



Student Admissions 9.0
PT 8.5.3

Version Date: January, 2016

COPYRIGHT & TRADEMARKS

Copyright © 1998, 2011, Oracle and/or its affiliates. All rights reserved.
Oracle is a registered trademark of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.
If this software or related documentation is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, the following notice is applicable:

U.S. GOVERNMENT RIGHTS

Programs, software, databases, and related documentation and technical data delivered to U.S. Government customers are “commercial computer software” or “commercial technical data” pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, duplication, disclosure, modification, and adaptation shall be subject to the restrictions and license terms set forth in the applicable Government contract, and, to the extent applicable by the terms of the Government contract, the additional rights set forth in FAR 52.227-19, Commercial Computer Software License (December 2007). Oracle USA, Inc., 500 Oracle Parkway, Redwood City, CA 94065.

This software is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications which may create a risk of personal injury. If you use this software in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy and other measures to ensure the safe use of this software. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software in dangerous applications.

This software and documentation may provide access to or information on content, products and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third party content, products and services. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third party content, products or services

Training Guide

Table of Contents

Student Admissions 9.0 pt. 8.53	1
Admissions Data.....	1
Enter Student Application Information	1
Enter International Student Application Information	13
Assign Residency.....	27
Enter Education History	31
Enter Applicant Test Results.....	37
Application Evaluation	41
Application Maintenance - Admit/Deny	45
Application Maintenance - Matriculation	49

Student Admissions 9.0 pt. 8.53

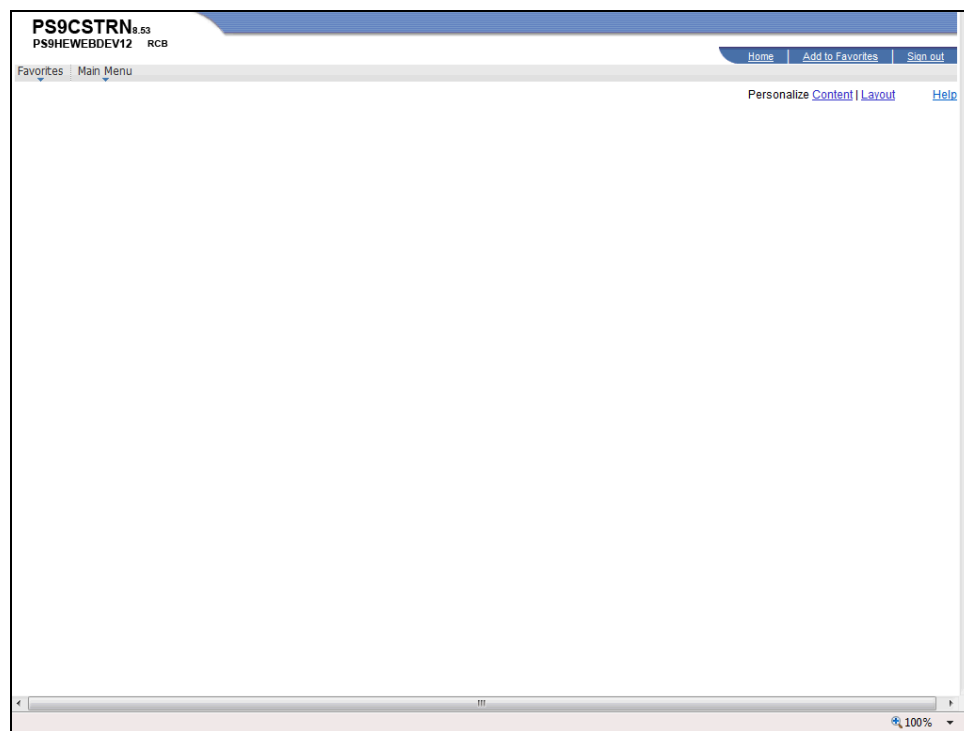
Admissions Data





Enter Student Application Information

Procedure

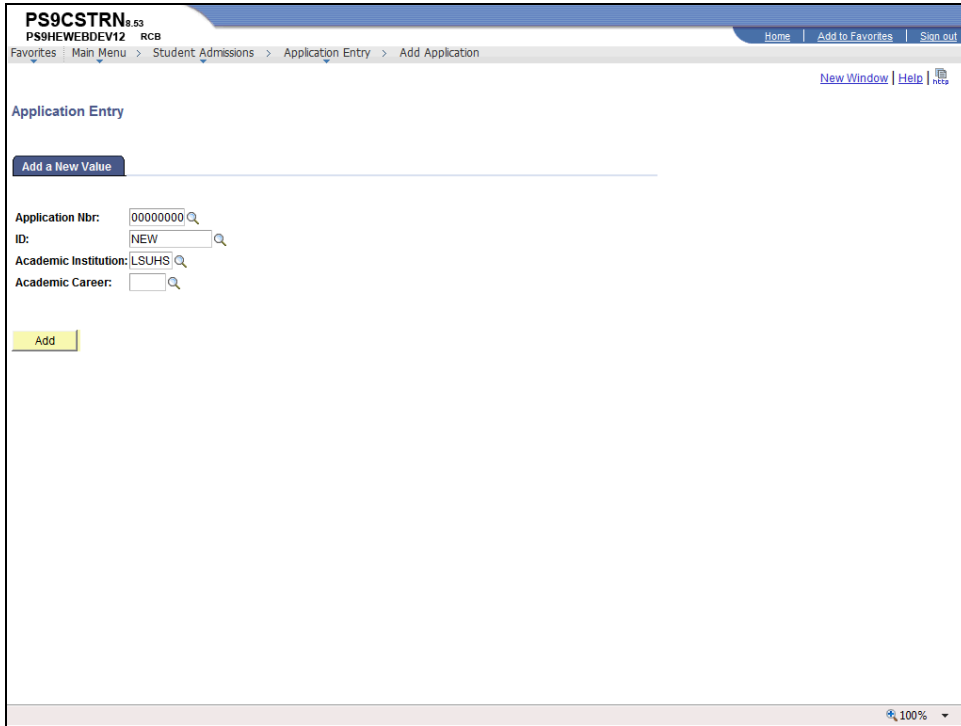
In this topic you will learn how to **Enter Student Application Information**.


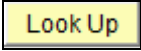


NOTE: Application information must be entered into PeopleSoft. See the *Student Via and Citizenship Information* topic for entering international, non-resident student information.

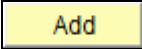


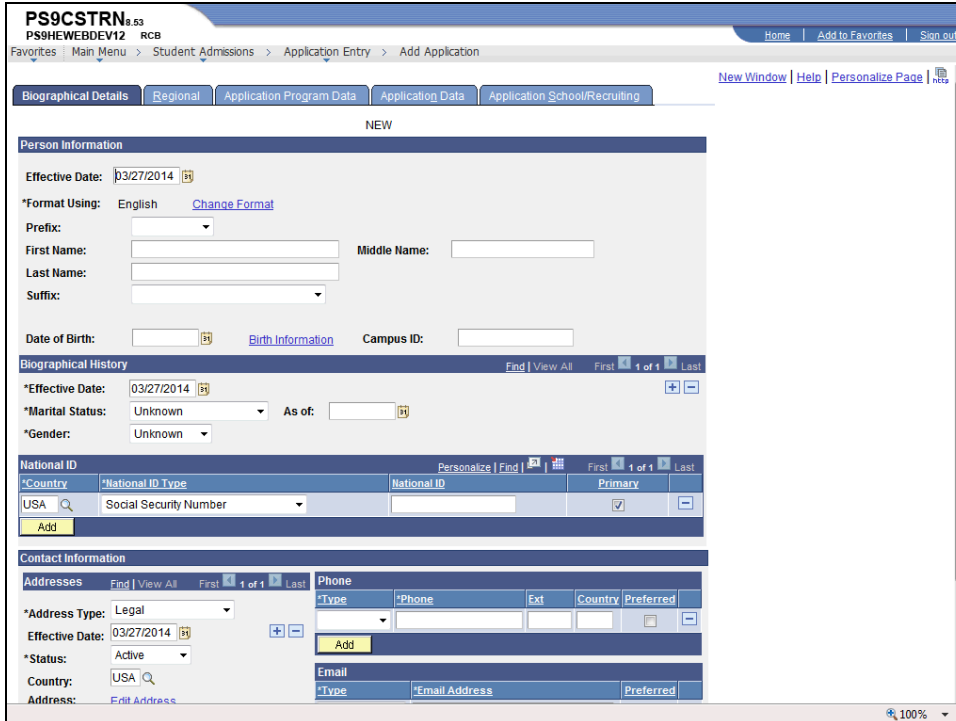
Step	Action
1.	Click the Main Menu button. 
2.	Click the Student Admissions menu. 
3.	Click the Application Entry menu. 
4.	Click the Add Application menu. 



Training Guide



Step	Action
5.	<p>NOTE: The ID field defaults to NEW. Once the application information is entered and saved, PeopleSoft will automatically enter the next available ID number.</p> <p>Click the Look up ID button to make sure applicant has not already been entered into PeopleSoft and assigned an ID number.</p> 
6.	<p>The system will automatically display some field values on the Look Up ID pagelet. Only 300 results can be displayed at a time. If there are more than 300 results returned, you must use the search fields provided to help narrow the scope of your search.</p>
7.	<p>Enter the desired information into the National ID field. Enter "National ID".</p> <p>NOTE: You can also search my Last Name to make sure the applicant has not already been entered.</p>
8.	<p>Click the Look Up button.</p> 
9.	<p>Click the Close button.</p> 
10.	<p>Click the Look up Academic Career button.</p> 

Step	Action
11.	Click the Nursing, Undergraduate link. Nursing, Undergraduate
12.	Click the Add button. 







