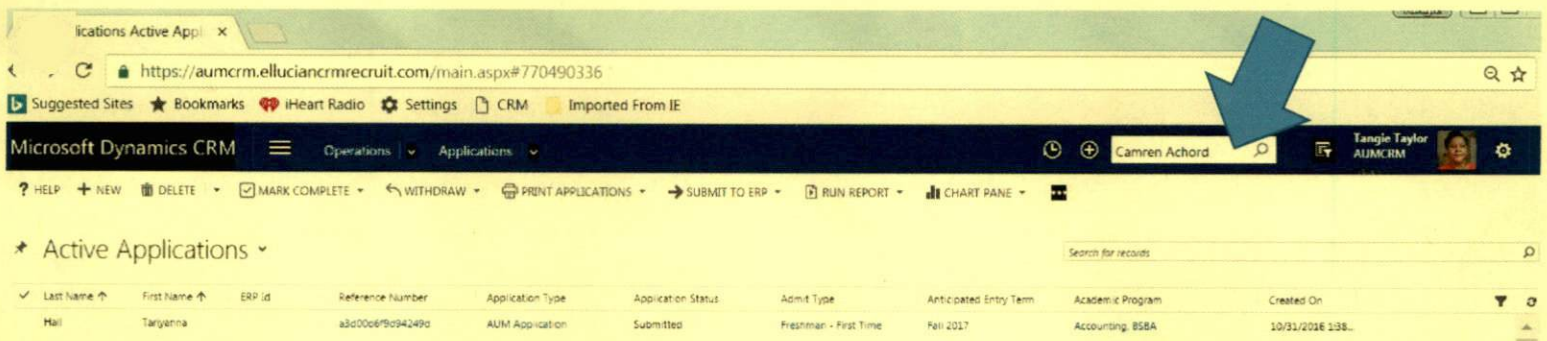
11. Print

HOW TO ENTER HIGH SCHOOL ACADEMIC HISTORY

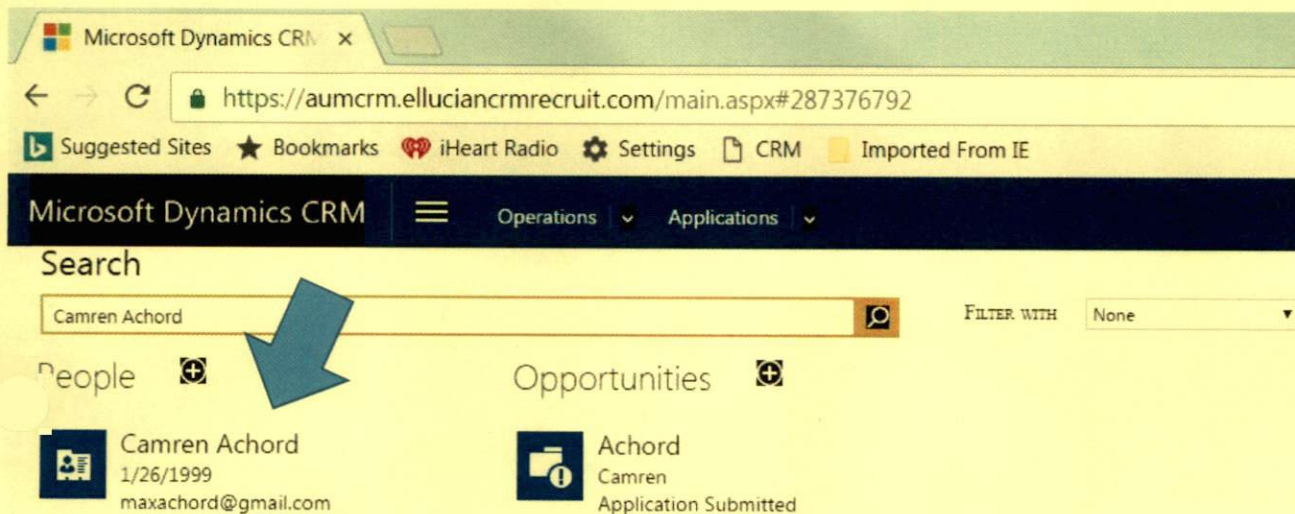
1. Log in to the CRM



2. Search person name press enter (type in first name and last name)



3. Select the person that you have entered into your search bar.



- Under Related Information Click once on the Academic History tab

PERSON Camren Achord ERP ID

Summary

NAME INFORMATION		CONTACT INFORMATION		RECRUITMENT OPPORTUNITIES	
Person Type	Prospective Student	Contact Preference *	Any	Topic ↑	Recruiter
Prefix	--	Email Address	maxachord@gmail.com	Fall 2017 - Childhood Education, BS	Shaw Cornelius
First Name *	Camren	Home Phone	--	Funnel Stage	Application Submitted: 1
Middle Name	Max	Mobile Phone	--		
Last Name *	Achord	Preferred Mailing Address	Permanent		
Suffix	--	Contact Methods			
Nickname	Max	Allow Contact	Mail <input checked="" type="checkbox"/> Phone <input checked="" type="checkbox"/>		
Alternate First Name	--	Bulk Email	Email <input checked="" type="checkbox"/> SMS <input checked="" type="checkbox"/>		
Alternate Last Name	--				

PERSONAL INFORMATION		PERMANENT ADDRESS INFORMATION		RELATED INFORMATION	
Birth Date	1/26/1999	Outside the U.S. or Canada	No	ACTIVITIES	INTERACTIONS
Age	17	Address Line 1	238 Frog Hollow Rd	ACADEMIC HISTORY	TEST SCORES
Gender	Male	Address Line 2	--	BDM	OTHER
Gender Identity	--	City	Tallassee		

- Under the High School Information ...click twice on the white space

ERP ID -- Origin Source Online Applic.

Allow Contact ☒ Mail ☒ Phone ☒
Bulk Email ☒ Email ☒ SMS ☒

PERMANENT ADDRESS INFORMATION		RELATED INFORMATION	
Outside the U.S. or Canada	No	ACTIVITIES	INTERACTIONS
Address Line 1	238 Frog Hollow Rd	ATTRIBUTES	FINANCIAL AID
Address Line 2	--	ACADEMIC HISTORY	TEST SCORES
City	Tallassee	BDM	OTHER
County	Elmore		
State/Province	Alabama		
ZIP/Postal Code	36078-6255		
Verify Address	<input checked="" type="checkbox"/>		

Address Verified on 11/2/2016

HIGH SCHOOL INFORMATION			
High School ↑	Year	Graduated	Transcript GPA
Unlisted High School	2017	Yes	

- In the event, the High School name is Unlisted High School...you will need to search for the High School name

HIGH SCHOOL ACADEMIC HISTORY ▾

0000000

Academic Information

HIGH SCHOOL	
Prospective Student *	Camren Achord
High School Name	Unlisted High School
Home Schooled	No
Graduated	Yes
Set Primary School Manually	No
Primary High School	Yes
Unlisted School Name & Address	Tallassee High Achool, 502 Barnett Blvd.

*How to search for the High School.

7. Double click on the Magnifying Glass...then click once on Look Up More Records

► Academic Information

HIGH SCHOOL

Prospective Student *
High School Name
Home Schooled
Graduated
Set Primary School Manually
Primary High School
Unlisted School Name & Address

Camren Achord

Unlisted High School

No records found. Create a new record.

Look Up More Records

+ New

Tallassee High Achool, 502 Barnett Blvd.

ATTENDANCE

Attend From Month **August**
Attend From Year **2013**
Attend To Month **May**
Attend To Year **2017**
Graduation Date --

8. Click once on the X to clear the search

Look Up Record [X]

Enter your search criteria.

Look for: Organization [v] ☐ Show Only My Records

Look in: High School Lookup [v]

Search: Unlisted High School [X]

Organization Name ↑ Organization Number Organization Code Feeb [v]

No Organization records are

0 - 0 of 0 (0 selected) Page 1

New Add Cancel Remove Value

9. Type the name of the high school you need to search, press enter (example: Tallassee)

Look Up Record

Enter your search criteria.

Look forOrganization

Look inHigh School Lookup

SearchTallassee

☐ Show Only My Records

Organization Name ↑	Organization Number	Organization Code	Feed
Calvary Baptist School	012592	012592	No
Tallassee Christian Academy	012601	012601	No
Tallassee High School	012600	012600	No

1 - 3 of 3 (1 selected)Page 1

New

Add

Cancel

Remove Value

10. In order to select the school that you need use the white space to highlight the school then click add (DO NOT CLICK ON THE SCHOOL NAME)

Look Up Record ×

Enter your search criteria.

Look for: Show Only My Records

Look in:

Search: ×

Organization Name ↑	Organization Number	Organization Code	Feed
Calvary Baptist School	012592	012592	No
Tallassee Christian Academy	012601	012601	No
Tallassee High School	012600	012600	No

1 - 3 of 3 (1 selected) Page 1

Class Size: --

11. The school you selected will appear in the High School Name box. In the Unlisted School Name & Address, you will see where the applicant manually typed in the school name. You need to delete that information.

? HELP

HIGH SCHOOL ACADEMIC HISTORY ▾

000000 ≡

► Academic Information

HIGH SCHOOL

Prospective Student *	Camren Achord
High School Name	Tallassee High School
Home Schooled	No
Graduated	Yes
Set Primary School Manually	No
Primary High School	Yes
Unlisted School Name & Address	Tallassee High Achool, 502 Barnett Blvd.

12. Example of how Unlisted School Name & Address will look after you have deleted high school (see below)

? HELP SAVE SAVE & CLOSE SAVE & NEW DEACTIVATE DELETE EMAIL

HIGH SCHOOL ACADEMIC HISTORY ▾

012600 ≡

▸ Academic Information

HIGH SCHOOL

Prospective Student *	Camren Achord
High School Name	Tallassee High School
Home Schooled	No
Graduated	Yes
Set Primary School Manually	No
Primary High School	Yes
Unlisted School Name & Address	--

13. Now it is time to enter TRANSCRIPT INFORMATION (see blue dots below to see what information to enter) Click Save & Close

? HELP SAVE SAVE & CLOSE SAVE & NEW DEACTIVATE

HIGH SCHOOL ACADEMIC HISTORY ▾

012600 ≡

▸ Academic Information

HIGH SCHOOL

Prospective Student *	Camren Achord
High School Name	Tallassee High School
Home Schooled	No
Graduated	Yes
Set Primary School Manually	No
Primary High School	Yes
Unlisted School Name & Address	--

Application --

▸ Transcripts

OFFICIAL

GPA	●
Class Rank	●
Class Size	●
Class Percentile	--

NOTE: If the information is not on the transcripts, leave the appropriate space blank.
EXAMPLE:

► Transcripts

OFFICIAL

GPA	2.91
Class Rank	--
Class Size	157
Class Percentile	--
Location	--
Stored	No

14. If the school is listed, go to STEP 13.

HOW TO ENTER HIGH SCHOOL TEST SCORES

1. Under Related Information Click once on the Test Scores tab

RELATED INFORMATION

ACTIVITIES INTERACTIONS  ATTRIBUTES FINANCIAL AID

ACADEMIC HISTORY **TEST SCORES** BDM OTHER

PRIMARY TEST SCORES

2. Under Test Scores, click on the + sign

ACTIVITIES INTERACTIONS ATTRIBUTES FINANCIAL AID

ACADEMIC HISTORY **TEST SCORES** BDM OTHER





PRIMARY TEST SCORES

Test Type ↑	Subtest Type ↑	Score	Test Date
No Primary Score records found.			

TEST SCORES

Test Type ↑	Is Test Official?	Test Score Source	Created On
No Test Score records found.			

3. Now it is time to enter TEST SCORE information (see blue dots below to see what information to enter) Click Save & Close





? HELP  SAVE  SAVE & CLOSE  SAVE & NEW  FORM EDIT

TEST SCORE ▾





New Test Score ≡

▶ Test Score

TEST SCORE INFORMATION

Prospect *	Camren Achord
Test Type *	
Test Date *	
Test Score Source	
Test Location	--
Is Test Official?	No 

4. See example below.

? HELP  SAVE  SAVE & CLOSE  SAVE & NEW  FORM EDIT

TEST SCORE ▾


New Test Score ≡

▶ Test Score

TEST SCORE INFORMATION

Prospect *	Camren Achord
Test Type *	ACT
Test Date *	12/2/2016
Test Score Source	Transcript
Test Location	--
Is Test Official?	Yes

5. Entering Subtest Scores (to add a new line click on the +New). The following scores need to be entered composite, English, math, reading and science) Once all scores have been entered click save & close.

? HELP  SAVE  SAVE & CLOSE  SAVE & NEW  FORM EDIT

▶ Subtest Scores

Subtest Type	Score
	
+ NEW	
<input type="text"/>	<input type="text"/>

Once you have finished entering all test scores and high school academic information. Then you can attach the transcript to the CRM.

If you have any questions, please see Rahmel.

Thank you in advance for your assistance.

AP L Rahmel

How to Generate Acceptance Letters

Process: GLBDATA

- When you enter the **Process (GLBDATA)** and the **Parameter Set (ACCEPT LETTER)** – Next block; Next block again
- Enter values (see print screens)
- When you are done entering values; arrow down to blank field and next block save
- Options: review output

AUM Banner - Windows Internet Explorer
https://inb.aum.edu/forms/fmsservlet?config=PROD

File Edit View Favorites Tools Help

★ Favorites ★ Suggested Sites Web Slice Gallery

☰ You and I by Earth, Wind ... AUM Banner

File Edit Options Block Item Record Query Tools Help

Process Submission Controls GJAPCTL 8.3.0.2 (PROD)

Process: GLBDATA Population Selection Extract Parameter Set: ACCEPT LETTER

Printer Control

Printer: DATABASE Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Selection Identifier 1	NO_SHOW_SEL
02	Selection Identifier 2	
03	New Selection Identifier	
04	Description for new selection	
05	Union/Intersection/Minus	
06	Application Code	RECRUITING
07	Creator ID of Selection ID	HFB1
08	Detail Execution Report	

LENGTH: 30 TYPE: Character O/R: Required M/S: Single
Code that identifies the sub-population to work with.

Submission

Save Parameter Set as Name: Description: Hold Submit

GLBDATA process continues

AUM Banner - windows internet explorer

https://inb.aum.edu/forms/fmservlet?config=PROD

File Edit View Favorites Tools Help

Favorites Suggested Sites Web Slice Gallery

Rock Steady by The Whisp... AUM Banner

File Edit Options Block Item Record Query Tools Help

Process Submission Controls GJAPCTL 8.3.0.2 (PROD)

Process: GLBDATA Population Selection Extract Parameter Set: ACCEPT LETTER

Printer Control

Printer: DATABASE Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
07	Creator ID of Selection ID	HFB1
08	Detail Execution Report	
08	CODE	25
08	START_DATE	19-SEP-2011
08	END_DATE	20-SEP-2011
08	LEVL	10
08	TERM	201202

Submission

☐ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

Parameter Number, press SEARCH for valid parameters.

Record: 14/14 <OSC>

Process: GLBLSEL

AUM Banner - Windows Internet Explorer
https://inb.aum.edu/forms/frmservlet?config=PRGD

File Edit View Favorites Tools Help

★ Favorites ★ Suggested Sites ★ Web Slice Gallery

🔍 Laid-Back Girl by Maze fro... AUM Banner

File Edit Options Block Item Record Query Tools Help

Process Submission Controls: GJAPCTL 8.3.0.2 (PROD)

Process: GLBLSEL Letter Extract Parameter Set: ACCEPT

Printer Control

Printer: DATABASE Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
01	Application	RECRUITING
02	Process Pending Letters	N
03	Letter Code	NO_SHOW_LTR
04	Selection ID	NO_SHOW_SEL
05	Creator ID	HFB1
06	User ID	VSAMUEL
07	Term Code	201202
08	Aid Year	

LENGTH: 6 TYPE: Character O/R: Optional M/S: Single
Term code to be used when extracting Pending Student System Letters.

Submission

☐ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

Record: 7/7 | ... | List of Valu... | <OSC>

Done

AUM Banner - Wi... Inbox - vsamuel@... Document1 - Mic... Document2 - Mic...

