



Responsible Office: Registrar  
Contact: K.Collins, F.Jones, A. Brewer  
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## SECTION I. Process Information

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**Process Name:** Evaluation of a File

**Description:** When a file is deemed complete (it includes an application as well as transcripts, test-scores, and other necessary materials), it is evaluated for admission

**Actor:** Admissions Unit

**Trigger(s):** Application Deadlines, receipt of applications, completed files

**Outcome/Motivation:** Upon evaluation; a file will be deemed admitted (tentative or full) or denied

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## SECTION II. Process Steps

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1. Search for the applicant in SIS on the SRCH screen using the assigned student ID number (L#) indicated on the file. If the student does not have transfer work proceed to step 3.
2. A.) If the applicant has transfer work, go to DARWIN to see if the work has been entered and if so, check for accuracy and run a DARS report in the TRANAD program (if there is additional work that was not entered, manual adjustments can be made in TRANAS). B.) If unknowns pop-up, make sure that the courses were loaded correctly. If yes, do a preliminary check to see if the courses are transferable - make sure to circle any labs or connected coursework so that DARS can build appropriately. Additionally, do a quick scan to see if the total matches in at LDC. C.) If the course(S) is not transferable mark with "NT" non-transferable. D.) Finally, print and send back to DARS to load.
3. Take the transcript(S) and do color-coding with highlighters (see appendix). Pay attention to whether a course is full or ½ credit. Cross through the colored dots of grades that are not being used.
4. Fill out the Core GPA Calculator Worksheet (see appendix). Note that, for every semester of honors the applicant gets one incident. Go through and combine the grades from each section for the core for example; there may be 4 ½ credits worth of As, 3 credits worth of Bs etc.
5. Enter the core information into the web calculator and write the results on the worksheet along with the admit decision (AD, DG, ST, etc)
6. You are now ready to load the application into SIS (If you are entering a web application have Rebel Apps open and minimized). Start at the **NAME** screen, confirm that basic information has been added correctly - see screen shot
7. Go to the **DEMO** screen. Make sure that the contact information is there (If provided). Enter "ethnicity," "date of birth," and "phone." (if the applicant did not provide a phone number, move on) - see screen shot.
8. Go to **RESI**. If the applicant is a Resident Alien put "RA" under the visa code. If the applicant is a Nevada Resident put "NV," then fill in the "county code" field - see screen shot.
9. Go to **ODOM**. Check for Immunizations on any transcripts provided and if so, fill in the information on the screen - see screen shot.

Process Name:

Date of most recent changes: 1/14/2008

10. Go to **TEST** and load in scores if available (load SAT scores as "SA95") – see screen shot.
11. Go the **HOLD** screen put on an advising hold and an Immunization hold if necessary. To put on a hold use "adm" for the office code and/or "Immu" for the hold code(s) – see screen shot.
12. Go to **PVED**. Enter GPA and add core GPAs
13. Go to **APPL**, make sure that the applicant meets the GPA requirement for the major that they have chosen. Note that both the high school and transfer GPAs have to meet the requirement (see cheat sheet attached). If the applicant is a transfer student update the "STAT" and "STAN" fields. Check "SCHOOL" and "DEPT" If you have to add in a school code, leave the "DEPT" field alone. Add in a 2nd choice or if one is not indicated, default to University College. If the applicant has more than 24 credits, update "BASIS" to "T." Make a decision as to whether or not the applicant is a tentative admit, fill in "LEVEL" ("H" for High School, "A" for Associates, "B" for Bachelor). Enter the Admit Decision in the "ADM DEC" field and tab through the date field to clear it. Type "Go" into the "FUNCTION" field at the top of the page and hit "Enter."
14. Go to **RMEN**. Type "3" into the "FUNCTION" field. Hit enter twice which should generate a **STUD** record.
15. Lastly, go back through each screen mentioned above as a final check. If the applicant has transfer work, update **PVED** with any institutions that are not already indicated.

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### SECTION III. Related Documents

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List the names of related university/department internal and external documents that provide helpful, relevant information. (Attach file if readily available)

Documents
Undergraduate Application for Admission

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### SECTION IV. Related Policies

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List the names (if any) related system and/or university policy that trigger/provide helpful, relevant information.

University Documents

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### SECTION V. Contacts

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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
Admission Requirements	Admissions Unit	895-4763	

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**SECTION VI. Acronyms/commonly used terms (optional)**

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

Term (alphabetical order)	Definition

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

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

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**SECTION VIII. Appendix (optional)**

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

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**Screen Shots:**

**1. FUNCTION:**                    **\*\*\* SEARCH \*\*\***                    **02/01/07 LKJC B921 0 SRCH**

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**H- SEARCH: id                    START.: L000XXXYYY                    COUNTRY.:**  
**SHOW.:                    TYP:                    ADDR-TYP:**

**NAME/ID/MISC ID    SSN/AKCO    ADDRESS/PHONE - DATE OF BIRTH    SAPFEA**  
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01-

02-

03-

04-

05-

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**H--SR28E PLEASE ENTER SEARCH DATA**

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6. FUNCTION: \*\* NAME AND ADDRESS \*\* 02/01/07 LKJC B921 0 NAME

H- ID/SSN.....= L000536911 112345678 FORMER-SSN.....: Y
NAME (L/F/M): TEST TEST TEST
FORMER-NAME.: Y PREFIX.: SUFFIX: DOB....: 1941/04/10
GENDER.....: F OFFLINE: N SOUNDX: T230 PIN/PIN2: 4104 4104
DIR-RELEASE.: Y ARCHIVE: D-FLAG: N DOD....:

ADDR FROM-DATE ADDRESS BLDG ROOM
TYPE TO-DATE PHONE-DAY/NIGHT ST ZIP-CODE CTRY ADDR-FLAG
01- DA 2003/04/10 111 ANYWHERE
9999/12/31
ANYWHERE NV 89014 USA Y

CJC1 2006/12/07
02- MA 2003/04/10 111 ANYWHERE
9999/12/31
ANYWHERE NV 89014 USA N
CJC1 2006/12/07

7. FUNCTION: \*\*\* DEMOGRAPHICS \*\*\* 02/01/07 LKJC B921 0 DEMO

ID.....= L000536911 TEST, TEST T SSN: 112345678 DIR-REL: Y

EMRGY...:
ADDR...:
CITY....: ST.: ZIP: CTRY....:
PHONE...: 702 333 4444 KIN....:

GENDER..: F LIC#: STATE...:
DOB-YMD.: 1941/04/10
POB-CITY: ST.: CNTY....: CTRY....:

RELIGION: ETHNIC.: BL MARRIAGE: N # OF DEP:
HT/WT...: / PHYS-LIM: NAT-SPKR: Y LANGUAGE:
VETS/BEN: / N VAFILE#.: SS-STAT.: N LIVE/ARR:
HONORS..: ..... ATH MEN.:
ATH WOM.: .....
1ST GEN.. COHORT..:
DECEASED: N D-DATE..: LMOD....: OFFL 2003/04/10

8. FUNCTION: a \*\*\* RESIDENCY \*\*\* 02/01/07 LKJC B921 0 RESI

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ID= L000536911 TEST, TEST T SSN: 112345678 DIR REL:

RESI CODE.: UN UNDETERMINED DATE OF RESI: 2006/12/11  
STATE RESI: UN UNDETERMINED  
CTRY RESI.: UND UNDETERMINED

PERM EXEMPT: TEMP EXEMPT.:  
DEAL CODE.:  
COUNTY CODE: DISTRICT....:

TERMS AFFECTED BY RESI:

CITIZEN?....: Y CTRY CTZNSHP.: USA USA  
PASSPORT NUM: PASSPORT CTRY:  
PASSPORT EXP: VISA CODE....:  
VISA NUMBER.: VISA POST....:  
DATE ISSUED.: DATE EXPIRES.:  
PORT/ISS/EXP: ADM # (I-94).:  
ESL1 2006/12/11

9. FUNCTION: a \*\*\* OTHER DATA \*\*\* 02/01/07 LKJC B921 0 ODIM

-----  
ID.= L000536911 TEST, TEST T SSN: 112345678

MEASLES 1 Y  
MEASLES 2 Y  
MUMPS Y  
RUBELLA Y  
TETANUS DIPT Y

MEAS 1 DATE 1996/10/02 MEAS 2 DATE 1996/11/02  
TD DATE 1996/10/02

NOTES.....:  
OFFICE.....: LAST MODIFIED: KJC1 2007/02/01

01-\*L030 SCREEN PROCESSED

10. FUNCTION: a \*\*\* TEST SCORES \*\*\* 02/01/07 LKJC B921 0 TEST

H- ID= L000536911 TEST, TEST T SSN: 112345678

01- VERB MATH TSWE CANC TOTAL
SA95 1920/06 T 610 650 600 1,260

02-

03-

04-

05-

11. FUNCTION: ADD \*\*\* HOLD \*\*\* 02/01/07 LKJC B849 0 HOLD

H- ID= L000536911 TEST, TEST T SSN: 112345678 DIR-REL: Y
REG GRADES DIPL TRAN CERTIF FIN-AID MISC-1 MISC-2
HOLD COUNT: 01 00 00 00 00 00 00 00