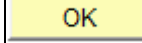


Step	Action
13.	Click the button to the right of the Prefix field. 
14.	Click the Mr list item. 
15.	Enter the desired information into the First Name field. Enter " George ".
16.	Enter the desired information into the Middle Name field. Enter " E. ".
17.	Enter the desired information into the Last Name field. Enter " Costanza ".
18.	Enter the desired information into the Date of Birth field. Enter " 04/01/1986 ".
19.	Click the Birth Information link. Birth Information

Training Guide







The screenshot shows a web browser window with the following elements:

- Page Title:** PS9CSTRN_{8.63}
- Page ID:** PS9HEWEBDEV12 RCB
- Navigation:** Home | Add to Favorites | Sign out
- Breadcrumbs:** Favorites | Main Menu > Student Admissions > Application Entry > Add Application
- Page Links:** New Window | Help | Personalize Page |
- Section:** Birth Information Detail
- Form Fields:**
 - Birth Location:
 - Birth Country:
 - Birth State:
- Buttons:** OK, Cancel, Refresh
- Footer:** 100%

Step	Action
20.	Enter the desired information into the Birth Location field. Enter " Grand Isle ".
21.	Click the Look up Birth Country button. 
22.	Enter the desired information into the Country field. Enter " u ".
23.	Click the Look Up button. 
24.	Click the USA link. 
25.	Click the Look up Birth State button. 
26.	Click the Down button of the scrollbar. 
27.	Click the Louisiana link. 
28.	Click the OK button. 

The screenshot shows a web application interface for 'PS9CSTRN'. The main content area is titled 'NEW' and contains several sections:

- Person Information:** Fields for Effective Date (03/27/2014), Prefix (Mr), First Name (George), Middle Name (E), Last Name (Costanza), Date of Birth (04/01/1986), and Campus ID.
- Biographical History:** Fields for Effective Date (03/27/2014), Marital Status (Unknown), and Gender (Unknown).
- National ID:** A table with columns for Country, National ID Type, National ID, and Primary. The first row shows 'USA' for Country, 'Social Security Number' for National ID Type, and a checked 'Primary' box.
- Contact Information:** Fields for Address Type (Legal), Effective Date (03/27/2014), Status (Active), and Country (USA). It also includes sections for Phone and Email with fields for Type, Number, Ext, Country, and Preferred.




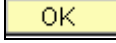
Step	Action
29.	<p>Click the button to the right of the Marital Status field.</p> <p><i>NOTE: Do not leave Marital Status as Unknown. If you do not know the marital status, select the single status option.</i></p> 
30.	<p>Click the Single list item.</p> 
31.	<p>Click the button to the right of the Gender field.</p> 
32.	<p>Click the Male list item.</p> 
33.	<p>Click the Down button of the scrollbar.</p> 
34.	<p>Enter the desired information into the National ID field. Enter "123223333".</p>
35.	<p><i>NOTE: Student Admissions staff should not enter a HOME address type. HOME is used by Human Resources. Only the applicant's Legal address should be entered.</i></p>
36.	<p>Click the Edit Address link.</p> 

Training Guide

The screenshot shows a web browser window with the title 'PS9CSTRN 8.63'. The browser's address bar shows 'PS9HEWEBDEV12 RCB'. The page has a navigation menu with 'Home', 'Add to Favorites', and 'Sign out'. Below the navigation, there are links for 'New Window', 'Help', 'Personalize Page', and 'Site'. The main content area is titled 'Edit Address' and contains the following form fields:

- Country: United States (with a 'Change Country' link)
- Address 1: [Text Input]
- Address 2: [Text Input]
- Address 3: [Text Input]
- City: [Text Input] State: [Text Input]
- Postal: [Text Input]
- Parish: [Text Input]





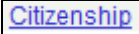
At the bottom left of the form, there are two buttons: 'OK' and 'Cancel'. The browser's status bar at the bottom right shows '100%' zoom level.

Step	Action
37.	Enter the desired information into the Address 1 field. Enter " 1000 Tiger Den Lane ".
38.	Enter the desired information into the City field. Enter " Grand Isle ".
39.	Enter the desired information into the State field. Enter " LA ".
40.	Enter the desired information into the Postal field. Enter " 70343 ".
41.	NOTE: When entering a Louisiana applicant, the Parish is required. Click the Look up Parish button. 
42.	Click the Down button of the scrollbar. 
43.	Click the Jefferson link. 
44.	Click the OK button. 
45.	NOTE: The Mailing address will also be entered if it is different from the student's Legal address.

The screenshot shows a web application interface for 'PS9CSTRN'. The user is logged in as 'PS9HEWEBDEV12 RCB'. The page title is 'Add Application'. The form is divided into several sections:

- Personal Information:** Prefix (Mr), First Name (George), Middle Name (E), Last Name (Costanza), Suffix, Date of Birth (04/01/1986), and Campus ID.
- Biographical History:** Effective Date (03/27/2014), Marital Status (Single), As of, and Gender (Male).
- National ID:** A table with columns for Country, National ID Type, National ID, and Primary. One entry is shown: USA, Social Security Number, 123223333, Primary (checked).
- Contact Information:**
 - Addresses:** Address Type (Legal), Effective Date (03/27/2014), Status (Active), Country (USA), and Address (1000 Tiger Den Lane, Grand Isle, LA 70343, Jefferson).
 - Phone:** Fields for Type, Phone, Ext, Country, and Preferred.
 - Email:** Fields for Type, Email Address, and Preferred.



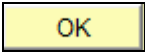
At the bottom, there are buttons for Save, Notify, Refresh, and Add. Navigation links include Biographical Details, Regional, Application Program Data, Application Data, and Application School/Recruiting.

Step	Action
46.	Click the button to the right of the Phone Type field. 
47.	Click the Legal list item. 
48.	Enter the desired information into the Phone field. Enter " Applicant Phone Number ".
49.	Click the button to the right of the Email Type field. 
50.	Click the Home list item. 
51.	Enter the desired information into the Email Address field. Enter " Applicant Email Address ".
52.	Click the Citizenship link. 

Training Guide

The screenshot shows a web application window titled "PS9CSTRN 8.53" with a breadcrumb trail: "Favorites | Main Menu > Student Admissions > Application Entry > Add Application". The main content area is titled "Citizenship Detail" and contains a form with the following fields and controls:

- *Country:** A text input field with a search icon.
- Citizenship Status:** A dropdown menu.
- Passport Information:** A sub-section containing:
 - *Passport Number:** A text input field.
 - Issue Date:** A date picker.
 - Expiration Date:** A date picker.
 - Country:** A text input field with a search icon.
 - State:** A text input field with a search icon.
 - City:** A text input field.
 - Issuing Authority:** A text input field.
 - Comment:** A text area with a save icon.
- Buttons:** "OK", "Cancel", and "Refresh" buttons are located at the bottom of the form.

Step	Action
53.	Enter the desired information into the Country field. Enter "USA".
54.	Click the button to the right of the Citizenship Status field. 
55.	Click the Alien Temporary list item. 
56.	Click the OK button. 

PS9CSTRN
PS9HEWEBDEV12 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Student Admissions > Application Entry > Add Application

*Format Using: English [Change Format](#)

Prefix: Mr
 First Name: George Middle Name: E.
 Last Name: Costanza
 Suffix:

Date of Birth: 04/01/1986 [Birth Information](#) Campus ID:

Biographical History Find | View All First 1 of 1 Last

*Effective Date: 03/27/2014 [Birth Information](#)
 *Marital Status: Single As of:
 *Gender: Male

National ID Personalize | Find | First 1 of 1 Last

*Country	*National ID Type	National ID	Primary
USA	Social Security Number	123223333	<input checked="" type="checkbox"/>

[Add](#)

Contact Information

Addresses Find | View All First 1 of 1 Last

*Address Type: Legal
 Effective Date: 03/27/2014
 *Status: Active
 Country: USA
 Address: 1000 Tiger Den Lane
 Grand Isle, LA 70343
 Jefferson

Phone

*Type	*Phone	Ext	Country	Preferred
Legal	225/480-1209			<input type="checkbox"/>

[Add](#)



Email

*Type	*Email Address	Preferred
Home	George@aol.com	<input type="checkbox"/>

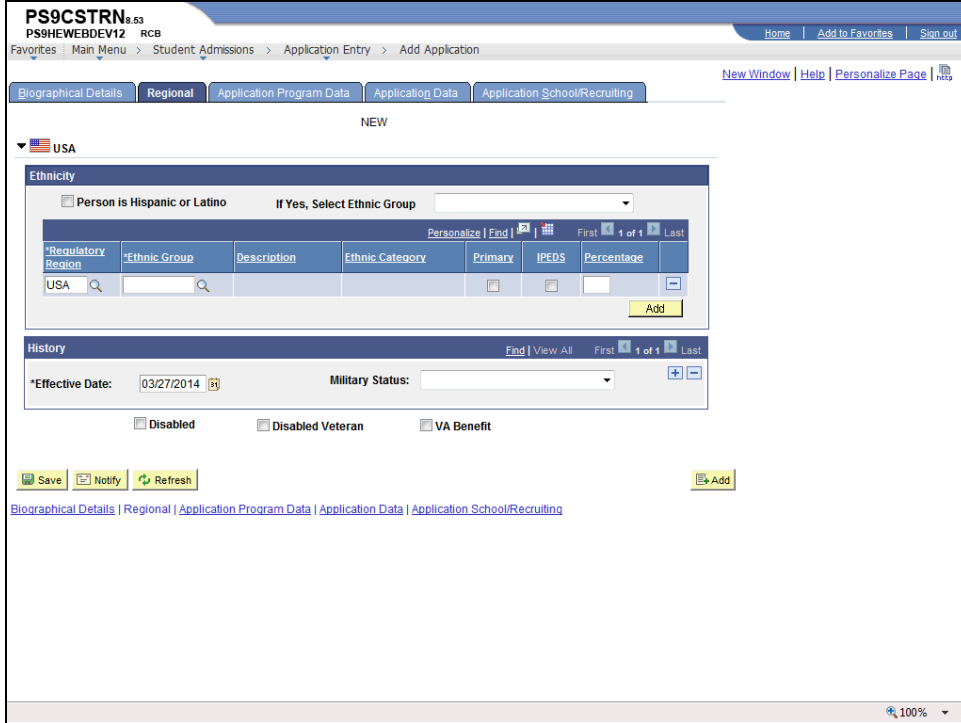
[Add](#)



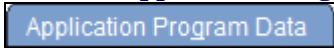
[Save](#) [Notify](#) [Refresh](#) [Add](#)




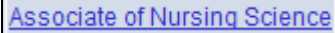


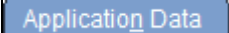
[Biographical Details](#) | [Regional](#) | [Application Program Data](#) | [Application Data](#) | [Application School/Recruiting](#)

Step	Action
57.	Click the Up button of the scrollbar. 
58.	Click the Regional tab. 

