## 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.

### 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

### 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.

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.

<table>
<thead>
<tr>
<th>Test ID</th>
<th>Description</th>
<th>Score</th>
<th>Table</th>
<th>Latin</th>
<th>Test</th>
<th>Test ID</th>
<th>Score</th>
<th>Test ID</th>
<th>Score</th>
<th>Test ID</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 ACT</td>
<td>Composite</td>
<td>10.00</td>
<td></td>
<td></td>
<td></td>
<td>11/01/2001</td>
<td>0</td>
<td>Unknown</td>
<td>CN</td>
<td>02/02/2002</td>
<td></td>
</tr>
<tr>
<td>2 ACT</td>
<td>English</td>
<td>11.00</td>
<td></td>
<td></td>
<td></td>
<td>11/01/2001</td>
<td>0</td>
<td>Unknown</td>
<td>CN</td>
<td>02/02/2002</td>
<td></td>
</tr>
<tr>
<td>3 ACT</td>
<td>Math</td>
<td>13.00</td>
<td></td>
<td></td>
<td></td>
<td>11/01/2001</td>
<td>0</td>
<td>Unknown</td>
<td>CN</td>
<td>02/02/2002</td>
<td></td>
</tr>
<tr>
<td>4 ACT</td>
<td>Reading</td>
<td>8.00</td>
<td></td>
<td></td>
<td></td>
<td>11/01/2001</td>
<td>0</td>
<td>Unknown</td>
<td>CN</td>
<td>02/02/2002</td>
<td></td>
</tr>
<tr>
<td>5 ACT</td>
<td>Science</td>
<td>9.00</td>
<td></td>
<td></td>
<td></td>
<td>11/01/2001</td>
<td>0</td>
<td>Unknown</td>
<td>CN</td>
<td>02/02/2002</td>
<td></td>
</tr>
<tr>
<td>6 ELA</td>
<td>Total</td>
<td>30.00</td>
<td></td>
<td></td>
<td></td>
<td>07/01/2002</td>
<td>0</td>
<td>Unknown</td>
<td>CN</td>
<td>02/02/2003</td>
<td></td>
</tr>
</tbody>
</table>

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.

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

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.