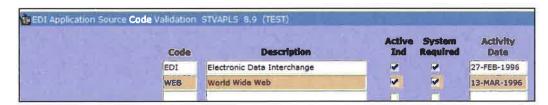
# Admissions Self-Service Setup

### Review General Web Controls

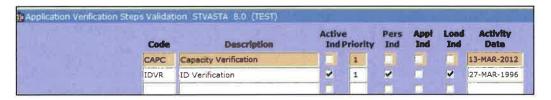
- 1. Web Rules in Web Tailor
- 2. GOAADRL Address Permissions

#### **Define Validation Forms**

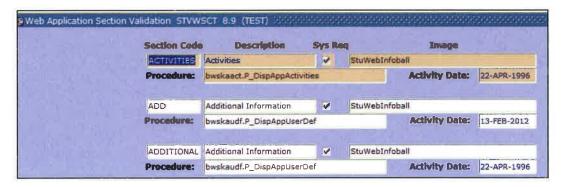
1. STVAPLS – EDI Application Source Code Validation



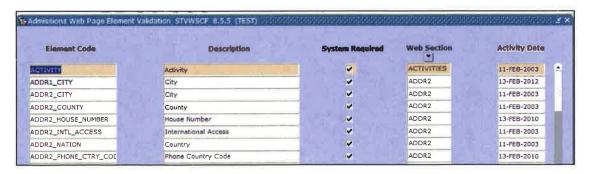
2. STVASTA - Application Verification Steps



3. STVWSCT - Web Application Section Validation Form

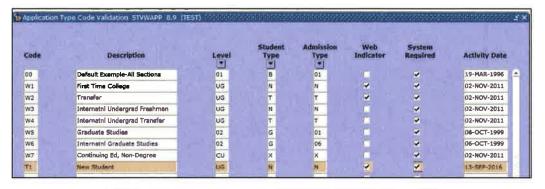


4. STVWSCF - Web Application Elements Validation



### 5. STVWAPP - Application Type Code Validation

a. Create New → T1 = New Student



Several application types are delivered with the Banner Student Self-Service system:

Default Example - All Sections (00)

Undergraduate Freshman (W1)

Undergraduate Transfer (W2)

International Undergraduate Freshman (W3)

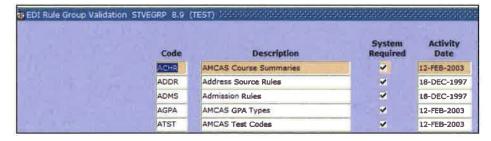
International Undergraduate Transfer (W4)

Graduate Studies (W5)

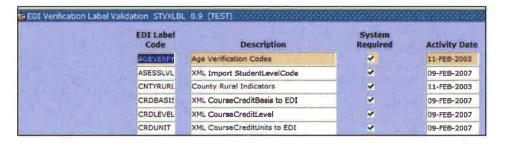
International Graduate Studies (W6)

Continuing Education, Non Degree (W7)

6. STVEGRP - EDI Rule Group Validation

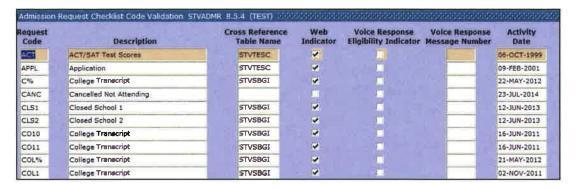


7. STVXLBL - EDI Verification Label Validation

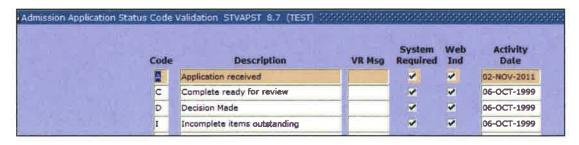


# Set Web Display Indicator on Validation Forms

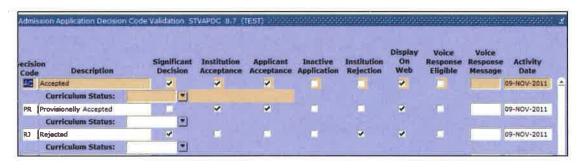
1. STVADMR - Admission Request Checklist Code Validation