Training Guide



Step	Action
59.	Click the Look up Ethnic Group button. 
60.	Click the ASIAN link. 
61.	Click the Application Program Data tab. 

Step	Action
62.	Click the Look up Admit Term button. 
63.	Click the Fall 2014 link. 
64.	Click the Look up Academic Program button. 
65.	Click the Associate of Nursing Science link. 
66.	Click the Look up Academic Plan button. 
67.	Click the ASN link. 
68.	Click the Application Data tab. 

Training Guide

PS9CSTRN_{8.63}
PS9HEWEBDEV12 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Student Admissions > Application Entry > Add Application



[New Window](#) | [Help](#) | [Personalize Page](#) | [Help](#)


Biographical Details | **Regional** | **Application Program Data** | **Application Data** | **Application School/Recruiting**


NEW

Academic Institution: LSUHSC - New Orleans
Academic Career: Nursing, Undergraduate
Application Number: 00000000

Application Data

*Application Center: 
*Admit Type: 

*Application Date: 03/27/2014 
Academic Level:

*Created On: 03/27/2014 
*Notification Plan: Regular

Prior Application
 Previous Attendance
 Graduated early?
 Not Currently Attending School
 Electronic Signature
 Criminal Conviction


Application Method: Hard Copy

From Date:
To Date:


Additional Information

Housing Interest: Financial Aid Interest

File Information | **Application Fee Information**

Complete: Date: 
External Application Nbr:




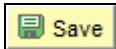
Status: [Calculate Application Fees](#)
Fee Type: Standard [Transaction Summary](#)
[Display Errors / Warnings](#)

File Attachments | Personalize | Find | View All |  | First 1 of 1 Last

Attachments | Audit

Attached File	View	Add Attachment
	View	Add Attachment

100%

Step	Action
69.	Click the Look up Application Center button. 
70.	Click the School of Nursing link. School of Nursing
71.	Click the Look up Admit Type button. 
72.	Click the New Student link. New Student
73.	Click the Down button of the scrollbar. 
74.	Click the Save button. 
75.	When you save the first time, the system will assign the next available ID to the applicant.
76.	This completes Enter Student Application Information . End of Procedure.



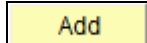
Enter International Student Application Information

Procedure

In this topic you will learn how to **Enter International Student Application Information**.




The screenshot shows a web browser window with the following content:

- Page Title: PS9CSTRN # 53
- User: PS9HEWEBDEV11 RCB
- Navigation: Home | Add to Favorites | Sign out
- Breadcrumbs: Favorites | Main Menu > Student Admissions > Application Entry > Add Application
- Page Links: New Window | Help | [Printer Icon]
- Section: Application Entry
- Buttons: Add a New Value
- Form Fields:
 - Application Nbr: 00000000 [Search Icon]
 - ID: NEW [Search Icon]
 - Academic Institution: LSUHS [Search Icon]
 - Academic Career: [Search Icon]
- Buttons: Add
- Footer: 100%

Step	Action
1.	Click the Look up Academic Career (Alt+5) button. 
2.	Click the MEDN link. 
3.	Click the Add button. 

Training Guide

The screenshot shows the 'Person Information' section of the application entry form. The 'Prefix' dropdown menu is highlighted with a red box. The 'Birth Information' link is highlighted with a blue box. The form includes fields for Effective Date, Format Using, Prefix, First Name, Middle Name, Last Name, Suffix, Date of Birth, and Campus ID. Below this is the 'Biographical History' section with fields for Effective Date, Marital Status, and Gender. The 'National ID' section contains a table with columns for Country, National ID Type, National ID, and Primary. The 'Contact Information' section includes fields for Address Type, Effective Date, Status, Country, and Address, as well as sections for Phone and Email.

Step	Action
4.	Click the button to the right of the Prefix field. 
5.	Click the Miss list item. 
6.	Enter the desired information into the First Name field. Enter " Megumi ".
7.	Enter the desired information into the Middle Name field. Enter " L ".
8.	Enter the desired information into the Last Name field. Enter " Toraiwa ".
9.	Enter the desired information into the Date of Birth field. Enter " 111988 ".
10.	Click the Birth Information link. 

PS9CSTRN_{8.53}
PS9HEWEBDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Student Admissions > Application Entry > Add Application

[New Window](#) | [Help](#) | [Personalize Page](#) |

Birth Information Detail

Birth Location:

Birth Country:




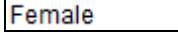



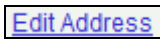
Birth State:

100%




Step	Action
11.	Enter the desired information into the Birth Location field. Enter " Tokoyo ".
12.	Click the Look up Birth Country button.
13.	Enter the desired information into the Country field. Enter " j ".
14.	Click the Look Up button.
15.	Click the JPN link.
16.	Click the Look up Birth State button.
17.	Click the Tokyo-To link.
18.	Click the OK button.

Training Guide

The screenshot shows the 'PS9CSTRN' application entry form. The 'Biographical History' section is active, showing the 'Marital Status' field set to 'Unknown'. To the right of this field is a small dropdown arrow icon. Other fields include 'Effective Date' (03/27/2014), 'Prefix' (Miss), 'First Name' (Megumi), 'Last Name' (Toraiwa), 'Date of Birth' (11/19/1988), and 'National ID' (USA, Social Security Number). The 'Contact Information' section shows 'Address Type' (Legal), 'Effective Date' (03/27/2014), 'Status' (Active), and 'Country' (USA).

Step	Action
19.	Click the button to the right of the Marital Status field. <i>NOTE: Do not leave Marital Status as Unknown. If you do not know the marital status, select the single status option.</i> 
20.	Click the Single list item. 
21.	Click the button to the right of the Gender field. 
22.	Click the Female list item. 
23.	Click the Look up Country button. 
24.	Enter the desired information into the Country field. Enter "j".
25.	Click the Look Up button. 
26.	Click the JPN link. 
27.	Click the Edit Address link. 

The screenshot shows a web browser window with the title 'PS9CSTRN 8.53'. The browser address bar contains the URL 'javascript:Action_win0(document.win0, DERIVED_ADDRESS_SELF_SERVE, DERIVED_ADDRESS_COUNTRY);'. The page content includes a breadcrumb trail: 'Favorites | Main Menu > Student Admissions > Application Entry > Add Application'. There are links for 'New Window', 'Help', 'Personalize Page', and 'Sign out'. The main heading is 'Edit Address'. The form fields are: Country: Japan (with a 'Change Country' link), Postal: [text input] (with an 'Address Search' link), Prefecture: [text input] (with a search icon), City: [text input], Address 1: [text input], Address 2: [text input], Address 3: [text input], Address 4: [text input]. At the bottom of the form are 'OK' and 'Cancel' buttons.

Step	Action
28.	Enter the desired information into the Postal field. Enter " 100-8994 ".
29.	Click the Look up Prefecture button. 
30.	Click the Tokyo-To link. 
31.	Enter the desired information into the City field. Enter " Tokoyo ".
32.	Enter the desired information into the Address 1 field. Enter " Tokoyo Central Post Office ".
33.	Enter the desired information into the Address 2 field. Enter " 5-3, Yaesu 1-Chome ".
34.	Enter the desired information into the Address 3 field. Enter " Chuo-Ku, Tokyo ".
35.	Click the OK button. 

Training Guide

PS9CSTRN8.63
PS9HEWEBDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Student Admissions > Application Entry > Add Application

*Format Using: English [Change Format](#)

Prefix: Miss
 First Name: Megumi Middle Name: L
 Last Name: Toraiwa
 Suffix:

Date of Birth: 11/19/1988 [Birth Information](#) Campus ID:


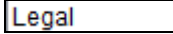



Biographical History Find | View All First 1 of 1 Last
 *Effective Date: 03/27/2014
 *Marital Status: Single As of:
 *Gender: Female

National ID Personalize | Find | First 1 of 1 Last
 *Country: USA *National ID Type: Social Security Number National ID: Primary:
 Add



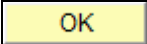
Contact Information
 Addresses Find | View All First 1 of 1 Last
 *Address Type: Legal Effective Date: 03/27/2014
 *Status: Active Country: JPN
 Address: 100-8994 Tokyo-To Tokoyo Tokoyo Central Post Office 5-3, Yaesu 1-Chome Chuo-Ku, Tokyo
 Phone *Type: *Phone: Ext: Country: Preferred: Add
 Email *Type: *Email Address: Preferred: Add

[Save](#) [Notify](#) [Refresh](#) [Add](#)

100%

Step	Action
36.	Click the button to the right of the Type field. 
37.	Click the Legal list item. 
38.	Enter the desired information into the Phone field. Enter " 011-81-3-9999-9999 ".
39.	Enter the desired information into the Country field. Enter " 13 ".
40.	Click the button to the right of the Type field. 
41.	Click the Home list item. 
42.	Enter the desired information into the Email Address field. Enter " mtoraiwa@mail.goo.ne.jp ".
43.	Click the Visa/Permit Data link. 