GLBLSEL process continues

AUM Banner - Windows Internet Explorer

https://inb.aum.edu/forms/trmservlet?config=PROD

File Edit View Favorites Tools Help

Favorites Suggested Sites Web Slice Gallery

Sir Duke by Stevie Wonder ... AUM Banner

File Edit Options Block Item Record Query Tools Help

Process Submission Controls GJAPCTL 8.3.0.2 (PROD)

Process: GBLSEL Letter Extract Parameter Set: ACCEPT

Printer Control

Printer: DATABASE Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
08	Aid Year	
09	Address Selection Date	20-SEP-2011
10	Address Type	1MA
10	Address Type	2PR
10	Address Type	3AP
11	Detailed Error Report	N
12	Detailed Execution Report	

Submission

☐ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

FRM-40102: Record must be entered or deleted first.

Record: 15/15 <OSC>

Done

AUM Banner - Wi... Inbox - vsamuel@... Document1 - Mic... Document2 - Mic... Document3 - Mic...

Process: GLRLETR

AUM Banner - Windows Internet Explorer
https://inb.aum.edu/forms/frmservlet?config=PROD

File Edit View Favorites Tools Help

★ Favorites ★ Suggested Sites Web Slice Gallery

On My Own by Patti LaBell... AUM Banner

File Edit Options Block Item Record Query Tools Help

Process Submission Controls GJAPCTL 8.3.0.2 (PROD)

Process: GLRLETR Letter Generation Print Report Parameter Set: LETTERS

Printer Control

Printer: DATABASE Special Print: Lines: 60 Submit Time:

Parameter Values

Number	Parameters	Values
01	Application Code	RECRUITING
02	Word Processor Extract Option	1
03	Print ALL Pending Letters	N
04	Letter Code	NO_SHOW_LTR
05	Sort Variable	*LNAME
06	Term Code	201202
07	Module Code	A
08	Audit Indicator	N

LENGTH: 30 TYPE: Character O/R: Required M/S: Single
Application code for letter(s) you wish to print.

Submission

☐ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

FRM-40100: At first record.
Record: 1/? ... List of Valu... <OSC>

Done

AUM Banner - Wi... Inbox - vsamuel@... Document1 - Mic... Document2 - Mic... Document3 - Mic... Document4 - Mic...

GLRLETR process continued

AUM Banner - Windows Internet Explorer
https://inb.aum.edu/forms/fmservlet?config=PROD

File Edit View Favorites Tools Help

On My Own by Patti LaBell... AUM Banner

Process Submission Controls: GIAPCTL 8.3.0.2 (PROD)

Process: GLRLETR Letter Generation Print Report Parameter Set: LETTERS

Printer Control

Printer: DATABASE Special Print: Lines: 60 Submit Time:

Parameter Values

Number	Parameters	Values
06	Term Code	201202
07	Module Code	A
08	Audit Indicator	N
09	Free Format Date 1	20-SEP-2011
10	Free Format Date 2	20-SEP-2011
11	Free Format Date 3	20-SEP-2011
12	Aid Year Code	

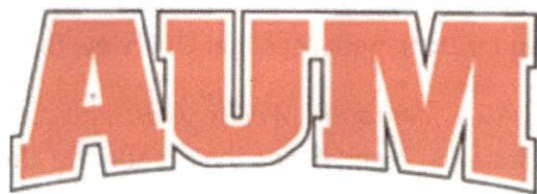
Submission

☐ Save Parameter Set as Name: Description: ☐ Hold ☐ Submit

FRM-40102: Record must be entered or deleted first.
Record: 13/13 <OSC>

Done

XTENDER SCANNING BASICS



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Xtender is a document imaging and storage system. There are several University departments scanning paper documents into Xtender so that authorized University personnel can access these documents from any computer.

This training will explain the tools and techniques necessary to scan and index paper documents using Xtender. Participants will learn to batch, scan, index, and view documents.

Security Access

Security access for all learners will need to be obtained prior to scheduling a training session.

Topics Covered

- **Scanning** - Use *Image Capture* to scan documents into Xtender.
- **Indexing** - Use *Document Manager* to organize (index) documents for searching in Xtender. See the **Xtender Document Manager Overview** for more information.
- **Viewing/Printing** - Use *Xtender for the Web* to view/print scanned and indexed documents that are stored in Xtender. See the **Xtender for the Web Overview** for more information.

Privacy Notice: As an AUM employee, access to financial, personnel, student, or donor data may be necessary to perform your job. This information is never to be used for personal use or shared with anyone whose official job duties do not require use of that data. Refer to **AUM Security Policies** for updated information on the University's current security policies. Refer to **FERPA guidelines** for information regarding students' rights and privacy laws.

Xtender Image Capture

Use Image Capture to scan documents into Xtender. Generally, documents are scanned in groups (batches).

To scan batches (documents):

1. **Prepare/batch the documents** - Document batch preparation requirements depend on the processes set by your department.
2. **Prepare the scanner** - See [Preparing the Scanner](#) for more information.

Note: The scanning of documents must take place on a computer that has the Xtender Image Capture software installed and is connected to a scanner. If this is the first time you are scanning documents, additional setup will need to take place once you have logged in to the computer.

3. **Log in to Xtender** using your AUM Banner user ID and password.
<http://xtender.aum.edu/AppXtender/Login.aspx>
4. **Scan Documents** - See **Scanning a Batch (Documents)** for more information.

Preparing the Scanner

Once the paper documents are ready to be scanned, you can prepare the scanner to begin scanning the documents.

Follow these directions to prepare the scanner:

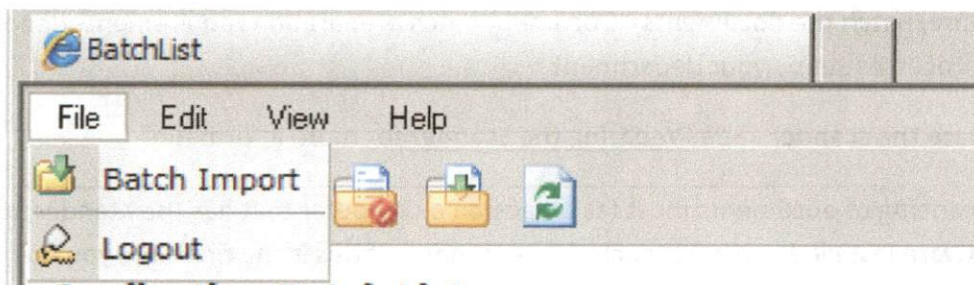
1. If necessary, press the Power button to turn the scanner on.
2. Place the paper documents to be scanned face down in the feeder, with the top of the document in the direction indicated on the scanner. (Or follow the manufacturer instructions.)
3. If necessary, adjust paper tray to fit snugly to the paper size.
4. If necessary, press the green Scan/Stop button on the Control panel, which brings the scanner online.

Scanning a Batch (Documents)

Documents can be scanned into Xtender as a batch.

Follow these directions to scan a batch of paper documents into Xtender:

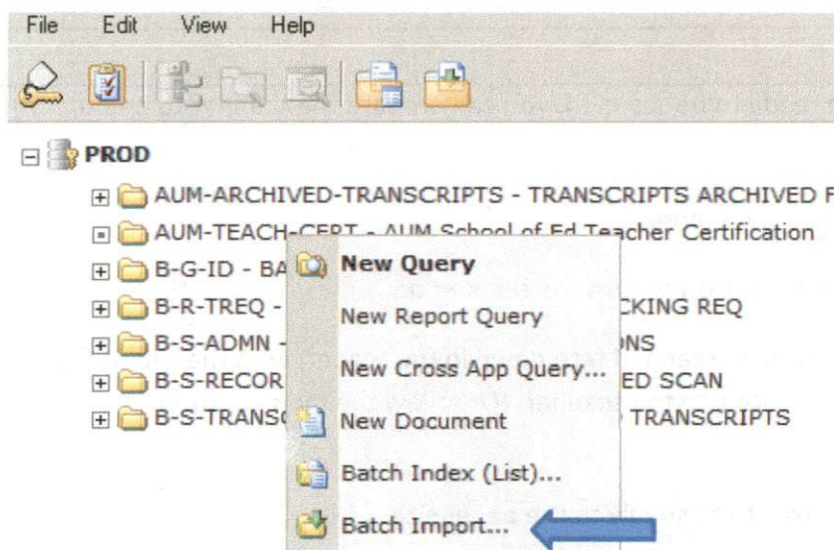
1. From the **Menu Bar**, click on **File** and select **Batch Import** or click on the icon 



OR

2. Right-click on the name of the application you want to work with and select **Batch Import** from the menu.

Note: The **Document Manager** software must not be running. If it is you will not be able to choose **Batch Import...** from the menu.



3. A new window will be displayed. Type a batch name in the **Batch Name** field.

Note: The batch name is case sensitive. Batch naming conventions depend on the standards set by your department. You can enter the name of an existing batch to add pages to that batch; however, you cannot enter the name of a batch that is currently being indexed in Xtender. The batch creation will fail.

4. Click the **Next** button or press the **[Enter]** key on the keyboard.

New Batch Document

Application	AUM-TEACH-CERT
Batch Name*	Jones 1
Memo	Batch created at 2013-07-15 13:50:09

*Required Fields ☐ Thin client upload

Next Cancel Help

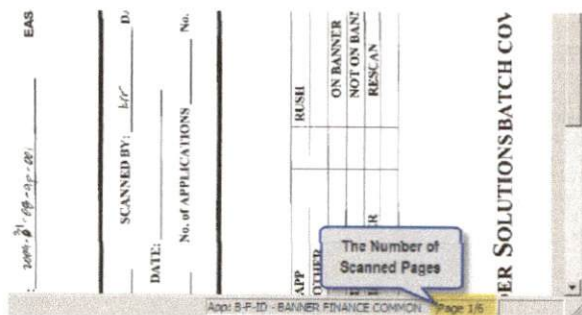
5. The batch name displays in the title bar. If the documents are NOT already loaded onto the feeder, load them and then click the **Scan** button on the toolbar.



Note: If the documents are loaded onto the feeder they will automatically feed through the scanner.

Xtender Image Capture scans the batch and displays it in the **Batch Display** window.

Note: The number of pages in the batch is displayed in the lower-right corner. The scan session ends after all of the pages in the feeder have been scanned. Be sure all pages scanned.



6. When you are finished, open the **Index** Dialog Box

Note: If necessary, you can rescan a batch by reloading the documents on the scanner and clicking the **Rescan** button on the toolbar. Rescan does not replace the most recently scanned batch if it is not displayed in the **Batch Display** view or if 30 seconds have passed since the batch was originally scanned. If you are unable to rescan the batch you can delete it and scan the batch again.

Indexing a Batch (Documents)

Once a batch of documents has been scanned, they will need to be indexed so they can be located at a later time.

Follow these directions to index a batch of documents:



1. Open the **Indexing Window** by clicking on the Index Icon
2. The **Indexing** window is displayed. Click in the **ID** field. *Press the [Tab] key on the keyboard to navigate between fields.*

Note: Pressing the [Enter] key on the keyboard will save your work and navigate to the next document in the batch. Using this key to navigate between fields will display an error message, unless you have entered a value in all required fields.

3. Enter any required information in the **Field Value** column.

Note: The bolded labels in the **Fields** column require a value in the **Values** column. Some information may populate automatically based on information you are providing. The fields with pull-down arrows may require that you click them twice for the pull-down arrow to display.

Shortcut: Press the [Space] bar on the keyboard and use the [Up Arrow] and [Down Arrow] keys on the keyboard to navigate these fields.

Index Name	Field Value
ID	S00221361
PIDM	298728
DOCUMENT TYPE	HIGH_SCHOOL_TRANSCRIPT
LAST NAME	HIGH_SCHOOL_TRANSCRIPT
FIRST NAME	FRESHMAN_EVAL_SHEET
SSN	TRANSFER_EVAL_SHEET
BIRTH DATE	ADMISSIONS_APPLICATION
TERM CODE	ACT_SCORES
APPLICATION NUMBER	SAT_SCORES
ADMISSIONS REQUIREMENT	ACCEPTANCE_LETTER
INSTITUTION NUMBER	INFORMATION_CHANGE
ROUTING STATUS	ARCHIVED_RECORD
ACTIVITY DATE	INCOMPLETE_LETTERS
SCHOOL	GED_SCORES
	DUAL_ENROLLMENT
	MILITARY
	INITIAL_HIGH_SCHOOL_TRNSCP
	FINAL_HIGH_SCHOOL_TRNSCP
	6COLLEGE_TRNSCRPT
	7COLLEGE_TRNSCRPT
	1INCOMPLETE_COLLEGE_TRNSCI
	2INCOMPLETE_COLLEGE_TRNSCI
	3INCOMPLETE_COLLEGE_TRNSCI
	4INCOMPLETE_COLLEGE_TRNSCI
	5INCOMPLETE_COLLEGE_TRNSCI
	6INCOMPLETE_COLLEGE_TRNSCI
	7INCOMPLETE_COLLEGE_TRNSCI
	RESIDENCY_FORM

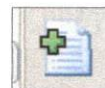
When a batch contains multiple pages belonging to the same document and individual, the rest of the pages can be attached to the document without having to re-enter the index information.

Indexing a Batch (Documents) - continued

The steps you perform to attach batch pages to the current document depend on the number of pages to be attached. If some but not all of the pages left in the batch are part of the current document, you attach the additional pages one page at a time. If all of the pages left in the batch are part of the current document, you can attach all of the pages simultaneously.

To attach some but not all batch pages to the current document:

1. From the Index view toolbar, select the **Attach Current Page** button.
The selected page is removed from the batch and appended to the current document, and the document is saved. The next page in the batch appears in the viewer.
2. Repeat step 1 for each batch page to be attached to the current document.
3. After attaching the last batch page belonging to the current document, from the main toolbar, **select New Document to start indexing the next page in the batch.**

**To attach all batch pages to the current document: (Use this if all pages belong to the same individual ID.)**

1. From the Index view toolbar, select the **Attach All Pages** button.



All pages remaining in the batch are attached to the current document, and the document is saved. Index view and the Document Display view and a dialog box appears so that you can select what you want to do next.

Select the **View Last Indexed Document button** to ensure all pages are attached to the correct student ID.

Modifying an Index

Another option after saving an index is to modify the index information.

When you modify an index, a Cancel button is added to the Index view toolbar. This allows you to cancel out of Modify mode if necessary.

To modify the index for the current document:

1. On the Index view toolbar, select the Modify button. The data in the index fields become available and the current document appears in the Document Display viewer.
2. Modify the values in the index fields as necessary.
3. When you finish, select Save. The index data is updated and saved, and the document clears from Document Display view.

Indexing the Next Page in the Batch

To begin indexing the next page in the batch:

- On the main toolbar, select the **New Document button**.



When you select new Document, in Index view, the data clears from the index fields and the Cancel button is removed from the Index view toolbar. In Document Display view, the next page in the batch appears in the viewer.

If there are no more pages in the batch, the All Document Pages Have Been Indexed dialog box appears.

To continue batch indexing, select Index Another Batch Document. If you have finished batch indexing, select your choice from the remaining options.

Opening Last Indexed Document during Batch Indexing

When you save index information and create a document during batch indexing, the new document and its index information are added. However, you can still access the document at this point to view the pages in the document and, if necessary, modify the index values.

Note: Once you select New Document to continue batch indexing, you no longer have this option.

1. On the main toolbar, select the View Last Indexed Document button.

Xtender exits Batch Indexing mode and opens the current document. Index data for the document appears in the fields in Index view, and the first page of the document appears in the Document Display viewer.

2. To modify the document's index information, select Modify. Then make the necessary changes and select Save.

To view pages of a multi-page document, use the Document Display viewer page controls.

3. To return to Batch Indexing mode, on the main toolbar, select the Return to Batch button.
4. When you are finished, click the **Save** button to save your work. **Shortcut:** Press the **[Enter]** key on the keyboard.

Note: The document is now indexed and removed from the batch. Attempting to save your work before entering all required information will generate an error message.

SCAN_DATE	08-31-2009
RECV_DATE	08-31-2009

Save Button

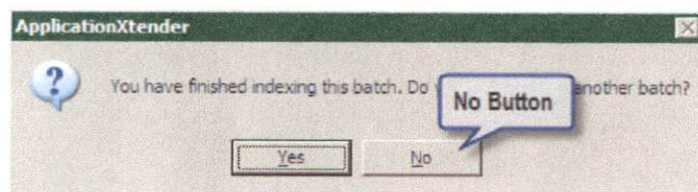
Save Cancel

5. Repeat these steps until all the desired documents in the batch have been indexed.

Note: To save time when entering values in the remaining batched documents, press the **[F9]** key on the keyboard to populate the **Indexing** window with the most recently entered index data.

