



Admission Inquiry Quick Reference Guide

The CSU Admissions Inquiry Screen allows users to view a summary of a student's admission status. The page includes Bio/Demo Data, Application Data, Education summary, and Test Results.

CSU SA Baseline > CSU Admissions > Admissions Inquiry > Inquire > Admissions Inquiry

CSU Admissions Inquiry

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

Find an Existing Value

Application Nbr:	begins with	<input type="text"/>	
ID:	begins with	<input type="text"/>	
Academic Institution:	=	STCMP	
Academic Career:	begins with	UGRD	
Application Program Nbr:	=	<input type="text"/>	
Academic Program:	begins with	<input type="text"/>	
Admit Term:	begins with	<input type="text"/>	
Application Center:	begins with	<input type="text"/>	
Date of Birth:	=	<input type="text"/>	
Campus ID:	begins with	<input type="text"/>	
National ID:	begins with	<input type="text"/>	
Last Name:	begins with	<input type="text"/>	
First Name:	begins with	<input type="text"/>	

Case Sensitive

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

- 1) To search for a student, you can choose to input info into any of the search fields under the Find an Existing Value tab.
- 2) Enter the Academic Institution; STCMP.
- 3) Enter the Academic Career; UGRD or PBAC
- 4) Enter the Admit Term to narrow the search; Fall 2008=2084
- 5) To search by name, the first name and last name must be entered
- 6) Click the Search button

Campus ID:	begins with	<input type="text"/>
National ID:	begins with	<input type="text"/>
Last Name:	begins with	R
First Name:	begins with	<input type="text"/>

Case Sensitive

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

Search Results

[View All](#)

Application Nbr	ID	Academic Institution	Academic Career	Application Program Nbr	Academic Program	Admit Term	Application Center	Name	Gender	Date of Birth	Date of Birth
00000733	205294067	SACST	PBAC	0	PBM	2073	GRAD	Ramirez,Cody,N	Male	04/23/1983	04/23/1983
00000041	250000624	SACST	PBAC	0	PR2B	2073	UGRD	Renoasamy,Christine,Lynn	Female	12/17/1980	12/17/1980

- 7) Your search results will display at the bottom of the screen.
- 8) Locate the applicant you wish to view and click on any of the fields in that row to display the applicant's record.

Note: If your search only generates one result, you will be taken directly to the Admissions Summary page for that record (no list of results will appear). Or if your search is broad and generates more than 300 records, it will only give you a list of the first 300.



Admissions Summary

The Admissions page displays information about a student's admission status for their most recent admit term. It is a "snapshot" containing the most up-to-date information about a student's status.

Admission Summary		Test Summary	Checklist Summary	Comment Summary					
Susan Pabla		001565421							
Bio/Demo Data									
Mail Address									
Address 1:	1623 9th St	Citizenship:	Sex: F						
Address 2:		Visa Type:							
Address 3:		Pri Phone:	209/230-4995						
Address 4:		Pri Email:	spabla@csustan.edu						
City:	Livingston	State:	CA	Zip: 95334 Country: USA					
Application Data									
Appl Nbr:	00052932	Appl Dt:	12/07/2001	Action Date: 04/22/2002					
Prog Nbr:	0	Status:	Active	Comments? <input type="checkbox"/>					
Prog Action:	MATR	Prog Rsn:							
Admit Term:	2002 Fall	Plan/Subplan:	Undeclared						
Acad Career:	Undergraduate								
Acad Prog:	Undergraduate Degree Seeking								
Appl Center:	MAIN	Admit Type:	First Time Student						
Acad Level:		Complete:	N	Complete Dt:					
Instn Origin:	Livingston High								
EOP Interest:	N	Adm Basis:	I	DISADVANTAGED EXCEPTION FTF					
Residency:	Resident of California	Stu Standing:							
Recruit Cat:		Sport:							
ERS Data									
College Preparatory Semesters		GE Breadth Status		Additional Data					
English:	7	Critical Thinking:							
Math:	4	English/Writing:							
Soc Sci:	4	Mathematics:							
Electives:	2	Oral Communication:							
Lab Sci:	4								
Fgn. Lang:	2								
Vis/Pref Arts:	4								
EPT Status:									
ELM Status:									
Residence Code:	0024								
CSU Cred Status:	None								
Education									
Org ID	Description	From Date	To Date	Transcript Status	Transcript Type	Received Date	Summary Type	GPA Type	Ext GPA
C30000194	MERCED COMM COL	02/01/2001	08/01/2003		Official	08/22/2003	COLL	COLL	
C31000793	Livingston High		05/01/2002		Unofficial	02/22/2002	HIGH	HIGH	2.230
Education									

9) After you've searched for and selected an applicant, the Admissions Summary page will display.



Test Summary

Test summary is used in to record the tests the students have taken and their score information

Admission Summary | **Test Summary** | Checklist Summary | Comment Summary

Academic Test Summary

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Test Summary by ID/Component

Test ID: Test Component: Sort By: Date Score Test

Test ID	Description	Score	%tile	Letter Score	Test Dt	Std Admin	Acad Level	Data Src	Dt Loaded
1 ACT	Composite	10.00			11/01/2001	<input checked="" type="checkbox"/>	Unknown	CNV	02/22/2002
2 ACT	English	11.00			11/01/2001	<input checked="" type="checkbox"/>	Unknown	CNV	02/22/2002
3 ACT	Math	13.00			11/01/2001	<input checked="" type="checkbox"/>	Unknown	CNV	02/22/2002
4 ACT	Reading	8.00			11/01/2001	<input checked="" type="checkbox"/>	Unknown	CNV	02/22/2002
5 ACT	Science	9.00			11/01/2001	<input checked="" type="checkbox"/>	Unknown	CNV	02/22/2002
6 ELM	Total	30.00			07/01/2002	<input checked="" type="checkbox"/>	Unknown	CNV	02/12/2003

Return to Search | Previous in List | Next in List | Notify

[Admission Summary](#) | [Test Summary](#) | [Checklist Summary](#) | [Comment Summary](#)

10 Click the Test Summary tab

Checklist Summary

Checklists are used to track requirements for applicants and students. Outstanding checklist items can be viewed by students via "Self Service" as "To Do List" items.

Admission Summary | Test Summary | **Checklist Summary** | Comment Summary

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Selection Criteria

Function: Variable Data

Checklist Type: Checklist Responsible ID: 000006396 Status: All

Search Results

Code	Item	Status	Institution and Function	Description	Due Date	Item Status
Edit	View					

Return to Search | Previous in List | Next in List | Notify

[Admission Summary](#) | [Test Summary](#) | [Checklist Summary](#) | [Comment Summary](#)

- 11 Click the Checklist Summary tab.
- 12) Eliminate the Responsible ID listed by blanking out the field.
- 13) Click on the Search button in order to get the list to populate.
- 14) Disregard the due date displayed on this page. The due date is a default value that does not display for the student on "My Favorites - Checklist Summary".
- 15) You can see the status of a checklist item by looking at the "Item Status". (The status should be "Complete" or "Initiated".)

NOTE: The Institution and Function tab will display who assigned the item to the student.

An example of the "To Do" List.

Search Results

Code	Item	Status	Institution and Function	Description	Due Date	Item Status
Edit	View	GRAD1	AC	College Transcript	05/23/2009	Initiated
Edit	View	GRAD1	AWPR	Writing Proficiency Ver	05/23/2009	Initiated
Edit	View	GRAD1	AC	College Transcript	05/23/2009	Initiated



Comment Summary

Comments are used for making notes on pertinent information in regards to a student.

Admission Summary | Test Summary | Checklist Summary | **Comment Summary**

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Selection Criteria

Function: Variable Data

Category: Comment ID:

Search Results

Comment Category Comment ID

	Category	Description	Function	DateTime	Sequence
Edit	View				

[Admission Summary](#) | [Test Summary](#) | [Checklist Summary](#) | [Comment Summary](#)

- 16) Click on the Comment Summary tab
- 17) Initially the screen will come up blank.
- 18) Click on the Search button to view the comments that have been added.