The screenshot displays the 'PS9CSTRN 8.53' application window. The main content area is titled 'Visa/Permit Data'. It contains several input fields and a dropdown menu. The 'Country' field is currently empty. The 'Type' field is also empty. The 'Classification' field is set to 'F1'. The 'Effective Date' is '03/27/2014'. The 'Number' field is empty. The 'Issue Date' is empty. The 'Date of Entry into Country' is empty. The 'Expiration Date' is empty. The 'Status' is 'Applied'. The 'Status Date' is '03/27/2014'. The 'Duration' is empty. The 'Duration Type' is 'Months'. A yellow button labeled 'Get Supporting Documents' is located to the right of the 'Type' field. Below the form is a table titled 'Supporting Documents Needed' with columns for 'Document ID', 'Description', 'Request Date', and 'Date Received'. The table is currently empty. At the bottom of the form area are 'OK' and 'Cancel' buttons. The browser's address bar shows 'Application Entry > Add Application'.

Step	Action
44.	Enter the desired information into the Country field. Enter " USA ".
45.	Click the Look up Type button. 
46.	Click the F1 link. 
47.	Enter the desired information into the Number field. Enter " SCR005450790 ".
48.	Enter the desired information into the Expiration Date field. Enter " 081518 ".
49.	Click the OK button. 

Training Guide

PS9CSTRN 8.63
PS9HEWEBDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Student Admissions > Application Entry > Add Application

Prenix: Miss

First Name: Megumi Middle Name: L

Last Name: Toraiwa

Suffix:

Date of Birth: 11/19/1988 [Birth Information](#) Campus ID:

Biographical History Find | View All First 1 of 1 Last

*Effective Date: 03/27/2014 [it](#)

*Marital Status: Single As of: [it](#)

*Gender: Female

National ID Personalize | Find [it](#) First 1 of 1 Last

*Country	*National ID Type	National ID	Primary
USA	Social Security Number		<input checked="" type="checkbox"/>

[Add](#)

Contact Information

Addresses Find | View All First 1 of 1 Last

*Address Type: Legal

Effective Date: 03/27/2014 [it](#)

*Status: Active

Country: JPN [it](#)

Address: [Edit Address](#)
100-8994
Tokyo-To Tokoyo
Tokoyo Central Post Office
5-3, Yaesu 1-Chome
Chuo-Ku, Tokyo

Phone

*Type	*Phone	Ext	Country	Preferred
Legal	01181399999999		013	<input type="checkbox"/>

[Add](#)

Email

*Type	*Email Address	Preferred
Home	mtoraiwa@mail.goo.ne.jp	<input type="checkbox"/>

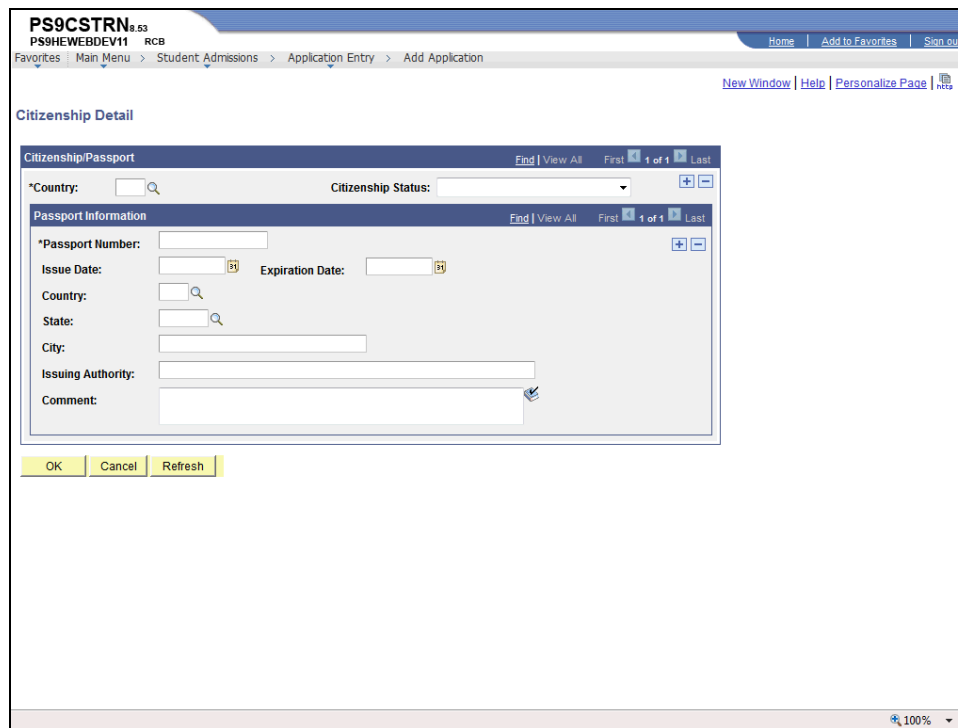
[Add](#)






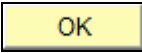
[Save](#) [Notify](#) [Refresh](#) [Add](#)

[Biographical Details](#) | [Regional](#) | [Application Program Data](#) | [Application Data](#) | [Application School/Recruiting](#)

100%

Step	Action
50.	Click the Citizenship link. Citizenship




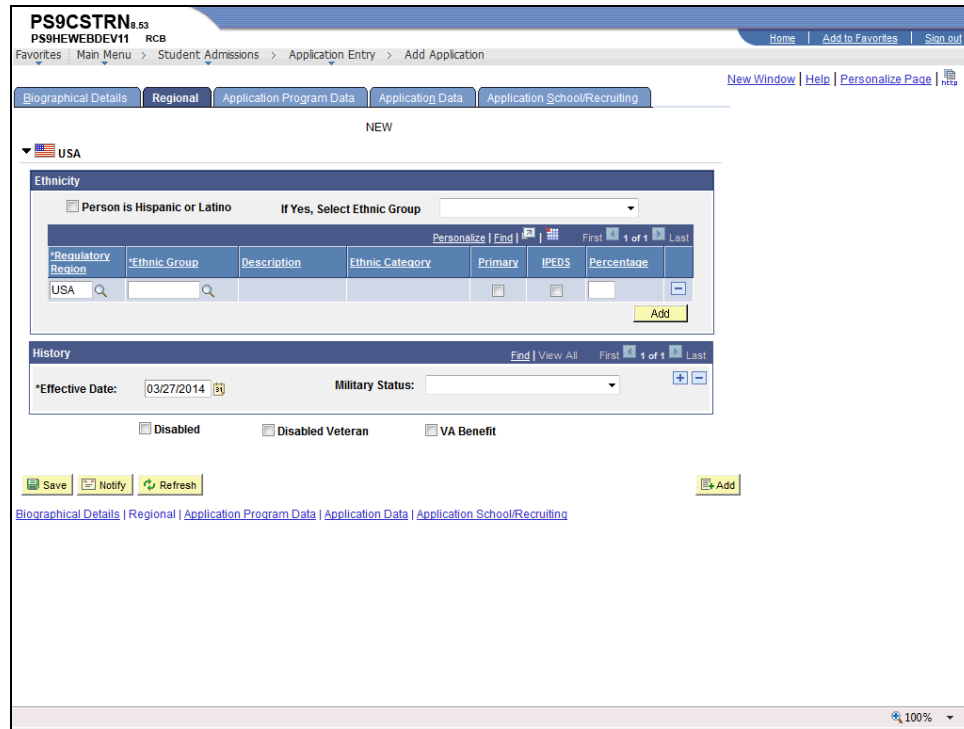
Step	Action
51.	Enter the desired information into the Country field. Enter " USA ".
52.	Click the button to the right of the Citizenship Status field. 
53.	Click the Alien Temporary list item. 
54.	Click the Add a new row at row 1 button. <i>NOTE: If the student is not a US citizen, an additional row must be added with their home country information.</i> 
55.	Enter the desired information into the Country field. Enter " JPN ".
56.	Enter the desired information into the Passport Number field. Enter " XS1234567 ".
57.	Click the Look up State button. 
58.	Click the Tokyo-To link. 
59.	Click the OK button. 



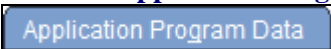
Training Guide

The screenshot shows a web application interface for adding a new application. The 'Regional' tab is selected, and the 'NEW' status is displayed. The interface is divided into several sections:

- Person Information:** Fields for Effective Date (03/27/2014), Format Using (English), Prefix (Miss), First Name (Megumi), Middle Name (L), Last Name (Toraiwa), Suffix, Date of Birth (11/19/1988), and Campus ID.
- Biographical History:** Fields for Effective Date (03/27/2014), Marital Status (Single), As of, and Gender (Female).
- National ID:** A table with columns for Country, National ID Type, National ID, and Primary. A row is shown for USA with Social Security Number as the National ID Type and a checked Primary status.
- Contact Information:** Fields for Address Type (Legal), Effective Date (03/27/2014), Status (Active), Country (JPN), and Address. A Phone section includes Type (Legal), Phone (0118139999999), Ext, and Country (013).

Step	Action
60.	Click the Regional tab. 



Step	Action
61.	Click the Look up Ethnic Group button. 
62.	Click the ASIAN link. 
63.	Click the Application Program Data tab. 

Training Guide

PS9CSTRN 8.63
PS9HEWEBDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Student Admissions > Application Entry > Add Application

[New Window](#) | [Help](#) | [Personalize Page](#) |

[Biographical Details](#) | [Regional](#) | [Application Program Data](#) | [Application Data](#) | [Application School/Recruiting](#)

NEW

Academic Institution: LSUHSC - New Orleans
Academic Career: Medicine, New Orleans
Application Number: 00000000

Program Data Find | View All First 1 of 1 Last

Program Number: 0 *Effective Date: 03/27/2014
*Admit Term: [] *Expected Graduation Term: []
*Academic Program: [] *Campus: []
 Joint Program
*Academic Load: Full-Time

Program Status

Status: Applicant Action Date: 06/04/2014
*Program Action: APPL Application Action Reason: []
Last Updated On: [] By: Evaluation
Career Number: 0

Plan Data Find | View All First 1 of 1 Last

*Academic Plan: []

Sub-Plan Data Find | View All First 1 of 1 Last








*Sub-Plan: []

Transfer To: Education Go

Save Notify Refresh Add





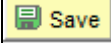
[Biographical Details](#) | [Regional](#) | [Application Program Data](#) | [Application Data](#) | [Application School/Recruiting](#)

100%

Step	Action
64.	Click the Look up Admit Term button. 
65.	Click the 1149 link. 
66.	Click the Look up Academic Program button. 
67.	Click the MD,NO link. 
68.	Click the Look up Academic Plan button. 
69.	Click the MD,NO link. 
70.	Click the Application Data tab. 

The screenshot shows a web application interface for 'PS9CSTRN'. The page title is 'PS9HEWEBDEV11 RCB'. The breadcrumb trail is 'Home > Add to Favorites > Sign out > Favorites > Main Menu > Student Admissions > Application Entry > Add Application'. The page has several tabs: 'Biographical Details', 'Regional', 'Application Program Data', 'Application Data', and 'Application School/Recruiting'. The 'Application Data' tab is active. The form contains the following sections:

- Academic Institution:** LSUHSC - New Orleans
- Academic Career:** Medicine, New Orleans
- Application Number:** 00000000
- Application Data:**
 - *Application Center: [Search]
 - *Application Date: 03/27/2014
 - *Created On: 03/27/2014
 - *Admit Type: [Search]
 - Academic Level: [Dropdown]
 - *Notification Plan: Regular
 - Application Method: Hard Copy
 - From Date: [Text]
 - To Date: [Text]
 - Prior Application
 - Previous Attendance
 - Graduated early?
 - Not Currently Attending School
 - Electronic Signature
 - Criminal Conviction
- Additional Information:**
 - Housing Interest: [Dropdown]
 - Financial Aid Interest
- File Information:**
 - Complete:
 - Date: [Text]
 - External Application Nbr: [Text]
- Application Fee Information:**
 - Status: [Dropdown]
 - Fee Type: Standard
 - [Calculate Application Fees](#)
 - [Transaction Summary](#)
 - [Display Errors / Warnings](#)
- File Attachments:**
 - Attachments: [Audit]
 - Attached File: [View] [Add Attachment]

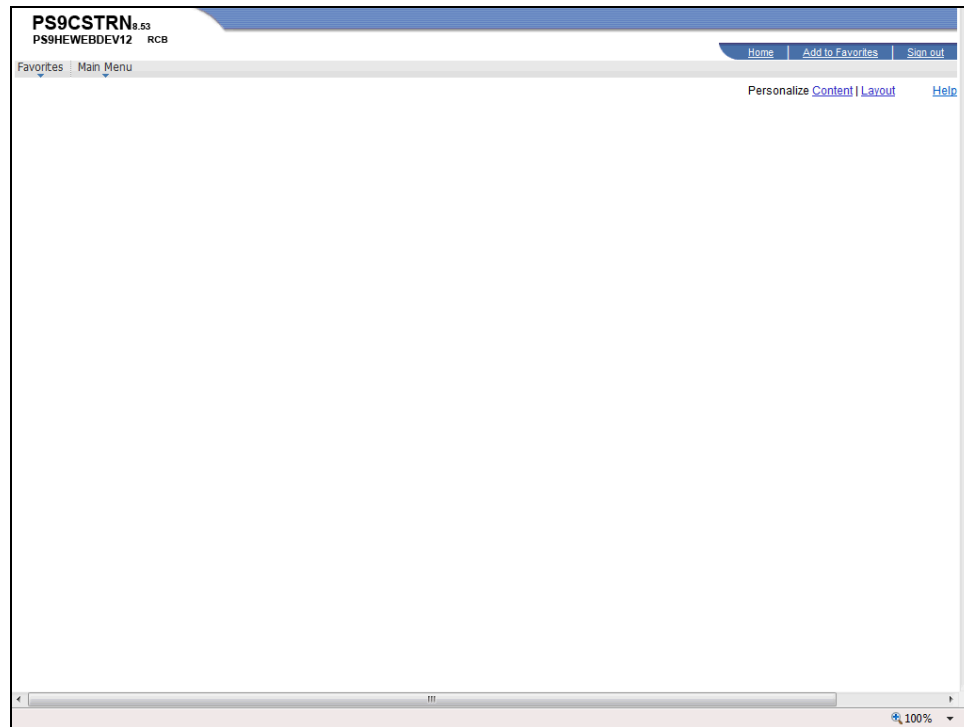
Step	Action
71.	Click the Look up Application Center button. 
72.	Click the MSNO link. 
73.	Click the Look up Admit Type button. 
74.	Click the NEW link. 
75.	Click the Save button. 
76.	This completes <i>Enter International Student Application Information</i> . End of Procedure.

Training Guide

Assign Residency

Procedure

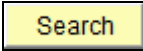
In this topic you will learn how to **Assign Residency**.



Step	Action
1.	Click the Main Menu button. <input type="button" value="Main Menu"/>
2.	Click the Campus Community menu. <input type="button" value="Campus Community"/>
3.	Click the Personal Information (Student) menu. <input type="button" value="Personal Information (Student)"/>
4.	Click the Identification (Student) menu. <input type="button" value="Identification (Student)"/>
5.	Click the Residency Data menu. <input type="button" value="Residency Data"/>

Training Guide


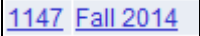


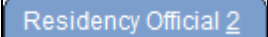
The screenshot shows a web application interface for 'PS9CSTRN8.63'. The breadcrumb trail is: Favorites > Main Menu > Campus Community > Personal Information (Student) > Identification (Student) > Residency Data. The page title is 'Residency Data'. Below the title, there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A 'Find an Existing Value' button is present. A 'Search Criteria' section contains several search fields: 'ID:' (with a 'begins with' dropdown and a search icon), 'Academic Career:' (with an equals sign dropdown), 'National ID:', 'Campus ID:', 'Last Name:', and 'First Name:' (all with 'begins with' dropdowns). There are also checkboxes for 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom of the search criteria section are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. A zoom level of 100% is visible in the bottom right corner.

Step	Action
6.	Enter the desired information into the ID field. Enter " Applicant ID ".
7.	Click the Search button. 

The screenshot shows a web-based form titled "PS9CSTRN8.53" for user "PS9HEWEBDEV12 RCB". The page is for "Residency Data" for "George Costanza" (ID: 5004887). The form is divided into several sections:

- Navigation:** Tabs for "Residency Official 1", "Residency Official 2", "Residency Appeal", and "Residency Self-Report".
- Academic Career:** "Nursing, Undergraduate".
- Official Residency Data:**
 - Institution: "LSUHS" (selected), "LSUHSC - New Orleans".
 - *Effective Term: (empty field).
 - Residency: (empty dropdown), Residency Date: (empty field).
- Additional Residency Data:**
 - Admissions: (empty dropdown), Admission Residency Exception: (empty dropdown).
 - Fin Aid Federal Residency: (empty dropdown), Fin Aid Fed Residency Excpt: (empty dropdown).
 - Fin Aid State Residency: (empty dropdown), Fin Aid State Residency Excpt: (empty dropdown).
 - Tuition: (empty dropdown), Tuition Residency Exception: (empty dropdown).

Buttons at the bottom include "Save", "Return to Search", "Notify", "Update/Display", "Include History", and "Correct History".

Step	Action
8.	<p>NOTE: On the Residency Official 1 page, you will enter the Effective Term of the residency of the Applicant for that term.</p> <p>Click the Look up Effective Term (Alt+5) button.</p> 
9.	<p>Click the Term link.</p> 
10.	<p>Click the button to the right of the Residency field.</p> 
11.	<p>Click the In-State Resident list item.</p> 
12.	<p>Click the Residency Official 2 tab.</p> 
13.	<p>All residents from other countries are charged a Repatriation fee unless they purchase LSUHSC insurance.</p> <p>NOTE: If a student is foreign and needs to be charged a repatriation fee, please enter the Country on the Residency Official 2 tab. Only the Country should be entered and must be something other than USA.</p>

Training Guide

PS9CSTRN^{8.63}
PS9HEWEBDEV12 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Campus Community > Personal Information (Student) > Identification (Student) > Residency Data

[New Window](#) | [Help](#) | [Personalize Page](#) | [Site](#)

Residency Official 1 | **Residency Official 2** | Residency Appeal | Residency Self-Report

George Costanza 5004887

Residency Data Find | View All First 1 of 1 Last

Academic Career: Nursing, Undergraduate

Official Residency Data Find | View All First 1 of 1 Last

Institution: LSUHS LSUHSC - New Orleans

Effective Term: 1147 Fall 2014

Residency: IN-S In-State Residency Date:

District:

City:

Parish:

State: Country: USA Postal:

Save Return to Search Notify Update/Display Include History Correct History

[Residency Official 1](#) | [Residency Official 2](#) | [Residency Appeal](#) | [Residency Self-Report](#)

100%

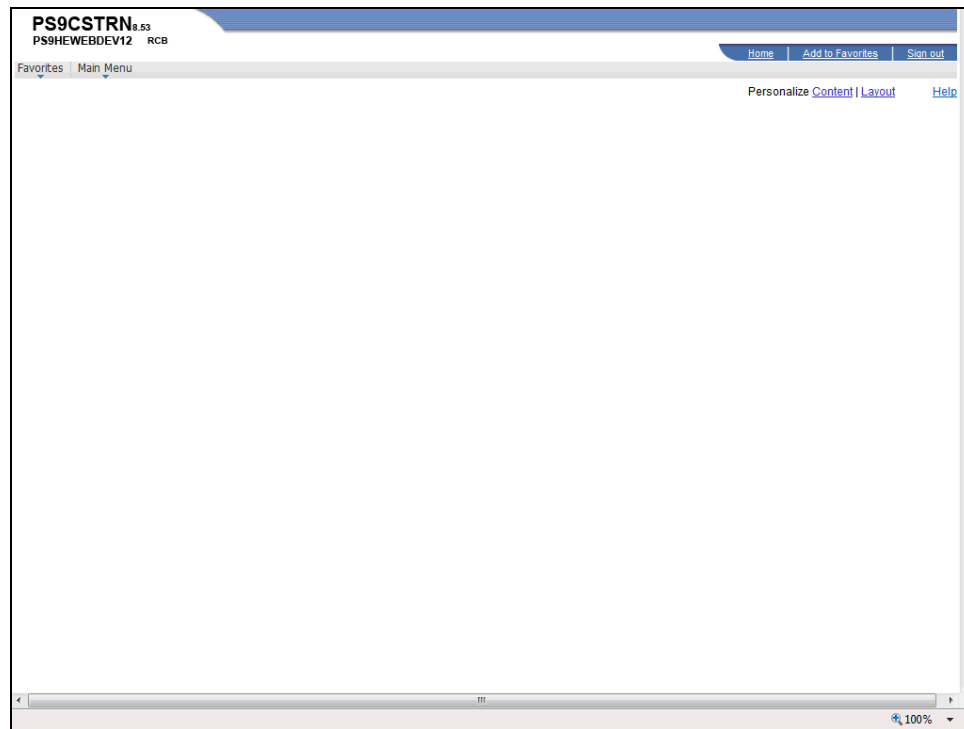
Step	Action
14.	Click the Residency Appeal link. Residency Appeal
15.	The Residency Appeal page is used to track the status of a residency appeal. Comments may be added to further describe or identify the nature of the appeal.
16.	This completes Assign Residency . End of Procedure.



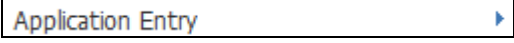
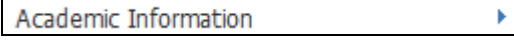
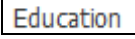
Enter Education History

Procedure

In this topic you will learn how to **Enter Education History**.

***NOTE:** As part of the application entry process, you will need to enter a student's previous education history.*



Step	Action
1.	Click the Main Menu button. 
2.	Click the Student Admissions menu. 
3.	Click the Application Entry menu. 
4.	Click the Academic Information menu. 
5.	Click the Education menu. 


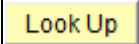




Training Guide

The screenshot shows a web application interface for 'PS9CSTRN8.63'. The breadcrumb navigation is: Favorites | Main Menu > Student Admissions > Application Entry > Academic Information > Education. The page title is 'Education'. Below the title, there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A 'Find an Existing Value' button is present. A 'Search Criteria' section contains the following fields:

- Application Nbr: begins with []
- ID: begins with []
- Academic Institution: = [LSUHS]
- Academic Career: = []
- Campus ID: begins with []
- National ID: begins with []
- Last Name: begins with []
- First Name: begins with []

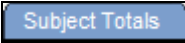

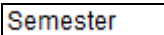



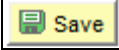
 There is a 'Case Sensitive' checkbox. At the bottom of the search criteria section are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. A zoom level of 100% is visible in the bottom right corner.

Step	Action
6.	Enter the desired information into the ID field. Enter " Valid ID ".
7.	Click the Search button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Search</div>

Step	Action
8.	Click the Look up External Org ID button. 
9.	Enter the desired information into the Search Name field. Enter " DELGADO ".
10.	Enter the desired information into the State field. Enter " LA ".
11.	Click the Look Up button. 
12.	Click the DELGADOCMTYCOLLEGE link. 
13.	Click the button to the right of the Career field. 
14.	Click the Undergrad list item. 
15.	Enter the desired information into the Term Year field. Enter " Term Year ".
16.	Click the Checklist Item Update option. 

Training Guide

Step	Action
17.	<p>Click the Choose a date button.</p> <p><i>NOTE: Enter the date that your office received the transcript into the Date Received field. The received date cannot come before the transcript date.</i></p> 
18.	<p>Click the desired date.</p> 
19.	<p>Click the button to the right of the Transcript Type field.</p> 
20.	<p>Click the Official list item.</p> 
21.	<p>Click the button to the right of the Transcript Status field.</p> 
22.	<p>Click the In Progress list item.</p> 
23.	<p>Click the button to the right of the Data Source field.</p> 
24.	<p>Click the School list item.</p> 
25.	<p>Click the button to the right of the Data Medium field.</p> 
26.	<p>Click the Hard Copy list item.</p> 
27.	<p>Click the button to the right of the Summary Type field.</p> 
28.	<p>Click the UG Overall list item.</p> 
29.	<p>Click the Look up GPA Type button.</p> 
30.	<p>Click the Four Point Scale link.</p> 
31.	<p>Enter the desired information into the External GPA field. Enter "4".</p>
32.	<p>Click the button to the right of the Course Level field.</p> 
33.	<p>Click the Junior list item.</p> 

Step	Action
34.	Click the Subject Totals tab. 
35.	Click the button to the right of the Unit Type field. 
36.	Click the Semester list item. 
37.	Enter the desired information into the Units Attempted field. Enter " Number of Units ".
38.	Click the Look up External Subject Area button. 
39.	Enter the desired information into the Description field. Enter " G ".
40.	Click the Look Up button. 
41.	Click the GENE link. 
42.	Click the Courses and Degree Tab to input External Course information.
43.	Click the Save button. 
44.	This completes <i>Enter Education History</i> . End of Procedure.

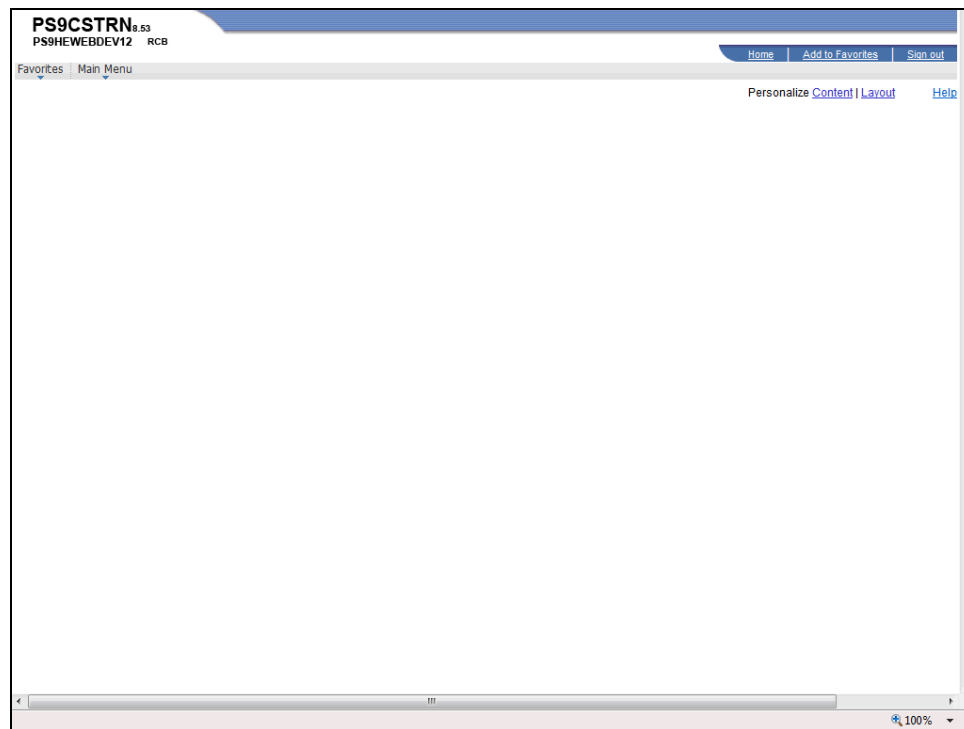
Training Guide




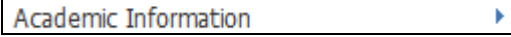

Enter Applicant Test Results

Procedure

In this topic you will learn how to **Enter Applicant Test Results**.

NOTE: *As part of the application process, applicants must take specified tests (e.g., MCAT).*



Step	Action
1.	Click the Main Menu button. 
2.	Click the Student Admissions menu. 
3.	Click the Application Entry menu. 
4.	Click the Academic Information menu. 
5.	Click the Test Results menu. 

Training Guide

PS9CSTRN^{8.53}
PS9HEWEBDEV12 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Student Admissions > Application Entry > Academic Information > Test Results

[New Window](#) | [Help](#) |

Test Results

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

Application Nbr: begins with [] [Q]

ID: begins with [] [Q]

Academic Institution: = [] [LSUHS] [Q]

Academic Career: = [] [Q]

Campus ID: begins with [] [Q]

National ID: begins with [] [Q]

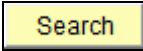
Last Name: begins with [] [Q]

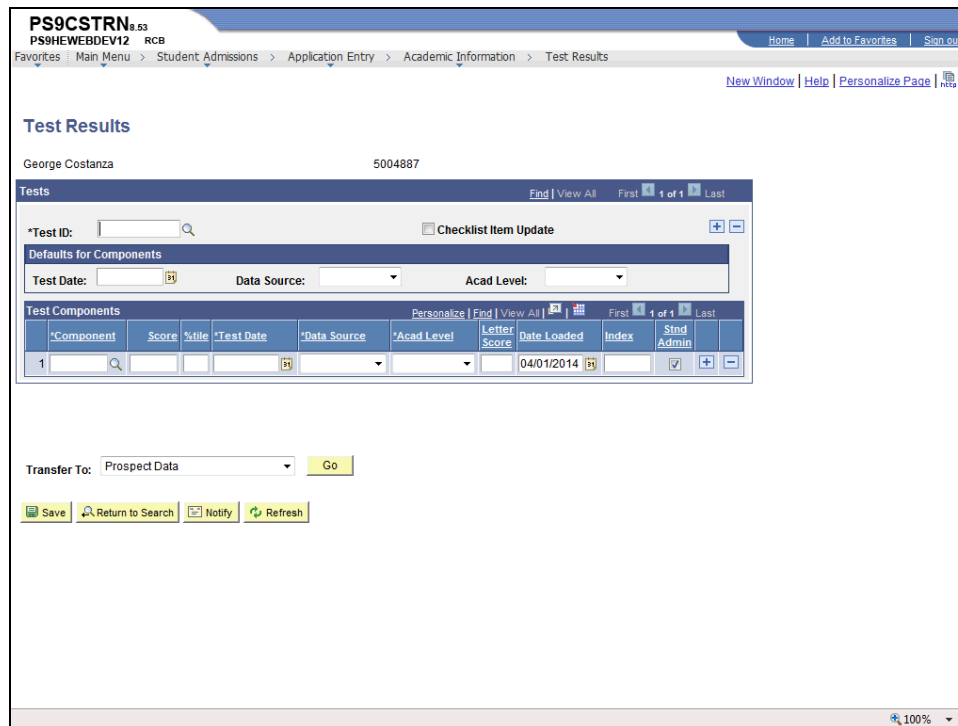
First Name: begins with [] [Q]


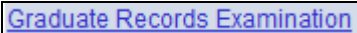


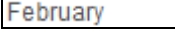


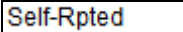

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

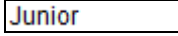

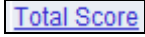
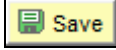
100%

Step	Action
6.	Enter the desired information into the ID field. Enter " Valid ID ".
7.	Click the Search button. 



