



Responsible Office: Admissions
Contact: Katie Collins
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SECTION I. Process Information

Process Name: Data entry of ACT/SAT scores

Description: The Board of Regents has established that official ACT and SAT scores are required for placement in English and Math classes for entering freshmen. UNLV also uses test scores, for advisement and to assist in admission determinations for those students who do not meet the minimum admission criteria. The scores are entered in the Student Information System, either manually or electronically.

Actor: Admissions Operations Staff and Client Services Staff

Trigger(s): A student may request that official scores be sent to the Office of the Registrar & Admissions from the College Board which are then sent electronically. A high school transcript may contain unofficial test scores which are loaded in the student information system and are coded as unofficial. Students may walk up the counter at Client Services and/or provide test scores through the mail.

Outcome/Motivation: UNLV will be in compliance with Board of Regents and university policies and have the necessary information to give proper advisement and to render appropriate admission decisions.

SECTION II. Process Steps

This section should describe a “how to” process. The process should reference policies, forms, and outline required action according to job function. Include screen shots, tables and/or other tools.

1. Go to the SRCH screen and access the student using the ‘search’ field by name (NA), social security number (SS) or Student Identification Number (ID).
2. Type TEST in the function line once the student information appears; Scan to verify that the scores have not been previously entered. To scan, type ‘S’ in the function line and scroll down to the number 01 line, if only a test name is showing, and space out the first character in the field by using the space bar instead of the delete key, or you may clear the entire field/line. To add the scores, type ‘A’ or ‘Add’ in the function line of the TEST screen; scroll down to the number 01 (begin using your tab key because no defined field names will appear until after the screen is processed). Add the information as follows: For ACT scores, enter the test name (ACT); tab once and enter the date the test was taken by year and month, yymm (0612); tab once and enter (T) for official test scores or (R) for unofficial test scores; no tab needed, enter the English score (two digits); tab once and enter the Math score (two digits); tab once and enter the Read score (two digits); tab once and enter the Science score (two digits); tab once and enter the Composite score (two digits); Hit the Enter key and your screen is processed. Your defined field names are now visible. For SAT scores, enter the test name (SA95); no tab needed, enter the date the test was taken by year and month, yymm (0612); tab once and enter (T) for official test scores or (R) for unofficial test scores; no tab needed, enter the Verbal or Critical Reading score (three digits); tab once and enter Math score (three digits); Hit the Enter key and your screen is processed. Your

defined field names are now visible and the combined score total for verbal and math will appear to the far right. While the TSWE scores are entered electronically, following the Math scores, this score is not generally loaded manually because it is not used. Up to five different test scores may be added in one function.

- 3. You may also add test scores to a full TEST screen by clearing the screen. To clear the screen, type CLEAR in the function line. The student ID or L number remains. The function is pre-populated with the word ADD. If not pre-populated, type A or ADD in the function and follow the directions above for adding test scores.

1. FUNCTION: *** SEARCH *** 07/11/07 LFJJ B268 0 SRCH

H- SEARCH: NA START.: xxxxx,xx COUNTRY.:
 SHOW...: TYP: ADDR-TYP:

NAME/ID/MISC ID SSN/AKCO ADDRESS/PHONE - DATE OF BIRTH SAPFEA

2. FUNCTION: S *** TEST SCORES *** 07/11/07 LFJJ B268 0 TEST

H- ID= SSN:

01-

A95

3. FUNCTION: ADD *** TEST SCORES *** 07/11/07 LFJJ B268 0 TEST

H- ID= L000000000 SSN: XXXXXXXXXX

01-

SA95 0612 R 400 600

02-

SA95 0701 T 420 600

03-

ACT 0612 R 16 15 17 18 17

04-

ACT 0701 T 17 20 18 19 18

If you notice that a keystroke error is made in the date after the screen is processed, a change cannot be made. You must delete the test score and re-enter. The scores may be changed without deleting. To delete a test score, type 'D' in the function line. Tab down to the score(s) you do not want deleted and take out the first character of each of the lines by using the space bar. Hit enter. Re-enter the score by using the Add function described above. To change a test score, type 'S' in the function line, tab over to the score to be changed and make the correction(s). Hit enter.

4. FUNCTION: DEL *** TEST SCORES *** 07/11/07 LFJJ B212 0 TEST

H- ID= L000000000

SSN: xxxxxxxxx

01-

ACT 0606 R 23 23 23 23 23

02-

A95 0606 T 520 520

03-

A95 0705 T 500 500

5. FUNCTION: C *** TEST SCORES *** 07/11/07 LFJJ B212 0 TEST

H- ID= L000000000

SSN: xxxxxxxxx

01-

ACT 0606 R 23 23 23 24 23

02-

SA95 0606 R 520 520

03-

SA95 0705 T 500 500

BOR- Test score requirements

SECTION V. Contacts

The first item is usually “Policy clarification” which directs the reader to the Responsible Office. Other items relate to subject matter in the document about which the reader may have follow-up questions.

Subject Matter (alphabetical order)	Office Name (not the name of an individual)	Telephone Number	Email/URL
Test Score Data Entry	Registrar’s Office Admissions Office Client Services	702-895-1862	

SECTION VI. Acronyms/commonly used terms (optional)

Define acronyms/commonly used terms that have specialized meanings in the process.

Term (alphabetical order)	Definition

SECTION VII. Forms and Tools/Online Processes (optional)

Forms/Online Processes should be included with information on how to obtain any forms or perform any online processes.

SECTION VIII. Appendix (optional)

Appendices are used for informational material that is helpful, but not directly related to the performing of the process.

Section IX. Revision History

Created by: Flora Jones	Date: 07/11/07
Tested by: Ruth Garay	Date: 07/17/07
Approved by:	Date: