

Viewing Graduate Admission Data

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Quick Reference Guide - Forms

Form	Form Name	Key Elements
SPAIDEN	General Person Identification	Name, Address, Telephone, Gender, DOB, SSN, Citizenship, Ethnicity, E-mail, etc.
SOAIDEN	Person Search	Query Form
SAAADMS	Admissions Application	Term, Admission Type, Student Type, Residency, Application Status, Curriculum (major and degree), Checklist, etc.
SAADCRV	Admissions Decision	Term, Application Decision, Prior College, Test Scores
SOAPCOL	Prior College	College, Transcript Received Date, Degree, GPA, etc.
SOATEST	Test Score Information	Test, Test Score, Test Date, Percentile, etc.
GOAINTL	International Information	Visa Type, Nation of Birth, Nation of Citizenship, etc.

Viewing Student Data

Enter the form SPAIDEN

Enter the Student ID.

If you are unsure of the student ID, select the Query button next to the ID field. You will be asked the type of search you wish to perform. If you have the SSN of the student, you can select Alternate ID search and search using the SSN. Otherwise, select the Person Search.

You will enter the form SOAIDEN.

The screenshot shows a web browser window titled "Oracle Developer Forms Runtime - Web: Open > SPAIDEN - SOAIDEN". The browser address bar shows "Person Search SOAIDEN 8.1.0.1 (DEV8)". The main content area displays a table with the following columns: ID, Last Name, First Name, Middle Name, Birth Date, and Change Indicator Type. The table has multiple empty rows for data entry.

Enter the Last Name and First Name of the student you are searching.
(You can use the % as a wild card if you are unsure of the spelling.)

Execute the query.

Select the ID by double clicking in the ID field.

You will return to SPAIDEN.

Perform the Next Block function until you reach the Address tab.

The screenshot shows the "Address" tab selected in the SPAIDEN form. The form contains the following fields and values:

- From Date:** 01-DEC-2009
- To Date:** (empty)
- Address Type:** PR Permanent/Legal Residence
- Sequence Number:** 1
- House Number:** (empty)
- Street Line 1:** 45 Sam Houston Avenue
- Street Line 2:** (empty)
- Street Line 3:** (empty)
- Street Line 4:** (empty)
- City:** Huntsville
- State or Province:** TX Texas
- ZIP or Postal Code:** 77340
- County:** TX471 Walker
- Nation:** US United States
- Telephone Type:** PR Permanent Residence Phone
- Country Code:** (empty)
- Area Code:** 936
- Phone Number:** 294
- Extension:** 1000
- Inactivate Address:** (checkbox unchecked)
- Source:** (empty)
- Delivery Point:** (checkbox unchecked)
- Correction Digit:** (empty)
- Carrier Route:** (empty)
- Last Update:**
 - User:** SAISUSR
 - Activity Date:** 04-MAY-2010

Perform the Next Block function to view Telephone data.

Current Identification Alternate Identification Address **Telephone** Biographical E-mail Emergency Contact Additional Identification

Telephone Type: PR Permanent Residence **Country Code:** **Area Code:** 936 **Phone Number:** 294 **Extension:** 1000
International Access: Primary Unlisted Inactivate
Comment:
Address Type: PR Permanent/Legal Reside **Sequence:** 1 **Activity Date:** 04-MAY-2010 **User:** SAISUSR

Telephone Type: **Country Code:** **Area Code:** **Phone Number:** **Extension:**
International Access: Primary Unlisted Inactivate
Comment:
Address Type: **Sequence:** **Activity Date:** **User:**

Telephone Type: **Country Code:** **Area Code:** **Phone Number:** **Extension:**
International Access: Primary Unlisted Inactivate
Comment:
Address Type: **Sequence:** **Activity Date:** **User:**

Perform the Next Block function to view Biographical data such as SSN, gender, citizenship, etc.

Current Identification Alternate Identification Address Telephone **Biographical** E-mail Emergency Contact Additional Identification

Gender: Male Female Not Available **Birth Date:** 01-SEP Confidential Deceased
SSN/SIN/TIN: 627862914 **Deceased Date:**

Citizenship: * Citizen **Veteran File Number:**
Marital Status: S Single **Veteran Category:** None
Religion: **Active Duty Separation Date:**
Legacy: Armed Forces Service Medal Indicator
Ethnicity: 6 Other Special Disabled Veteran
New Ethnicity: Not Hispanic or Latino
 Ethnicity and Race Confirmed **User:** THUMRE03
Confirmed Date: **Activity Date:** 19-OCT-2009

Race	User	Activity Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Perform the Next Block function to view the student's Email address.

Current Identification	Alternate Identification	Address	Telephone	Biographical	E-mail	Emergency Contact	Additional Identification
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E-mail Type:	<input type="text" value="PERS"/> Personal email
E-mail Address:	<input type="text" value="sammybearkat@shsu.edu"/>
	<input type="checkbox"/> Preferred <input type="checkbox"/> Inactivate <input checked="" type="checkbox"/> Display on Web <input type="checkbox"/> URL
Comment:	<input type="text"/>
	Activity Date: <input type="text" value="19-OCT-2009"/> User: <input type="text" value="THUMRE03"/>
E-mail Type:	<input type="text"/>
E-mail Address:	<input type="text"/>
	<input type="checkbox"/> Preferred <input type="checkbox"/> Inactivate <input type="checkbox"/> Display on Web <input type="checkbox"/> URL
Comment:	<input type="text"/>
	Activity Date: <input type="text"/> User: <input type="text"/>
E-mail Type:	<input type="text"/>
E-mail Address:	<input type="text"/>
	<input type="checkbox"/> Preferred <input type="checkbox"/> Inactivate <input type="checkbox"/> Display on Web <input type="checkbox"/> URL
Comment:	<input type="text"/>
	Activity Date: <input type="text"/> User: <input type="text"/>

Viewing An Application

Enter the form SAAADMS

The student ID should still be in the Key Block. If not, enter the ID or perform a search.

Enter the term for which the student has applied for admission. To see all applications on file for the student, leave the term empty. The most current application will be first.

Perform the Next Block function.

The first block will show Admit Type, Student Type at admission, Residency, Application Status, and intended major.

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

Application

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

Admission Type: Graduate Regular Application Status: Decision Made
Student Type: First Time Master's Application Status Date:
Residence: In State Resident Maintained By: SYSTEM
Site: Application Decision: Accepted
Full or Part Time: Full Time Part Time None Application Decision Date:
Outstanding Requirements: Maintained By: USER

Curricula Summary - Primary

Priority Term	Program	Catalog	Level	Campus	College	Degree
<input type="text" value="1"/>	<input type="text" value="201140"/> Biology, MA	<input type="text"/>	Graduate		Arts and Sciences	Master of Arts

Field of Study Summary

Priority Term	Type	Field of Study	Department	Attached to Major
<input type="text" value="1"/>	<input type="text" value="201140"/> Major	Biology		<input type="checkbox"/>
<input type="text"/>	<input type="text"/>			<input type="checkbox"/>
<input type="text"/>	<input type="text"/>			<input type="checkbox"/>

Select the Fees, Mail Submission, Withdrawal Data tab to see additional data on the student such as withdrawal reason if the student has cancelled their application, legacy if reported, and recruiter.

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

Application Fees

Application Fee: Charge Fee Waive Fee None
Last Application Fee: Fee Charged Fee Waived No Fee
Application Fee Waiver:
Application Fee Detail:
Application Fee Amount:
Application Fee Date:
Application Fee Rate:

Additional Data

Session:
Educational Level:
Educational Goal:
Recruit Type:
Recruiter: Amanda Johnson
Interview:
Legacy:
Citizen: Citizen

Mail Submission

Letter:
Wait Days:
Initials:

Withdrawal Data

Withdrawal Reason:
Institution Attended:

Select the Checklist tab to see items required for the student and if they have been received.

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
CT01	College Transcript	08-JUL-2010	001101	Univ Of Arkansas-Little Rock	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	First Request:	Count:		Generated by System: <input checked="" type="radio"/> Yes <input type="radio"/> No	Date: 08-JUL-2010	
	Last Request:	Deadline:		Checklist Origin: BASELINE	Status: [Dropdown]	
FEE	Application Fee	08-JUL-2010			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	First Request:	Count:		Generated by System: <input checked="" type="radio"/> Yes <input type="radio"/> No	Date: 08-JUL-2010	
	Last Request:	Deadline:		Checklist Origin: BASELINE	Status: [Dropdown]	
GRE	GRE Scores	08-JUL-2010			<input type="checkbox"/>	<input checked="" type="checkbox"/>
	First Request:	Count:		Generated by System: <input type="radio"/> Yes <input checked="" type="radio"/> No	Date: 08-JUL-2010	
	Last Request:	Deadline:		Checklist Origin: BASELINE	Status: [Dropdown]	
	First Request:	Count:		Generated by System: <input type="radio"/> Yes <input type="radio"/> No	Date: [Text]	
	Last Request:	Deadline:		Checklist Origin: [Text]	Status: [Dropdown]	

Select the Sources, Interests, and Comments tab to view how the application was received or interests reported at time of application.