Step	Action
8.	Click the Look up Test ID button. 
9.	Click the Graduate Records Examination link. 
10.	Click the Choose a date button. 
11.	Click the button to the right of the Month field. 
12.	Click the Test Month list item. 
13.	Click the desired date. 
14.	Click the button to the right of the Data Source field. 
15.	Click the Self-Rpted list item. 
16.	Click the button to the right of the Acad Level field. 

Training Guide

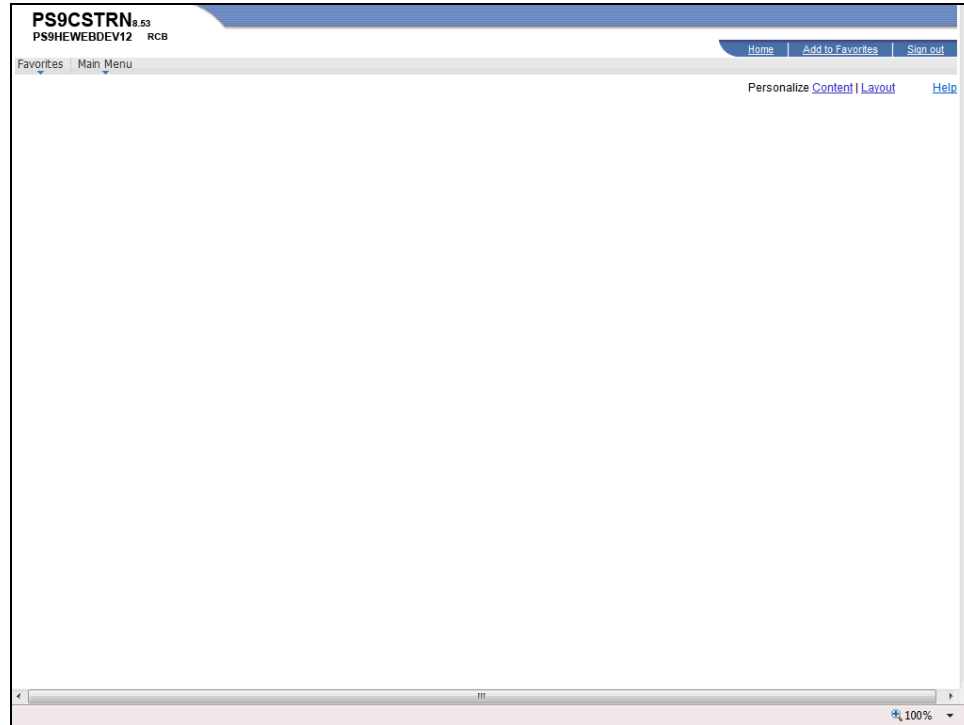
Step	Action
17.	Click the Academic Level list item. <i>NOTE: Acad Level is the applicant's academic level at the time this test was taken. This level can be different from the applicant's current level.</i> 
18.	Click the Look up Component button. <i>NOTE: The available values are determined by the Test ID you selected.</i> 
19.	Click the Total Score link. 
20.	Enter the desired information into the %tile field. Enter " 95 ".
21.	Click the Save button. 
22.	This completes <i>Enter Applicant Test Results</i> . End of Procedure.



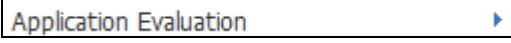
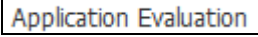
Application Evaluation

Procedure

In this topic you will learn how to **Enter Application Evaluation**.

NOTE: *The Application Evaluation pages are used to record the applicant evaluation scores. Data is entered on the Overall Rating page.*



Step	Action
1.	Click the Main Menu button. 
2.	Click the Student Admissions menu. 
3.	Click the Application Evaluation menu. 
4.	Click the Application Evaluation menu. 

Training Guide

The screenshot shows a web browser window with the title "PS9CSTRN 8.63" and "PS9HEWEBDEV12 RCB". The breadcrumb navigation is "Favorites | Main Menu > Student Admissions > Application Evaluation > Application Evaluation". There are links for "Home", "Add to Favorites", and "Sign out". A "New Window | Help | Site" link is also present.

The main heading is "Application Evaluation". Below it, a message says: "Enter any information you have and click Search. Leave fields blank for a list of all values."

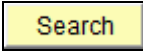
There is a "Find an Existing Value" button. Below that is a "Search Criteria" section with a dropdown arrow. The search criteria include:

- Application Nbr: begins with []
- ID: begins with []
- Academic Institution: = [] (with "LSUHS" entered)
- Academic Career: begins with []
- Application Program Nbr: = [] (with "0" entered)
- Academic Program: begins with []
- Admit Term: begins with []
- Application Center: begins with []
- Campus ID: begins with []
- National ID: begins with []
- Last Name: begins with []
- First Name: begins with []

There is a "Case Sensitive" checkbox which is unchecked.

At the bottom of the search criteria section are buttons: "Search", "Clear", "Basic Search", and "Save Search Criteria".

The browser status bar at the bottom right shows "100%" zoom.

Step	Action
5.	Enter the desired information into the ID field. Enter " Valid ID ".
6.	Click the Search button. 

PS9CSTRN_{8.53}
PS9HEWEBDEV12 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Student Admissions > Application Evaluation > Application Evaluation

[New Window](#) | [Help](#) | [Personalize Page](#) |

Application Evaluation | **Overall Rating** | Committee Rating | Evaluator Rating

George Costanza ID 5004887

Academic Career: Nursing, Undergraduate Application Nbr: 00061167

Prog Nbr: 0 Academic Program: Associate of Nursing Science

Find | View All | First | 1 of 1 | Last

*Evaluation Code:

*Evaluation Nbr: Recalculate Evaluation

Evaluation	Rating
Eval Stat: <input type="text" value="Final"/>	Committee Rating ID: <input type="text"/>
Eval Dt: <input type="text" value="1"/>	Overall Rating ID: <input type="text"/>

Comment:

Transfer To:

[Application Evaluation](#) | [Overall Rating](#) | [Committee Rating](#) | [Evaluator Rating](#)

100%

Step	Action
7.	Click the Look up Evaluation Code button.
8.	Click the Undergrad Nursing Eval Code link. Undergrad Nursing Eval Code
9.	Click the button to the right of the Eval Stat field.
10.	Click the Final list item.
11.	Click the Choose a date button.
12.	Click the desired date.
13.	Click the Overall Rating tab.
14.	Enter Rating components and values.

Training Guide

PS9CSTRN^{8.53}
PS9HEWEBDEV12 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Student Admissions > Application Evaluation > Application Evaluation

[New Window](#) | [Help](#) | [Personalize Page](#) |

Application Evaluation | Overall Rating | **Committee Rating** | Evaluator Rating

George Costanza ID 5004887

Academic Career: Nursing, Undergraduate Application Nbr: 00061167
Prog Nbr: 0 Academic Program: Associate of Nursing Science

New Course New Summary New General Material
 New Subject New Test Score Automatic Update Process

Find | View All | First 1 of 1 Last

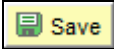
Evaluation Code: UGRDNURS Undergrad Nursing Eval Code
Evaluation Nbr: 1

Rating Component	Rating Value	Final Value	Evaluated		
GPASC GPA Score	0.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
INTRV Interview	0.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
PRERQ Prerequisite	0.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
TOTAL Total	0.0000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Transfer To: Application Evaluator Ratings