2. STVAPST - Admission Application Status Code Validation



3. STVAPDC - Admission Application Decision Code Validation Form



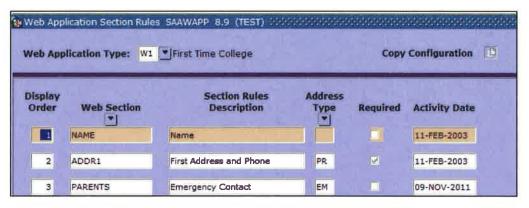
### Define User Questions

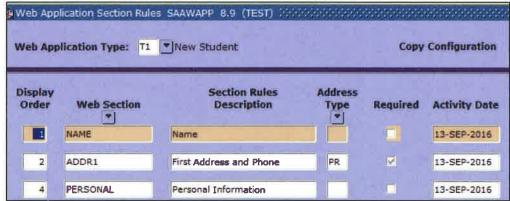
- 1. SAAWUDQ Web User Defined Questions
  - a. Application Sections can have up to 10 user-defined questions
  - b. Additional Information Section can have up to 20 user-defined questions
  - c. Questions and Answers can be up to 2,000 characters
  - d. Answers can be Yes/No instead of a text box
  - e. Essay Question can be 2,000 characters with a Response up to 32,700 characters
  - f. Questions can be associated with Checklist Items
  - g. Questions are specific per Application Type Created for Type = T1

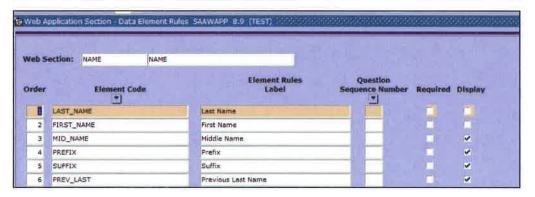
Application Type	Ordering Sequence Question Text			Yes/No Question	EDI Question Code	Admission Request Code	Activity Date
WE	1	Are you planning to attend primarily at the Forrest County Campus?	â	~			09-NOV-2011
Wi	2	What residence hall would you like to live in?					19-MAR-1996
W1	3	Do you want on-campus housing?	8	~			09-NOV-201
T1		Which Academic Pathway would you like to pursue? STEM, Education,	4				13-SEP-201
TI		What degree would you like to earn?	<u> </u>				13-SEP-201
TI		Will you be transfering to a 4-year school?	Ê	₹.			13-SEP-201
T1		4 Are you a resident of Mississippi?		▼			13-SEP-201
Ti		Have you ever been convicted of a felony?	4				13-SEP-201
T1		Which campus are you interested in attending? Main Campus in Poplarville.					13-SEP-201

# **Build Application**

- 1. SAAWAPP Web Application Section Rules and Element Codes
  - a. Generate and Define for Type = T1

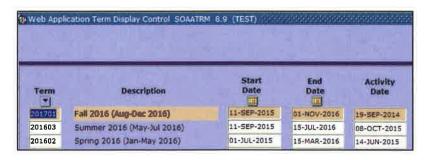






#### 2. Establish Self-Service Dates

a. SOAATRM - Web Application Term Display Control

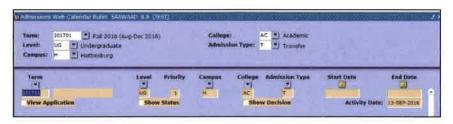




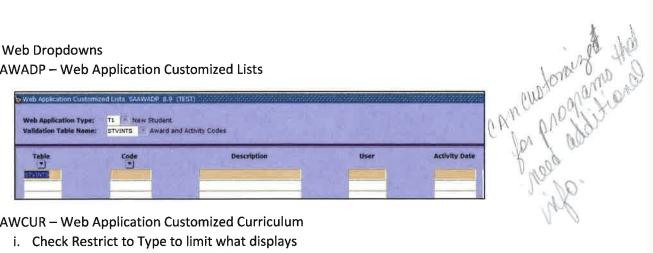
- b. SAAWATR Web Application Term Calendar Rules
  - i. Dates for Web Applications default from SOAATRM
  - ii. Can use SAAWATR to further define more specific dates per Application Type