Alternately, you can copy the contents of the **Indexing** window by right-clicking on one of the column headings (e.g. **Fields** and/or **Values**) and selecting **Copy Form** from the menu. You can then paste in in the **Indexing** window of a new document, change any data, and save your work.

6. When you are finished, the **Xtender** window with the message **You have finished indexing this batch. Do you wish to index another batch?** is displayed. Click the **No** button.



7. When you are finished, close **Xtender**. **Shortcut:** Press the **[Alt] [F4]** keys on the keyboard.



Deleting a Batch (Documents)

If you are unable to rescan the batch you can delete it and scan the batch again.

Follow these directions to delete a batch of paper documents in Xtender Image Capture:

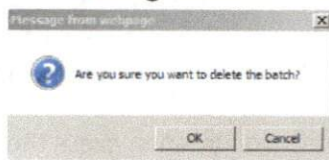
1. Verify the batch you want to delete is displayed in the **Batch Display** window.
2. Click **Batch** from the menu bar and choose **Delete** from the list.

Note: To delete a single document from a batch:

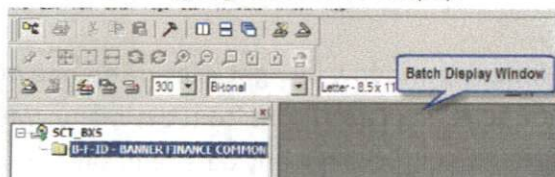
- a) click the **Previous Page** or **Next Page** buttons to navigate to the page you want to delete,
- b) Once the desired page is displayed in the **Batch Display** window,
- c) click **Page** from the menu bar and choose **Delete** from the list, and
- d) when the **Xtender Image Capture** window displays, click the **Yes** button.



3. The **Message** window is displayed. Click the **OK** button.



4. The **Batch Display** window is empty.

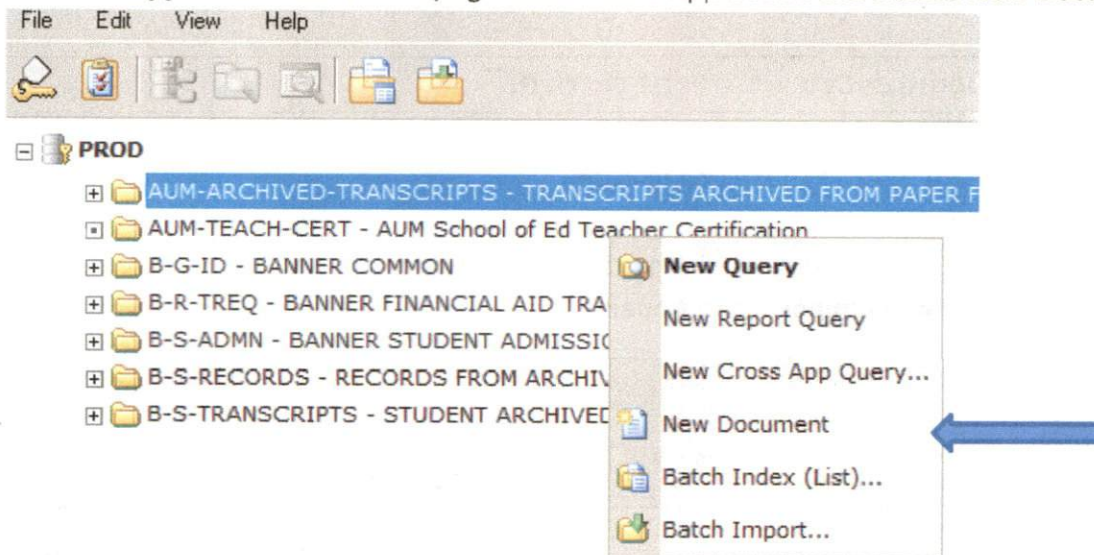


Importing a PDF Document

You can add a new document by importing a PDF file

Follow these directions to add a new document by importing a PDF file:

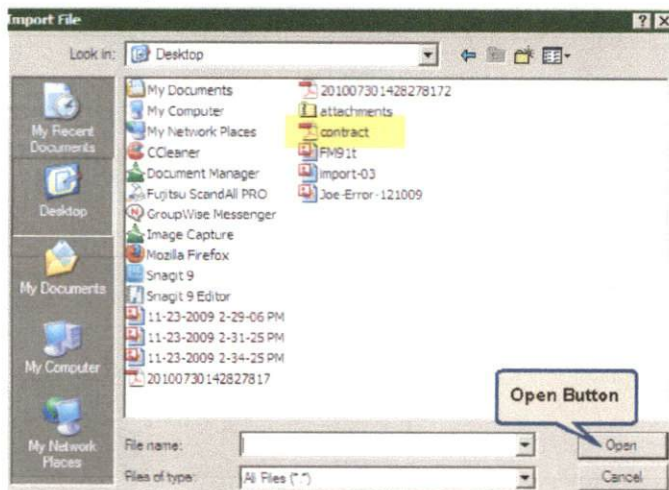
1. From the **Application List** window, right-click on the Application and choose **New Document**.



2. The **Import New Page** window is displayed. Click on **Browse**.



3. Click the **Open** button.

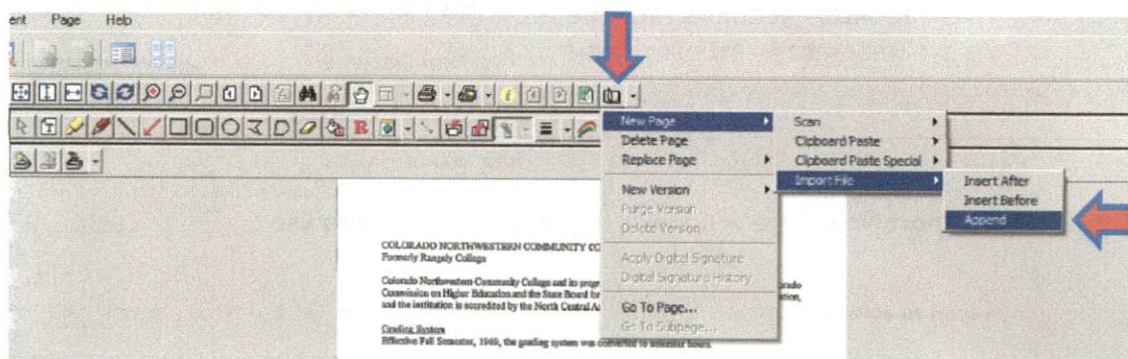


4. Click **Upload**
5. The file is displayed in the **Document Manager** window.

Note: If you selected the wrong file from the list, click **Batch** in the menu bar and choose **Delete** from the list. You can now repeat the steps and choose a different file.

Import PDF Document to a current record:

1. Access a record through the search feature.
2. Locate Xtender file.
3. Go to the page menu icon and click on the drop-down
4. Click on **New Page > Import File > Append**



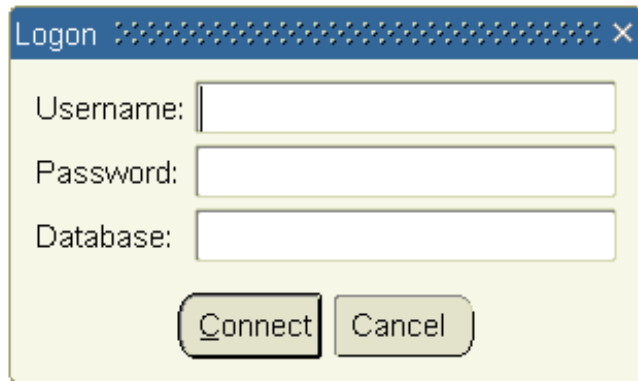
5. An Import file window will open.
6. Locate the .pdf document (Needs to be in PDF format to be easily viewed in Xtender).
7. Click open
8. The document will be appended to the record.

BANNER SCREENS

GUAQFLW	Used to process admission application flow process
SAAADMS	Used to check on admissions status
SOAHSCH	Used to enter high school transcripts
SOAPCOL	Used to enter college transcripts
SOATEST	Used to enter ACT, SAT, and Placement testing scores
SOISBGI	Used to get high school and college codes for application checklist
SPAIDEN	Used to enter Address Information
SPAPERS	Used to enter personal information (SSN, DOB, Ethnicity, and Gender)
GOATPAD	Used to enter Primary PIN (accessing Webster)
SPAAPIN	Used to enter Alternate PIN (registration purposes)
SGASTDN	Student record- check for status, standing, graduation date, major
*SGASADD	Cohort and term information
SHACRSE	Summary of coursework- shows all classes and grades for student
SHATERM	GPA, transfer and institutional hours
SHAPCMP	Used to enter transfer hours
SFAREGS	Registration screen
SRAQUIK	Used to enter prospect cards, mail, email, & leadership requests
SFASLST	Used to review class rosters
SOAHOLD	Holds for final transcripts or any other documents
SSASECT	Check for class availability, space, etc
*TSAAREV	(View only) - to check on the amount of tuition owed
RPAAWRD	(View only) - to check on posting of award
SOATERM	Check for password override (No longer have access)
SHADEGR	Check to see if someone has graduated
STVRECR	Validation table for contact types (PHN, MAIL, EM, etc.)
STVTERM	To create future terms for entering admission applications
STVCHRT	Cohort validation table – entering appropriate term information
SUAMAIL	To review letters that were generated through banner
SARADMS	Used to run application status reports
GJAPCTL	Letter generation- for acceptance, prospective student, and incomplete letters
SAAWAPP	Admission type validation table for online application purposes
SAAWATR	Building calendar for online application purposes
SOATRMR	Building terms for online application purposes
SAAWAAD	Admit types for online application purposes
SAAEAPS	Manual electronic push process for online application
SARETPG	To purge information in electronic web application
SARETMT	Used to run online application push process report
STVATYP	Web address for online application purposes
SRIPREL	Used to review electronic prospect inquiry
SRRPREL	Used to move electronic prospects once processing is complete
SRTPURG	Electronic prospect purge – purging old information from
GLBDATA	Population selection
GLBLSEL	Letter extraction for population selected
GLRLETR	Letter generation print report – pulls student's information
SHAINST	To review academic standing


HOW TO LOGON TO BANNER

Logon to Banner with your username and password
Click on Connect



A dialog box titled "Logon" with a close button (X) in the top right corner. It contains three input fields: "Username:", "Password:", and "Database:". Below the input fields are two buttons: "Connect" and "Cancel".

This brings you to the General Menu GUAGMU

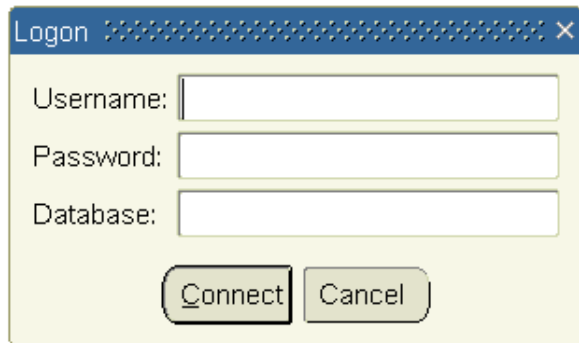


A screenshot of the General Menu GUAGMU interface. The top bar displays "General Menu GUAGMNU 8.6.4 (PROD) - Monday, December 11, 2017 - Last login Monday, December 11, 2017 10:21:20 AM". Below the bar, there is a "Go To..." dropdown menu, a "Welcome, TTAYLOR7." message, and a "Products:" label. The main content area is a green box containing a tree view with the following items: "My Banner", "Banner", "Student [*STUDENT]", "Financial Aid [*RESOURCE]", "General [*GENERAL]", and "Banner Security [*SECURITY]". At the bottom, there is an orange bar labeled "Banner Broadcast Messages".

HOW TO ADMIT AN UNDERGRADUATE UNCLASSIFIED APPLICANT

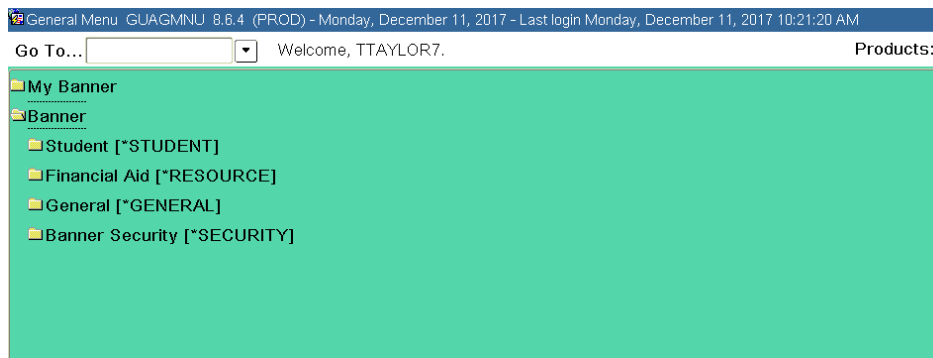
Login to Banner with your username and password

Click on Connect

A login dialog box titled "Logon" with a close button (X). It contains three input fields: "Username:", "Password:", and "Database:". Below the fields are two buttons: "Connect" and "Cancel".

This brings you to the General Menu GUAGMU

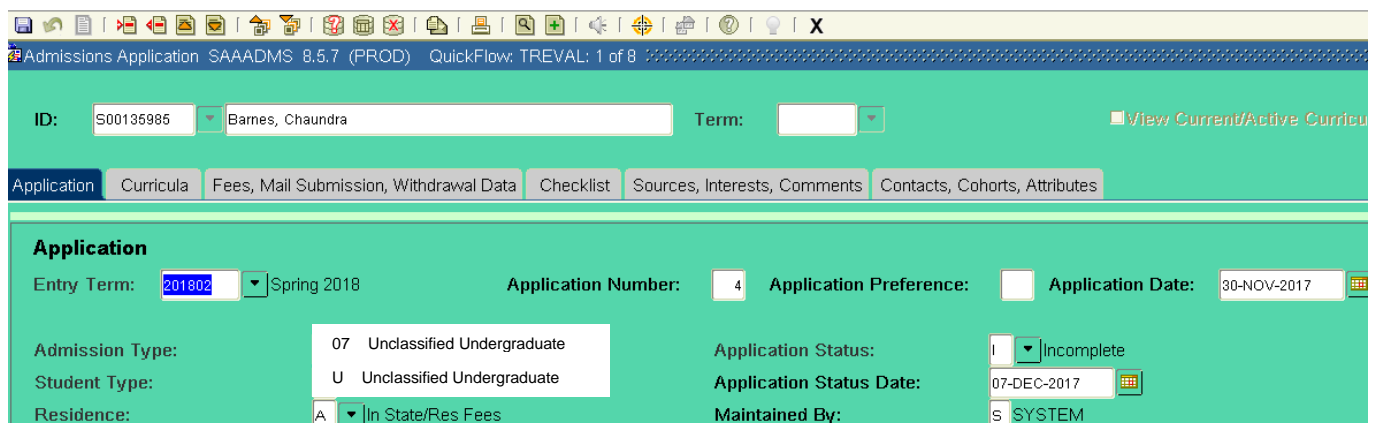
On the Go to blank enter TREVAL (press ENTER on your computer keyboard)

The Banner General Menu GUAGMU interface. At the top, it says "General Menu GUAGMNU 8.6.4 (PROD) - Monday, December 11, 2017 - Last login Monday, December 11, 2017 10:21:20 AM". Below this is a "Go To..." dropdown menu and a "Welcome, TTAYLOR7." message. To the right is a "Products:" label. The main area is a green sidebar with a tree view showing "My Banner" expanded, containing "Banner" (which is further expanded to show "Student [*STUDENT]", "Financial Aid [*RESOURCE]", "General [*GENERAL]", and "Banner Security [*SECURITY]").

Quick flow begins with SAAADMS (QuickFlow: TREVAL 1 of 8)

Note: Make sure the admission type and student type correspond with each other

Click the black X

The Banner SAAADMS QuickFlow: TREVAL 1 of 8 interface. At the top, it says "Admissions Application SAAADMS 8.5.7 (PROD) QuickFlow: TREVAL: 1 of 8". Below this is a green header bar with "ID:" followed by a dropdown menu showing "S00135985" and a text field showing "Barnes, Chaundra". To the right is a "Term:" dropdown menu. A "View Current/Active Curriculum" link is on the far right. Below the header bar is a tabbed interface with tabs: "Application", "Curricula", "Fees, Mail Submission, Withdrawal Data", "Checklist", "Sources, Interests, Comments", and "Contacts, Cohorts, Attributes". The "Application" tab is selected. The main area is green and contains the following fields: "Entry Term:" with a dropdown menu showing "201802" and a text field showing "Spring 2018"; "Application Number:" with a text field showing "4"; "Application Preference:" with a dropdown menu showing "I"; "Application Date:" with a text field showing "30-NOV-2017"; "Admission Type:" with a dropdown menu showing "07 Unclassified Undergraduate"; "Student Type:" with a dropdown menu showing "U Unclassified Undergraduate"; "Application Status:" with a dropdown menu showing "I Incomplete"; "Application Status Date:" with a text field showing "07-DEC-2017"; "Residence:" with a dropdown menu showing "A In State/Res Fees"; and "Maintained By:" with a text field showing "S SYSTEM".

Next screen is SOAPCOL (QuickFlow: TREVAL 2 of 8)

Click Next Block

Enter the TRANSCRIPT REVIEWED DATE: enter the date that you are reviewing the transcript

- Make sure the admissions request for the college that has been received is 0002
 - example: 001006 Alabama State University; admissions request 0002 – College Transcript 1

NOTE: Only need the official transcript from the institution from which you earned your degree.

Click Save

Next Block

Below DEGREE DETAILS enter the following:

- DEGREE: enter the degree earned use the drop down ▼ key to match up the degree earned from the transcript with the list in banner
- DEGREE DATE: enter the degree date
- ATTENDED FROM: enter the start/term date from the transcript (if no start/term date, enter AUM start/term date for the semester in question)
- ATTENDED TO: enter end/term date from the transcript (if no end/term date, enter AUM end/term date)

Click Save

APPLICANT MUST HAVE EARNED A DEGREE FROM A FOUR YEAR REGIONALLY ACCREDITED INSTITUTION

The screenshot shows the SOAPCOL 8.5.3 (PROD) application interface. The top navigation bar includes "Prior College and Degree", "Majors, Minors, Concentrations", and "Prior College Address". The "Prior College" section displays the following information:

- Prior College: 001006 Alabama State
- Transcript Received Date: 08-DEC-2017
- Transcript Reviewed Date: 12-DEC-2017
- Admissions Request: 0002 College Transcript 1

The "Degree Code Validation (STVDEGC)" window is open, showing a table of degree codes and descriptions:

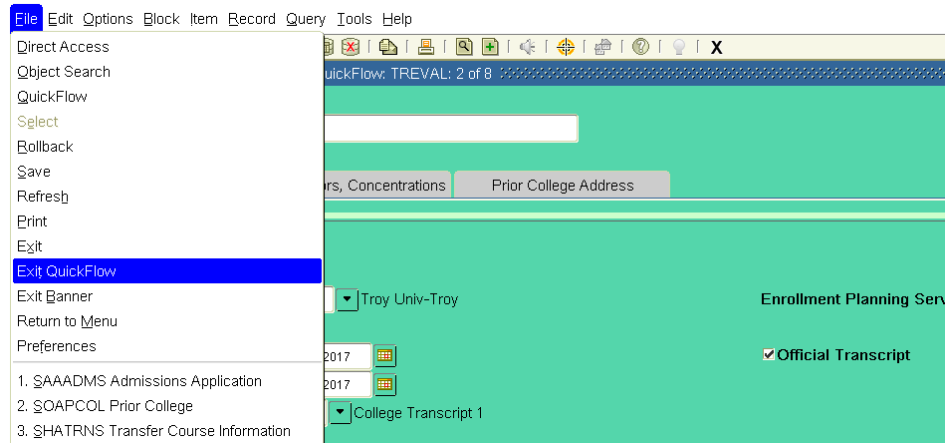
Code	Description	Count in FinAid	De
BBS	Bachelor of Behavioral Science	Y	02
BFA	Bachelor of Fine Arts	Y	02
BGS	Bachelor of General Studies	Y	02
BIS	Bachelor Interdisciplinary Std	Y	02
BLA	Bachelor of Liberal Arts	Y	02
BS	Bachelor of Science	Y	02
BS/BA	Bach of Science in Bus Adm	Y	02
BS/BI	Bach of Science in Biology	Y	02
BS/ED	Bach of Science in Education	Y	02

The "Degree Details" section at the bottom displays the following information:

- Degree: BS/BA Bach of Science in Bus Adm
- Degree Date: 28-MAY-2016
- Primary Degree Indicator: ☐
- Attended From: 14-AUG-2012
- Attended To: 28-MAY-2016
- Year:

Click File

Exit QuickFlow



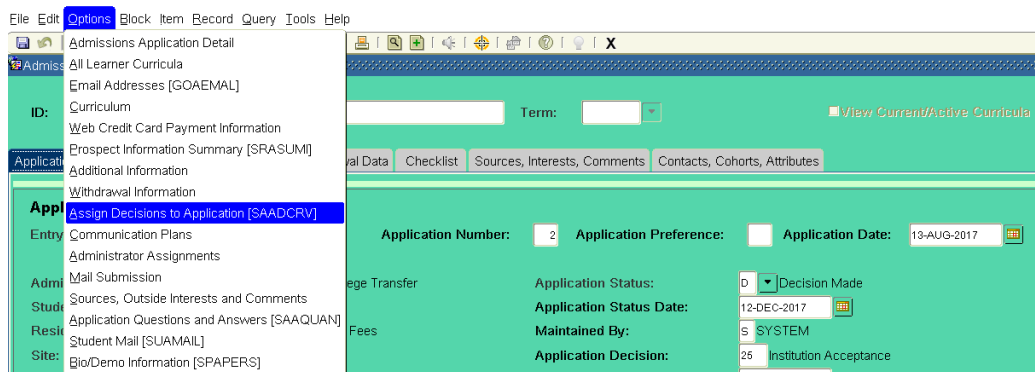
Go to enter SAAADMS (press ENTER on computer keyboard)

Next Block

Make sure you are on the APPLICATION tab

Options

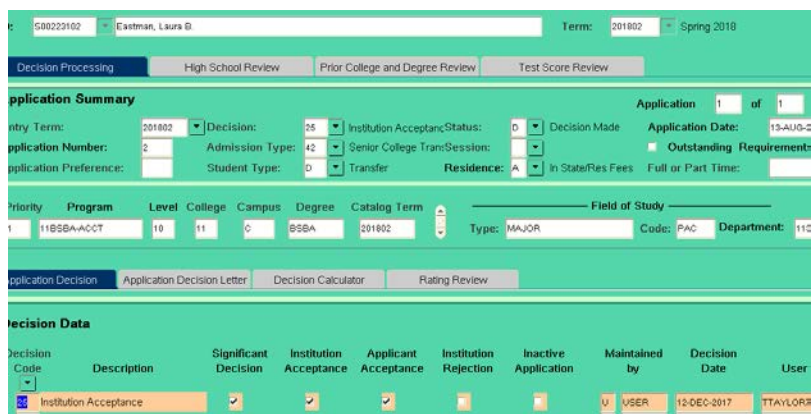
Assign Decisions to Application (SAADCRV)



Assign DECISION CODE of 25 (Institution Acceptance)

Save

Click the black X (to go to the next screen)



HOW TO ADMIT A SECOND UNDERGRADUATE APPLICANT

Logon to Banner with your username and password

Click on Connect

Logon

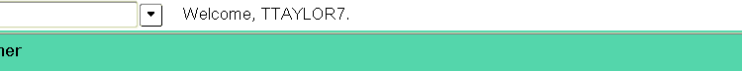
Username:

Password:

Database:

This brings you to the General Menu GUAGMU

On the Go to blank enter TREVAL (press ENTER on your computer keyboard)



The screenshot shows the Banner system interface. At the top, a blue header bar contains the text: "General Menu GUAGMNU 8.6.4 (PROD) - Monday, December 11, 2017 - Last login Monday, December 11, 2017 10:21:20 AM". Below the header, there is a navigation bar with a "Go To..." dropdown menu, a "Welcome, TTAYLOR7." message, and a "Products:" link. The main content area has a teal background and displays a list of menu items under the heading "Banner". The items are: "My Banner", "Banner" (with a sub-menu icon), "Student [*STUDENT]", "Financial Aid [*RESOURCE]", "General [*GENERAL]", and "Banner Security [*SECURITY]".

General Menu GUAGMNU 8.6.4 (PROD) - Monday, December 11, 2017 - Last login Monday, December 11, 2017 10:21:20 AM

Go To... Welcome, TTAYLOR7. Products:

My Banner

Banner

- Student [*STUDENT]
- Financial Aid [*RESOURCE]
- General [*GENERAL]
- Banner Security [*SECURITY]

Quick flow begins with SAAADMS (QuickFlow: TREVAL 1 of 8)

Note: Make sure the admission type and student type correspond with each other

Click the black X

Admissions Application SAAADMS 8.5.7 (PROD) QuickFlow: TREVAL: 1 of 8

ID: Term:

[View Current/Active Curriculum](#)

Application

Application

Entry Term: Application Number: Application Preference: Application Date:

Admission Type: Application Status:

Student Type: Application Status Date:

Residence: Maintained By:

Next screen is SOAPCOL (QuickFlow: TREVAL 2 of 8)

Click Next Block

Enter the TRANSCRIPT REVIEWED DATE: enter the date that you are reviewing the transcript

- If you are articulating multiple transcripts for the same person you can go ahead and enter the TRANSCRIPT REVIEWED DATE for all the transcripts that you will be articulating.
- If you have multiple transcripts, you can use the ▼ on your computer keyboard to go to the next transcript that needs a review date.
- Each admissions request for the college(s) that have been received cannot have the same request number
 - example: 001006 Alabama State University; admissions request 0002 – College Transcript 1
 - example: 001933 Lawson State cc; admissions request 0003 – College Transcript 2

NOTE: Must have official transcripts from each college or university that the applicant has attended.

Click Save

Next Block

Below DEGREE DETAILS enter the following:

- DEGREE: enter the degree earned use the drop down ▼ key to match up the degree earned from the transcript with the list in banner
- If no DEGREE was earned enter 000000 in the DEGREE option
- DEGREE DATE: enter the degree date
- ATTENDED FROM: enter the start/term date from the transcript (if no start/term date, enter AUM start/term date for the semester in question)
- ATTENDED TO: enter end/term date from the transcript (if no end/term date, enter AUM end/term date)

Click Save

APPLICANT MUST HAVE EARNED A DEGREE FROM A FOUR YEAR REGIONALLY ACCREDITED INSTITUTION

Prior College SOAPCOL 8.5.3 (PROD) QuickFlow: TREVAL: 2 of 8

ID: S00350757 Childress, Lilly B.

Prior College and Degree Majors, Minors, Concentrations Prior College Address

Prior College

Prior College: 001006 Alabama State

Transcript Received Date: 08-DEC-2017

Transcript Reviewed Date: 12-DEC-2017

Admissions Request: 0002 College Transcript 1

Degree Code Validation (STVDEGC)

Code	Description	Count in FinAid	De
BBS	Bachelor of Behavioral Science		02
BFA	Bachelor of Fine Arts	Y	02
BGS	Bachelor of General Studies		02
BIS	Bachelor Interdisciplinary Std	Y	02
BLA	Bachelor of Liberal Arts	Y	02
BS	Bachelor of Science	Y	02
BS/BA	Bach of Science in Bus Adm		02
BS/BI	Bach of Science in Biology		02
BS/ED	Bach of Science in Education		02

Find %

End OK Cancel

Degree Details

Degree: BS/BA Bach of Science in Bus Adm

Degree Date: 26-MAY-2016

Attended From: 14-AUG-2012

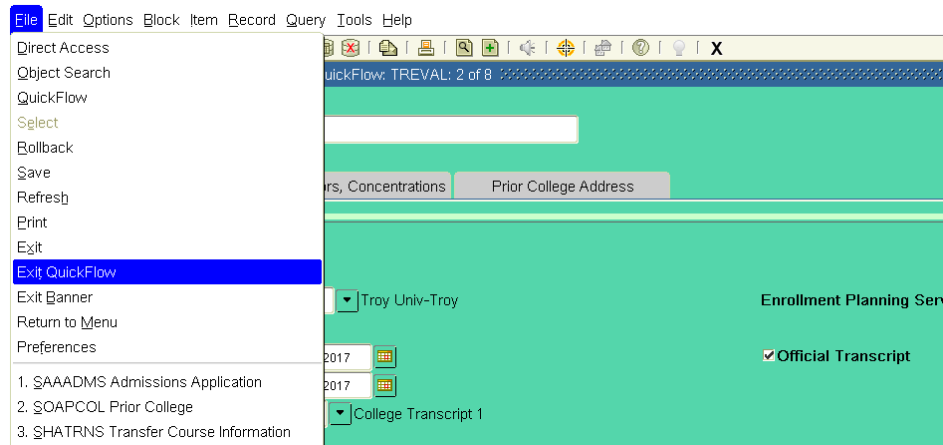
Attended To: 26-MAY-2016

Year:

Primary Degree Indicator

Click File

Exit QuickFlow



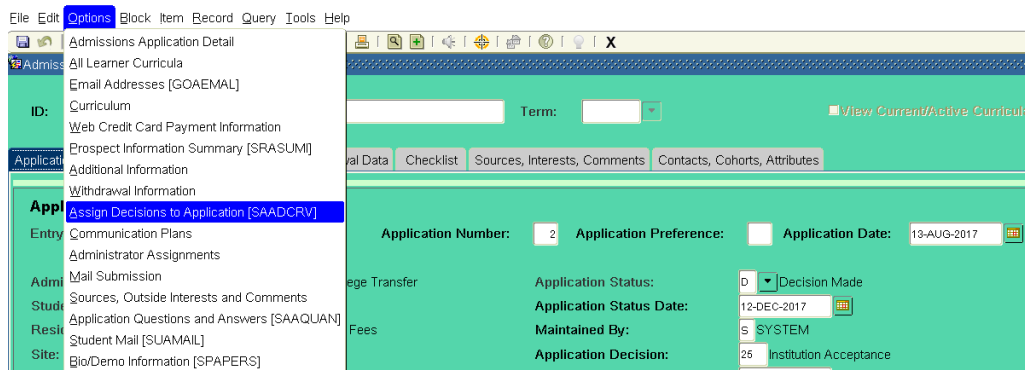
Go to enter SAAADMS (press ENTER on computer keyboard)

Next Block

Make sure you are on the APPLICATION tab

Options

Assign Decisions to Application (SAADCRV)



Assign DECISION CODE of 25 (Institution Acceptance)

Save

Click the black X (to go to the next screen)





Readmission Request

******Submit this form with a required one page letter of justification for readmission.***

******Deadline for submission:***

***for Fall Term--July 1
for Spring Term—November 1
for Summer Term—April 1***

Submit form and letter to:

Dr. Joy L. Clark
Associate Provost
Provosts Office
Auburn University at Montgomery
P.O. Box 244023
Montgomery, AL 36124-4023

Last _____ First _____ Middle _____

Street _____ City _____ State _____ Zip _____

Phone _____ Email _____

Date of Birth _____ Any Previous Names _____

Student number _____

Intended Major if readmitted (REQUIRED) _____

Signature _____ Date _____

******For additional questions, please contact Lin Young at 334-244-3960.***



December 11, 2017

S00xxxxxx
Jane Dow
7400 East Drive
Montgomery, AL 36117

Dear Jane,

We recently received your application to attend Auburn University at Montgomery for the **spring 2018** semester. Due to your current academic standing, you will be required to take additional steps to be considered for readmission.

Steps to take for readmission:

1. Write a letter to the attention of Dr. Joy L. Clark and explain why AUM should consider readmitting you. Explain what has occurred in your life that would make you more successful at AUM.
2. Complete and submit the enclosed Readmission Request Form along with your letter.
3. Once Dr. Clark has received your letter, you will get an acknowledgment of receipt and you will be asked to attend a readmission hearing.
 - a. You will be contacted when hearings are set.
 - b. The hearings are set to last about 15 minutes.
 - c. There will be representatives from different departments of the University.

Please send your letter to the below address:

Dr. Joy L. Clark
Associate Provost
Provosts Office
Auburn University at Montgomery
P.O. Box 244023
Montgomery, AL 36124-4023

If you have any questions about this process, please feel free to contact the Provosts Office. The person to speak with is Ms. Lin Young at 334-244-3960.