[Application Evaluation](#) | [Overall Rating](#) | [Committee Rating](#) | [Evaluator Rating](#)

javascript:submitAction_win0(document.win0,'DERIVED_CM_ADD_PANEL'); 100%

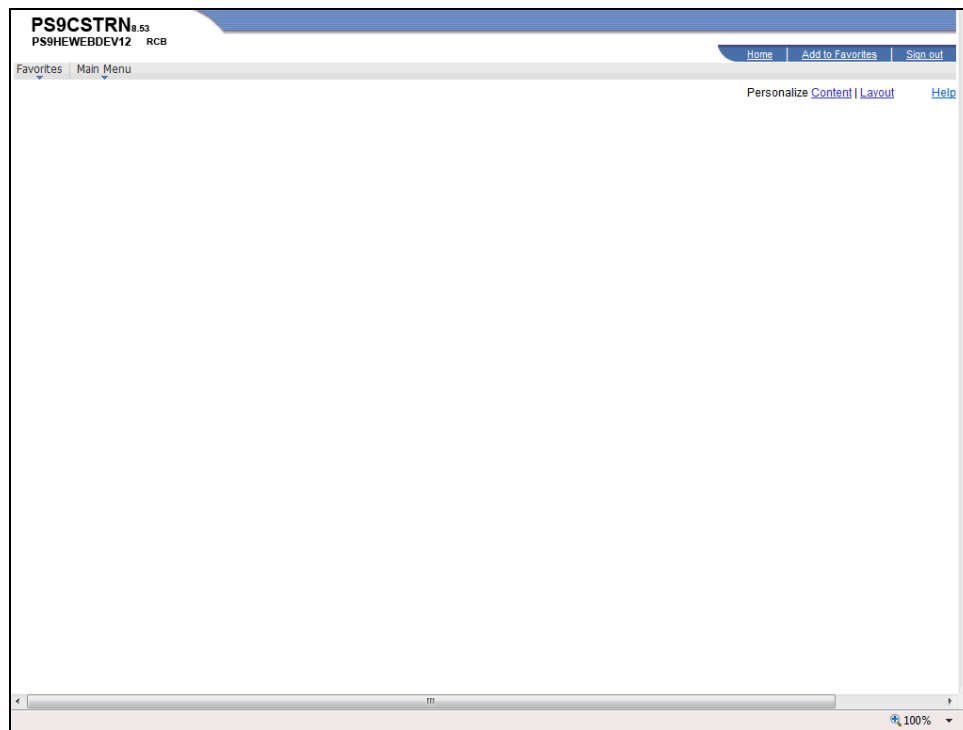
Step	Action
15.	Click the Save button. 
16.	This completes <i>Enter Application Evaluation</i> . End of Procedure.



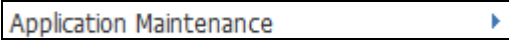
Application Maintenance - Admit/Deny

Procedure


In this topic you will learn how to enter **Application Maintenance - Admit Deny**.

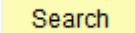
Step	Action
1.	<p>When all of the available data has been captured for the applicant, you will then be able to make changes in his/her Program status. The Applicant's Program Status changes by Program Action.</p> <p><i>NOTE: When a student is admitted, or if admission is denied, the status of the application must be updated in PeopleSoft.</i></p>



Step	Action
2.	<p>Click the Main Menu button.</p> 
3.	<p>Click the Student Admissions menu.</p> 
4.	<p>Click the Application Maintenance menu.</p> 

Training Guide

Step	Action
5.	Click the Maintain Applications menu. 

Step	Action
6.	Enter the desired information into the ID field. Enter " Valid ID ".
7.	Click the Search button. 

The screenshot shows the 'Application Program Data' tab selected in the 'Maintain Applications' window. The user is logged in as PS9HEWEBDEV12. The application is for George Costanza, ID 5004887. The 'Biographical History' section shows an effective date of 03/27/2014, marital status of Single, and gender of Male. The 'National ID' section shows a Social Security Number of 123-22-3333. The 'Contact Information' section shows a legal address at 1000 Wolfpack Lane, Grand Isle, LA 70343, Jefferson, and a phone number of 225/480-1209. The interface includes various navigation and action buttons like 'Save', 'Return to Search', 'Notify', 'Refresh', 'Update/Display', 'Include History', and 'Correct History'.

Step	Action
8.	Click the Application Program Data tab. <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #e0e0e0;">Application Program Data</div>

Training Guide

PS9CSTRN 8.53
PS9HEWEBDEV12 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Student Admissions > Application Maintenance > Maintain Applications

New Window | Help | Personalize Page |

Biographical Details | Addresses | Regional | **Application Program Data** | Application Data | Application School/Recruiting

George Costanza 5004887
Academic Institution: LSUHSC - New Orleans **Application Number:** 00061167
Academic Career: Nursing, Undergraduate **Career Number:** 0

Program Data Find | View All First 1 of 1 Last

Program Number: 0 ***Effective Date:** 03/27/2014

***Admit Term:** 1147 Fal-N 2014 **Effective Sequence:** 1

***Academic Program:** ASN AssNurSci **Expected Graduation Term:**

***Academic Load:** Full-Time ***Campus:** NO New Orleans

Joint Program

Program Status

Status: Applicant **Action Date:** 03/27/2014
***Program Action:** APPL Application **Action Reason:**

Last Updated On: 03/27/2014 3:06:33PM **By:** KOCONN [Evaluation](#)

Plan Data Find | View All First 1 of 1 Last

***Academic Plan:** ASN Associate of Sci. in Nursing **Specialztn:** ASN

Sub-Plan Data Find | View All First 1 of 1 Last

***Sub-Plan:**

Transfer To: Education

[Biographical Details](#) | [Addresses](#) | [Regional](#) | [Application Program Data](#) | [Application Data](#) | [Application School/Recruiting](#) | [Application Student Response](#)

100%

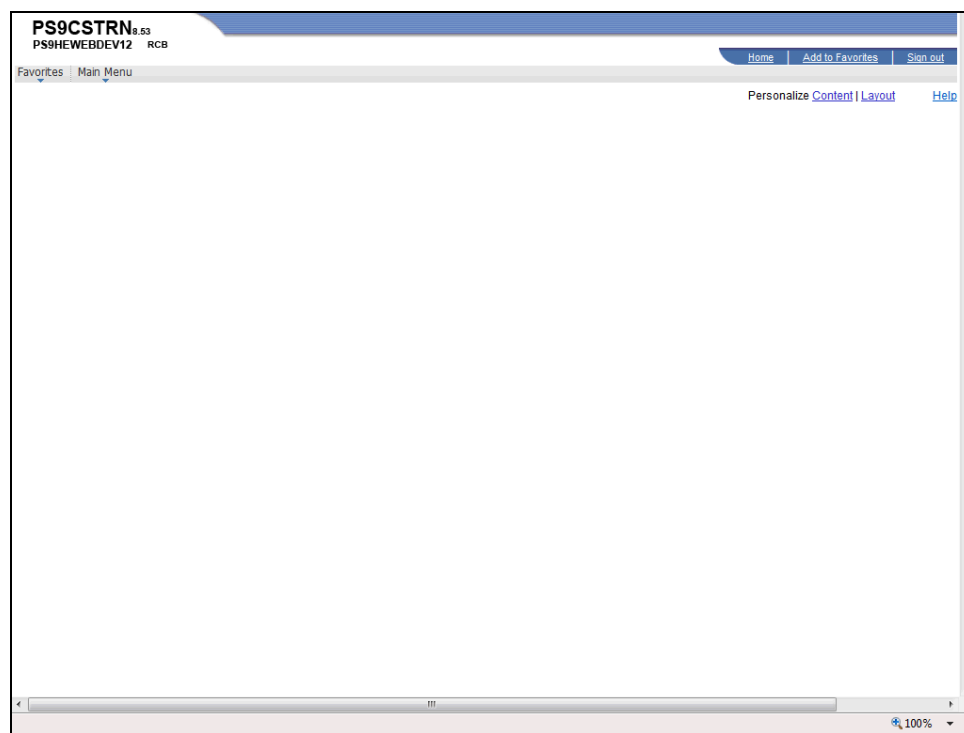
Step	Action
9.	Click the Add a new row at row 1 button. <i>NOTE: Always add a new row when updating the application.</i>
10.	Click the Look up Program Action (Alt+5) button.
11.	Click the Admit link.
12.	Click the Save button.
13.	This completes Application Maintenance - Admit/Deny . End of Procedure.



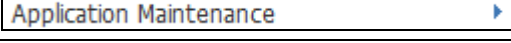

Application Maintenance - Matriculation

Procedure

In this topic you will learn how to enter **Application Maintenance - Matriculation**.

Step	Action
1.	<i>NOTE: A student's application may be updated to indicate his Matriculation Status. Matriculation will activate a student in an academic program in the Student Records Module.</i>



Step	Action
2.	Click the Main Menu button. 
3.	Click the Student Admissions menu. 
4.	Click the Application Maintenance menu. 
5.	Click the Maintain Applications menu. 

Training Guide




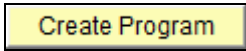
Step	Action
6.	<p>Click the Search button.</p> <p><i>NOTE: If the applicant's ID does not default into the ID field, enter the ID and then click Search.</i></p> <div data-bbox="344 1157 485 1199" style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 20px;">Search</div>

The screenshot shows a web application interface for 'PS9CSTRN 8.53'. The user is logged in as 'PS9HEWEBDEV12 RCB'. The breadcrumb trail is 'Student Admissions > Application Maintenance > Maintain Applications'. The 'Application Program Data' tab is selected, showing details for 'George Costanza' with ID '5004887'. The 'Person Information' section includes 'Date of Birth: 04/01/1986', 'Marital Status: Single', and 'Gender: Male'. The 'Biographical History' section shows an effective date of '03/27/2014'. The 'National ID' section lists a Social Security Number of '123-22-3333'. The 'Contact Information' section shows a legal address in Jefferson, LA, and a home email 'George@aol.com'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Update/Display', 'Include History', and 'Correct History'.

Step	Action
7.	Click the Application Program Data tab. <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #e0e0e0;">Application Program Data</div>

Training Guide

The screenshot shows the 'Application Program Data' section of the PS9CSTRN application. The student's name is George Costanza, and the academic institution is LSUHSC - New Orleans. The application number is 00061167. The program data section shows a program number of 0, an effective date of 04/01/2014, and an admit term of Fal-N 2014. The program status is 'Admitted' with an action date of 04/01/2014. The academic plan is 'Associate of Sci. in Nursing' with a specialization of 'ASN'. The interface includes various navigation tabs, search fields, and action buttons like 'Save', 'Return to Search', 'Notify', 'Refresh', 'Update/Display', 'Include History', and 'Correct History'.

Step	Action
8.	Click the Add a new row at row 1 button. 
9.	Click the Look up Program Action (Alt+5) button. 
10.	Click the Matriculation link. 
11.	Click the Create Program button. 
12.	NOTE: The fields are grayed out and the student now belongs to Student Records.
13.	This completes Application Maintenance - Matriculation . End of Procedure.