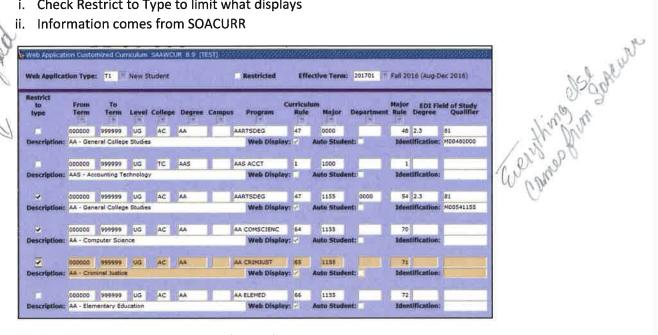
- c. SAAWAAD
  - i. Further restrict using Level, Campus, College, and Admission Type



- 3. Customize Web Dropdowns
  - a. SAAWADP Web Application Customized Lists



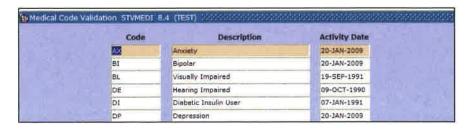
- b. SAAWCUR Web Application Customized Curriculum
  - i. Check Restrict to Type to limit what displays
  - ii. Information comes from SOACURR



c. SOAXCUR - EDI Cross-Reference Curriculum Rules



- d. Collect Medical Information
  - i. Data element = Medical, Personal Information on SAAWAPP
  - ii. SOAXREF to limit display on STVMEDI



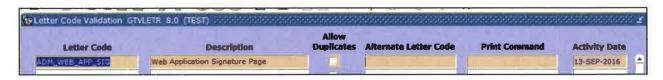
### Customize Signature Page

- 1. SAAERUL SIGPAGEDISP Default delivered signature page
  - a. SOAELTR Format HTML Letter Rules Customize text to display on the Signature page
  - b. SAAWADF Electronic Applicant Web Default Rules Customize
    - i. STANDARD = Not Quick Start processing
    - ii. Create letter on GTVLETR and SOAELTR to update



#### **Generate Personalized Text**

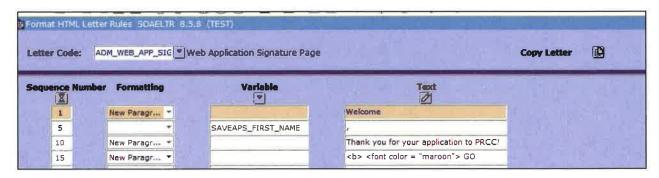
1. GTVLETR - Create Letter Code



2. SOAELTL - Create Letter and Assign to a Module



3. SOAELTR - Create Personalized Text to Display

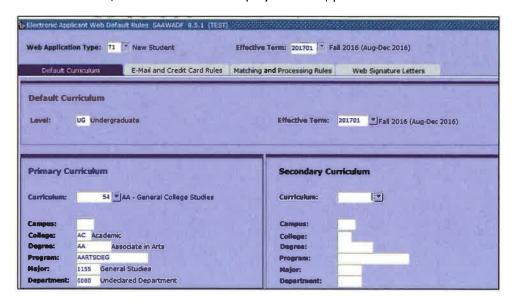


4. Attach Letter Code to Application Type on SAAWADF

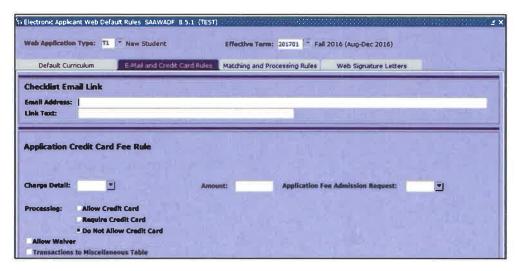


# Customize Web Application Data/Build Quick Start Processing

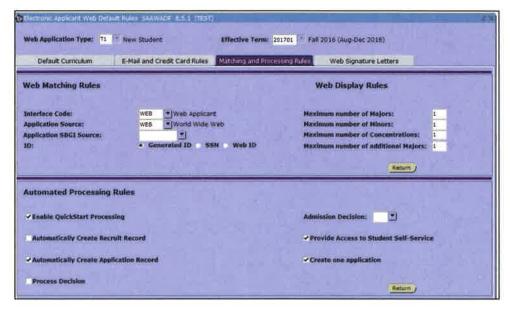
- 1. SAAWADF Electronic Applicant Web Default Rules
  - a. Default Curriculum
    - i. Can setup a default so Applicants do not have to pick
    - ii. If defaulted, can choose not to display on the Application

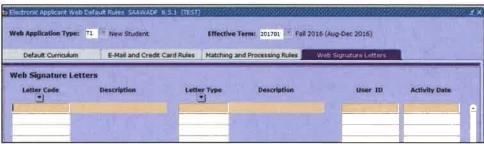


- b. Email and Credit Card Rules
  - i. Where to email checklist items
  - ii. How to apply and pay an Application Fee



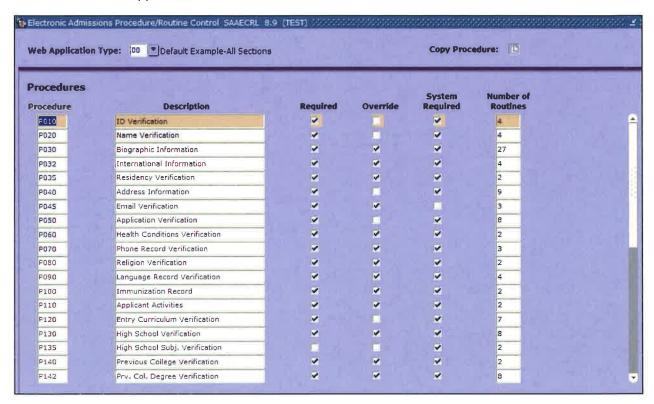
- c. Matching and Processing Rules
  - i. Interface Code to Use → Ties to Common matching
  - ii. Application Source From STVAPLS
  - iii. How to process ID → Generate
  - iv. Maximum number of Majors, Minors, etc.
  - v. Quick Start Enable to Automatically Push Applications if they can be
    - 1. Can Automatically create SAARECR, SAAADMS, and Process a Decision
  - vi. Allow Access to Self-Service
  - vii. Create one Application If multiple Majors are submitted

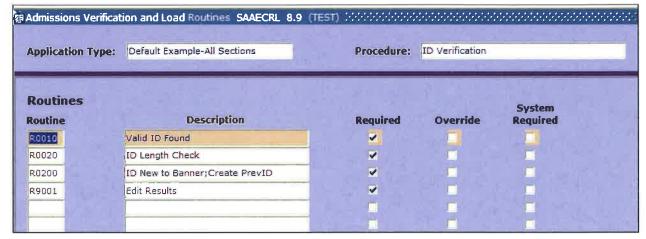




### Electronic Admissions Procedures and Routines

- Setup on SAAECRL per Application Type
- Each Procedure has a set of Routines behind it
- Required = Procedure/Routine must be fulfilled before an Application is Verified and Pushed
- Override = Control if a Procedure/Routine can be overridden on SAAEAPS or using SARETMT
- Must correspond to Data collected on Application If a Procedure/Routine is Required here but the field is removed from the Application then it will fail





# **Electronic Admissions Application Rules**

- Rule control how data is handled in Web Application Processing
- Rules are Grouped into logical sets
- Local values should be entered for "UPDATE ME"