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

Sources

Background Institution	Description	Primary Indicator	Activity Date
[Dropdown]		<input type="checkbox"/>	17-JUN-2010
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

Interests

Interest	Description	Activity Date
[Dropdown]		17-JUN-2010

Exit the form.

Viewing the Admission Decision

Enter the form SAAADMS.

Oracle Developer Forms Runtime - Web: Open > SAAADMS

File Edit Options Block Item Record Query Tools Help

Admissions Application SAAADMS 8.3 (UDC80505)

ID: Bearkat, Sammy t. Term: View Current/Active Curricula

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

Application

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

Admission Type: Application Status:

Student Type: Application Status Date:

Residence: Maintained By:

Site: Application Decision:

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

Outstanding Requirements: Maintained By:

Curricula Summary						
PriorityTerm	Program	Catalog	Level	Campus	College	Degree
<input type="text"/>	<input type="text"/>	<input type="text"/>				

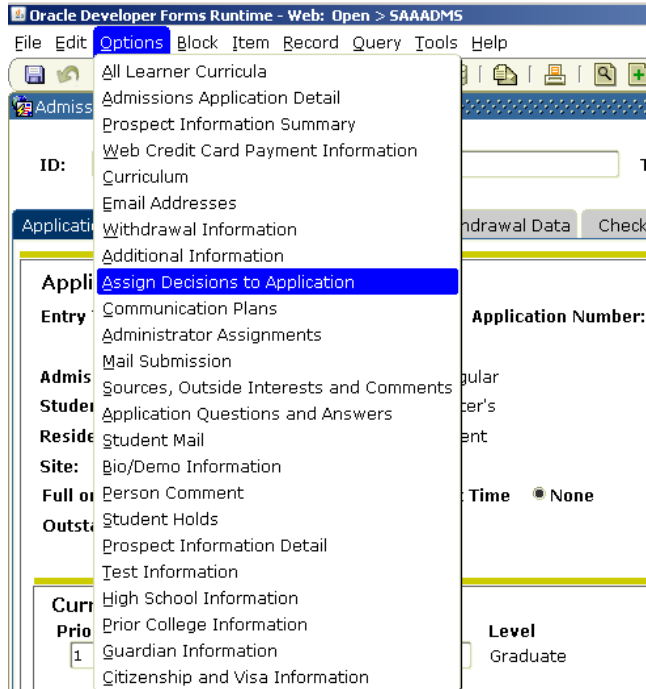
Field of Study Summary				
Priority Term	Type	Field of Study	Department	Attached to Major
<input type="text"/>	<input type="text"/>			<input type="text"/>
<input type="text"/>	<input type="text"/>			<input type="text"/>
<input type="text"/>	<input type="text"/>			<input type="text"/>

The student ID should still be in the Key Block. If not, enter the ID or perform a search.

Enter the term the student has applied for admission. To see all applications on file for the student, leave the term empty. The most current application will be first.

Perform the Next Block function.

Select Options using your mouse and choose Assign Decision to Applicant.



The form SAADCRV will be displayed.

The screenshot displays the SAADCRV form with the 'Application Summary' tab selected. The form contains various fields for application details, including 'Entry Term', 'Decision', 'Status', 'Application Date', 'Application Number', 'Admission Type', 'Session', 'Outstanding Requirements', 'Application Preference', 'Student Type', 'Residence', 'Full or Part Time', 'Priority', 'Program', 'Level', 'College', 'Campus', 'Degree', 'Catalog Term', 'Field of Study', 'Type', 'Code', and 'Department'. Below the summary, the 'Application Decision' tab is selected, showing a table of decision data.

Decision Code	Description	Significant Decision	Institution Acceptance	Applicant Acceptance	Institution Rejection	Inactive Application	Maintained by	Decision Date	User ID
GA	Accepted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	U USER	08-JUL-2010	MXB024
		<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"/>	<input type="checkbox"/>	<input type="checkbox"/>			

You can see the decision placed on the student account in the Application Decision tab.

Using the tabs at the top of the form, you can choose to view Prior College and Degree information as well as Test Scores.