Sincerely,

Sameer Pande
Associate Provost
Enrollment Management and Student Success

Enclosure

Returning Student – Provisional (SGASTDN record is Active)

In the SAAADMS screen, if the admission type is RS (returning student)

File Edit Options Block Item Record Query Tools Help

Admissions Application SAAADMS 8.5.1 (PROD)

ID: S00427106 Aaron, Christopher B. Term: [View Current/Active Curricula](#)

Application Curricula Fees, Mail Submission, Withdrawal Data Checklist Sources, Interests, Comments Contacts, Cohorts, Attributes

Application

Entry Term: 201102 Spring 2011 Application Number: 3 Application Preference: Application Date: 11-OCT-2010

Admission Type: RS Returning Student Application Status: P Pending Provisional Contract

Student Type: P Returning Student Application Status Date: 05-NOV-2010

Residence: A In State/Res Fees Maintained By: U USER

Site: Application Decision:

Full or Part Time: ☒ Full Time ☐ Part Time ☐ None Application Decision Date:

Outstanding Requirements: ☐ Maintained By:

Curricula Summary - Primary

Priority	Term	Program	Catalog	Level	Campus	College	Degree
1	201102	Information System	201102	Undergraduate (Semi	AUM Campus	School of Business	Bachelor of Science

Field of Study Summary

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201102	Major	Pre-Information Systems	Info Sys & Decision Science	<input type="checkbox"/>

Go to SHATERM

Course Level Codes by Person ----- 10

Look at the Academic Standing: SS (Special Student-Prov Accept)...do the following:

File Edit Options Block Item Record Query Tools Help

Term Sequence Course History SHATERM 8.4 (PROD)

ID: S00427106 Aaron, Christopher B. Course Level Codes by Person: 10 Start Term:

Current Standing Term GPA and Course Detail Information Student Centric GPA and Course Information

Current Standing

First Term Attended: 200402

Last Term Attended: 200402

Academic Standing: SS Special Student-Prov Accept

Academic Standing Override: SS Special Student-Prov Accept

Progress Evaluation:

Progress Evaluation Override:

Combined Academic Standing Override:

Combined Academic Standing:

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Institution:	12.000	.000	.000	9.000	.00	.00
Transfer:	.000	.000	.000	.000	.00	.00
Overall:	12.000	.000	.000	9.000	.00	.00

Go to SGASTDN

Look to see if the Student Status is AS= active

General Student SGASTDN 8.5.8 (PROD)

ID: S00171416 Williams, Shutana S. Student Summary Term: View Current/Active Curricula

Learner Curricula Study Path Activities Veteran Comments Academic and Graduation Status, Dual Degree Miscellaneous

General Learner

New Term: 201402 Spring 2014 From Term: 201402 To Term: 999999

Student Status: AS Active

Student Type: C Continuing

Residence: A In State/Res Fees

Fee Assessment Rate:

Class: 01 Freshman

Student Centric Cycle:

Full or Part Time: ☒ Full Time ☐ Part Time ☐ None

Additional Information

Site:

Session:

Block:

Citizenship: Y Citizen

Go to SAAADMS

Admission Type: RS (Returning Student)

Student Type: P (Returning Student)

NOTE: Be sure to if college work is available, Enter the College Credits in SHATAEQ

File Edit Options Block Item Record Query Tools Help

Admissions Application SAAADMS 8.5.1 (PROD)

ID: S00427106 Aaron, Christopher B. Term: View Current/Active Curricula

Application Curricula Fees, Mail Submission, Withdrawal Data Checklist Sources, Interests, Comments Contacts, Cohorts, Attributes

Application

Entry Term: 201102 Spring 2011 Application Number: 3 Application Preference: Application Date: 11-OCT-2010

Admission Type: RS Returning Student

Student Type: P Returning Student

Residence: A In State/Res Fees

Site:

Full or Part Time: ☒ Full Time ☐ Part Time ☐ None

Outstanding Requirements:

Application Status: P Pending Provisional Contract

Application Status Date: 05-NOV-2010

Maintained By: U USER

Application Decision:

Application Decision Date:

Maintained By:

Click on Contacts, Cohorts, Attributes

The screenshot shows a web application window titled "Admissions Application SAAADMS 8.5.1 (PROD)". The interface includes a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Help) and a toolbar. The main content area is divided into tabs: Application, Curricula, Fees, Mail Submission, Withdrawal Data, Checklist, Sources, Interests, Comments, and Contacts, Cohorts, Attributes. The "Contacts, Cohorts, Attributes" tab is active. At the top, there is a form with fields for ID (S00427106), Name (Aaron, Christopher B.), and Term. A "View Current/Active Curricula" button is also present. Below the tabs, there are three sections: Contact Type, Cohort, and Attribute. Each section has a table with columns for Description and Activity Date. The Contact Type section shows "TAP" with a description of "Test Score Tape" and a date of "02-JUL-2002 10:15:11 AM". The Cohort section shows a date of "27-SEP-2011". The Attribute section shows "RETR" (Returning Student) and "SPEC" (Special Student) with dates of "04-NOV-2010".

Contact Type	Description	Contact Date
TAP	Test Score Tape	02-JUL-2002 10:15:11 AM

Cohort	Description	Activity Date
		27-SEP-2011

Attribute	Description	Activity Date
RETR	Returning Student	04-NOV-2010
SPEC	Special Student	04-NOV-2010

In the Attribute space enter RETR (Returning Student)

Arrow down to move to the next Attribute space enter SPEC (Special Student)

Still in SAAADMS, Click on Checklist

Admission Request enter 0065 (clearance from Acad Affairs)

Item Description enter readmission hearing

Admissions Application SAAADMS 8.5.7 (PROD)

ID: S00171415 Williams, Shutarra S Term: View Current/Active Curricula

Application Curricula Fees, Mail Submission, Withdrawal Data Checklist Sources, Interests, Comments Contacts, Cohorts, Attributes

Application Checklist

Admission Request	Description	Received Date	Item	Item Description	Mandatory Indicator	Print Indicator
0014	ACT/SAT Scores	16-JAN-2013	A01	Test Date 01-DEC-2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	First Request:	Count:		Generated by System: <input checked="" type="radio"/> Yes <input type="radio"/> No	Date: 24-JAN-2014	
	Last Request:	Deadline:		Checklist Origin: BASELINE	Status:	
0015	Final High School Transcript	27-FEB-2014	011445	Highland Home High School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	First Request:	Count:		Generated by System: <input checked="" type="radio"/> Yes <input type="radio"/> No	Date: 24-JAN-2014	
	Last Request:	Deadline:		Checklist Origin: BASELINE	Status:	
0065	Clearance from Acad Affairs			readmission committee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	First Request: 06-MAR-2014	Count: 2		Generated by System: <input type="radio"/> Yes <input checked="" type="radio"/> No	Date: 04-FEB-2014	
	Last Request: 14-APR-2014	Deadline:		Checklist Origin: BASELINE	Status:	

Click on Source, Interest, Comments

Write comments: (see example below)

Admissions Application SAAADMS 8.5.7 (PROD)

ID: S00171415 Williams, Shutarra S Term: View Current/Active Curricula

Application Curricula Fees, Mail Submission, Withdrawal Data Checklist Sources, Interests, Comments Contacts, Cohorts, Attributes

Sources

Background Institution	Description	Primary Indicator	Activity Date
WEB	AUM Web Application	<input checked="" type="checkbox"/>	24-JAN-2014
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

Interests

Interest	Description	Activity Date
A3	Student Government	16-JAN-2013
AE	Fraternity or Sorority	16-JAN-2013

Comments

Originator	Comment
ADMS	02/04/14 last academic standing not admit. SGASTDN record active... sent letter RE: readmission committee (Tangie)

NOTE: Send the not admit letter/form



December 19, 2017

S0006xxxxx

Jane Dow

383 McLemore Road

Montgomery, AL 36111

Dear Jane,

We recently received your online application as a returning student to Auburn University at Montgomery for the **fall 2016 term**. We have reviewed your academic standing for AUM and you are not eligible to return for the **spring term**.

If you desire to return to Auburn University at Montgomery to continue your education at a later date, you must attend another regionally accredited college of your choice and complete at least 24 hours of college level credit with an overall grade-point average of 2.0 or higher. Your transfer classes must include an English Composition I and II and college level math. Once you complete the minimum requirements indicated, you will be required to submit a transfer student application which is available online at www.aum.edu.

If you have any questions about your admission status or the requirements for returning to AUM, please contact me directly at 334-244-3780.

Sincerely,

A handwritten signature in black ink that reads "Sameer Pande".

Sameer Pande

Associate Provost

Enrollment Management and Student Success

AUBURN UNIVERSITY AT MONTGOMERY

Office of Admissions and Recruitment

P.O. Box 244023, Montgomery, AL 36124-4023 ; Telephone: 334-244-3615, Fax: 334-244-3795

Sample



December 19, 2017

S0006xxxxx

Jane Dow

383 McLemore Road

Montgomery, AL 36111

Attend
Regional
Accredited institution

Dear Jane,

We recently received your online application as a returning student to Auburn University at Montgomery for the **fall 2016 term**. We have reviewed your academic standing for AUM and you are not eligible to return for the **spring term**.

If you desire to return to Auburn University at Montgomery to continue your education at a later date, you must attend another regionally accredited college of your choice and complete at least 24 hours of college level credit with an overall grade-point average of 2.0 or higher. Your transfer classes must include an English Composition I and II and college level math. Once you complete the minimum requirements indicated, you will be required to submit a transfer student application which is available online at www.aum.edu.

If you have any questions about your admission status or the requirements for returning to AUM, please contact me directly at 334-244-3780.

Sincerely,

A handwritten signature in black ink that reads "Sameer Pande".

Sameer Pande

Associate Provost

Enrollment Management and Student Success

AUBURN UNIVERSITY AT MONTGOMERY

Office of Admissions and Recruitment

P.O. Box 244023, Montgomery, AL 36124-4023 ; Telephone: 334-244-3615, Fax: 334-244-3795

SAMPLE LETTER



AUBURN
MONTGOMERY

December 19, 2017

S0001xxxx
Jane Dow
7400 East Drive
Montgomery, AL 36117

NOT ADMIT
SGASTDN-INACTIVE

Dear Jane,

We recently received your application to attend Auburn University at Montgomery for the **spring 2018** semester. Due to your current academic standing, you will be required to take additional steps to be considered for readmission.

Steps to take for readmission:

1. Write a letter to the attention of Dr. Joy L. Clark and explain why AUM should consider readmitting you. Explain what has occurred in your life that would make you more successful at AUM.
2. Complete and submit the enclosed Readmission Request Form along with your letter.
3. Once Dr. Clark has received your letter, you will get an acknowledgment of receipt and you will be asked to attend a readmission hearing.
 - a. You will be contacted when hearings are set.
 - b. The hearings are set to last about 15 minutes.
 - c. There will be representatives from different departments of the University.

Please send your letter to the below address:

Dr. Joy L. Clark
Associate Provost
Provosts Office
Auburn University at Montgomery
P.O. Box 244023
Montgomery, AL 36124-4023

If you have any questions about this process, please feel free to contact the Provosts Office. The person to speak with is Ms. Lin Young at 334-244-3960.

Sincerely,

Sameer Pande
Associate Provost
Enrollment Management and Student Success

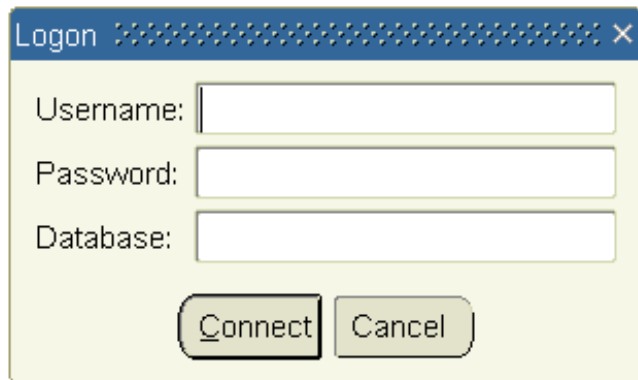
Enclosure

AUBURN UNIVERSITY AT MONTGOMERY

Office of Admissions and Recruitment

P.O. Box 244023, Montgomery, AL 36124-4023 ; Telephone: 334-244-3615, Fax: 334-244-3795

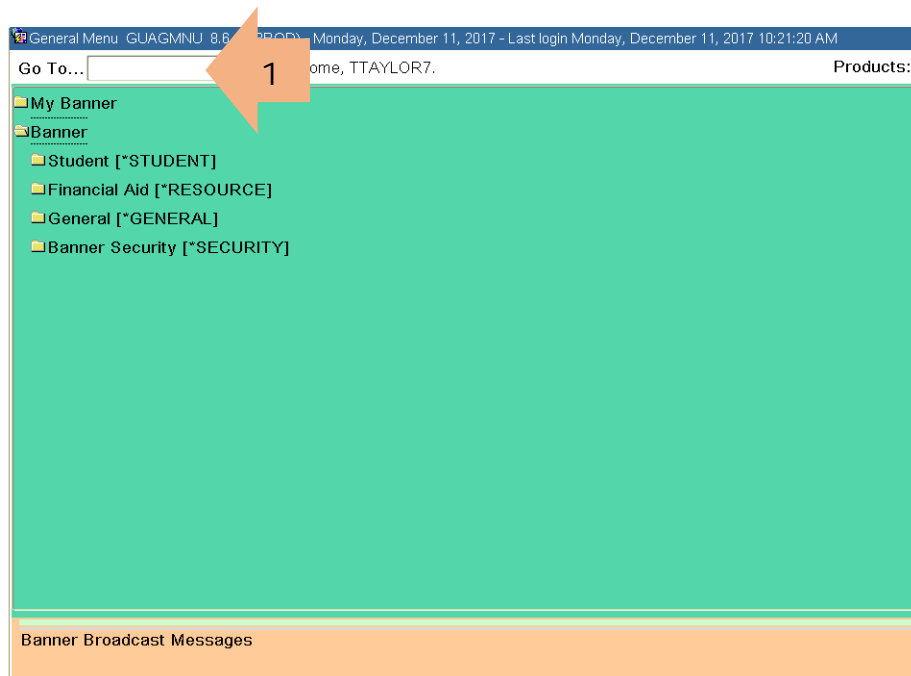
Logon to Banner with your username and password



A screenshot of the Banner Logon dialog box. It has a title bar that says "Logon" with a close button. Inside, there are three text input fields labeled "Username:", "Password:", and "Database:". Below the fields are two buttons: "Connect" and "Cancel".

This brings you to the General Menu GUAGMU

1 – On the Go to blank enter SAAADMS (press ENTER on your computer keyboard)



- 2 - Enter the applicants' student ID number
- 3 - Click Next Block
- 4 - This should bring you to the Application tab (if not click on the Application tab)
- 5 - Click the black X

Admissions Application SAAADMS 8.5.7 (PROD)

Student ID: S00024729 Denise R. Term: [dropdown] View Curriculum

Application Curricula Fees, Mail Submission, Withdrawal Data Checklist Sources, Interests, Comments Contacts, Cohorts, Attributes

Application

Entry Term: 201203 Summer 2012 Application Number: 3 Application Preference: [dropdown] Application Date: [dropdown]

Admission Type: RS Returning Student Application Status: D Decision Made

Student Type: P Returning Student Application Status Date: 08-MAY-2012

Residence: A In State/Res Fees Maintained By: S SYSTEM

Site: [dropdown] Application Decision: DN Denied Admission

Full or Part Time: Full Time Part Time None Application Decision Date: 08-MAY-2012

Outstanding Requirements: [checkbox] Maintained By: U USER

This takes you back to the General Menu GUAGMU

- 6 - On the Go to blank enter SHATERM (press ENTER on your computer keyboard)

General Menu GUAGMNU 8.6 (PROD) - Monday, December 11, 2017 - Last login Monday, December 11, 2017 10:21:20 AM

Go To... Welcome, TTAYLOR7. Products:

My Banner

Banner

- Student [*STUDENT]
- Financial Aid [*RESOURCE]
- General [*GENERAL]
- Banner Security [*SECURITY]

- 7 – The applicants' student ID number and name should appear on this line (if not enter the applicant's ID number)
- 8 – Course Level Codes by Person should be 10
- 9 – Academic Standing should be one of the following: NA (not admit), SS (special student-prov accept), NP (not admitted-Prelude), or PR (prelude program student)
- 10 – Click the black X

File Edit Options Block Item Record Query Tools Help

Term Sequence History SHATERM 8.4 (PROD)

ID: S00024729 Curry, Denise R. Course Level Codes by Person: 10 Start Term:

Current Standing Term GPA and Course Detail Information Student Centric GPA and Course Information

Current Standing

First Term Attended: 200801

Last Term Attended: 200802

Academic Standing: NA Not Admitted

Academic Standing Override:

Progress Evaluation:

Progress Evaluation Override:

Combined Academic Standing Override:

Combined Academic Standing:

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Institution:	26.000	6.000	6.000	23.000	6.00	.26
Transfer:	.000	.000	.000	.000	.00	.00
Overall:	26.000	6.000	6.000	23.000	6.00	.26

This takes you back to the General Menu GUAGMU

- 10 – On the Go to blank enter SGASTDN (press ENTER on your computer keyboard)

General Menu GUAGMU 8.6 (PROD) - Monday, December 11, 2017 - Last login Monday, December 11, 2017 10:21:20 AM

Go To... come, TTAYLOR7. Products:

- My Banner
- Banner
 - Student [*STUDENT]
 - Financial Aid [*RESOURCE]
 - General [*GENERAL]

- 11 – The applicants' student ID number and name should appear on this line (if not enter the applicant's ID number)
- 12 – Click Next Block
- 13 - Student Status should be one of the following: NA (not admit), SS (special student-prov accept), NP (not admitted-Prelude), or PR (prelude program student)
- 14 – Student Type should be: IS Inactive
- 15 – Click on the black X

File Edit Options Block Item Record View Tools Help

General Student Summary

ID: S00024729 Curry, Denise R. Student Summary Term: View C

Learner Curricula Study Path Activities Veteran Comments Academic and Graduation Status, Dual Degree Misc

General Learner

New Term: 201003 Summer 2010 From Term: 201003 To Term: 999999

Student Status: NA Not Admitted

Student Type: IS Inactive

Residence: A In State/Res Fees

Fee Assessment Rate:

Class: SP Special Student-Prov. Accept.