OFFC HOLD HOLD-NAME DATE-APPL USER-APPL OFFC-REM USER-REM DATE-REM

APPL CODE REG GRADES DIPL TRAN CERTIF FIN-AID MISC-1 MISC-2

01- ATH ATHF ATH REGISTR 2007/01/18 LKKE ATH LKKE 2007/01/18
Y N N N N N N N N

02- BE ADRV ADVISING 2007/01/04 LKKE BE LNTP 2007/01/05
Y N N N N N N N N

03- ACAD ADV ADVISING 2007/01/16 LKJC
Y N N N N N N N N

04- PUB PARK PARKING 2007/01/04 LKKE PARK LSLZ 2007/01/05
Y Y Y Y Y N N N

12. FUNCTION: a \* PREVIOUS EDUCATION \* 02/01/07 LKJC B934 0 PVED

H- ID= L00053691 Test, Test T SSN: 112345678 DIR REL: Y

01-

INSTITUTION...= AZRSCC RIO SALADO CC SEQ= 01
CRED STATUS...: F PROCESS/NFT DATE.....: 2006/12/19
LEVEL.....: U UNDERGRAD BEGIN/END DATE: 2005/08 - 2006/12
RANK/SIZE.....: / PERCENTILE.....: OFCL: N
GPA.....: 3.0000 UNITS EARNED.: 6.00 UNIT: SC
NOTES.....: LAST MOD.....: DJS1 2007/01/16

02-

INSTITUTION...= AZSMCC SOUTH MOUNTAIN CC SEQ= 01
CRED STATUS...: R TRANS REC. DATE.....: 2006/12/19
LEVEL.....: U UNDERGRAD BEGIN/END DATE: 2005/08 - 2005/12
RANK/SIZE.....: / PERCENTILE.....: OFCL: N
GPA.....: 3.5000 UNITS EARNED.: 8.00 UNIT: SC
NOTES.....: LAST MOD.....: DJS1 2007/01/16

13. FUNCTION: go \*\* APPLICATION INFO \*\* 02/01/07 LKJC B856 0 APPL

ID.= L00053691 TEST, TEST T SSN.....: 112345678
APPL= A000231803 POOL: IBSPRE INTL BUS APPLY TM: 2007 3 AOFF: ADM

ENTER TM: 2007 3 GRAD:
STAT: NW STAN: U 01 ENTR: Y REGN: USA SCHOOL.: BE DEPT: BUS
SUB1: SUB2: SUB3: CAMPUS.: DIVN:

\*\*\*\*\* CREDENTIALS \*\*\*\*\*
RECEIVED: 2006/11/27 PEND EVAL: Y CHLD: N TOEFL...: N NCAA: N OTHR: N
FEE/AMT.: R 60.00 FEE DATE.: 2006/11/27 PREREQ..: W/IP: PEND: N
COMP EVL: COMP ENTR: GPA PEND: N
LAST EVL: LAST MCR.: EA/D....: RAT1: RAT2:

\*\*\*\*\* OTHER FLAGS \*\*\*\*\*
NOTES...: MISC....: O TEST....: ONSITE..: PROB....:
BASIS...: F TENTATIV: Y LEVEL...: H ON AAC..: ON TA...:
\*\*\*\*\* DECISION AND REPLY \*\*\*\*\*

ADM DEC.: AD ADMIT DATE: 2007/01/02 READER..: DJS1
PROJECTD: DATE: HOUSING.: N PHAP: N
REPLY...: DATE: DEPOSIT.: N AMT:
GOING TO: REASON..:
LAST....: OFFL 2007/01/16

14. FUNCTION: 3 \* REGISTRATION MENU \* 02/01/07 LKJC B856 0 RMEN

TERM: 2007 3 FALL PIN:
ID.: L00053691 TEST, TEST T SSN: 112345678 DIR-REL: Y

- 1 PDQ ADMIT..... PDQA
2 STUDENT ENROLLMENT..... ENRL
3 STUDENT ENROLLMENT OVERRIDE... ENRO
4 SHOP FOR AVAILABLE CLASSES.... SHOP
5 WAIT LIST..... WAIT
6 REGISTRATION OVERRIDE..... ROVR
7 PRIOR PERMISSION SCREEN..... PPER
8 PDQA ADMIT WITH PVED..... PDQ2
9 STUDENT ENROLLMENT LIMITED.... ENR2

15. FUNCTION: \*\* STUDENT SUMMARY \*\* 02/01/07 LKJC B856 0 STUD

H- ID= L000536911 TEST, TEST T SSN: 112345678 DIR-REL: Y

RESL.: UN ADM-STAT: CN S-STATUS: CN DIVISION:
R-STCO: UN ADM-STAN: U 01 STANDING: U 01 CAMPUS.:
R-CTRY: UND ADM-TERM: 2003 3 1ST-TERM: 2003 3 SCHOOL...: BE
R-DATE: 2006/12/11 RPT-1...: EXP-STAT: CN RPT-SCHL: BE
T-EXEM: RPT-2...: TCVD EXP-STAN: U 01 DEPT....: MGT
P-EXEM: BILL-PGM: MGT EXP-GRAD: REG-GRP.: FRRZ
DEAL..:

PGRM DEGREE CRTY CTLG GR GRAD REPT APP REQ AL LMOD LAST-MOD
CODE PGRM-LONGNAME YR/TM FL TERM CODE GRD MET CR USER DATE
01- MGT BS-BA MAJ 2006 Y N N N SSS1 2007/01/03
MANAGEMENT

Section IX. Revision History

Created by: K.Collins Date: 9/10/06
Tested by: D.Grant Date: 11/31/06
Approved by: K.Collins Date: 11/31/06