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

Previous College

College: Univ Of Arkansas-Little Rock
 Transcript Received Date: Transcript Reviewed Date:
 Official Transcript

Previous Degrees

Degree: Bachelor of Arts Degree Date:
 Attended From: Attended To: Year:
 College:
 Honors: Hours: GPA:

Degree: Degree Date:
 Attended From: Attended To: Year:
 College:

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

Test	Description	Score	Test Date	Source	Administrative Type
<input type="text" value="G24"/>	<input type="text" value="GRE Biology Total Score"/>	<input type="text" value="990"/>	<input type="text" value="08-JUL-2010"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Viewing College Information

Enter the form SOAPCOL.

Oracle Developer Forms Runtime - Web: Open > SOAPCOL

File Edit Options Block Item Record Query Tools Help

Prior College SOAPCOL 8.2.1 (UDC80505)

ID: N00011809 Bearthat, Sammy t.

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

Prior College

Prior College: Enrollment Planning Service Code:

Transcript Received Date: Official Transcript

Transcript Reviewed Date:

Admissions Request:

Degree Details

Degree: Degree Date: Primary Degree Indicator

Attended From: Attended To: Year:

College:

Transfer Hours: GPA:

Honors: Goal:

Enter the ID if the ID has not defaulted in from another form.

Perform the Next Block function.

Information about the student's previous Colleges attended will be displayed.

Oracle Developer Forms Runtime - Web: Open > SOAPCOL

File Edit Options Block Item Record Query Tools Help

Prior College SOAPCOL 8.2.1 (UDC80505)

ID: N00011809 Bearkat, Sammy t.

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

Prior College

Prior College: 001044 Stillman College Enrollment Planning Service Code:

Transcript Received Date: 21-JAN-2010 Official Transcript

Transcript Reviewed Date:

Admissions Request: CT1 College Transcript

Degree Details

Degree: AGS Associate of General Studies Degree Date: 30-MAY-2010 Primary Degree Indicator

Attended From: Attended To: Year:

College:

Transfer Hours: GPA: 3.75000000

Honors: Goal:

Exit the form.

Viewing International Information

Enter the form GOAINTL.

Oracle Developer Forms Runtime - Web: Open > GOAINTL

File Edit Options Block Item Record Query Tools Help

International Information GOAINTL 8.2 (DEV8)

ID:

Visa Passport Certification of Eligibility Nationality

Visa Information

Visa Type:

Visa Number:

Nation of Issue:

Issuing Authority:

Port of Entry:

Sequence Number:

Entry

Number of Entries:

Date Requested:

Date Issued:

Start Date:

End Date:

Document Information

Document	Description	Source	Description	Date Requested	Disposition	Date Received
<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

Id number, press LIST for person name/id search.

Record: 1/1 | ... | <OSC>

Enter the Student ID in the Key Block. Perform the Next Block function.

The Visa Type, Visa Number, Nation of Issue, and Start and End dates for the Visa will be displayed.

Visa Passport Certification of Eligibility Nationality

Visa Information

Visa Type: Student Visa

Visa Number: 123456789987654321

Nation of Issue: CA Canada

Issuing Authority:

Port of Entry:

Sequence Number: 1

Entry

Number of Entries:

Date Requested:

Date Issued: 04-AUG-2010

Start Date: 04-AUG-2010

End Date: 04-AUG-2013

Select the Nationality tab.

The Nation of Birth and Nation of Citizenship will be displayed.

Visa Passport Certification of Eligibility **Nationality**

Nationality

Nation of Birth: CA Canada

Nation of Citizen: CA Canada

Native Language:

Sponsor:

Employment Type:

Foreign Tax ID:

Family

Spouse Accompanying Person To Country:

Number of Children Accompanying Person:

Signature for Availability of Funds:

Exit the form.

APPENDIX A – Graduate Admissions Codes

Student Types

First-Time Masters
 First-Time Doctoral
 Non-Degree
 Transient
 Exchange
 Returning
 Continuing

Application Status

I Incomplete items outstanding
 C Complete ready for review
 D Decision made

Decision Codes

GA Accepted
 GC Conditionally Accepted
 GE Preparatory Acceptance
 GP Probationary Acceptance
 GX Denied
 GW Withdrawn – Duplicate App

Classification – Decision Code Combinations

Masters	GA	GC	GE		GX	GW
Doctoral	GA	GC	GE		GX	GW
Post Bac	GA		GE	GP	GX	GW