Student Centric Cycle:

Full or Part Time: ☒ Full Time ☐ Part Time ☐ None

Additional Information

Site:

Session:

Block:

Citizenship: Y Citizen

This takes you back to the General Menu GUAGMU

- 16 – On the Go to blank enter SAAADMS (press ENTER on your computer keyboard)

General Menu GUAGMU 8.5.8 (PROD) - Monday, December 11, 2017 - Last login Monday, December 11, 2017 10:21:20 AM

Go To... Welcome, TTAYLOR7. Products:

My Banner

Banner

Student [*STUDENT]

Financial Aid [*RESOURCE]

General [*GENERAL]

17 - On the Admission Request tab, enter 0075 (Additional Information)

18 – Received date (use current date)

19 – Item Description: see comments section

File Edit Options Block Item Record Query Tools Help

Admissions Application SAAADMS 8.5.7 (PROD)

ID: S00024729 Curry, Denise R. Term:

Application Curricula Fees, Mail Submission, Withdrawal Data **Checklist** Sources, Interests, Comments Contacts, Cohorts, Attributes

Application Checklist

Admission Request	Description	Received Date	Item	Item Description
0002	College Transcript 1	10-MAR-2010	001736	Jacksonville St Univ-AI
	First Request:	Count:		Generated by System: <input checked="" type="radio"/> Yes <input type="radio"/> No
	Last Request:	Deadline:		Checklist Origin: BASELINE
0014	ACT/SAT Scores	31-MAY-2007	A04	Test Date 01-FEB-2007
	First Request:	Count:		Generated by System: <input checked="" type="radio"/> Yes <input type="radio"/> No
	Last Request:	Deadline:		Checklist Origin: BASELINE
0015	Final High School Transcript	27-JUN-2007	011910	Sidney Lanier High School
	First Request:	Count:		Generated by System: <input checked="" type="radio"/> Yes <input type="radio"/> No
	Last Request:	Deadline:		Checklist Origin: BASELINE
0075	Additional Information	08-MAY-2012		See comments section
	First Request:	Count:		Generated by System: <input type="radio"/> Yes <input checked="" type="radio"/> No
	Last Request:	Deadline:		Checklist Origin: BASELINE
	First Request:	Count:		Generated by System: <input type="radio"/> Yes <input checked="" type="radio"/> No

20 – Click on the Sources, Interests, and Comments tab

21 – Originator: enter ADMS, then tab enter current date and your comments regarding the applicant.

NOTE: Once you begin typing comments, you can double click on the pencil below expand comment section

NOTE

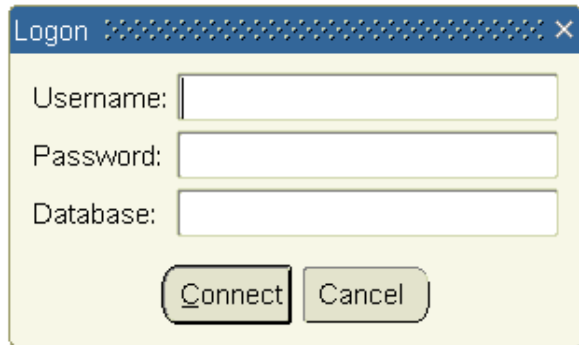
22 – Click Save

The screenshot shows the SAAADMS 8.5.7 (PROD) application interface. The top navigation bar includes tabs for Application, Curricula, Fees, Mail Submission, Withdrawal Data, Checklist, Sources, Interests, Comments, and Contacts, Cohorts, Attributes. The Sources, Interests, Comments tab is selected. A modal window titled 'SCT Banner Editor' is open, displaying a comment text area. An orange arrow points to the 'Originator' field in the comment section, labeled '21'. Another orange arrow points to the 'Save' button, labeled '22'. A third orange arrow points to the 'Sources, Interests, Comments' tab, labeled '20'. A 'NOTE' label with an arrow points to the comment text area.

TRANSFER EVALUATION PROCESS

Logon to Banner with your username and password

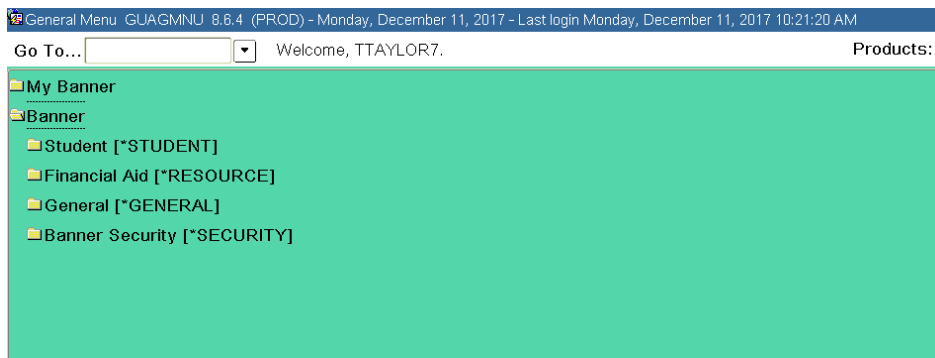
Click on Connect



A screenshot of the Banner Logon dialog box. It has a title bar that says "Logon" with a close button (X). Inside, there are three text input fields labeled "Username:", "Password:", and "Database:". Below these fields are two buttons: "Connect" and "Cancel".

This brings you to the General Menu GUAGMU

On the Go to blank enter TREVAL (press ENTER on your computer keyboard)

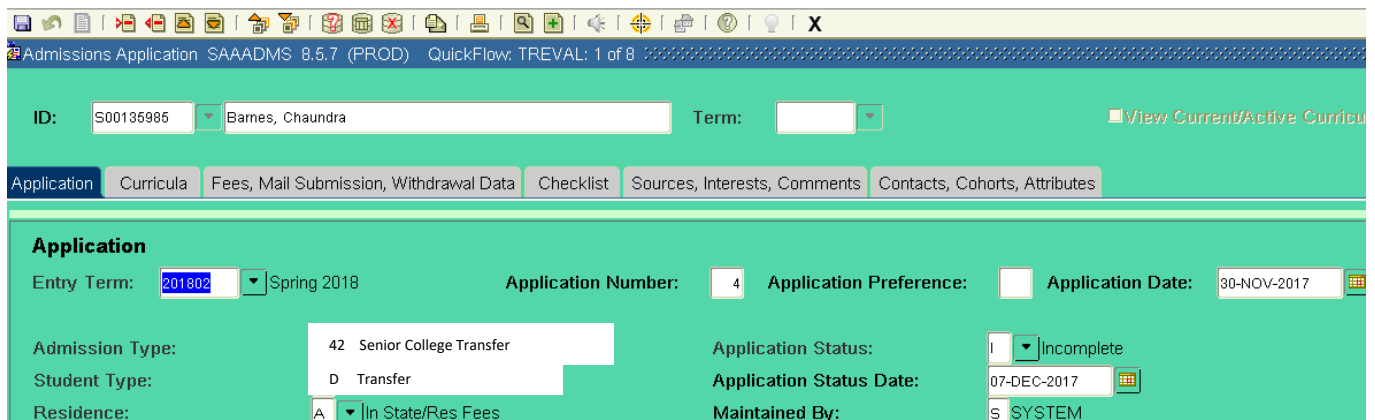


A screenshot of the Banner General Menu (GUAGMU) interface. The title bar shows "General Menu GUAGMNU 8.6.4 (PROD) - Monday, December 11, 2017 - Last login Monday, December 11, 2017 10:21:20 AM". Below the title bar, there is a "Go To..." dropdown menu and a "Welcome, TTAYLOR7." message. To the right, there is a "Products:" label. The main area is a green background with a tree view showing the following folders: "My Banner", "Banner", "Student [*STUDENT]", "Financial Aid [*RESOURCE]", "General [*GENERAL]", and "Banner Security [*SECURITY]".

Quick flow begins with SAAADMS

Note: Make sure the admission type and student type correspond with each other

Click the black X



A screenshot of the Banner SAAADMS application form. The title bar shows "Admissions Application SAAADMS 8.5.7 (PROD) QuickFlow: TREVAL: 1 of 8". The form has a green background. At the top, there is a search bar with "ID: S00135985" and "Barnes, Chaundra". To the right, there is a "Term:" dropdown menu. Below the search bar, there is a tabbed interface with tabs: "Application", "Curricula", "Fees, Mail Submission, Withdrawal Data", "Checklist", "Sources, Interests, Comments", and "Contacts, Cohorts, Attributes". The "Application" tab is selected. The form contains the following fields: "Entry Term:" with a dropdown menu showing "201802" and "Spring 2018"; "Application Number:" with a dropdown menu showing "4"; "Application Preference:" with a dropdown menu showing "1"; "Application Date:" with a date field showing "30-NOV-2017"; "Admission Type:" with a dropdown menu showing "42 Senior College Transfer"; "Student Type:" with a dropdown menu showing "D Transfer"; "Residence:" with a dropdown menu showing "A In State/Res Fees"; "Application Status:" with a dropdown menu showing "Incomplete"; "Application Status Date:" with a date field showing "07-DEC-2017"; and "Maintained By:" with a dropdown menu showing "S SYSTEM".

Next screen is SOAPCOL

Click Next Block

Enter the TRANSCRIPT REVIEWED DATE: enter the date that you are reviewing the transcript

- If you are articulating multiple transcripts for the same person you can go ahead and enter the TRANSCRIPT REVIEWED DATE for all the transcripts that you will be articulating.
- If you have multiple transcripts, you can use the ▼ on your computer keyboard to go to the next transcript that needs a review date.
- Each admissions request for the college(s) that have been received cannot have the same request number
 - example: 001006 Alabama State University; admissions request 0002 – College Transcript 1
 - example: 001933 Lawson State cc; admissions request 0003 – College Transcript 2

NOTE: Must have official transcripts from each college or university that the applicant has attended.

Click Save

Next Block

Below DEGREE DETAILS enter the following:

- *DEGREE: enter 000000 (No degree designated)*
- *DEGREE DATE: enter the degree date*
- *ATTENDED FROM: enter the start/term date from the transcript (if no start/term date, enter AUM start/term date for the semester in question)*
- *ATTENDED TO: enter end/term date from the transcript (if no end/term date, enter AUM end/term date)*

NOTE: If you have multiple transcripts, you will need to repeat the steps that are shaded in gray.

- If you have multiple transcripts, you can use the ▼ on your computer keyboard to go to the next transcript that needs a review date.

Click Save

Click the black X

Next screen is SHATRNS

Transfer Institution Number: will be 1, 2, etc. as it pertains to the first or second transcript being entered.

(ex: if you are working on a transcript from Alabama State that transfer institution number will be 1)

(ex: the next transcript you're working on is Miles College that transfer institution number will be 2)

From an admissions standpoint, all ATTENDANCE PERIOD NUMBER is always 1

Click Next Block

Below TRANSFER INSTITUTION enter the following:

- INSTITUTION: enter the institution number of the college *(from the college transcript that you are working on)*
- TRANSCRIPT RECEIPT DATE: enter the date on the transcript
- OFFICIAL: check if the transcript is official

Below TRANSFER INSTITUTION enter the following:

- ATTENDANCE PERIOD: enter the attendance period according to the transcript (example: transcript may have Fall 2009 – Spring 2010; in banner enter FA09-SP10)

Press the TAB key on computer keyboard this takes you to the

EFFECTIVE TERM: this is the term of entry

(example: applicant wants to attend Fall 2010, in banner enter 201101)

Press the TAB key—this takes you to

APPLY TO LEVEL: enter 10 (undergraduate)

Save

Click black X

SHATAEQ is the next screen

Next Block

Generally, the INSTITUTION is populated in the space, if not click the ▼ on VIEW STUDENT INSTITUTIONS (SHQTRIT)

SELECT the Institution that you need to process

ATTENDANCE PERIOD: 1

TERM: Term of entry (ex: 201101---semester/term applicant is coming to AUM)

NOTE: if the school is on the quarter system, you must put 888888 in the TERM section of SHATAEQ, so the form will show the quarter hours

LEVEL: 10 (undergraduate)

Tab to SUBJECT (subject is the class attempted (ex: BIO for biology).

NOTE: Type exactly as indicated on transcript

Tab to Course: enter course #

Tab to CREDIT HOURS: usually auto-populates, but if it does not or is incorrect, type in the correct hours attempted (ex: 2)

Tab to GRADE: type the grade received for the class

Tab to TITLE: the title usually auto-populates, but if it does not or is incorrect, type in the title of the class as found on the transcript

Tab to ARTICULATE IND: Type A (for articulate) then TAB again

- If there is an AUM equivalent, the equivalencies will auto-populate. If there is not an AUM equivalent,
 - Type O (for override) then TAB again
 - SUBJECT: type PEND
 - COURSE: 1000 then TAB again
 - CREDIT HOURS: enter the credit hours from the transcript, then TAB again
 - GRADE: enter the grade that is on the transcript, then TAB again
 - MODE: N, then TAB over to TITLE (Pending Articulation should auto-populate)
 - Enter the SUBJECT AND COURSE from the transcript (Ex: Pending Articulation BIO 1100)

NOTE: If there is a NURSING class that does not ARTICULATE, follow steps below:

- Type O (for override) then TAB again
- SUBJECT: type GENL
- COURSE: 0000 then TAB again
- CREDIT HOURS: enter the credit hours from the transcript, then TAB again
- GRADE: enter the grade that is on the transcript, then TAB again
- MODE: N, then TAB over to TITLE (General Elective should auto-populate)
 - Enter the SUBJECT AND COURSE from the transcript
(Ex: General Elective NURS 1100)

Transfer										Articulate		Equivalent									
Attendance Period	Term	Level	Group	Primary Ind	Subject	Course	Credit Hours	Grade	Duplicate	Title	Articulate Ind	Level	Subject	Course	Credit Hours	Grade	Mode	Repeat	Repeat System	Count in GPA	Title
1	201901	10			NURS	203	6.000	B		Maternal Child Health	Override Edit	10	GENL	0000	6.000	B	N	(None)	(None)	Y	General Elective NURS 203

Arrow down ONCE this will take you to the next line to input another class; repeat until all classes have been entered. Classes IN PROGRESS do not need to be input.

What NOT to include in the articulation:

- Remedial english: usually indicated by 0 in front of the course number (ex: 0100) or by the title (ex: developmental english, remedial english, etc.)
- Technical classes (ex: masonry, keyboarding, welding, etc.) usually these will be self-explanatory, and if the school has only has a technical accreditation (no regional accreditation, the credits do not need to be input anyway because they will not be used for admission evaluation).
- Any grades of "F" (effective fall 2017)
- Any grades of "D" in English I and English II

NOTE: Southern Union and LB Wallace State JC are regionally accredited, but have technical classes as well.

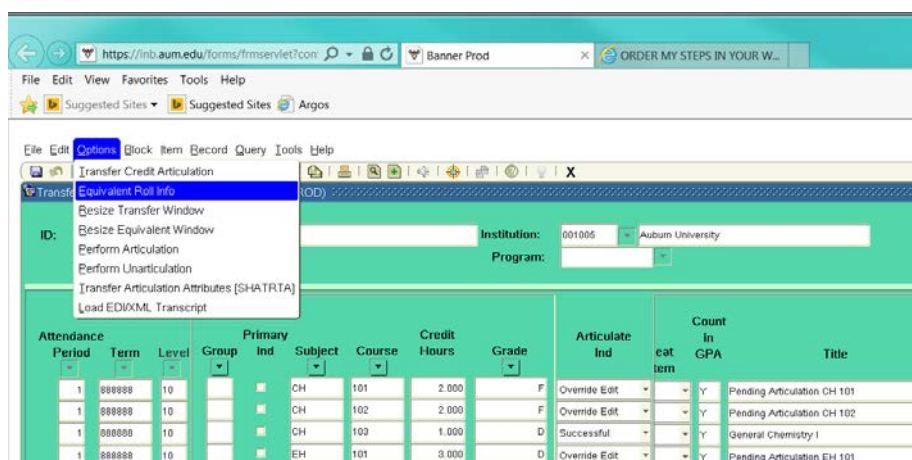
- Each applicant that has a failure in math or english will be assigned an attribute to track for retention purposes.

Example: Articulate with AUM equivalent auto-populate

Transfer										Articulate		Equivalent									
Attendance Period	Term	Level	Group	Primary Ind	Subject	Course	Credit Hours	Grade	Duplicate	Title	Articulate Ind	Level	Subject	Course	Credit Hours	Grade	Mode	Repeat	Repeat System	Count in GPA	Title
1	201901	10			BIO	103	4.000	C		Principles of Biology	Successful	10	BIOL	1010	3.000	C	N	(None)	(None)	Y	Principles of Biology I
											Successful	10	BIOL	1011	1.000	C	N	(None)	(None)	Y	Principles of Biology Lab
1	201901	10			ENG	101	3.000	C		English Composition I	Successful	10	ENGL	1010	3.000	C	N	(None)	(None)	Y	English Composition I
1	201901	10			ENG	102	3.000	B		English Composition II	Successful	10	ENGL	1020	3.000	B	N	(None)	(None)	Y	English Composition II
1	201901	10			ENG	261	3.000	A		American Literature I	Successful	10	ENGL	2670	3.000	A	N	(None)	(None)	Y	Survey of American Lit I
1	201901	10			ENG	262	3.000	A		American Literature II	Successful	10	ENGL	2680	3.000	A	N	(None)	(None)	Y	Survey of American Lit II
1	201901	10			MTH	091	3.000	B		Developmental Algebra I	Override Edit	10	PEND	1000	3.000	B	N	(None)	(None)	Y	Pending Articulation MTH 091
1	201901	10			MTH	098	3.000	C		Elementary Algebra	Successful	10	MATH	0700	.000	C	N	(None)	(None)	Y	Elementary Algebra
1	201901	10			MTH	100	3.000	C		Intermediate College Algebra	Successful	10	MATH	0800	.000	C	N	(None)	(None)	Y	Intermediate Algebra
1	201901	10			MTH	112	3.000	B		Precalculus Algebra	Successful	10	MATH	1120	3.000	B	N	(None)	(None)	Y	Precalculus Algebra
1	201901	10			PSY	200	3.000	C		General Psychology	Successful	10	PSYC	2110	3.000	C	N	(None)	(None)	Y	General Intro. Psychology
1	201901	10			PSY	210	3.000	A		Human Growth & Development	Successful	10	PSYC	2899	3.000	A	N	(None)	(None)	Y	Human Growth & Development
1	201901	10			SOC	200	3.000	A		Intro to Sociology	Successful	10	SOCI	2000	3.000	A	N	(None)	(None)	Y	Introduction to Sociology
1	201901	10			SPH	106	3.000	B		Fund/Oral Comm	Successful	10	COMM	1010	3.000	B	N	(None)	(None)	Y	Intro to Human Communication
1	201901	10			THR	120	3.000	A		Theatre Appreciation	Successful	10	THEA	2040	3.000	A	N	(None)	(None)	Y	Theatre Appreciation
1	201901	10			NURS	203	6.000	B		Maternal Child Health	Override Edit	10	GENL	0000	6.000	B	N	(None)	(None)	Y	General Elective NURS 203

Transfer																	Equivalent				Art	
Attendance			Group	Primary		Subject	Course	Credit Hours	Grade	Duplicate	Title	Articulate Ind	Level	Subject	Course	Mode	Title					
Period	Term	Level		Ind																		
1	888888	10			CH	101	2.000	F	1	Intro Chemistry I	Override Edit	10	PEND	1000	N	Pending Articulation CH 101						
1	888888	10			CH	102	2.000	F	1	Intro Chemistry II	Override Edit	10	PEND	1000	N	Pending Articulation CH 102						
1	888888	10			CH	103	1.000	D	1	Gen Chem Lab	Successful	10	CHEM	1100	N	General Chemistry I						
1	888888	10			EH	101	3.000	D	1	English Comp	Override Edit	10	PEND	1000	N	Pending Articulation EH 101						
1	888888	10			BI	101	5.000	F		Prin of Biology	Override Edit	10	PEND	1000	N	Pending Articulation BI 101						

Click SAVE
 OPTIONS
 EQUIVALENT ROLL INFO



This takes you to SHATAEQ (transfer articulation evaluation)

Below EQUIVALENT ROLL

- From the drop-box at the bottom named HISTORY INDICATOR: select ROLL TO HISTORY, then SAVE (another window will pop up saying GPA CALCULATION COMPLETED – Click OK - EXIT

ID: S00295042 Purvis, Melanie Institution: 001005 Auburn University
 Program:

Equivalent Course GPA/Roll to History SHATAEQ 8.7 (PROD)

Equivalent Course GPA

Level: 10

	Transfer	Equivalent
Attempted Hours:	57.000	41.016
Passed Hours:	46.000	33.012
Earned Hours:	46.000	33.012
GPA Hours:	57.000	41.016
Quality Points:	87.00	62.69
GPA:	1.52	1.52

Equivalent Roll

History Indicator: Roll to History (selected), Delete from History, None

Next screen is SHATERM: (make sure COURSE LEVEL CODES BY PERSON is 10) - this will give you the cumulative GPA hours and GPA.

- Transfer students must have at least 24 GPA hours of college level credit at a regionally accredited institution with at least a 2.00 GPA.
 - If the transfer requirements are met, the student will be assigned an application decision of 25 (institution acceptance)
 - If the transfer requirements are not met, the student will be assigned an application decision of DN (denied)
 - If the student has fewer than 24 credit hours, they will need to meet the minimum admission requirements for entering freshman. There STUDENT TYPE will be FRESHMAN TRANSFER

Click the black X

Current Standing

First Term Attended:

Last Term Attended:

Academic Standing:

Academic Standing Override:

Progress Evaluation:

Progress Evaluation Override:

Combined Academic Standing Override:

Combined Academic Standing:

Example
SHATERM screen

Transfer requirements are met
(at least 24 GPA hours and 2.0 GPA)

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Institution:	<input type="text" value=".000"/>	<input type="text" value=".000"/>	<input type="text" value=".000"/>	<input type="text" value=".000"/>	<input type="text" value=".00"/>	<input type="text" value=".00"/>
Transfer:	<input type="text" value="73.000"/>	<input type="text" value="73.000"/>	<input type="text" value="73.000"/>	<input type="text" value="73.000"/>	<input type="text" value="214.00"/>	<input type="text" value="2.93"/>
Overall:	<input type="text" value="73.000"/>	<input type="text" value="73.000"/>	<input type="text" value="73.000"/>	<input type="text" value="73.000"/>	<input type="text" value="214.00"/>	<input type="text" value="2.93"/>

Next screen is SAADCRV (Admissions Decision)

Click the black X

This takes you to SAAADMS

NOTE: This is where I make my Application Decision

Be sure all information is correct (ex: admission type and student type)

The screenshot shows the SAAADMS application interface. The 'Options' menu is open, and 'Assign Decisions to Application [SAADCRV]' is selected. The main form displays application details for Application Number 2, Application Preference, and Application Date 08-DEC-2017. The Application Status is set to 'D' (Decision Made) with a date of 14-DEC-2017.

DECISION DATA section

Decision Code (where you will assign an application decision)

- If the transfer requirements are met, the student will be assigned an application decision of 25 (institution acceptance)
- If the transfer requirements are not met, the student will be assigned an application decision of DN (denied)
- If the student has fewer than 24 credit hours, they will need to meet the minimum admission requirements for entering freshman. There STUDENT TYPE will be FRESHMAN TRANSFER

Click SAVE

Admissions Decision SAADCRV 8.5.8 (PROD) QuickFlow: TREVAL: 7 of 8

ID: 500286013 Roby, Quintera M. Term: 201802 Spring 2018

Decision Processing High School Review Prior College and Degree Review Test Score Review

Application Summary

Application 1 of 1

Entry Term: 201802 Decision: 25 Institution Acceptance Status: D Decision Made: Application Date: 08-DEC-2017

Application Number: 2 Admission Type: 42 Senior College TransSession: Outstanding Requirements

Application Preference: Student Type: D Transfer Residence: A In State/Res Fees Full or Part Time:

Priority Program Level College Campus Degree Catalog Term Field of Study

1 12BS-ECEL-ED 10 12 C BS 201802 Type: MAJOR Code: EED Department: 1230

Application Decision Application Decision Letter Decision Calculator Rating Review

Decision Data

Decision Code	Description	Significant Decision	Institution Acceptance	Applicant Acceptance	Institution Rejection	Inactive Application	Maintained by	Decision Date	User ID
25	Institution Acceptance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	U USER	14-DEC-2017	TTAYLOR7
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Click SAVE

Click the black X

This take you to SAAADMS, if there was any in-progress work on the transcript, be sure to change the "D" (application status) to "F" (pending final)

HOW TO ADMIT A TRANSIENT

- Complete the online transient application
- Provide AUM with one of the following:
 - High School Transcript (can be unofficial) & ACT Score
 - Proof of admission to a post-secondary institution
 - College Transcript (can be unofficial)
 - Transient authorization form from your current college or university
- Once the Office of Admissions Processing receives the appropriate documents, we will check BANNER to see if the student has applied and assign a decision code.

1. Go to SAAADMS
2. Enter the student ID #
3. Click next block

File Edit Options Block Item Request Query Tools Help

Admissions Application SAAADMS 8.4.0.1 (PROD)

ID: S00113060 Geiger, Soren A. Term: View

Application Curricula Fees, Mail Submission, Withdrawal Data Checklist Sources, Interests, Comments Contacts, Cohorts, Attributes

Application

Entry Term: 201103 Summer 2011 Application Number: 2 Application Preference: Application Date:

Admission Type: 10 Transient Application Status: D Decision Made

Student Type: R Transient Application Status Date: 16-FEB-2011

Residence: A In State/Res Fees Maintained By: S SYSTEM

Site: Application Decision: 25 Institution Accepted

Full or Part Time: Full Time Part Time None Application Decision Date: 16-FEB-2011

Outstanding Requirements: Maintained By: U USER

Curricula Summary - Primary

Priority	Term	Program	Catalog	Level	Campus	College
1	201103	Unclassified Student	201103	Undergraduate (Semester)	AUM Campus	No College Designated

Field of Study Summary

Priority	Term	Type	Field of Study	Department	Attachment
1	201103	Major	Transient	Undeclared School	

4. Go to the Checklist (AUM must have one of the following):
 - o High School Transcript (can be unofficial) & ACT Score
 - o Proof of admission to a post-secondary institution
 - o College Transcript (can be unofficial)
 - o Transient authorization form from your current college or university
5. Enter the appropriate Admission Request Code if,
 - o 0111 (Transient Permission Form)
 - o 0029 unofficial (initial) college transcript
 - o 0002 official college transcript
 - o 0001 initial high school transcript
 - o 0015 final high school transcript
 - o 0014 test scores
 - o 0075 Additional information....Item Description enter Proof of admission to a post-secondary institution

6. Enter the received date.

ID: S00113060 Geiger, Soren A. Term:

Application Curricula Fees, Mail Submission, Withdrawal Data **Checklist** Sources, Interests, Comments Contacts

Application Checklist

Admission Request	Description	Received Date	Item	Item Description
0111	Transient Permission Form	16-FEB-2011	<input type="text"/>	<input type="text"/>
	First Request: 16-FEB-2011	Count: 1		Generated by System: <input type="radio"/> Yes <input checked="" type="radio"/> No
	Last Request: <input type="text"/>	Deadline: <input type="text"/>		Checklist Origin: BASELINE
	First Request: <input type="text"/>	Count: <input type="text"/>		Generated by System: <input type="radio"/> Yes <input checked="" type="radio"/> No
	Last Request: <input type="text"/>	Deadline: <input type="text"/>		Checklist Origin: <input type="text"/>

7. Go to the Application Tab

Admissions Application SAAADMS 8.4.0.1 (PROD)

ID: S00113060 Geiger, Soren A. Term: ☐ View Current/Active Curricula

Application Curricula Fees, Mail Submission, Withdrawal Data **Checklist** Sources, Interests, Comments Contacts, Cohorts, Attributes

Application

Entry Term: 201103 Summer 2011 Application Number: 2 Application Preference: ☐ Application Date: 11-FEB-2011

Admission Type: 10 Transient	Application Status: D Decision Made
Student Type: R Transient	Application Status Date: 16-FEB-2011
Residence: A In State/Res Fees	Maintained By: S SYSTEM
Site: <input type="text"/>	Application Decision: 25 Institution Acceptance
Full or Part Time: <input checked="" type="radio"/> Full Time <input type="radio"/> Part Time <input type="radio"/> None	Application Decision Date: 16-FEB-2011
Outstanding Requirements: <input type="checkbox"/>	Maintained By: U USER

Curricula Summary - Primary

Priority	Term	Program	Catalog	Level	Campus	College	Degree
1	201103	Unclassified Student	201103	Undergraduate (Semester)	AUM Campus	No College Designated	No degree designate

8. Click Options
9. Click on Assign Decisions to Application (SAADCRV)

AUM Banner - Windows Internet Explorer
 https://inb.aum.edu/forms/frmservlet?config=PROD

File Edit View Favorites Tools Help

★ Favorites AUM Banner

File Edit **Options** Block Item Record Query Tools Help

Admissions Application Detail
 All Learner Curricula
 Email Addresses [GOAEMAL]
 Curriculum
 Web Credit Card Payment Information
 Prospect Information Summary [SRASUMI]
 Additional Information
 Withdrawal Information
 Assign Decisions to Application [SAADCRV]
 Communication Plans
 Administrator Assignments
 Mail Submission
 Sources, Outside Interests and Comments
 Application Questions and Answers [SAAQUAN]
 Student Mail [SUAMAIL]
 Bio/Demo Information [SPAPERS]
 Person Comment [SPACMNT]
 Student Holds [SOAHOLD]
 Prospect Information Detail [SPARECR]
 Test Information [SOATEST]
 High School Information [SOAHSCH]
 Prior College Information [SOAPCOL]
 Guardian Information [SOAFOLK]
 Citizenship and Visa Information [GOAINTL]

Term:

list Sources, Interests, Comments Contacts, Cohorts, Attributes

Number: 2 Application Preference: Application Date: 11-FEB-2011

Application Status: D Decision Made
 Application Status Date: 16-FEB-2011
 Maintained By: S SYSTEM
 Application Decision: 25 Institution Acceptance
 Application Decision Date: 16-FEB-2011
 Maintained By: U USER

Time ☐ None

Level	Campus	College	Degree
Undergraduate (Seme	AUM Campus	No College Designated	No degree designat

Field of Study Summary

10. Decision Code: Enter 25 (Institution Acceptance)

File Edit Options Block Item Record Query Tools Help

Admissions Decision SAADCRV 8.4.0.1 (PROD)

ID: S00113060 Geiger, Soren A. Term: 201103 Summer 2011

Decision Processing High School Review Prior College and Degree Review Test Score Review

Application Summary

Application 1 of 1

Entry Term: 201103 Decision: 25 Institution Accept; Status: D Decision Made Application Date: 11-FEB-2011

Application Number: 2 Admission Type: 10 Transient Session: Outstanding Requirements

Application Preference: Student Type: R Transient Residence: A In State/Res Fees Full or Part Time:

Priority Program Level College Campus Degree Catalog Term Field of Study

1 NONDEG 10 00 C 000000 201103 Type: MAJOR Code: TR Department: 0000

Application Decision Application Decision Letter Decision Calculator Rating Review

Decision Data

Decision Code	Description	Significant Decision	Institution Acceptance	Applicant Acceptance	Institution Rejection	Inactive Application	Maintained by	Decision Date	User ID
25	Institution Acceptance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	U USER	16-FEB-2011	TTAYLOR7

11. Click the X twice to exit

NOTE: Transient has an attribute of TRAN

12. Go to SGASTDN
13. Enter Term Code (example: 201201)
14. Next Block

File Edit Options Block Item Record Query Tools Help

General Student SGASTDN 8.4.0.1 (PROD)

ID: S00113060 Geiger, Soren A. Student Summary Term: View Current/Active Curricula

Learner Curricula Study Path Activities Veteran Comments Academic and Graduation Status Dual Degree Miscellaneous

General Learner

New Term: 201103 Summer 2011 From Term: 201103 To Term: 201201

Student Status: AS Active Student Type: R Transient Residence: A In State/Res Fees

Fee Assessment Rate: Class: 01 Freshman Student Centric Cycle: Full or Part Time: Full Time Part Time None

Additional Information

Site: Session: Block: Citizenship: Y Citizen

Curricula Summary - Primary

Priority	Term	Program	Catalog	Student Type: Level	Campus	Rate: College	Degree
1	201103	Unclassified Student	201103	Undergraduate (Seme)	AUM Campus	No College Designated	No degree designate

End: Outcome Key: Admission Type: Transient Admission: 201103 Matriculation:

Field of Study Summary

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201103	Major	Transient	Undeclared School	

15. Click on Record
16. Duplicate
17. Transient applications are active for one term only (example: if they apply for summer 2011...their record will become inactive Fall 12)

File Edit Options Block Item **Record** Query Tools Help

General Student SGASTDN

ID: S00113060 Geiger

Student Summary Term: View Current/Active Curricula

Learner Curricula Activities Veteran Comments Academic and Graduation Status, Dual Degree Miscellaneous

General Learner

New Term: 201201 Fall 2011

Student Status: IS Inactive

Student Type: R Transient

Residence: A In State/Res Fees

Fee Assessment Rate:

Class: 01 Freshman

Student Centric Cycle:

Full or Part Time: ☒ Full Time ☐ Part Time ☐ None

From Term: 201201 To Term: 999999

Additional Information

Site:

Session:

Block:

Citizenship: Y Citizen

Curricula Summary - Primary

Priority	Term	Program	Catalog	Student Type: Level	Campus	Rate: College	Degree
1	201103	Unclassified Student	201103	Undergraduate (Seme)	AUM Campus	No College Designated	No degree designate

End: Outcome Key: Admission Type: Transient Admission: 201103 Matriculation:

Field of Study Summary

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201103	Major	Transient	Undeclared School	

If the student applied for summer 2011

The New Term will be Fall 12 (201201)

18. Student Status will be Inactive (IS)

19. Save

NOTE: Now you will need to assign an alternate pin number for the student for registration.

20. Go to SPAAPIN

File Edit Options Block Item Record Query Tools Help

Alternate Personal Identification Number SPAAPIN 8.0 (PROD)

From Term: 201203 ID: S00148563 Younker, Barr R.

Term Code	Process Name	Alternate PIN	Activity Date

21. Enter the Term that you are working with (example: summer is 201203)

22. Click Next Block

File Edit Options Block Item Record Query Tools Help

Alternate Personal Identification Number SPAAPIN 8.0 (PROD)

From Term: 201203 ID: S00148563 Younker, Barr R.

Term Code	Process Name	Alternate PIN	Activity Date

23. Term Code: Enter the term of entry (example 201801)

24. Process Name: Enter TREG

25. Alternate PIN : (see below)

Summer: 050505

Fall: 080808

Spring: 121212

Alternate Personal Identification Number SPAAPIN 8.0 (PROD)

From Term: 201203 ID: S00148563 Younker, Barr R.

Term Code	Process Name	Alternate PIN	Activity Date
201203	TREG	050505	23-APR-2012

26. Save

FIRST ACADEMIC SUSPENSION-RETURNING STUDENT

Go to SAAADMS

Enter Student ID

Next Block

Admissions Application SAAADMS 8.5.7 (PROD)

ID: S00115956 Hardin, Tremayne Term: [View Current/Active Curricula](#)

Application Curricula Fees, Mail Submission, Withdrawal Data Checklist Sources, Interests, Comments Contacts, Cohorts, Attributes

Application

Entry Term: 201801 Fall 2017 Application Number: 3 Application Preference: Application Date: 21-AUG-2017

Admission Type: RS Returning Student Application Status: I Incomplete

Student Type: P Returning Student Application Status Date: 21-AUG-2017

Residence: A In State/Res Fees Maintained By: S SYSTEM

Site: Application Decision:

Full or Part Time: ☒ Full Time ☐ Part Time ☐ None Application Decision Date:

Outstanding Requirements: ☒ Maintained By:

Go to SHATERM

Academic Standing: First Academic Suspension

Term Sequence Course History SHATERM 8.4 (PROD)

ID: S00115956 Hardin, Tremayne Course Level Codes by Person: 10 Start Term:

Current Standing Term GPA and Course Detail Information Student Centric GPA and Course Information

Current Standing

First Term Attended: 201501

Last Term Attended: 201601

Academic Standing: AS First Academic Suspension

Academic Standing Override:

Progress Evaluation:

Progress Evaluation Override:

Combined Academic Standing Override:

Combined Academic Standing:

Go to SAAADMS

Click on Checklist

Admission Request enter 0045 (Clear Suspension/Expulsion)

Item Description: contact registrar's office

D: S00115956 Hardin, Tremayne Term: View

Application Curricula Fees, Mail Submission, Withdrawal Data **Checklist** Sources, Interests, Comments Contacts, Cohorts, Attributes

Application Checklist

Admission Request	Description	Received Date	Item	Item Description
0002	College Transcript 1	22-JUL-2014	000184	Alabama Southern CC
	First Request:	Count:		Generated by System: <input checked="" type="radio"/> Yes <input type="radio"/> No
	Last Request:	Deadline:		Checklist Origin: BASELINE
0003	College Transcript 2	08-AUG-2014	005626	Southern Polytech State Univ
	First Request:	Count:		Generated by System: <input checked="" type="radio"/> Yes <input type="radio"/> No
	Last Request:	Deadline:		Checklist Origin: BASELINE
0004	College Transcript 3	28-JAN-2015	001908	Bryan College (Tn)
	First Request:	Count:		Generated by System: <input checked="" type="radio"/> Yes <input type="radio"/> No
	Last Request:	Deadline:		Checklist Origin: BASELINE
0014	ACT/SAT Scores	27-APR-2011	A04	Test Date 01-APR-2011
	First Request:	Count:		Generated by System: <input checked="" type="radio"/> Yes <input type="radio"/> No
	Last Request:	Deadline:		Checklist Origin: BASELINE
0045	Clear Suspension/Expulsion			See Registrar's Office
	First Request:	Count:		Generated by System: <input type="radio"/> Yes <input checked="" type="radio"/> No
	Last Request:	Deadline:		Checklist Origin: BASELINE

Once the suspension has been cleared, then the applicant can be assigned an application decision.

Sample



Returning Student

December 11, 2017

S0022xxxx
John Doe
4516 Sunset Drive
Montgomery, AL 36117

1st academic
Suspension

Dear John,

We recently received your application to attend Auburn University at Montgomery for the **spring 2018** semester. Due to your current academic standing, you will be required to take additional steps to be considered for readmission.

Steps to take for readmission:

1. Write a letter to the attention of Dr. Joy L. Clark and explain why AUM should consider readmitting you. Explain what has occurred in your life that would make you more successful at AUM.
2. Complete and submit the enclosed Readmission Request Form along with your letter.
3. Once Dr. Clark has received your letter, you will get an acknowledgment of receipt and you will be asked to attend a readmission hearing.
 - a. You will be contacted when hearings are set.
 - b. The hearings are set to last about 15 minutes.
 - c. There will be representatives from different departments of the University.

Please send your letter to the below address:

Dr. Joy L. Clark
Associate Provost
Provosts Office
Auburn University at Montgomery
P.O. Box 244023
Montgomery, AL 36124-4023

If you have any questions about this process, please feel free to contact the Provosts Office. The person to speak with is Ms. Lin Young at 334-244-3960.

Sincerely,

A handwritten signature in black ink that reads "Sameer Pande".

Sameer Pande
Associate Provost
Enrollment Management and Student Success

Enclosure

AUBURN UNIVERSITY AT MONTGOMERY

Office of Admissions and Recruitment

P.O. Box 244023, Montgomery, AL 36124-4023 ; Telephone: 334-244-3615, Fax: 334-244-3795



Readmission Request

******Submit this form with a required one page letter of justification for readmission.***

******Deadline for submission:***

***for Fall Term--July 1
for Spring Term—November 1
for Summer Term—April 1***

Submit form and letter to:

Dr. Joy L. Clark
Associate Provost
Provosts Office
Auburn University at Montgomery
P.O. Box 244023
Montgomery, AL 36124-4023

Last _____ First _____ Middle _____

Street _____ City _____ State _____ Zip _____

Phone _____ Email _____

Date of Birth _____ Any Previous Names _____

Student number _____

Intended Major if readmitted (REQUIRED) _____

Signature _____ Date _____

******For additional questions, please contact Lin Young at 334-244-3960.***



Undergraduate Application Requirements:

1. Completed online application: www.aum.edu/apply
2. Official transcripts and related certificates
 - a. If not in English, transcripts must be translated by an official translation service.
3. Proof of English proficiency¹
4. Copy of passport bio page
5. Proof of funds for study²
 - a. Accepted proof: bank statement/letter on official letterhead or scholarship letter on official letterhead
 - b. If bank statement is from a sponsor, a Sponsor Letter/Affidavit of Support is also required.³
6. Supplemental International Student Information Form⁴

1. See [Test Score Requirements and Exemptions](#).

2. The bank statement should show at least \$28,125.00 available for undergraduates.

3. Template available through the OGI. (ATTACHED)

4. Form available through the OGI. (ATTACHED)

Affidavit of Support

I, _____, hereby certify that I am willing and able
(Print Name of Family Member/Sponsor)

to provide USD \$ _____ to meet the expenses incurred by
_____ during the length of the student's
(Print Applicant/Student Name)

academic study at Auburn University at Montgomery (AUM). My
relationship to the student is that of _____.
(Print Relationship to Applicant/Student)

I have authorized the release of my supporting financial documents to verify
that the promised financial resources are available to me. I swear (affirm)
that I know and understand that the contents of this affidavit signed by me
and the statements are true and correct.

(Signature of Family Member/Sponsor)

(Date)



Supplemental International Student Information Form

Office Use Only:

SID: _____

Received: ____/____/____

Status: _____

All accepted international applicants for admission into Auburn University at Montgomery are required to complete this form. **PLEASE CLEARLY PRINT OR TYPE ALL INFORMATION.**

LEGAL NAME AS IT APPEARS ON YOUR PASSPORT		
Family Name	First Name	Middle Name
COUNTRY OF BIRTH	COUNTRY OF CITIZENSHIP	NATIVE LANGUAGE

SEX: _____ MALE _____ FEMALE DATE OF BIRTH: Month: _____ Day: _____ Year: _____

PRIMARY EMAIL ADDRESS		SECONDARY EMAIL ADDRESS
I-20 MAILING ADDRESS		
Street and Number		
City	State/Province	ZIP/Postal Code
Country (If not U.S.)		Telephone Number (including area/country code)
INTERNATIONAL MAILING ADDRESS (Required if I-20 mailing address is inside the U.S.)		
Street and Number		
City	State/Province	ZIP/Postal Code
Country (If not U.S.)		Telephone Number (including area/country code)

Are you currently studying at another U.S. institution?

Yes: _____ No: _____

Print school name: _____

If yes, are you studying on an F-1 student visa? _____ Yes _____ No

If yes, attach a copy of your current I-20 certificate.

SHIPPING PREFERENCE:*MUST SELECT ONE*

_____ Express Mail (at your expense through eShipGlobal)

_____ Regular Airmail (3-12 week delivery time)

*If none selected, packet will be sent via regular airmail.***I certify that the above information is true and correct.**

Signature (Must be signed; no electronic signatures)

Date

AUM Office of Global Initiatives	Telephone: 334-244-3375	global@aum.edu
PO Box 244024 Montgomery, AL 36124-4023	www.aum.edu/admissions/international-student-admission	

AUBURN UNIVERSITY MONTGOMERY SCHOOL TRANSFER ELIGIBILITY FORM

PART I: TO BE COMPLETED BY THE STUDENT (please print)

Please complete and sign PART I of this form and give it to your International Student Advisor/PDSO/DSO at your current school. Inform your Advisor/PDSO/DSO that PART II needs to be completed and sent to the address listed on the reverse side. This form is necessary to complete your transfer application to Auburn University Montgomery, and your SEVIS record must be released from your previous school prior to issuing a new I-20.

****PLEASE READ IMPORTANT INFORMATION ON THE REVERSE SIDE OF THIS FORM****

I authorize my International Student Advisor/PDSO/DSO at my current school to provide the information below as part of my application for admission to Auburn University Montgomery (AUM):

Name: _____
Last (Family) Name First (Given) Name Country of Citizenship

Local U.S. Address: _____
Street/Apartment # City State Zip

Permanent Home Country Address: _____

Student's Signature Expected Enrollment date at AUM

PART II: TO BE COMPLETED BY AN INTERNATIONAL STUDENT ADVISOR/PDSO/DSO

Student's Current Immigration Status: F-1 _____ J-1 _____ Other _____ (specify)

1. Is this student currently enrolled at your institution? Yes _____ *No _____.

*If no, please give date of last attendance: _____

2. Has this student maintained legal status while enrolled at your institution? Yes _____ *No _____.

*If no, please explain: _____

3. Would this student be permitted to continue/return to your institution? Yes _____ *No _____.

*If no, please explain: _____

4. Was this student granted Practical or Academic Training while enrolled at your institution?
CPT _____ OPT _____ AT _____. If check one, please specify dates: From _____ to _____.

5. SEVIS # _____. Release Date: MM/DD/YY ____/____/____.

Name/Title of School Official: _____

Name/Address of Institution: _____

Signature: _____ Phone:() _____ Fax:() _____ Date: _____

F-1 STUDENTS:

If you are currently in F-1 status in the United States and wish to transfer to Auburn University Montgomery, you **MUST** bring your new SEVIS I-20 to the Auburn University Montgomery International Student Advisor (ISA) in order to complete the transfer process. You may do this during the required CHECK-IN/ORIENTATION the week prior to the beginning of classes.

Please note that you are not authorized by the U.S. Department of Homeland Security to attend Auburn University Montgomery until you have completed this transfer process **NO LATER THAN 15 DAYS AFTER THE PROGRAM START DATE LISTED ON YOUR I-20.**

Please return this form to: Office of International Student Programs and Services
Auburn University Montgomery,
P.O. Box 244023
Montgomery, AL 36124-4023
Phone: 334-244-3758
Fax: 334-244-3795
E-mail: global@aum.edu



Graduate Application Requirements:

1. Completed online application: www.aum.edu/apply
2. Official transcripts and related certificates
 - a. If not in English, transcripts must be translated by an official translation service.
3. Proof of English proficiency¹
4. Copy of passport bio page
5. Proof of funds for study²
 - a. Accepted proof: bank statement/letter on official letterhead or scholarship letter on official letterhead
 - b. If bank statement is from a sponsor, a Sponsor Letter/Affidavit of Support is also required.³
6. Supplemental International Student Information Form⁴
7. GRE/GMAT/MAT score⁵
 - a. Scores must be sent directly to AUM from the testing agency

1. See [Test Score Requirements and Exemptions](#).

2. The bank statement should show at least \$26,863.00 available for graduates.

3. Template available through the OGI. (ATTACHED)

4. Form available through the OGI. (ATTACHED)

5. Appropriate graduate entrance exam dependent on program of study.

